

BOARD OF TRUSTEES OF MIDDLESEX COUNTY COLLEGE

Minutes of the Meeting of September 18, 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, Power, and Syed and Messrs. Anderson, Daley, Finkelstein, Okparaeke, Oras, Raja, Sica, and Taffet. Also present were President McCormick, Counsel Mr. Hoffman, Assistant Secretary Ms. D'Aloisio, Vice President Ms. Campbell, Acting Vice President Dr. Herron, Facilities Executive Director Mr. Drost, Information Technology Executive Director Mr. Morton, Human Resources Executive Director Mr. Morgan, Acting Executive Dean Brinson, and Controller Ms. 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 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 welcomed Ms. Sitwat Syed to the Board. Ms. Syed is serving as the alumni representative for one year with her term ending July 30, 2020. Chairman Power also welcomed Joe Morgan, Executive Director of Human Resources to his first meeting.

Chairman Power led the Pledge of Allegiance.

MINUTES

Mr. Anderson moved, seconded by Mr. Sica, to adopt the minutes as presented of the regular meeting of August 21, 2019.

The motion was carried.

PRESENTATION

At the June 18, 2019 Board of Trustee meeting, the Board approved the promotion of 18 faculty members to the academic rank of Professor, Associate Professor, and Assistant Professor. Dr. McCormick introduced eleven of the newly promoted faculty members. Promoted to Professor was Jennifer Altman, History and Social Sciences. Promoted to Associate Professor were Jennifer Applebee and Ronald Foley, Mathematics; Kathleen Costanzo and Risa Levi, Dental Hygiene; and Alexandra Fields, English. Promoted to Assistant Professor were Terrence Corrigan, Cristóbal Espinoza-Wulach, and Crystal Quillen, History and Social Sciences; Daniel Grek, Engineering Technologies; and Brian Lavey, Natural Sciences.

FINANCE COMMITTEE

Mr. Finkelstein moved, seconded by Mr. Sica, for adoption of resolutions 1 through 8:

1. 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	Bai Lar Interior Services	Window Blinds	\$1,275.00
ESCNJ	17/18-16	WB Mason	Office Furniture	\$508.80
ESCNJ	18/19-03	CDW-G	Computer Hardware	\$6,069.00
HCESC**	18-02	ePlus	Computer Hardware	\$726.61
HCESC	18-07	B&H Photo	Media Equipment	\$5,441.79
NJCCJPC***	18/19B-10	The College Board	Accuplacer Online Tests	\$22,912.50
NJCCJPC	18/19B-10	Assessment Technologies	Testing for Nursing	\$22,715.00
NJCCJPC	FY19JPC-45	VWR International	Science Supplies	\$140.18

NJSC****	40116	HP Inc.	Computer Hardware	\$7,768.80
NJSC	85017	Windstream	Local and Long Distance Services	\$27,000.00
NJSC	89967	Dell Marketing	Computer Hardware	\$7,901.21
NJSC	89967	Ocean Computer Group Inc.	Computer Software	\$3,368.75
PEPPM*****	528991	Apple Computer	Computer Hardware	\$2,688.00

- * Educational Services Commission of New Jersey
- ** Hunterdon County Educational Services Commission
- *** New Jersey County College Joint Purchasing Consortium
- **** New Jersey State Contract
- ***** Pennsylvania Education Purchasing Program for Microcomputers

2. BE IT RESOLVED, That based on the recommendation of the Director of Purchasing and Inventory and the Controller 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:

Hummel Printing Inc., Union, NJ for the amount of \$10,825.00 for CCOG Postcard 2019.
 - b. Special Quote # 10565C for Phase II architectural consulting services for the Dental Clinic Reconstruction from a total of five responses received:

RSC Architects, Hackensack, NJ for the amount of \$49,080.00.
 - c. Special Quote # 10565F for Phase I architectural consulting services for the Library Restroom Renovations from a total of four responses received:

FKA Architects, Oakland, NJ for the amount of \$10,300.00.
 - d. Special Quote # 10565G for Phase I engineering consulting services for the upgrade of the heating ventilation system and the addition of air conditioning for the Physical Education Center from a total of three responses received:

Remington & Vernick, Haddonfield, NJ for the amount of \$5,558.00.

- e. Special Quote # 10565H for Phase I engineering consulting services for the 105 Hof Road central HVAC system upgrade from a total of three responses received:

KeRi Engineering, Union, NJ for the amount of \$5,000.00.

