

BOARD OF TRUSTEES OF MIDDLESEX COUNTY COLLEGE

Minutes of the Meeting of February 20, 2019

The scheduled meeting of the Board of Trustees of Middlesex County College was held at 8:30 a.m. in College Center, the Corral, located on the College campus. Board Members present were: Mmes. Buteas, Palumbo and Power and Messrs. Anderson, Finkelstein, Oras, Raja, Sica and Taffet. Judge Daley and Mr. Giannini were absent. Also present were Interim President Dr. McCormick, Counsel Mr. Hoffman, Assistant Secretary Ms. D'Aloisio, Vice Presidents Ms. Campbell, Dr. Herron, and Ms. Lawrence, Facilities Executive Director Mr. Drost and Information Technology Executive Director Mr. Morton.

In compliance with the "Open Public Meetings Act" of the State of New Jersey, adequate notice of this meeting was provided as follows:

- (a) On December 3, 2018, advance written notice of this meeting was posted in the lobby of Chambers Hall.
- (b) On December 3, 2018, advance written notice of this meeting was e-mailed to the Home News Tribune and The Star Ledger.
- (c) On December 3, 2018, a copy of this advance notice of the meeting was filed with the Clerk of the Middlesex County Board of Chosen Freeholders.
- (d) On December 3, 2018, a copy of this advance notice was filed with the President of Middlesex County College.
- (e) Any individual who has requested notice of this meeting has been forwarded a copy of the notice of such meeting.

Chairman Power led the Pledge of Allegiance.

MINUTES

Mr. Sica moved, seconded by Ms. Buteas, that the minutes of the regular meetings for January 15, 2019, be adopted as presented.

The motion was carried.

PRESENTATION

Dr. Phil Linfante, Chair of the New Jersey Council of County Colleges (NJCCC) and Dr. Aaron Fichtner, President of the NJCCC are in the process of meeting with the Trustees of the nineteen New Jersey community colleges. Dr. Linfante shared that 350,000 students enroll in community colleges in New Jersey each year, 24,000 degrees are granted annually, and nearly 50 percent of all students who receive a Bachelor's degree attended a community college. Dr.

Linfante urged the Trustees to continue to advocate for Middlesex County College with elected local, county, state and federal officials and act as cheerleaders for the College and our sector.

Dr. Fitchner noted the New Jersey Council of County College's strategic plan (entitled VISION 2028) was introduced in the fall to provide a framework for the future of community colleges in New Jersey. Dr. Fitchner asked for our involvement and active engagement. He noted a budget request to the State to continue the Community College Opportunity Grant program has been submitted. Also requested was to consider increasing the maximum eligibility threshold of \$45,000 per gross household income limit to something close to the medium household income level so that more students could take advantage of this program.

EXECUTIVE SESSION

At 8:46 a.m. Ms. Buteas moved, seconded by Ms. Palumbo, for the Board to go into Executive Session for the purpose of discussing a potential litigation issue. No action was taken at this time. At 9:22 a.m. Ms. Buteas moved, seconded by Mr. Raja, for the Board to return to the regular scheduled board meeting.

FACILITIES COMMITTEE

Mr. Drost reported the College Center sprinkler project will be completed in two phases. The asbestos-contained materials in the ceiling will be removed this summer, and the sprinklers will be installed the following summer. In relation to this project, Mr. Drost recommended the approval of resolution 3.a. to DLB Associates Consulting Engineers in the amount of \$5,500, and resolution 3.c. to Environmental Connection in the amount of \$3,720.

Mr. Drost recommended for approval of resolution 3.f. to Keri Engineering in the amount of \$8,150 for L'Hommedieu Hall boiler replacement. This is an in-house project.

Mr. Drost reported the Library windows and the automatic doors in the Library are to be replaced. He recommended approval of resolution 4.b. to Panoramic Window and Door Systems Inc. in the amount of \$424,500.

