

BOARD OF TRUSTEES OF MIDDLESEX COUNTY COLLEGE

Minutes of the Meeting of October 16, 2019

The scheduled meeting of the Board of Trustees of Middlesex County College was held at 8:30 a.m. at the Perth Amboy Center, Room 226, located at 60 Washington Street, Perth Amboy. Board members present were: Mmes. Buteas, Palumbo, Power, and Syed and Messrs. Anderson, Daley, Finkelstein, Oras, and Taffet. Absent were Messrs. Okparaeke, Raja, and Sica. Also present were President McCormick, Counsel Mr. Hoffman, Assistant Secretary Ms. D'Aloisio, Vice Presidents Ms. Campbell and Dr. Herron, Acting Vice President Dr. Scherr, Facilities Executive Director Mr. Drost, Information Technology Executive Director Mr. Morton, Human Resources Executive Director Mr. Morgan, and Acting Executive Dean Brinson.

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. Finkelstein moved, seconded by Mr. Taffet, to adopt the minutes as presented of the regular meeting of September 18, 2019.

The motion was carried.

PRESENTATION

Dr. McCormick welcomed the Board of Trustees to the Perth Amboy Center and introduced José Laureano, Director of the Center. Mr. Laureano shared the history of the College's Perth Amboy Center and highlighted current operations.

Mr. Laureano introduced student Delilah Morales who shared her experiences as a participant in the Success Bound: Youth Leadership Academy program. The five-week Success Bound program focuses on academic coursework, college-readiness workshops, and career exploration. Ms. Morales noted this opportunity has equipped her with the tools to face the challenges ahead.

ACADEMIC AFFAIRS COMMITTEE

Acting Vice President for Academic Affairs Linda Scherr recommended for approval of academic calendars for the next three years. She also noted that Summer 2019 Enrollment and Graduation and Transfer factsheets are included in their binders.

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

1. BE IT RESOLVED, That the attached Academic Calendars for 2020 – 2021, 2021 – 2022, and 2022 – 2023 be approved.

After discussion, the motion was approved.

FINANCE COMMITTEE

Executive Director of Facilities Management Donald Drost reported to the Board on an emergent issue. The annual high voltage electrical shutdown and testing done on October 14, 2019, revealed a failure in one of the two feeders. Mr. Drost requested permission from the Board to proceed with the investigation to locate the problem to Maul Electric in the not-to-exceed amount of \$24,112.50. A contract amendment will be presented with the exact cost for this repair at the November Board meeting. After discussion, the Board of Trustees agreed to proceed as recommended by Mr. Drost.

Vice President for Institutional Effectiveness, Planning, and Compliance Jeffrey Herron reported the Finance Committee met on October 10, 2019, and discussed the proposed changes to the rental-space fee schedule, status updates on RFPs, and an update on the searches for leadership positions in the Finance Division.

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

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</u> <u>NUMBER</u>	<u>COMPANY</u>	<u>DESCRIPTION</u>	<u>AWARD</u>
ESCNJ*	16/17-21	Elert & Associates Technology	Collegewide Video Surveillance Assessment	\$8,700.00
ESCNJ	17/18-16	Bai Lar Interior Services Inc.	Window Treatments	\$1,128.09
ESCNJ	17/18-31	Partac Peat Corporation	Athletic Field Supplies	\$4,085.00
HCESC**	15/16- TECH-01	ePlus	Installation and Integration Services	\$21,600.00
HCESC	18-02	ePlus	Computer Hardware	\$17,999.99
NJCCJPC***	18/19-338	Ampro Sports	Sportswear	\$467.10
NJCCJPC	20-706	Turnitin LLC	License for Plagiarism Service	\$22,267.80
NJCPA****	1920	B&H Photo	Computer Supplies	\$974.65
NJSC*****	89853	Insight Public Sector	Software Subscription	\$15,412.00
NJSC	89967	Dell Marketing	Computer Hardware	\$21,817.24
NJSC	17-FLEET- 00787	Atlantic Tactical Inc.	Police Equipment	\$266.75

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

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

Evergreen Printing Company, Bellmawr, NJ for the amount of \$92,864.61 for the 2020 Spring-Summer Opportunities Bulletin.

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- b. Special Quote # 10565J for engineering consulting services for Phase I for the upgrade of HVAC Direct Digital Control Systems for select buildings from a total of three responses received:

Keri Engineering PC, Union, NJ for the amount of \$3,780.00.

