

BOARD OF TRUSTEES OF MIDDLESEX COUNTY COLLEGE

Minutes of the Meeting of May 15, 2019

The scheduled meeting of the Board of Trustees of Middlesex County College was held at 5:30 p.m. in College Center, the Corral, located on the College campus. Board Members present were: Mmes. Buteas and Power and Messrs. Anderson, Daley, Finkelstein, Giannini, Okparaeke, Oras, Raja, and Taffet. Absent were: Ms. Palumbo and Mr. Sica. Also present were President McCormick, Counsel Mr. Golum, Assistant Secretary Ms. D'Aloisio, Vice Presidents Ms. Campbell, and Dr. Herron, Facilities Executive Director Mr. Drost, Information Technology Executive Director Mr. Morton, and Controller Lori Wilkin.

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 January 22, 2019, advance written notice of this meeting was posted in the lobby of Chambers Hall.
- (b) On January 22, 2019, advance written notice of this meeting was e-mailed to the Home News Tribune and The Star Ledger.
- (c) On January 22, 2019, a copy of this advance notice of the meeting was filed with the Clerk of the Middlesex County Board of Chosen Freeholders.
- (d) On January 22, 2019, 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. Raja moved, seconded by Mr. Taffet, that the minutes of the regular meeting for April 17, 2019 be adopted as presented.

The motion was carried.

PRESENTATION

Director of Athletics Derrick Johnson presented to the Board of Trustees on the College's Athletic Program.

CORRESPONDENCE

Ms. Joan M. Conway, organizer for the 2019 Teen Arts Festival, expressed thanks to Middlesex County College for allowing them to hold their March 13, 2019 event on the College campus.

Chairman Power received correspondence from the State of New Jersey, Department of Education, indicating the Office of Fiscal Accountability and Compliance has reviewed the College's corrective action plan regarding the Carl D. Perkins audit, and that the file has been closed.

ACADEMIC AND STUDENT AFFAIRS

Dr. Herron reported that joining us at June's Board of Trustee meeting will be Dr. Christy Faison. Dr. Faison serves as the Middle States Commission on Higher Education (MSCHE) staff liaison for Middlesex County College, and will be here to discuss our self-study design. Dr. Linda Scherr has prepared and distributed some materials to assist the Academic and Student Affairs Committee members in this discussion.

FINANCE COMMITTEE

Mr. Finkelstein moved, seconded by Mr. Raja, for adoption of resolutions 1 through 6.b.:

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 and to the following firms:

a. Entech Engineering for engineering services in conjunction with the Campus Facilities Audit - 2018 Update project in the amount of \$4,600.

Contract Amount	\$4,600.00
Payment #1 (FINAL)	<u>4,600.00</u>
Balance	<u>\$ 0.00</u>

b. DLB Associates for Phase 2A engineering services in conjunction with the College Center Ceiling Replacement project in the amount of \$4,480.00.

Contract Amount	\$5,600.00
Payment #1	<u>4,480.00</u>
Balance	<u>\$1,120.00</u>

- c. Eneractive Solutions for Phase 2 construction commissioning services in conjunction with the West Hall Student Services Building project in the amount of \$2,400.00.

Contract Amount	\$18,150.00
Previous Payments	15,750.00
Payment #11 (FINAL)	<u>2,400.00</u>
Balance	<u>\$ 0.00</u>

- d. Eneractive Solutions for Phase 2 construction commissioning services in conjunction with the South Hall Academic Science Building project in the amount of \$2,400.00.

Contract Amount	\$24,800.00
Previous Payments	22,400.00
Payment #17 (FINAL)	<u>2,400.00</u>
Balance	<u>\$ 0.00</u>

- e. Wilentz, Goldman & Spitzer for legal services rendered from January 1, 2019, through and including March 31, 2019 for normal operations of Middlesex County College.