Mr. Sica moved, seconded by Mr. Raja, for adoption of resolutions 1.a through 5.a.:

1. BE IT RESOLVED, That based on the recommendation of the Executive Director of Facilities Management and the Vice President for Finance and Administration payment be authorized to the following firms:
 - a. DLB Associates Consulting Engineers for Phase III engineering consulting services in conjunction with the Campus Sprinkler Upgrades at Johnson Learning Center and the Library project in the amount of \$1,287.50.

Contract Amount	\$ 25,750.00
Previous Payments	24,462.50
Payment #7 FINAL	<u>1,287.50</u>
Balance	<u>\$ 0.00</u>

- b. OCA Architects for Phase I services in conjunction with the Chambers Hall Renovation project in the amount of \$7,350.00.

Contract Amount	\$68,600.00
Previous Payments	47,600.00
Payment #6	<u>7,350.00</u>
Balance	<u>\$13,650.00</u>

2. WHEREAS, The State of New Jersey has cooperative purchasing services available under N.J.S.A. 18A:64A-25.9 of the County College Contracts Law and N.J.S.A. 52:34-6.2b(3) applicable to the College;

NOW, THEREFORE, BE IT RESOLVED, That the following contract(s) be authorized under the provisions of cooperatives currently in effect:

<u>COOPERATIVE</u>	<u>CONTRACT NUMBER</u>	<u>COMPANY</u>	<u>DESCRIPTION</u>	<u>AWARD</u>
ESCNJ*	17/18-16	WB Mason	Office Furniture	\$ 7,733.18
HCESC**	18-02	ePlus	Computer Hardware	\$ 8,613.32
HCESC**	TECH 16-01 and 34HUNCCP	Apple Computer	Computer Hardware	\$ 3,412.00
NJSC***	A81720	JC Office	Office Furniture	\$ 4,623.36
NJSC***	89967	Dell Marketing	Computer Hardware	\$71,479.57
NJCCJPC****	FY18JPC-33	Carolina Biological	Science Supplies	\$9,281.74
NJCCJPC****	FY18JPC-33	VWR International	Science Supplies	\$10,373.00

- * Educational Services Commission of New Jersey
 ** Hunterdon County Educational Services Commission
 *** New Jersey State Contract
 **** New Jersey County College Joint Purchasing Consortium

3. BE IT RESOLVED, That based on the recommendation of the Director of Purchasing and Inventory and the Vice President for Finance and Administration an award be made to the following firm(s) pursuant to a fair and open process:
 - a. Special Quote # 10142 for Phase 2A for engineering consulting services for sprinkler system design for the College Center from a total of six responses received:

DLB Associates, Eatontown, NJ for the amount of \$5,600.00.
 - b. Special Quote # 10436 for previously awarded qualification of printing services from a total of 11 responses received:

Courier Printing Corporation, Deposit, NY for the 2019 Annual Report for a total of \$1,289.00.
 - c. Special Quote # 10565A for previously awarded qualification of environmental consulting services for the College Center from a total of two responses received:

Environmental Connection, Trenton, NJ for the amount of \$3,720.00.
 - d. Special Quote # 10575 for development and revision to policies for police department from a total of one response received:

The Rodgers Group LLC, Island Heights, NJ for the not-to exceed amount of \$26,500.00.
 - e. Special Quote # 10579 for the management classification and compensation study from two responses received:

Evergreen Solutions LLC, Tallahassee FL for the amount of \$35,955.00.
 - f. Special Quote # 10582 for previously awarded qualification for engineering consulting services for capital renewal and replacement projects from a total of five responses received:

Keri Engineering, Union, NJ for L'Hommedieu Hall boiler upgrades for the amount of \$8,150.00.
4. BE IT RESOLVED, That based on the recommendation of the Director of Purchasing and Inventory and the Vice President for Finance and Administration an award be made to the following firm(s) pursuant to a fair and open process:
 - a. Bid # 19-20 for nursing equipment from a total of two responses received:

Laerdal Medical Corporation, Wappinger Falls, NY for the amount of \$51,095.00.