- c. Special Quote # 10565K for engineering consulting services for Stormwater Facility Mapping from a total of four responses received:

Najarian Association, Eatontown, NJ for the amount of \$7,000.00.

- d. Special Quote # 10643 for request for qualification for printing services from a total of 11 responses received:

Based on the criteria reviewed, the following vendors are awarded in these categories as per specifications:

Category A:

Evergreen Printing, Bellmawr, NJ

Graphic Image, Inc., Milford, CT

Hummel Printing Inc., Union, NJ

Category B:

Creasey Printing Services, Springfield, IL

Graphic Image, Inc., Milford, CT

Hatteras Press Inc., Tinton Falls, NJ

Hawk Graphics, Inc., Randolph, NJ

Hummel Printing Inc., Union, NJ

Jersey Printing Associates, Inc., Atlantic Highlands, NJ

Mariano Press LLC, Somerset, NJ

Nittany Valley Offset, State College, PA

Stuyvesant Press Inc., Irvington, NJ

- e. Special Quote # 10644 request for proposal for high school advertising from a total of one response received:

Glacier Communications Inc., Calgary, Canada for the amount of \$20,000.00.

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

- a. Bid # 20-24 for science supplies and equipment from a total of five responses received:

VWR International LLC, Rochester, NY for the amount of \$5,034.98.

Fisher Scientific Company LLC, Hanover Park, IL for the amount of \$1,883.71.

Johnson Scientific Inc., Williamstown, NJ for the amount of \$1,403.00.

Thomas Scientific LLC, Swedesboro, NJ for the amount of \$37.08.

- b. Bid # 20-27 for campus roadway and parking lot sweeping from a total of four responses received:

Reilly Sweeping, Inc., Fairless Hills, PA for the amount of \$21,150.00.

- c. Bid # 20-29 for library security gate from a total of three responses received:

Bibliotheca, Inc., Norcross, GA for the amount of \$22,549.30.

4. WHEREAS, Middlesex County College has a need to obtain professional environmental services for the L'Hommedieu Hall Dental Clinic 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 October 17, 2019 through June 30, 2020; and

WHEREAS, Environmental Connection, Inc., Trenton, NJ has submitted a proposal dated September 27, 2019, indicating that it will provide professional environmental services for the amount of \$3,720.00; and

WHEREAS, Environmental Connection Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that Environmental Connection, Inc. 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 Environmental Connection Inc. 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 Environmental Connection Inc. as described herein.

5. BE IT RESOLVED that based on the recommendation of the Executive Director of Facilities Management and the Vice President for Institutional Effectiveness, Planning and Compliance, payment be authorized to the following firms:

- a. Black Rock Enterprises for contractor services in conjunction with the Campus Site Improvements - 2019 project in the amount of \$117,783.15. Unpaid balance due to a mutually agreed-upon reduction in project scope.

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Contract Amount	\$1,090,000.00
Previous Payments	839,556.58
Payment #3 FINAL	<u>117,783.15</u>
Balance	<u>\$ 132,660.27</u>

- b. DLB Associates 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	6,240.00
Payment # 4 FINAL	<u>1,560.00</u>
Balance	<u>\$ 0.00</u>

- c. Najarian Associates for Phase 2 construction observation engineering services in conjunction with the Campus Site Improvements - 2019 project in the amount of \$2,059.16.

Contract Amount	\$17,660.00
Previous Payments	15,600.84
Payment #4 FINAL	<u>2,059.16</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 \$1,636.00.

Contract Amount	\$16,360.00
Previous Payments	14,724.00
Payment #3 FINAL	<u>1,636.00</u>
Balance	<u>\$ 0.00</u>

- e. Two Brothers Contracting, Inc. for contractor services in conjunction with the College Center Ceiling Replacement in the amount of \$28,567.80.

Contract Amount	\$242,100.00
Previous Payments	213,532.20
Payment #4 FINAL	<u>28,567.80</u>
Balance	<u>\$ 0.00</u>

6. BE IT RESOLVED, That the attached schedule of Rental Space Fees be adopted effective January 1, 2020.

Mr. Finkelstein abstained on resolution #1. Mr. Taffet abstained on resolutions #2.c. and 5.c.

After discussion, the motion was approved.

HUMAN RESOURCES COMMITTEE

Director of Human Resources Joseph Morgan reported this month's packet includes 20 recommendations that include Hires, Change of Status, Separations, and Miscellaneous items.

