

BOARD OF TRUSTEES OF MIDDLESEX COUNTY COLLEGE

## Minutes of the Meeting of March 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's Edison campus. Board Members present were: Mmes. Buteas, Palumbo and Power and Messrs. Anderson, Daley, Finkelstein, Giannini, Oras, Raja, Sica and Taffet. 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.

PRESENTATION

The Board of Trustees congratulated members of the Middlesex County College men's basketball team, Athletic Director Derrick Johnson, and the coaching staff on their outstanding season. The Blue Colts finished with an impressive 27-7 record. Dr. McCormick also acknowledged Head Coach Dave Turco was named Coach of the Year and MCC student Letrell West was named Tournament Most Valuable Player at the end of the regional championship tournament.

MINUTES

Mr. Raja moved, seconded by Mr. Sica, that the minutes of the regular meetings for February 20, 2019, be adopted as presented.

The motion was carried.

CORRESPONDENCE

Dr. Phil Linfante, Chair of the New Jersey Council of County Colleges, sent a letter thanking the Board for allowing him to present at last month's Board meeting. He commended the Trustees on their dedication to the College and encouraged them to continue to be 'cheerleaders' of community colleges.

ACADEMIC AND STUDENT AFFAIRS

Mr. Raja reported that there are no resolutions for Academic and Student Affairs this month. Dr. Herron reported that although the Academic and Student Affairs Committee did not meet this month, recommendations for Faculty Sabbatical Leave were forwarded in advance to the Committee members. The names of those faculty members receiving sabbatical leave are included in today's Human Resources resolutions.

FACILITIES COMMITTEE

Mr. Sica reported that there are no resolutions for Facilities this month. Mr. Drost reported the Facilities Committee met last week and reviewed the Facilities-related resolutions that are included in today's Finance resolutions.

FINANCE COMMITTEE

Mr. Finkelstein reported that the Finance Committee met last week and received a comprehensive review of the independent auditor's report. Mr. Robert P. Nehila, Jr., CPA, RMA, SPA, and Partner from Bowman & Company LLP, provided the Board with an overview of the report that included a Management Report and Exit Conference Report. Trustees requested that going forward they would like the opportunity to review these reports prior to the Board meeting at which they are being voted on. Mr. Finkelstein commended the auditors on the reports and the inclusion of recommendations.

Mr. Finkelstein moved, seconded by Mr. Sica, for adoption of resolutions 1 through 10.e.:

1. WHEREAS, The firm of Bowman & Company, LLP has submitted an audit of the books and records of Middlesex County College for the year ended June 30, 2018 including the supplementary information on expenditures of Federal and State awards and Report and Schedule required by the Uniform Guidance; and

WHEREAS, Management has responded to the reports as submitted by Bowman & Company, LLP and has presented the reports to the Finance Committee on March 20, 2019;

NOW, THEREFORE, BE IT RESOLVED That the audited financial statements for the year ended June 30, 2018 be approved.

2. WHEREAS, Under the provisions of N.J.S.A. 18A:64A-17, the Board of Trustees of Middlesex County College is required to prepare an annual budget itemizing the amount of money estimated to be necessary for Operating and Capital expenses for the ensuing year; and

WHEREAS, The Board of Trustees has caused to be duly prepared such annual budget for the fiscal year 2020; and

WHEREAS, The Board of Trustees has reviewed the goals and objectives of Middlesex County College and deems that said budget will provide the resources to meet these goals and objectives; and

NOW THEREFORE BE IT RESOLVED By the Board of Trustees of Middlesex County College that the annual operating of \$78,419,761 and capital budget for FY2020, including the minor capital allocation of \$2,000,000 attached hereto and made a part hereof, be and the same is hereby adopted.

BE IT FURTHER RESOLVED That a copy of said budget shall be delivered to each member of the Board of School Estimate forthwith.

BE IT FURTHER RESOLVED That the Board of Trustees of Middlesex County College will present this budget to the Board of Chosen Freeholders for the holding of a public hearing by the Board of School Estimate with respect to said budget.

BE IT FURTHER RESOLVED That notice of said public hearing and said budget shall be published in accordance with the provision of the State.