	\$45,225.09
Less 15% percent courtesy discount	<u>(6,646.73)</u>
Total disbursement	<u>\$38,578.36</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*	14/15-79	The Gillespie Group	Carpet Installation	\$18,617.08
HCESC**	18-02	ePlus Technology	Computer Hardware	\$1,107.12

* Educational Services Commission of New Jersey

** Hunterdon County Educational Services Commission

3. BE IT RESOLVED, That whereas the College has previously solicited proposals for the first year with second and third year options for renewals up to a three-year period as allowed by N.J.S.A. 18A:65A-25 et seq. the following renewal contracts are awarded:

- a. Second-Year Renewal Option for the period July 1, 2019 through June 30, 2020:

Special Quote # 10489 for fire extinguisher services: Fire and Security Technologies, Lebanon, NJ for the not-to-exceed amount of \$10,000.00.

Special Quote # 10492 for Library book service: Proquest, LLC, Ann Arbor, MI for the not-to- exceed amount of \$70,000.00.

Special Quote # 10493 for Library e-book service: Proquest, LLC, Ann Arbor, MI for the not-to-exceed amount of \$17,000.00.

Bid # 19-1 for trash disposal and recycling: Standard Waste Services, East Brunswick, NJ for the not-to-exceed amount of \$40,000.00.

Bid # 19-4 for emergency tree services: Sunshine Tree and Landscape, Stewartsville, NJ for the not-to-exceed amount of \$15,000.00.

- b. Third-Year Renewal Option for the period July 1, 2019 through June 30, 2020:

Bid # 18-15 for telephone system contract: Black Box Network Services, Minneapolis, MN for the following amounts:

Telephone maintenance for the amount of \$43,248.27.

Moves, adds and changes for the not-to-exceed amount of \$24,000.00.

Bid # 18-7 for automatic doors: Dorma, Inc., Farmingdale, NJ for the not-to-exceed amount of \$7,000.00.

Bid # 18-13 for high voltage electric: Maul Electric, Inc., Dayton, NJ for the not-to-exceed amount of \$36,000.00.

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. Special Quote # 10607 for uniform supplies from a total of one response received:

Bob's Uniform Shop Inc., Middletown, NJ for the not-to-exceed amount of \$18,000.00.

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 # 20-2 charter bus service from a total of three responses received:
Suburban Trails Inc., New Brunswick, NJ for the not-to-exceed amount of \$55,000.00.
- b. Bid # 20-5 for day care food service from a total of two responses received:
Nu-Way Concessionaires, Kearny, NJ for the amount of \$51,828.60.

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

- a. Bid # 19-30 for digital media is rejected because it is over budget.
- b. Bid # 19-34 for audio visual supplies rejected because no bids were received.

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

HUMAN RESOURCES COMMITTEE

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

Hires, Change of Status, Separations and Holiday Calendars – This month, there were 28 recommended items total. A summary of the action items is listed below.

A.	<u>Hires</u>	<u>Recommendations</u>
	Administrative	1
	Faculty	4
	Confidential	1
	Support Staff	3
	Grants and Special Projects	1
B.	<u>Change of Status</u>	<u>Recommendations</u>
	Management	1
	Support Staff	4
	Grants and Special Projects	1
C.	<u>Separations</u>	<u>Recommendations</u>
	Administrative	1
	Support Staff	3
	Grants and Special Projects	2

<u>D.</u>	<u>Holiday Calendars</u>	<u>Recommendations</u>
	Management	1
	Confidential	1
	Support Staff	3
	Grants and Special Projects	1

A. HIRES

ADMINISTRATIVE

- Name: Aldrick Del Rosario
 Department: Marketing and Communications
 Position: Web Developer
 Salary: \$73,801
 Effective: 04/22/19

FACULTY - TENURE TRACK

- Name: Kellie Anderson
 Department: Engineering Technologies
 Position: Instructor, Mechanical Engineering Technology
 Salary: \$61,970
 Effective: 08/26/19
- Name: Stefanie Rufo
 Department: Natural Sciences
 Position: Instructor, Biology
 Salary: \$61,970
 Effective: 08/26/19