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 20 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	2
	Confidential	1
	Support Staff	6
B.	<u>Change of Status</u>	<u>Recommendations</u>
	Administrative	2
	Support Staff	2
C.	<u>Separations</u>	<u>Recommendations</u>
	Support Staff	4
D.	<u>Miscellaneous</u>	<u>Recommendations</u>
	Faculty	1
	Support Staff	1

A. HIRES

ADMINISTRATIVE

- Name: Shannon Osborn-Jones
 Department: e-Learning
 Position: Acting Assistant Director
 Salary: *\$74,539
 Effective: 9/23/19 – 12/31/19
 *Annual Salary

FACULTY

1. Name: Tara Farber
Department: English
Position: Instructor
Salary: \$30,985 (1-semester only)
Effective: 9/10/19

2. Name: Allan Robinson
Department: Visual, Performing and Media Arts
Position: Instructor
Salary: \$30,985 (1-semester only)
Effective: 9/10/19

CONFIDENTIAL

1. Name: Elva Carrasco
Department: Finance
Position: Financial Reconciliation Specialist
Salary: \$45,891
Effective: 10/15/19

SUPPORT STAFF

1. Name: Melody Cano-Amparo
Department: Enrollment Services
Position: Enrollment Services Assistant
Salary: \$42,300
Effective: 10/1/19

2. Name: Matthew Kleman
Department: Enrollment Services
Position: Enrollment Services Assistant
Salary: \$42,300
Effective: 10/1/19

3. Name: Tony Jannaco
Department: Facilities Maintenance
Position: Custodian
Salary: \$31,352 + shift differential \$2,506
Effective: 10/1/19

4. Name: Joseph Monte
Department: Facilities Maintenance
Position: Mechanic III – Carpenter
Salary: \$41,948
Effective: 10/15/19

5. Name: Mark Reefer
 Department: Police
 Position: Probationary Police Officer
 Salary: \$41,085
 Effective: 11/1/19

6. Name: Lukasz Soban
 Department: Facilities Maintenance
 Position: Mechanic I - HVAC
 Salary: \$53,878
 Effective: 11/1/19

B. CHANGE OF STATUS

ADMINISTRATION

1. Name: Caryl Cerqua
 Department: Finance and Administration
 Action: \$700/month Stipend – additional responsibilities
 Effective: 10/1/19 – 12/31/19

2. Name: Alicja Zalewski
 Department: Finance and Administration
 Action: \$500/month Stipend – additional responsibilities
 Effective: 10/1/19 – 12/31/19

SUPPORT STAFF

1. Name: Carl Cabanas
 Department: Police
 Position: Change from Probationary Officer to Police Officer 3
 Salary: *\$52,642
 Effective: 9/1/19
 *Correction in Salary due to education incentive

2. Name: Jean Pierre Marcenat
 Department: Police
 Position: Change from Police Officer 2 to Police Officer 1
 Salary: *\$71,781
 Effective: 9/1/19
 *Correction in Salary due to education incentive

C. SEPARATIONS

SUPPORT STAFF

1. Name: Alexandra Harris
Department: Police
Action: Resignation
Effective: 10/13/19
2. Name: Tony Jannaco
Department: Facilities Maintenance
Action: Resignation
Effective: 10/4/19
3. Name: Ashley Malone
Department: Athletic Center
Action: Non-renewal
Effective: 8/22/19
4. Name: Brian Vick
Department: Facilities Maintenance
Action: Retirement
Effective: 9/30/19

D. MISCELLANEOUS

SUPPORT STAFF MISCELLANEOUS – RETIREMENT

WHEREAS, **Brian Vick**, has faithfully served Middlesex County College from March 2, 2015 to September 30, 2019; and

WHEREAS, he has performed his duties and responsibilities capably and loyally;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees accepts the voluntary retirement of **Brian Vick** as of September 30, 2019; and

BE IT FURTHER RESOLVED that the Board recognizes the significant contributions of **Brian Vick** during his years of service to Middlesex County College and extends its best wishes to him on his retirement.