3. 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*	14/15-64	The Gillespie Group	Carpet Installation	\$2,520.00
ESCNJ*	14/15-79	The Gillespie Group	Carpet Installation	\$124,026.95
ESCNJ*	16/17-45	Turn-Key Technologies	Security Camera Installation	\$1,530.00

<u>COOPERATIVE</u>	<u>CONTRACT</u> <u>NUMBER</u>	<u>COMPANY</u>	<u>DESCRIPTIN</u>	<u>AWARD</u>
ESCNJ*	17/18-16	WB Mason	Office Furniture	\$1,860.04
HCESC**	18-02	ePlus	Computer Hardware	\$53,143.89
HCESC**	TECH 16-01	Apple Computer	Computer Hardware	\$5,385.00
HCESC**	17-03	Generations Electrical	LED Lighting	\$630.00
NJSC***	81641	WB Mason	Office Furniture	\$2,819.28
NJSC***	89853	Insight Public Sector	Computer Software	\$20,214.06
NJSC***	89967	Dell Marketing	Computer Hardware	\$137,646.55

\* Educational Services Commission of New Jersey

\*\* Hunterdon County Educational Services Commission

\*\*\* New Jersey State Contract

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. 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 Summer Non-Credit Postcards for a total of \$10,613.00.
- Nittany Valley Offset, State College, PA for the 2019 Middlesex Now Alumni Magazine for a total of \$4,256.00.
- b. Special Quote # 10522 for previously awarded qualification of Phase II engineering consulting services for Site Improvements 2019 from a total of 10 responses received:
- Najarian Associates, Eatontown, NJ for a total of \$17,660.00.

- c. Special Quote # 10565B for previously awarded qualification of environmental consulting services for the Library windows from a total of three responses received:

Environmental Connection Inc., Trenton, NJ for the not-to exceed amount of \$10,200.00.

- d. Special Quote # 10565C for previously awarded qualification of Phase I architectural engineering consulting services for the Dental Clinic reconstruction from a total of five responses received:

RSC Architects, Hackensack, NJ for the amount of \$16,360.00.

- e. Special Quote # 10565D for previously awarded qualification of environmental consulting services for the Dental Clinic reconstruction from a total of two responses response received:

Environmental Connection Inc., Trenton NJ for the amount of \$11,150.00.

5. BE IT RESOLVED, That based on the recommendation of the Director of Purchasing and Inventory and the Vice President for Finance and Administration an award be made to the following firm(s) pursuant to a fair and open process:

- a. Bid # 19-21 for dental equipment from a total of one response received:

Dentsply North America, York, PA for the amount of \$16,204.00.

- b. Bid # 19-24 for Site Improvements 2019 from a total of 12 responses received:

Black Rock Enterprises, LLC, Old Bridge, NJ for the base bid plus alternate # 1 for a total amount of \$1,090,000.00.

- c. Bid # 19-26 for athletic supplies from a total of five responses received:

Ampro, Primos, PA for the amount of \$9,139.32.

Metal Supply Center LLC, Bound Brook, NJ for the amount of \$2,133.10.

BSN Sports, Passon's Sports and US Games, Jenkintown, PA for the amount of \$1,124.90.

Medco Sports Medicine, Amherst, NY for the amount of \$861.96.

School Health Corporation, Hanover Park, IL for the amount of \$124.41.

- d. Bid # 20-1 for parking lot improvements from a total of two responses received:

Garden State Sealing, Tinton Falls, NJ for the price per linear foot of .87 cents and not-to-exceed amount of \$25,000.00.

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6. BE IT RESOLVED that based on the recommendation of the Director of Purchasing and Inventory and the Vice President for Finance and Administration, a bid cancellation be made for the following:

Bid # 19-25 HVAC Emergency Contract rejected all four vendors for failure to meet specifications.

7. WHEREAS, Middlesex County College has a need to obtain printing of the Quo Vadis Newspaper services as a Business Entity Disclosure Contract pursuant to the provisions of N.J.S.A. 19:44A- 20.4; and

WHEREAS, the Director Purchasing and Inventory has determined and certified in writing that the value of the acquisition may exceed \$17,500.00; and

WHEREAS, the anticipated term of this contract is March 1, 2019 through June 30, 2019, and

WHEREAS, School Publications Co., Neptune, NJ has submitted a proposal dated February 28, 2019, indicating that it will provide newspaper printing services for the not-to-exceed cost of \$28,684.00; and

WHEREAS, School Publications Co. has completed and submitted a Business Entity Disclosure Certification which certifies that School Publications Co. has not made any reportable contributions to a political or candidate committee in the State of New Jersey / County of Middlesex in the previous one year, and that the contract will prohibit School Publications Co. from making any reportable contributions through the term of the contract,

NOW THEREFORE, BE IT RESOLVED, That the Board of Trustees of Middlesex County College authorizes the Administration to enter into a contract with School Publications Co. as described herein.

