

BOARD OF TRUSTEES OF MIDDLESEX COUNTY COLLEGE

## Minutes of the Meeting of November 20, 2019

The scheduled meeting of the Board of Trustees of Middlesex County College was held at 8:43 a.m. in College Center, The Corral, located on the College campus. Board members present were: Mmes. Buteas (telephonically), Power and Syed, and Messrs. Daley, Finkelstein, Oras, and Raja. Absent were Messrs. Anderson, Okparaeke, Sica, and Taffet. 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, Acting Information Technology Executive Director Mr. Mattaliano, 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.

MINUTES

Mr. Raja moved, seconded by Mr. Oras, to adopt the minutes as presented of the regular meeting of October 16, 2019.

The motion was carried.

PRESENTATION

Dr. McCormick introduced Neil Brosnan, Middlesex County College Chief of Police. Chief Brosnan discussed the operations of the Police Department and gave a presentation on Campus Safety and Security.

ACADEMIC AFFAIRS COMMITTEE

Mr. Raja moved, seconded by Mr. Finkelstein, for adoption of the resolutions 1 and 2:

1. WHEREAS, the Board of Trustees of Middlesex County College (hereinafter referred to as the "Board") and Bergen Community College (hereinafter referred to as the "Bergen") have entered into a contract for the operation of a project entitled, NJ Health Works Grant for the period commencing July 15, 2019 and concluding June 30, 2020; and

WHEREAS, a proposal entitled, NJ Health Works Grant has been submitted by the College administration and agreed to by Bergen in the amount of \$155,860; and

WHEREAS, R.S. 18A:64A-12J grants the Board the power to enter into contracts which it deems necessary and advisable with the State of New Jersey or any of its political subdivisions; and

WHEREAS, the Board has determined that the operation of a project entitled, NJ Health Works Grant is consistent with the philosophy and purpose of the College,

NOW, THEREFORE, BE IT RESOLVED as follows:

- a. The Board approves the proposal for the project entitled, NJ Health Works Grant, as submitted by the administration of Middlesex County College to Bergen Community College for the period July 15, 2019 through June 30, 2020 in the total amount of \$155,860.
  - b. The Board herein ratifies the contract executed by the College President and the County of Middlesex.
2. WHEREAS, the Board of Trustees of Middlesex County College (hereinafter referred to as the "Board") and New Jersey Council of County Colleges and the State of New Jersey Office of the Secretary of Higher Education (hereinafter referred to as the "NJCCC") have entered into a contract for the operation of a project entitled, College Readiness Now VI for the period commencing October 30, 2019 and concluding August 31, 2020; and

WHEREAS, a proposal entitled, College Readiness Now VI has been submitted by the College administration and agreed to by the NJCCC in the amount of \$65,375; and

WHEREAS, R.S. 18A:64A-12J grants the Board the power to enter into contracts which it deems necessary and advisable with the State of New Jersey or any of its political subdivisions; and

WHEREAS, the Board has determined that the operation of a project entitled College Readiness Now VI, is consistent with the philosophy and purpose of the College,

NOW, THEREFORE, BE IT RESOLVED as follows:

- a. The Board approves the proposal for the project entitled, College Readiness Now VI, as submitted by the administration of Middlesex County College to the New Jersey Council of County Colleges and the State of New Jersey Office of the Secretary of Higher Education for the period October 30, 2019 through August 31, 2020 in the total amount of \$65,375.
- b. The Board herein ratifies the contract executed by the College President and the County of Middlesex.

After discussion, the motion was approved.

### FINANCE COMMITTEE

Mr. Finkelstein moved, seconded by Mr. Raja, for adoption of resolutions 1 through 7:

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*	65ESCNJ 18/19-25	Storr Tractor	Grounds Equipment	\$46,541.16
ESCNJ	17/18-16	Bai Lar Interior Services Inc.	Window Treatments	\$5,593.40
ESCNJ	17/18-21	Beyer Ford	Transit Connect Vehicle	\$25,371.64
ESCNJ	18/19-03	CDW-G	Computer Equipment	\$1,961.10
HCESC**	18-02	ePlus	Computer Equipment	\$92,486.56
HCESC	18-07	B&H Photo	Media Equipment	\$349.00
NJCPA**	19-34	Software House International	Computer Hardware	\$130,771.05

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NJCPA	19-34	MRA International	Computer Equipment	\$160.00
NJSC****	88132	Eastern Datacomm Inc.	Nortel System	\$34,998.90
NJSC	88728	Winner Ford	Police Vehicles	\$63,224.00
NJSC	89967	Dell Marketing	Computer Hardware	\$2,853.12
NJSC	M0002	Fastenal Company	MRO Supplies and Material Handling Equipment	\$2,603.96
PEPPM*****	528991	Apple Computer	Computer Hardware	\$1,169.95