FACULTY- ONE-YEAR ONLY

- Name: Christian Lopez Munoz
 Department: Natural Sciences
 Position: Instructor, Biology
 Salary: \$61,970
 Effective: 08/26/19
- Name: Brian McInerney
 Department: Hospitality, Culinary Arts and Dietetics
 Position: Instructor, Culinary Arts
 Salary: \$63,519
 Effective: 08/26/19

CONFIDENTIAL

- Name: Anny Lantigua
 Department: Human Resources
 Position: Human Resources Administrative Assistant
 Salary: \$42,838
 Effective: 05/13/19

SUPPORT STAFF

1. Name: Jillian Agnello
Department: Police
Position: Probationary Police Officer
Salary: \$40,083 + \$2,150 Master's Degree
Effective: 05/01/19

2. Name: Carmelina Incardona
Department: Custodial Services
Position: Custodian
Salary: \$30,587 + shift differential \$1,984
Effective: 06/03/19

3. Name: Amanda Weber
Department: Registration
Position: Student Records Evaluator
Salary: \$44,004
Effective: 05/16/19

GRANTS AND SPECIAL PROJECTS

1. Name: Seham Mohamed
Department: Project Connections
Position: Technology Specialist
Salary: \$16,288
Effective: 06/01/19-08/31/19 (Employment Extension)

B. CHANGE OF STATUS

ADMINISTRATIVE – ADDITIONAL COMPENSATION

1. Name: Sally D'Aloisio
Department: Board of Trustees
Position: Assistant Secretary to Board of Trustees
Payment: \$3,000
Effective: FY 19/20

SUPPORT STAFF

1. Name: Christopher Halley
Department: Police
Position: Police Officer 2
Salary: \$50,960*
Effective: 06/04/19
* Bachelor's Degree

5/15/19

2. Name: George Loukeris
Department: Facilities Maintenance
Position: Groundsperson II
Salary: \$40,925
Effective: 06/03/19

3. Name: Gregory Messeka
Department: Facilities Maintenance
Position: Mechanic I
Salary: \$52,564*
Effective: 05/01/19
*COPE increase

4. Name: Ian Sheridan
Department: Buildings and Grounds Maintenance
Position: Groundsperson II
Salary: \$40,925
Effective: 05/01/19 to 05/31/19

GRANTS AND SPECIAL PROJECTS

1. Name: Michael Barany
Department: Veterans Services
Position: Coordinator of Military and Veterans Services
Salary: \$60,000
Effective: 05/01/19

C. SEPARATIONS

ADMINISTRATIVE

1. Name: Louis Marius
Department: Educational Opportunity Funding
Action: Resignation
Effective: 06/30/19

SUPPORT STAFF

1. Name: Nakia Braxton
Department: Custodial Services
Action: No Show
Effective: 04/15/19

2. Name: Isidora Grieco
Department: Business and Computer Science
Action: Declined Position
Effective: 04/03/19

3. Name: Evelyn Honey
Department: Library
Action: Retirement – Rescinded
Effective: 06/30/19

GRANTS AND SPECIAL PROJECTS

1. Name: Diane Manatch
Department: Project Connections
Action: Retirement
Effective: 06/30/19
2. Name: James Maguire
Department: Career Training
Action: Resignation
Effective: 08/31/19

D. HOLIDAY CALENDARS

MANAGEMENT

July 4	Independence Day
September 2	Labor Day
October 14	Columbus Day
November 11	Veterans Day
November 28	Thanksgiving Day
November 29	Day after Thanksgiving
December 24	Designated Holiday
December 25	Christmas Day
January 1	New Year's Day
January 20	Martin Luther King Day
February 17	President's Day
April 10	Good Friday
May 25	Memorial Day