8. WHEREAS, Middlesex County College has a need to have management training sessions as a Business Entity Disclosure Contract pursuant to the provisions of N.J.S.A. 19:44A- 20.4; and

WHEREAS, the Director Purchasing and Inventory has determined and certified in writing that the value of the acquisition may exceed \$17,500.00; and

WHEREAS, the anticipated term of this contract is March 20, 2019 through April 15, 2019; and

WHEREAS, Spencer Ryan LLC, Cherry Hill, NJ has submitted a proposal dated March 5, 2019, indicating that it will provide management training sessions for the not-to-exceed cost of \$27,500.00; and

WHEREAS, Spencer Ryan LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Spencer Ryan LLC has not made any reportable contributions to a political or candidate committee in the State of New Jersey / County of Middlesex in the previous one year, and that the contract will prohibit Spencer Ryan LLC from making any reportable contributions through the term of the contract,

NOW THEREFORE, BE IT RESOLVED, That the Board of Trustees of Middlesex County College authorizes the Administration to enter into a contract with Spencer Ryan LLC as described herein.

9. 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. Najarian Associates, Eatontown, NJ for additional consulting services for Phase I Construction documents to expand Lot 15 as part of the Campus Site Improvements Project.

Previous Contract Amount	\$29,539.00
Amendment # 1	<u>1,628.00</u>
New Contract Amount	<u>\$31,167.00</u>

10. 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 and to the following firms:

- a. A.J.M. Contractors, Inc. for contractor services in conjunction with the Campus Site Improvement project in the amount of \$19,891.80.

Contract Amount	\$976,259.00
Previous Payments	836,903.60
Payment #4	19,891.80
Retainage	<u>95,199.49</u>
Balance	<u>\$119,463.60</u>

- b. A.J.M. Contractors, Inc. for contractor services in conjunction with the Campus Site Improvement project in the amount of \$95,199.49. Unpaid balance due to a mutually agreed-upon reduction in the project scope.

Contract Amount	\$976,259.00
Previous Payments	836,903.60
Payment (FINAL)	95,199.49
Retainage	<u>0.00</u>
Balance	<u>\$ 24,264.11</u>

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- c. OCA Architects for Phase I architectural services in conjunction with the Chambers Hall Renovation project in the amount of \$9,450.00.

Contract Amount	\$68,600.00
Previous Payments	54,950.00
Payment #7	<u>9,450.00</u>
Balance	<u>\$ 4,200.00</u>

- d. DLB Associates Consulting Engineers for Phase II engineering services in conjunction with the College Center Campus Sprinkler Upgrades project in the amount of \$1,125.00. Unpaid balance due to a mutually agreed-upon reduction in the project scope.

Contract Amount	\$4,500.00
Previous Payments	2,250.00
Payment #2 (FINAL)	<u>1,125.00</u>
Balance	<u>\$ 1,125.00</u>

- e. Najarian Associates for Phase I engineering services in conjunction with the Campus Site Improvements 2019 project in the amount of \$500.00.

Contract Amount	\$29,539.00
Previous Payments	29,039.00
Payment #3	<u>500.00</u>
Balance	<u>\$ 0.00</u>

After discussion, the motion was approved. Mr. Finkelstein abstained from voting on resolution # 3. Mr. Taffet abstained from voting on resolutions # 9.a. and # 10.e.

#### HUMAN RESOURCES COMMITTEE

Ms. Lawrence reported that the Human Resources Committee met last week and continued its discussion on a Donated Leave Program. Progress is being made and issues raised are being addressed.

Ms. Palumbo moved, seconded by Oras for adoption of all resolutions in the categories of Hires, Change of Status and Separations.

Hires, Change of Status and Separations – This month, there were 20 recommended items total. A summary of the action items is listed below.

A.	<u>Hires</u>	<u>Recommendations</u>
	Administrative	1
	Faculty	1
	Confidential	1
	Support Staff	2



Adjuncts	2
Grants	1
B. <u>Change of Status</u>	<u>Recommendations</u>
Administrative	1
Faculty	5
C. <u>Separations</u>	<u>Recommendations</u>
Administrative	3
Support Staff	3

A. HIRES

ADMINISTRATIVE

1. Name: Wayne Deak  
Department: Facilities Maintenance  
Position: Director  
Salary: \$89,460  
Effective: 04/01/19

FACULTY

1. Name: James Muldowney  
Department: Athletic Center  
Position: Health Coach – Women’s Softball (part-time)  
Salary: \$9,685  
Effective: 03/25/19

CONFIDENTIAL

1. Name: Ida Dabney  
Department: Business Office  
Position: Financial Reconciliation Specialist  
Salary: \$45,437  
Effective: 03/04/19