- f. Special Quote # 10622 for debt collection services from a total of five responses received:

ConServe, Fairport, NY as the primary vendor.

Penn Credit Corporation, Harrisburg, PA as the secondary vendor.

- 3. WHEREAS, Middlesex County College has a need on a regular basis to sell its personal property that is no longer needed for College purposes; and

WHEREAS, N.J.S.A 18A:64A-25.27 requires the Board of Trustees to authorize such sales; and

WHEREAS, Govdeals, Inc., Montgomery, AL provides an online reverse auction site;

NOW, THEREFORE BE IT RESOLVED that based on the recommendation of the Director of Purchasing and Inventory and the Controller, the College is authorized to use Govdeals, Inc. to sell any of the College surplus provided the aggregate fees paid to Govdeals, Inc. shall be under \$36,400.00 for the fiscal year 2020.

- 4. BE IT RESOLVED that based on the recommendation of the Director of Purchasing and Inventory and the Controller, a contract amendment be made to the following firm(s):

- a. Bowman & Company LLP, Voorhees, NJ for additional services rendered and agreed upon in connection with the June 30, 2018 audit.

Previous Contract Amount	\$78,000.00
Amendment # 1	<u>10,000.00</u>
New Contract Amount	<u>\$88,000.00</u>

- 5. BE IT RESOLVED that based on the recommendation of the Executive Director of Facilities Management and the Controller for Finance and Administration payment be authorized to the following firms:

- a. DLB Associates for Phase 3A construction observation engineering services in conjunction with the College Center Ceiling Replacement project in the amount of \$1,560.00.

Contract Amount	\$ 7,800.00
Previous Payments	4,680.00
Payment #3	<u>1,560.00</u>
Balance	<u>\$ 1,560.00</u>

- b. KeRi Engineering, PC for professional engineering services in conjunction with the L'Hommedieu Hall Boiler Upgrades - 2019 project in the amount of \$8,150.00.

Contract Amount	\$8,150.00
Previous Payments	0.00
Payment #1 (FINAL)	<u>8,150.00</u>
Balance	<u>\$ 0.00</u>

- c. Environmental Connection Inc. for Phase 3A professional environmental services in conjunction with the College Center Ceiling Replacement Project in the amount \$29,800.00.

Contract Amount	\$29,800.00
Previous Payments	0.00
Payment #1 (FINAL)	<u>29,800.00</u>
Balance	<u>\$ 0.00</u>

- d. RSC Architects for Phase I feasibility study architectural services in conjunction with the Dental Clinic Reconstruction Project in the amount of \$6,544.00.

Contract Amount	\$16,360.00
Previous Payments	8,180.00
Payment #2	<u>6,544.00</u>
Balance	<u>\$ 1,636.00</u>

- e. Two Brothers Contracting, Inc. for contractor services in conjunction with the College Center Ceiling Replacement in the amount of \$13,314.62.

Contract Amount	\$242,100.00
Previous Payments	200,217.58
Payment #3	13,314.62
Retainage	<u>23,725.80</u>
Balance	<u>\$ 28,567.80</u>

6. BE IT RESOLVED That Joseph Morgan, Executive Director, Human Resources, of Middlesex County College, be appointed to represent the College as a Commissioner of the Middlesex County Joint Health Insurance Fund Commission .

9/18/19

7. WHEREAS, Middlesex County College requires the use of financial institutions in order to provide for financial transactions; and

WHEREAS, Financial institutions are certified by the Governmental Unit Deposit Protection Act,

NOW, THEREFORE, BE IT RESOLVED, That the following financial institution be designated as official depository of funds and is authorized to acquire and dispose of securities of Middlesex County College:

Wells Fargo, Edison, NJ

and that the following financial institution be authorized to process credit and debit card transactions for Middlesex County College:

TD Bank, N.A., Parsippany, NJ

and that the following financial institution be authorized to acquire and dispose of securities of Middlesex County College:

State of NJ Cash Management Fund, Trenton, NJ

Such additional financial institutions as the college administration shall recommend to the Board of Trustees and the Board shall approve.

and that the signatories for transactions with the above financial institutions be any two of the following for transactions in excess of \$5,000.00:

President
Vice President for Academic Affairs*
Vice President for Institutional Advancement
Vice President for Institutional Effectiveness, Planning, and Compliance
Executive Dean for Student and Enrollment Services*

and that the signatories for transactions with the above financial institutions be one of the following for transactions less than or equal to \$5,000.00:

President
Vice President for Academic Affairs*
Vice President for Institutional Advancement
Vice President for Institutional Effectiveness, Planning, and Compliance
Executive Dean for Student and Enrollment Services*

This Resolution supersedes an earlier Resolution adopted on September 17, 2018, relating to signatories for financial transactions and shall take effect immediately.