- \* Educational Services Commission of New Jersey
- \*\* Hunterdon County Educational Services Commission
- \*\*\* New Jersey Cooperative Purchasing Alliance
- \*\*\*\* 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 an award be made to the following firm(s) pursuant to a fair and open process:
- a. Special Quote # 10565L for engineering architectural consulting services for the library boiler installation from a total of three responses received:  
  
Keri Engineering PC, Union, NJ for the amount of \$8,750.00.
  - b. Special Quote # 10565M for Phase I engineering consulting services for the Edison Hall and Physical Education Center fire alarm replacement project from a total of three responses received:  
  
Keri Engineering PC, Union, NJ for the amount of \$5,360.00.
  - c. Special Quote # 10643A for request for qualification for printing services for MCC pocket folders from a total of six responses received:  
  
Hatteras Press Inc., Tinton Falls, NJ for the amount of \$5,065.00.
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 # 20-23 for dental chairs from a total of three responses received:  
Patterson Dental Supply Inc., Totowa, NJ for the amount of \$128,760.00.
- b. Bid # 20-25 for engineering equipment from a total of one response received:  
Metal Supply Center LLC, Bound Brook, NJ for the amount of \$20,462.84.
- c. Bid # 20-26 for radiography equipment from a total of one response received:  
Alpha Medical Equipment of N.Y., New Rochelle, NY for the amount of \$115,900.00.
- d. Bid # 20-30 for computer supplies and equipment from a total of three responses received:  
Howard Technology Solutions, Laurel, MS for the amount of \$28,926.00.  
ePlus Technology Inc., Herndon, VA for the amount of \$16,492.53.
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. Sunshine Tree and Landscape, Stewartsville, NJ for additional emergency tree services.
- |                          |                    |
|--------------------------|--------------------|
| Previous Contract Amount | \$15,000.00        |
| Amendment # 1            | <u>14,000.00</u>   |
| New Contract Amount      | <u>\$29,000.00</u> |
- b. Maul Electric, Inc., Dayton, NJ for additional services needed due to the failure of Feeder # 1.
- |                          |                     |
|--------------------------|---------------------|
| Previous Contract Amount | \$ 36,000.00        |
| Amendment # 1            | <u>8,789.62</u>     |
| New Contract Amount      | <u>\$ 44,789.62</u> |
- c. Ellucian Company LP, Fairfax, VA for CRM Recruit Cloud.
- |                          |                     |
|--------------------------|---------------------|
| Previous Contract Amount | \$500,170.00        |
| Amendment # 1            | <u>30,350.00</u>    |
| New Contract Amount      | <u>\$530,520.00</u> |

5. BE IT RESOLVED That based on the recommendation of the Director of Purchasing payment be authorized to the following firm:

a. Wilentz, Goldman & Spitzer for legal services rendered from July 1, 2019 through and including September 30, 2019, for normal operations of Middlesex County College.	
	\$46,031.00
Less 15% courtesy discount	<u>(\$6,779.93)</u>
Total disbursement	<u>\$39,251.07</u>

6. FINANCIAL STATEMENT AND LEGAL COSTS, GOVERNMENT RELATIONS, AND PUBLIC RELATIONS

In accordance with Section 6 (k) of the Higher Education Restructuring Act of 1994, the governing board of each public institution of higher education must prepare and make available to the public: “an annual Financial Statement, and a statement setting forth generally the monies expended for Legal Cost, Government Relations, and Public Relations.”

The financial statement is in addition to the year-end financial statement of the College and must be prepared and made available no later than November annually.

It is the responsibility of the Chief Financial Officer of the College to prepare this statement annually and submit to the Board of Trustees for their acceptance. This statement shall be maintained by the College and will be made available to the public for inspection upon request.

For the fiscal year ended June 30, 2019, Middlesex County College had expenditures for only legal costs and public relations in the amounts of \$164,308.71 and \$40,543.14 respectively.

7. BE IT RESOLVED, That based on the recommendation of the Director of Purchasing and Inventory and Vice President, Institutional Effectiveness, Planning and Compliance an award be made to the following firm(s) pursuant to a fair and open process:

a. Special Quote # 10647 for labor counsel from a total of seven responses received:

Weiner Law Group LLP, Parsippany, NJ for the not-to-exceed amount of \$50,000.00.

After discussion, the motion was approved. Mr. Finkelstein abstained from resolution #1.

HUMAN RESOURCES COMMITTEE

Ms. Oras moved, seconded by Mr. Finkelstein, 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 14 recommended items total. A summary of the action items is listed below.