SUPPORT STAFF

1. Name: Asma Eid  
Department: ESL, Languages and Cultures  
Position: Department Secretary  
Salary: \$34,374  
Effective: 03/01/19

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2. Name: Geoff Stash  
Department: Facilities Maintenance  
Position: Custodian  
Salary: \$30,587 + shift differential \$1,984  
Effective: 03/15/19

ADJUNCTS

1. Name: Sadaf Mumtaz  
Department: Business & Computer Science
2. Name: Anthony Sena  
Department: Natural Sciences

GRANTS

1. Name: Ruth Garcia  
Department: Perth Amboy Center  
Position: Acting Program Assistant  
Salary: \$41,269  
Effective: Temporary 03/01/19-06/30/19

B. CHANGE OF STATUS

ADMINISTRATIVE

1. Name: Charlotte Quigley  
Department: Student Affairs  
Position: Director, Civic Engagement & Community Partnerships  
Salary: \$82,535  
Effective: 03/18/19

FACULTY

1. Name: Santi Buscemi  
Department: English  
Action: Approval of Sabbatical Leave  
Effective: Spring 2020
2. Name: Peter Farrett  
Department: Business and Computer Science  
Action: Approval of Sabbatical Leave  
Effective: Spring 2020

3. Name: Alexandra Fields  
Department: English  
Action: Approval of Sabbatical Leave  
Effective: Spring 2020
4. Name: Phyllis Fleming  
Department: Business and Computer Science  
Action: Approval of Sabbatical Leave  
Effective: Fall 2019
5. Name: Stephanie Vera  
Department: ESL, Languages and Cultures  
Action: Approval of Sabbatical Leave  
Effective: Fall 2019

#### C. SEPARATIONS

##### ADMINISTRATIVE

1. Name: Maria Breger  
Department: eLearning  
Action: Non-Renewal due to Department Reorganization  
Effective: 06/30/19
2. Name: James Kinney  
Department: Finance & Administration  
Action: Resignation  
Effective: 06/30/19
3. Name: Maureen Lawrence  
Department: Finance & Administration  
Action: Non-Renewal due to Division Reorganization  
Effective: 06/30/19

##### SUPPORT STAFF

1. Name: Grace Fend  
Department: Registration  
Action: Resignation  
Effective: 03/08/19
2. Name: Paul Heck  
Department: Facilities Maintenance  
Action: Termination  
Effective: 02/15/19

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|----|-------------|------------------------|
| 3. | Name:       | Nicholas Jayme         |
|    | Department: | Facilities Maintenance |
|    | Action:     | No Show                |
|    | Effective:  | 03/01/19               |

After discussion, the motion was approved.

### GENERAL

On behalf of the Board of Trustees, Mr. Sica submitted Assembly Speaker Craig Coughlin's name for consideration for the 2019 L'Hommedieu Award. Mr. Sica noted the rationale of their choice is Mr. Coughlin's sponsorship of the Free Tuition Bill, his assistance with other pro-funding and pro-hire ideas, and his continuing to place Middlesex County's interests at the highest level.

Mr. Sica moved. Ms. Buteas seconded, to name Assembly Speaker Craig Coughlin as the 2019 L'Hommedieu Award recipient. After discussion, the motion was approved.

### REPORT OF COUNSEL

No report.

### REPORT OF THE PRESIDENT

Dr. McCormick's report for March 2019 is attached. In addition, Dr. McCormick reported that a county-wide Teen Arts Festival was held on campus with nearly 500 high school students attending. MCC also hosted the Science Olympiad, a statewide event for middle and high school students who exhibited their STEM projects. Dr. McCormick congratulated Chairman Power on being the first recipient of the New Jersey Council of County College's Trustee Spotlight Award.

### OLD BUSINESS

Ms. Palumbo reported that the annual Trustee Retreat is scheduled for June 11, 2019 at noon and will include lunch and dinner. Dr. Bradley Eversoll, a consultant from ACCT, has been selected as the facilitator for this retreat.

Ms. Palumbo reported that the Trustee Search Committee will conduct interviews on March 25 of the four candidates recommended by the Full Search Committee. On April 2, it is anticipated that the two finalists will participate in open forums with the campus community and interviews with the full Board of Trustees. A Special Board meeting, open to the public, will take place at 7:30 pm on April 2, 2019, in Crabiell Hall, Brunswick Room.

The next Regular meeting of the Board will take place on Wednesday, April 17, 2019, at 8:30 a.m. This meeting will take place at Middlesex County College – New Brunswick Center, located at 140 New Street, New Brunswick, NJ. The meeting adjourned at 9:17 a.m.

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ROBERT P. SICA  
SECRETARY

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