- b. Bid # 19-23 for library window and door replacement from a total of four responses received:

Panoramic Window and Door Systems Inc., Stockton, NJ for the amount of \$424,500.00.

5. BE IT RESOLVED, That based on the recommendation of the Director of Purchasing and Inventory and the Vice President for Finance and Administration, a contract amendment be made to the following firm(s):

- a. Markations, Inc., Yardley, PA for consulting and project management for the period ending June 30, 2019.

Previous Contract Amount	\$ 60,000.00
Amendment # 1	<u>93,400.00</u>
New (Not-To- Exceed) Contract Amount	<u>\$153,400.00</u>

After discussion, the motion was approved. Mr. Finkelstein abstained from voting on resolution 2.

FINANCE COMMITTEE

Mr. Finkelstein moved, seconded by Buteas, for adoption of resolutions 1.a. through 3:

1. WHEREAS, The Interim President has recommended an increase in tuition rates for academic sessions scheduled for FY 2020, including Summer I session FY 2019, in order to provide a portion of the revenue resource for the services to be rendered; and

WHEREAS, The Interim President has developed a Current Unrestricted Fund to provide educational and other services to the students of Middlesex County College for the year July 1, 2019 to June 30, 2020; and

WHEREAS, Said services are funded by students, the State of New Jersey and the County of Middlesex; and

WHEREAS, As required by the Higher Education Restructuring Act of 1994, a public hearing was held on February 20, 2019,

NOW, THEREFORE, BE IT RESOLVED That the following changes in credit hour tuition rates be approved commencing with the sessions scheduled for FY 2020, including pre-summer session FY 2019 as follows:

- a. In-county tuition credit hour rate be increased from \$112.00 per credit hour to \$114.00 per credit hour; and

- b. Out-of-county tuition credit hour rate be increased from \$224.00 per credit hour to \$228.00 per credit hour; and
- c. Out-of-state tuition credit hour rate be increased from \$224.00 per credit hour to \$228.00 per credit hour.
- d. The fees set forth shall be as shown on the attached Schedule.

2. BE IT RESOLVED, That the invoice for professional services rendered by the firm of Wilentz, Goldman & Spitzer for the period October 1, 2018 through and including December 31, 2018 be approved for payment in the amount of \$49,845.51.

Legal services rendered from October 1, 2018 through and including December 31, 2018 for normal operations of Middlesex County College	\$58,630.71
Less fifteen percent courtesy discount on fees	<u>(\$8,785.20)</u>
Total disbursements from October 1, 2018 through December 31, 2018	Total <u>\$49,845.51</u>

3. WHEREAS, The Board of Trustees (the "Board") of Middlesex County College ("the Institution") desires to approve the undertaking, implementation, and financing of a Telephone Upgrade Project (the "Project") consisting of phone system hardware and licenses, network equipment, first year onsite support, and professional services to install and configure all phone solution components on its Edison and New Brunswick, New Jersey locations; and

WHEREAS, The Board desires to approve the aggregate costs of the Project paid and or financed through all sources in an amount not to exceed \$900,467.40; and

WHEREAS, The Board desires to finance all of the Project through one of the Programs made available by the State of New Jersey (the "State") for certain projects of New Jersey institutions of higher education (the "Programs"); and

WHEREAS, The Program is the Higher Education Equipment Leasing Fund Act, N.J.S.A.18A: 72A-40 *et seq.* ("ELF"); and

WHEREAS, The Board has determined that the Project will assist in serving the needs of its students, and providing a benefit to the Institution; and

WHEREAS, The Board desires to approve financing of all the Project through ELF; and

WHEREAS, In order to provide maximum flexibility and most efficient borrowing costs, the Board wishes to authorize financing the Project through ELF (the “Proposed Program”); and