Plus two (2) floating holidays

*Chairpersons will have five (5) floating holidays

CONFIDENTIAL

July 4	Independence Day
September 2	Labor Day
October 14	Columbus Day
November 11	Veterans Day
November 28	Thanksgiving Day
November 29	Day after Thanksgiving
December 24	Designated Holiday
December 25	Christmas Day
January 1	New Year's Day
January 20	Martin Luther King Day

February 17	President's Day
April 10	Good Friday
May 25	Memorial Day

Plus three (3) floating holidays based on date of hire

SUPPORT STAFF

American Federation of State, County and Municipal Employees (AFSCME)

July 4	Independence Day
September 2	Labor Day
October 14	Columbus Day
November 11	Veterans Day
November 28	Thanksgiving Day
November 29	Day after Thanksgiving
December 24	Designated Holiday
December 25	Christmas Day
January 1	New Year's Day
January 20	Martin Luther King Day
February 17	President's Day
April 10	Good Friday
May 25	Memorial Day

Plus two (2) floating holidays in accordance with AFSCME Agreement

FRATERNAL ORDER OF POLICE (FOP)

July 4	Independence Day
September 2	Labor Day
October 14	Columbus Day
November 11	Veterans Day
November 28	Thanksgiving Day
November 29	Day after Thanksgiving
December 24	Designated Holiday
December 25	Christmas Day
December 31	Designated Holiday
January 1	New Year's Day
January 20	Martin Luther King Day
February 17	President's Day
April 10	Good Friday
May 25	Memorial Day

Plus one (1) floating holiday in accordance with FOP Agreement

TEAMSTER

July 4	Independence Day
September 2	Labor Day
October 14	Columbus Day
November 11	Veterans Day
November 28	Thanksgiving Day
November 29	Day after Thanksgiving
December 24	Designated Holiday
December 25	Christmas Day

December 31	Designated Holiday
January 1	New Year's Day
January 20	Martin Luther King Day
February 17	President's Day
April 10	Good Friday
May 25	Memorial Day

Plus one (1) floating holiday in accordance with Teamster Agreement

GRANTS AND SPECIAL PROJECTS

July 4	Independence Day
September 2	Labor Day
October 14	Columbus Day
November 11	Veterans Day
November 28	Thanksgiving Day
November 29	Day after Thanksgiving
December 24	Designated Holiday
December 25	Christmas Day
January 1	New Year's Day
January 20	Martin Luther King Day
February 17	President's Day
April 10	Good Friday
May 25	Memorial Day

Plus two (2) floating holidays

After discussion, the motion was approved.

GENERAL

Mr. Finkelstein moved, seconded by Mr. Raja, to approve the following resolution:

1. Based on the recommendation of Middlesex County College Board of Trustee Vice Chair Mark Finkelstein, authorize the approval of President Mark McCormick's expenses for the period January 1, 2019 through March 31, 2019.

After discussion, the motion was approved.

EXECUTIVE SESSION

At 6:05 p.m., Mr. Oras moved, seconded by Mr. Finkelstein, to go into Executive Session for the purpose of discussing a personnel issue.

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OPEN SESSION

At 6:14 p.m., Mr. Raja moved, seconded by Mr. Taffet, to return to Open Session. No action was taken at this meeting. After discussion the motion was approved.

REPORT OF COUNSEL

No report.

REPORT OF THE PRESIDENT

Dr. McCormick's report for May 2019 is attached. Dr. McCormick reported on the end-of-year activities and celebrations enjoyed by both students and employees. Commencement will take place on Thursday, May 23, 2019, at Rutgers Athletic Center, 83 Rockefeller Road, Piscataway, NJ.

The next Regular meeting of the Board will take place on Tuesday, June 18, 2019, at 8:30 a.m. in Crabiel Hall, Brunswick Room, located on the Edison campus of Middlesex County College. The July 17, 2019 Board of Trustees meeting is cancelled. The meeting adjourned at 6:26 p.m.

MARK FINKELSTEIN
VICE CHAIR