*Acting

8. WHEREAS, It is deemed appropriate for Middlesex County College to have designated contracting agents; and

WHEREAS, The College shall designate such officers or employees to serve as its contracting agents pursuant to N.J.S.A. 18:64A-25.3;

NOW, THEREFORE, BE IT RESOLVED, That the following be designated as contracting agents for Middlesex County College:

President

Vice President for Academic Affairs*

Vice President Institutional Advancement

Vice President for Institutional Effectiveness, Planning, and Compliance

Director of Purchasing and Inventory

* Acting

Mr. Finkelstein abstained on resolution #1 contracts with Bai Lar Interior Service, WB Mason and CDW-G. Mr. Taffet abstained on resolutions #6.

After discussion, the motion was approved.

HUMAN RESOURCES COMMITTEE

Director of Human Resources reported this month's packet includes 28 recommendations that include Hires, Change of Status, Separations, and Miscellaneous items. Dr. McCormick noted Dr. Herron will begin his new position as Vice President for Institutional Effectiveness, Planning and Compliance on October 1, 2019. Dr. Scherr will be Acting Vice President for Academic Affairs for the period October 1, 2019 through December 31, 2019. Dr. McCormick thanked Ms. Wilkin for her many contributions to the College and wished her good luck in her new position at Union County College.

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

Hires, Change of Status and Separations – This month includes 28 recommended items, and administrative, faculty, confidential and support staff salaries. A summary of the action items is listed below.

A.	<u>Hires</u>	<u>Recommendations</u>
	Administrative	1
	Faculty	1
	Support Staff	5
	Grants	2

9/18/19

B.	<u>Change of Status</u>	<u>Recommendations</u>
	Administrative	10
	Grants	2

C.	<u>Separations</u>	<u>Recommendations</u>
	Administrative	3
	Confidential	1

D.	<u>Miscellaneous</u>	<u>Recommendations</u>
	Faculty	3

A. HIRES

ADMINISTRATIVE

1.	Name:	Alexis Delgado
	Department:	Educational Opportunity Fund
	Position:	Director, Educational Opportunity Fund
	Salary:	\$90,354
	Effective:	10/16/19

FACULTY

1.	Name:	Mekhala Girish
	Department:	Natural Sciences
	Position:	Instructor Chemistry
	Salary:	\$30,985 (1 Semester only)
	Effective:	8/26/19

SUPPORT STAFF

1.	Name:	Peter Caro
	Department:	Facilities Maintenance
	Position:	Custodian
	Salary:	\$31,352 + shift differential \$2,506
	Effective:	9/16/19
2.	Name:	Julius Gonzalez
	Department:	Facilities Maintenance
	Position:	Mechanic II
	Salary:	\$47,973 + shift differential \$1,984
	Effective:	9/3/19
3.	Name:	Harold Henderson
	Department:	Facilities Maintenance
	Position:	Custodian
	Salary:	\$31,352 + shift differential \$2,506
	Effective:	9/16/19

4. Name: Jenny Hernandez
 Department: Facilities Maintenance
 Position: Custodian
 Salary: \$31,352 + shift differential \$2,506
 Effective: 9/16/19
5. Name: Robert Munoz
 Department: Business and Computer Science
 Position: Department Assistant
 Salary: \$40,126
 Effective: 9/9/19

GRANTS

1. Name: Jennifer Jones
 Department: Career Training Center
 Position: HSE Instructor
 Salary: \$35,625
 Effective: 10/1/19 – 8/31/20
2. Name: Robert Keenan
 Department: Career Training Center
 Position: HSE Instructor
 Salary: \$35,625
 Effective: 10/1/19 – 8/31/20

B. CHANGE OF STATUS

ADMINISTRATION

1. Name: Michelle Campbell
 Department: Institutional Advancement
 Position: Vice President, Institutional Advancement
 Action: Salary Adjustment
 Salary: \$150,000
 Effective: 10/1/19
2. Name: Jeffrey Herron
 Department: Institutional Effectiveness, Planning and Compliance
 Position: Vice President, Institutional Effectiveness, Planning & Compliance
 Salary: \$155,000
 Effective: 10/1/19
3. Name: Theresa O'Reilly
 Department: Professional Studies
 Action: \$700/month Stipend – Additional Departmental Responsibilities
 Effective: 10/1/19-12/31/19
4. Name: Theresa Orosz
 Department: Arts and Sciences
 Action: \$700/month Stipend – Additional Departmental Responsibilities
 Effective: 10/1/19-12/31/19