WHEREAS, The Board wishes to approve the form of the Application to be submitted to the Secretary of Higher Education (the “Secretary”) for the proposed Programs for the Project, and to designate and authorize officers of the Institution to take necessary and desirable actions to undertake, implement and submit to the Secretary the Application for the Project; and

WHEREAS, The Board desires to authorize certain officers of the Institution to determine the Financing Structure which is most economically advantageous to the Institution provided the Financing Structure includes utilization of the Proposed Program, and take all action necessary or beneficial to accomplish the financing of the Project including the financing of capitalized interest, if any (“Financing Costs”);

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Middlesex County College as follows:

1. The Board approves the Telephone Upgrade Project and authorizes the undertaking, implementation and financing of the Project in a maximum aggregate amount not to exceed \$900,467.40.

2. The Board approves the financing of all or any portion of the Project through the ELF. The Board approves the Application for funding of the Project through such Program in the form submitted to the Board and authorizes and directs the herein defined Designated Officers to submit such Application to the Secretary with such changes, modifications and additions as are approved by the Designated Officers and such changes, modifications and additions shall be conclusively evidenced by the submission of the Application to the Secretary. The Board expressly directs and authorizes the Designated Officers to submit the Long Range Capital Plan in the Application for any Program for which it is required. The Board acknowledges and agrees that approval of the Application and receipt of funds pursuant to the Program(s) will obligate the Institution to:

- (a) provide funds for the operation and maintenance of the Project, (b) contribute to the cost of the Project; (c) pay all or a portion of debt service on Tax-Exempt Bonds issued by the New Jersey Educational Facilities Authority to fund the Proposed Program(s) as applicable; and (d) fulfill other conditions imposed under the Programs and hereby directs and authorizes the Designated Officers to certify such acknowledgement and agreement as part of the submitted Application.

The Designated Officers are hereby authorized and directed to fulfill all conditions of the Proposed Programs including without limitation providing for the operation and maintenance of the Project and using available funds of the Institution to pay for such operation and maintenance and to satisfy conditions of the Proposed Programs to contribute to the cost of Projects

and/or debt service on Tax-Exempt Bonds issued to fund the Proposed Programs from available funds of the Institution.

3. The Board Chairperson, the Board Secretary, the President and Vice President of Finance and Administration and (each an "Authorized Officer") are each hereby authorized and directed to approve, execute and deliver any and all agreements necessary to undertake, implement and finance the Project and any and all other financing documents and instruments in the form approved by the Authorized Officers executing the same in the name of and on behalf of the Board, in as many counterparts as may be necessary, and to affix or impress the official seal of the Institution thereon and to attest the same and such execution and attestation will be conclusive evidence of the approval of the form and content of such agreements and other documents and instruments necessary to undertake, implement and finance the Project and to pay Financing Costs including through the financing thereof. The Authorized Officers are further authorized and directed to do and perform such other acts and to take such other actions as may be necessary or required, or which may be deemed to be appropriate to implement the purposes of this resolution to undertake, implement and finance the Project and Financing Costs and the payment and/or repayment thereof.

4. All resolutions, orders and other actions of the Board of the Institution in conflict with the provisions of this resolution to the extent of such conflict are hereby superseded, repealed or revoked.

5. This Resolution shall take effect immediately; and be it further

RESOLVED: That no further approvals by the Board are necessary to implement this Resolution.

After discussion, the motion was approved.

HUMAN RESOURCES COMMITTEE

Ms. Palumbo moved, seconded by Ms. Buteas, for adoption of Sections 1 through 7:

Hires, Change of Status & Separations – This month, there were 52 recommended items total. A summary of the action items is listed below.