A.	<u>Hires</u>	<u>Recommendations</u>
	Support Staff	2
B.	<u>Change of Status</u>	<u>Recommendations</u>
	Administrative	2
	Confidential	1
C.	<u>Separations</u>	<u>Recommendations</u>
	Administrative	2
	Support Staff	2
	Adjuncts	1
D.	<u>Miscellaneous</u>	<u>Recommendations</u>
	Administrative	1
	Faculty	1
	Support Staff	2

## A. HIRES

SUPPORT STAFF

- Name: Jennifer Kaminski  
 Department: Counseling and Career Services  
 Position: Department Assistant  
 Salary: \$42,300  
 Effective: 11/15/19
- Name: Mark Reefer  
 Department: Police  
 Position: Probationary Police Officer  
 Salary: \$41,085  
 Effective: \*11/15/19  
 \*Update in effective date

## B. CHANGE OF STATUS

ADMINISTRATIVE

- Name: Michael Gutierrez  
 Department: Information Technology  
 Position: Acting Director of IT Infrastructure Services  
 Salary: \$90,354  
 Effective: 11/18/19 – 6/30/20

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2. Name: John Mattaliano  
Department: Information Technology  
Position: Acting Executive Director of Information Technology  
Salary: \$114,085  
Effective: 11/18/19 – 6/30/20

CONFIDENTIAL

1. Name: Anny Lantigua Jaquez  
Department: Human Resources  
Action: \$250/month Stipend – Additional responsibilities  
Effective: 11/7/19 – 12/31/19

C. SEPARATIONS

ADMINISTRATIVE

1. Name: Bradley Morton  
Department: Information Technology  
Action: Resignation  
Effective: 11/15/19
2. Name: Hema Patel  
Department: Educational Opportunity Fund  
Action: Mutual Agreement  
Effective: 11/9/19

SUPPORT STAFF

1. Name: Harold Henderson  
Department: Facilities Maintenance  
Action: Termination  
Effective: 10/20/19
2. Name: Rameez Rathore  
Department: Enrollment Services  
Action: Resignation  
Effective: 11/22/19

ADJUNCTS

1. Name: Charles Edeki  
Department: Business and Computer Science  
Action: Termination  
Effective: 10/24/19

## D. MISCELLANEOUS

BE IT RESOLVED that the settlement and general release between Middlesex County College and Hema Patel is approved and the Chairman is authorized to execute an agreement on behalf of the Board of Trustees.

After discussion, the motion was approved.

MANAGEMENT – SEVERANCE COMPENSATION PROGRAM 2019/2020

<u>NAME</u>	<u>DEPARTMENT</u>	<u>DATE OF RETIREMENT</u>	<u>PAYMENT</u>
Elaine Berlin	Continuing Education	12/31/2019	\$57,711
David Fricke	Purchasing	2/29/2020	\$74,254

AFSCME – SEVERANCE COMPENSATION PROGRAM 2019/2020

<u>NAME</u>	<u>DEPARTMENT</u>	<u>DATE OF RETIREMENT</u>	<u>PAYMENT</u>
Amalia Claffey	Library	12/31/2019	\$15,000
Evelyn Honey	Library	12/31/2019	\$15,000

FACULTY – ADDITIONAL COMPENSATION

<u>NAME</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>PAYMENT</u>
Anna DeMers	VPMA	Served as Director for the 2019 fall semester student theatre production of <i>Company</i>	\$1,757

SUPPORT STAFF – ADDITIONAL COMPENSATION

<u>NAME</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>PAYMENT</u>
Robert Coste	VPMA	Served as Set Designer for the 2019 fall semester student theatre production of <i>Company</i>	\$1,757

After discussion, the motion was approved.

REPORT OF COUNSEL

No report.

REPORT OF THE PRESIDENT

Dr. McCormick's report for November 2019 is attached. Dr. McCormick shared photos on the many ways we celebrate students, celebrate our support for students, and celebrate with the community.

REPORT ON ACCT LEADERSHIP CONGRESS

Mr. Oras and Dr. McCormick recently attended the ACCT Leadership Congress held in San Francisco, California. Mr. Oras reported that a common thread throughout the conference was focusing on the school's mission and ensuring that students reach their goals.

EXECUTIVE SESSION

At 9:37 a.m., Mr. Raja moved, seconded by Mr. Oras, to go into Executive Session for the purpose of discussing litigation that may result in action. The motion was approved.

OPEN SESSION

At 9:46 a.m., Mr. Oras moved, seconded by Mr. Raja, to return to Open Session. The motion was approved. Mr. Hoffman reported that during Executive Session a settlement agreement and release for a staff member were discussed. Mr. Oras moved, seconded by Mr. Finkelstein, to accept the resignation of the staff member and approve the separation agreement. The motion carried.

The next regular meetings of the Board of Trustees will take place on Wednesday, December 18, 2019, at 8:30 a.m. at the College Center, Corral, located on the Edison campus.

The meeting adjourned at 9:47 a.m.

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MARK FINKELSTEIN  
VICE CHAIR