9/18/19

5. Name: Martin Schamberger
 Department: Continuing Education
 Action: Appointment renewal
 Salary: \$60,205
 Effective: 9/30/19 – 6/30/20

6. Name: Linda Scherr
 Department: Academic Affairs
 Position: Acting Vice President, Academic Affairs
 Salary: \$145,000
 Effective: 10/1/19-12/31/19

7. Name: Cory Smith
 Department: Police
 Position: Change from Sergeant II to Sergeant I
 Salary: \$81,203
 Effective: 10/1/19

8. Name: Flora Stowe
 Department: Educational Opportunity Fund
 Position: Acting Director of Educational Opportunity Fund
 Salary: \$91,696
 Effective: 8/1/19 – 10/15/19

9. Name: Flora Stowe
 Department: Educational Opportunity Fund
 Position: Assistant Director of Educational Opportunity Fund
 Salary: \$76,769
 Effective: 10/16/19

10. Name: Flora Stowe
 Department: Educational Opportunity Fund
 Action: \$250 Stipend – Additional EOF Responsibilities
 Effective: 10/16/19 – 11/1/19

GRANTS

1. Name: Seham Mohamed
 Department: Project Connections
 Action: Grants renewal
 Effective: *9/1/19 – 6/30/20
 *Correction in renewal dates

2. Name: Yunilka Peguero
 Department: Continuing Education
 Action: Assume additional department responsibilities
 Salary: \$55,000
 Effective: 9/3/19 – 8/31/20

C. SEPARATIONS

ADMINISTRATION

1. Name: Christine Blanos
Department: e-Learning
Action: Resignation
Effective: 9/13/19
2. Name: Dennis Vliet
Department: Facilities Management
Action: Resignation
Effective: 9/26/19
3. Name: Lori Wilkin
Department: Finance
Action: Resignation
Effective: 9/27/19

CONFIDENTIAL

1. Name: Ida Dabney
Department: Finance
Action: Resignation
Effective: 8/22/19

D. MISCELLANEOUS

FACULTY – ADDITIONAL COMPENSATION

1. Name: Ashley Castiglia
Department: Mathematics
Reason: College Readiness Now V Grant – Teaching high school students
Payment: \$2,000
2. Name: Aleksandra Stepniewski
Department: Mathematics
Reason: College Readiness Now V Grant – Teaching high school students
Payment: \$60.75

FACULTY ASSISTANT CHAIR AND CURRICULUM COORDINATORS 2019/2020

1. Name: Juan Saborido
Department: ESL, Languages and Cultures
Payments: \$2,516

After discussion, the motion was approved.

GENERAL RESOLUTION

Mr. Finkelstein moved, seconded by Mr. Oras, to accept the following 2019-2020 Goals for the Board of Trustees:

1. Support College efforts to improve service to urban areas in Middlesex County (especially Edison, New Brunswick, Perth Amboy, and Woodbridge)
2. Support College efforts to expand outreach to students in elementary and middle school in Middlesex County
3. Support College efforts to increase the number of partnerships with business and industry
4. Explore opportunities for Board members to advocate on behalf of the College
5. Increase Board members' knowledge of key information about the College and talking points for advocacy

After discussion, the motion was approved.

REPORT OF COUNSEL

No report.

REPORT OF THE PRESIDENT

Dr. McCormick's report for September 2019 is attached. Dr. McCormick reported on events and activities on Campus that included Convocation, presentation of the L'Hommedieu Award to Craig Coughlin, Speaker of the New Jersey General Assembly, the All-Staff Picnic, and the Fall Adjunct Orientation. Dr. McCormick attended with fellow administrators and Trustees a ribbon-cutting ceremony for the new high school in New Brunswick for students enrolled in the P-TECH program.

Dr. McCormick noted Eileen Palumbo is stepping down as a Trustee effective November 19, 2019. Chairman Power thanked Ms. Palumbo for her 13 years of dedicated service to the Board and her many leadership roles on the Human Resources and Finance Committees as well as the Board of School Estimate.

The next Regular meeting of the Board will take place on Wednesday, October 16, 2019, at 8:30 a.m. at the Perth Amboy Center located at 50 Washington Street, Perth Amboy. The meeting adjourned at 9:08 a.m.

ROBERT P. SICA
SECRETARY