A.	<u>Hires</u>	<u>Recommendations</u>
	Administrative	3
	Faculty	2
	Support Staff	4
	Adjuncts	31
	Grants	2

<u>B.</u>	<u>Change of Status</u>	<u>Recommendations</u>
	Administrative	3
	Support Staff	2
	Grants	3

<u>C.</u>	<u>Separations</u>	<u>Recommendations</u>
	Support Staff	2

A. HIRES

ADMINISTRATIVE

1. Name: Edgardo Alvarez
Department: Information Technology
Position: System Administrator
Salary: \$73,801
Effective: 03/04/19
2. Name: Gregory Chery
Department: Finance
Position: Manager, Accounting Services
Salary: \$73,801
Effective: 03/04/19
3. Name: Andrew Stout
Department: English
Position: Associate Chair
Salary: \$64,424
Effective: 03/18/19

FACULTY

1. Name: Denissie Santana
Department: Educational Opportunity Fund
Position: EOF Counselor
Salary: \$73,627 (prorated)
Effective: 02/01/19-06/30/19
2. Name: Joseph Ubil
Department: Athletic Center
Position: Head Coach – Men & Women’s Golf
Salary: \$6,937
Effective: Spring, 2019

SUPPORT STAFF

1. Name: Nicholas Jayme
Department: Facilities Maintenance
Position: Electrician/Mechanic I
Salary: \$52,564
Effective: 03/01/19
2. Name: Brittany Puzio
Department: Custodial Services
Position: Custodian
Salary: \$30,587 + Shift Differential \$2,506
Effective: 02/01/19
3. Name: Michael Smith
Department: Hospitality, Culinary Arts & Dietetics
Position: Lab Coordinator
Salary: \$41,269 (prorated)
Effective: Temporary 01/28/19-05/15/19
4. Name: Tyrene Troupe
Department: Educational Opportunity Fund
Position: Department Assistant
Salary: \$39,147
Effective: 02/01/19

ADJUNCTS

1. Name: Natalie Bailey
Department: Visual, Performing & Media Arts
2. Name: Michelle Barsi
Department: History & Social Sciences
3. Name: Samantha Bowden
Department: History & Social Sciences
4. Name: Rolffi Canela
Department: Business & Computer Science
5. Name: Sharon Clarke
Department: Visual, Performing & Media Arts
6. Name: Kim Daniel-Robinson
Department: History & Social Sciences
7. Name: Yasmine Daniels
Department: Natural Sciences

8. Name: Stephen Essien
Department: Mathematics
9. Name: Strawberry Gallagher
Department: History & Social Sciences
10. Name: Kimberly Gentile
Department: History & Social Sciences
11. Name: Frank Gioia
Department: History & Social Sciences
12. Name: Andres Gonzalez
Department: Business & Computer Science
13. Name: Rafael Gonzalez
Department: History & Social Sciences
14. Name: Edwin Griffin
Department: History & Social Sciences
15. Name: Hezron Gurley
Department: Business & Computer Science
16. Name: Tonya Hall
Department: History & Social Sciences
17. Name: Mary Ellen Hamilton
Department: ESL, Languages & Cultures
18. Name: Muhammad Hassan
Department: Business & Computer Science
19. Name: Stefany Jacobs
Department: Visual, Performing & Media Arts
20. Name: Marta Kepka
Department: Visual, Performing & Media Arts
21. Name: Tariq Khan
Department: Business & Computer Science
22. Name: Rasika Mohottige
Department: Natural Sciences

23. Name: Robert Mundkowsky
Department: Business & Computer Science
24. Name: Jamie Ortolano-Costea
Department: ESL, Languages & Cultures
25. Name: Kristopher Pallein
Department: Business & Computer Science
26. Name: Rosemary Schutz
Department: History & Social Sciences
27. Name: Danielle Servedio
Department: History & Social Sciences
28. Name: Crystal Shook
Department: ESL, Languages & Cultures
29. Name: Christopher Shott
Department: Business & Computer Science
30. Name: Manar Soliman
Department: Natural Sciences
31. Name: Reynaldo Tapia
Department: History & Social Sciences