SUPPORT STAFF COACHING APPOINTMENT – 2019-2020 ACADEMIC YEAR

<u>NAME</u>	<u>SPORT</u>	<u>SALARY</u>
Brewer, Kyle	Head Coach – Wrestling	\$12,002.00
Carbo, Henry	Head Coach – Women’s Soccer	\$9,927.00
Carbo, Henry	Spring Stipend – Women’s Soccer	\$2,075.00
Catena, Richard	Assistant Coach – Men’s Soccer	\$4,963.50

Kilduff, William	Assistant Coach – Men’s Basketball	\$6,001.00
Leone, Vincent	Assistant Coach – Wrestling	\$6,001.00
Malone, Ashley	Assistant Coach – Women’s Soccer	*\$1,240.87
Mooney, Christopher	Head Coach – Baseball	\$9,927.00
Mooney, Christopher	Fall Stipend – Baseball	\$2,075.00
Muldowney, James	Head Coach – Softball	\$9,927.00
Muldowney, James	Fall Stipend – Softball	\$2,075.00
Powell, Michel	Head Coach – Women's Basketball	\$12,002.00
Romero, Henry	Head Coach – Women’s Volleyball	\$7,111.00
Rozzano, David	Assistant Coach – Softball	\$4,963.50
Sherif, Mohamed	Head Coach – Men’s Soccer	\$9,927.00
Sherif, Mohamed	Spring Stipend – Men’s Soccer	\$2,075.00
Terelle, Robert	Head Coach – Cross Country	\$7,111.00
Terelle, Robert	Head Coach – Track and Field	\$9,927.00
Turco, Dave	Head Coach – Men’s Basketball	\$12,002.00
Ubil, Joseph	Head Coach – Golf	\$7,111.00
Weins, Brian	Assistant Coach – Baseball	\$4,963.50
*Prorated amount		

After discussion, the motion was approved.

GENERAL RESOLUTION

Mr. Finkelstein moved, seconded by Ms. Buteas, to approve resolutions 1 and 2:

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 first quarter of FY2020.
2. WHEREAS, Ms. Eileen Palumbo was appointed by the Middlesex County Board of Chosen Freeholders and served as a Trustee of Middlesex County College from November 13, 2006 to November 19, 2019; and

WHEREAS, during her tenure on the Board, Ms. Palumbo was elected and served as Treasurer from November 2017 through November 2019, chaired the Human Resources Committee, was a member of the Finance, Nominating and Presidential Search Committees, and served as a representative to the Board of School Estimate; and

WHEREAS, Ms. Palumbo took a leadership role in the development and planning for the Board of Trustees annual retreats; and

WHEREAS, Ms. Palumbo generously volunteered her professional knowledge and insight to the College, enhancing the quality of educational services provided by the institution to the residents of Middlesex County; and

WHEREAS, during her tenure on the Board, Ms. Palumbo had the ability to work effectively with administrators, students, and Freeholders;

NOW, THEREFORE, BE IT RESOLVED, That the members of the Board of Trustees of Middlesex County College do hereby recognize and acknowledge their sincere appreciation and gratitude to Ms. Palumbo for her many years of outstanding contributions, the interest she has shown, and the assistance she has given to the campus community and residents of Middlesex County; and

BE IT FURTHER RESOLVED, That the members of the Board of Trustees wish Ms. Palumbo good health and continued success in all of her future endeavors.

After discussion, the motion was approved.

REPORT OF COUNSEL

No report.

REPORT OF THE NJCCC AMBASSADOR

Ms. Buteas reported the NJCCC met in September and discussed the key legislative initiatives for the coming year. The priorities include moving the Community College Opportunity Grant into statute; increase in State funding for community colleges; and allowing community colleges to offer Bachelor degrees in applied sciences.

REPORT OF THE PRESIDENT

Dr. McCormick's report for October 2019 is attached. Dr. McCormick reported on events and activities on Campus that included recruitment, teaching, student achievement, and community engagement.

Chairman Power noted that Dr. Aaron Fichtner, President of New Jersey Council of County Colleges, has nominated Dr. McCormick for the Aspen Institute Presidential Fellowship. The Aspen Institute is a non-partisan forum for values-based leadership.

Chairman Power invited the Board of Trustees and the campus community on November 14, 2019, at 11:00 a.m., to the dedication of David B. Crabiel's portrait in Crabiel Hall.

The Annual and Regular meetings of the Board of Trustees will take place on Wednesday, November 20, 2019, at 8:30 a.m. at the College Center, Corral, located on the Edison campus. The meeting adjourned at 9:13 a.m.

MARK FINKELSTEIN
VICE CHAIR

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