B. CHANGE OF STATUS

MANAGEMENT

1. Name: Arthur Criss
Department: Registration
Position: Acting Registration & Veterans Support Specialist
Action: Transfer from Admission Recruitment
Salary: \$69,391
Effective: 01/07/19-06/30/19
2. Name: Linda Friedman
Department: Institutional Advancement
Position: Administrative Assistant
Action: Reclassification of Position
New Salary: \$58,737
Effective: 02/01/19

3. Name: Edwin Onyschak
Department: Information Technology
Position: Senior Systems Administrator
Action: New Title/Grade Level 7
Salary: \$118,798
Effective: 12/17/18

SUPPORT STAFF

1. Name: Betty Chin
Department: Lifelong Learning
Position: Systems Coordinator
Action: Transfer from Student Account Services
/Grade Level 8
New Salary: \$50,455
Effective: 02/01/19

2. Name: Brendan Coutu
Department: Police
Position: Police Officer 1
Action: Upgrade from Police Officer 2
New Salary: \$70,059
Effective: 03/01/19

GRANTS

1. Name: Lillian Cortes
Department: Perth Amboy Center
Position: Area Coordinator
Action: Position Change from Assistant Coordinator
New Salary: \$69,391
Effective: 02/01/19-06/30/19

2. Name: Wendy Medina
Department: Perth Amboy Center
Position: CWEP Instructor
Action: Position Change from EJS Instructor
New Salary: \$59,759
Effective: 02/01/19-06/30/19

3. Name: Victor Tavaréz
Department: Perth Amboy Center
Position: Assistant Coordinator
Action: Position Change from CWEP Worksite Developer
New Salary: \$64,198
Effective: 02/01/19-06/30/19

C. SEPARATION

SUPPORT STAFF

1. Name: Francis LoGiudice
Department: Custodial Services
Action: Resignation
Effective: 01/09/19
2. Name: Jacqueline Maldonado-Daniels
Department: Custodial Services
Action: Resignation
Effective: 01/22/19

After discussion, the motion was approved.

GENERAL

Mr. Anderson moved, seconded by Ms. Buteas, for adoption of the following resolution:

1. WHEREAS, It was deemed necessary to amend the Bylaws of the Middlesex County Board of Trustees; and

WHEREAS, The revised Bylaws were presented to the Board of Trustees at its January 15, 2019 meeting,

NOW, THEREFORE, BE IT RESOLVED That the Middlesex County College Board of Trustees adopt the revised Bylaws attached herein.

After discussion, the motion was approved.

REPORT OF COUNSEL

No report.

REPORT OF THE PRESIDENT

Dr. McCormick's report for February 2019 is attached. In addition, Dr. McCormick reported that Trustee Pierfrancesco Giannini will take part in a panel of recent alumni who will discuss their pathways forward from Middlesex County College. The panel will include those who moved on to four-year colleges, and those who went into business and into the workplace. A video regarding the Community College Opportunity Grant and how it helps students afford college was viewed. Dr. McCormick noted nearly 300 Middlesex County College students have taken advantage of this grant.

Trustee Palumbo congratulated the Middlesex County College student athletes who have excelled academically. Forty students completed the fall semester with GPAs of 3.0 or greater, 17 with 3.5 GPAs and 2 with 4.0 GPAs.

Trustee Palumbo noted the Board of Trustees Annual Retreat will be held on June 11, 2019 from 8:30 – 3 pm.

Trustee Finkelstein reported the Presidential Search process is on schedule and the Campus Search Committee will be reviewing and rating the applications for president on February 28, 2019. It is anticipated that finalists for the presidency will be invited to campus to participate in a public forum and interview with the full Board on April 2nd on campus. Trustee Palumbo also reported that the Search Committee will conduct interviews via video conferencing in March.

The next Regular meeting of the Board will take place on Wednesday, March 20, 2019, at 8:30 a.m. in College Center, The Corral, located on the Edison campus of Middlesex County College. The meeting adjourned at 10:04 a.m.

ROBERT P. SICA
SECRETARY

THIS PAGE WAS NOT USED