

BOARD OF TRUSTEES OF MIDDLESEX COUNTY COLLEGE

## Minutes of the Meeting of December 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. Power and Syed, and Messrs. Daley, Okparaeké, Oras, Raja, and Taffet. Absent were Mme. Buteas and Messrs. Anderson, Finkelstein, and Sica. Also present were President McCormick, Counsel Mr. Hoffman, Assistant Secretary Ms. D'Aloisio, Vice Presidents Ms. Campbell and Dr. Herron, Human Resources Executive Director Mr. Morgan, Acting Vice President Dr. Scherr, Acting Information Technology Executive Director Mr. Mattaliano, 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 5, 2019, advance written notice of this meeting was posted in the lobby of Chambers Hall.
- (b) On December 5, 2019, advance written notice of this meeting was e-mailed to the Home News Tribune and The Star Ledger.
- (c) On December 5, 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 December 5, 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 and welcomed Freeholder Director Ronald Rios to the meeting of the Board of Trustees.

MINUTES

Mr. Raja moved, seconded by Mr. Taffet, to adopt the November 20, 2019 Annual meeting minutes as presented, and to adopt the regular meeting of November 20, 2019 as corrected. Page 192, Under "Open Session" – Change 'general fees' to 'release.'

After discussion, motion was carried.

PRESENTATION

Dr. McCormick introduced Charlotte Quigley, Director of Civic Engagement and Community Partnerships and Advisor to Phi Theta Kappa Honor Society (PTK). Ms. Quigley and PTK students Komal Mir, Leslie Del Salto, and Kha Hoai Bao Vu, and PTK alumni Vinnicius Coehlo and Hamzah Ghani spoke about the opportunities PTK has provided for them as well as their individual experiences.

ACADEMIC AFFAIRS COMMITTEE

Mr. Raja reported the Academic Affairs Committee met on December 12, 2019. Dr. Scherr noted that discussed at this meeting were the Fall 2019 Enrollment and Dual Enrollment reports.

FINANCE COMMITTEE

Mr. Taffet reported the Finance Committee met on December 12, 2019. Dr. Herron noted at this meeting finance resolutions and the framework for the FY2020-2021 budget were discussed, and a presentation was made regarding the College's ERP / SIS systems.

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

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>
HCESC*	15/16 TECH 01	ePlus	Installation and Integration Services	\$60,000.00
HCESC	18-02	ePlus	Computer Hardware	\$295.51
NJCCJPC**	18-19-338	Ampro Sports	Athletic Wear	\$409.50
NJ Edge***	EMSS-19- 003	NJEdge	IT Security Assessment	\$9,200.00
NJ Edge	EMLAS-18- 003	NJEdge	Computer Software	\$239,700.00

NJSC****	83932	Tactical Public Safety LLC	Police Equipment	\$6,936.40
NJSC	88792	Ocean Computer Group Inc.	Computer Software	\$7,669.86
NJSC	17-FLEET-00724	Spectrum Communications	Police Equipment	\$4,428.84
NJSC	17-FLEET-00731	SF Mobile-Vision	Police Equipment	\$13,533.00
NJSC	17-FLEET-00761	East Coast Emergency Lighting Inc.	Police Equipment	\$12,730.80
NJSC	17-FLEET-00768	East Coast Emergency Lighting Inc.	Police Equipment	\$696.60
NJSC	17-FLEET-00719	East Coast Emergency Lighting Inc.	Police Equipment	\$2,685.60
PEPPM*****	582991	Apple Computer	Computer Hardware	\$2,148.00

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

2. 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 contract is awarded:

a. Third-Year Renewal Option for the period of January 29, 2020 through January 28, 2021:

Special Quote # 10473 – Microsoft M365 A3 Subscription: Dell Marketing LP, Round Rock, TX for the amount of \$78,456.00.

3. BE IT RESOLVED, That based on the recommendation of the Director of Purchasing and Inventory a contract for purchases and services classified as exempt under the provision of N.J.S.A. 18A:64A-25 et seq. be made to the following firm(s):

Cigna Health and Life Insurance Company, Morristown, NJ for dental insurance for the amount of \$453,194.00.

4. 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 # 10643B for previously awarded qualification for printing services for MCC Foundation Strategic Plan from a total of 11 responses received:

Hummel Printing Inc., Union, NJ for the amount of \$1,850.00.

b. Special Quote # 10643C for previously awarded qualification for printing services for MCC Annual Report from a total of 11 responses received:

Creasey Printing Services, Springfield, NJ for the amount of \$3,297.00.

c. Special Quote # 10663 for broker of record for dental consulting services from a total of two responses received:

Kistler Tiffany Benefits, Mount Laurel, NJ for the period through June 30, 2020

5. 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 # 20-31 for media supplies from a total of six responses received:

Howard Technology, Laurel, MS for the amount of \$187,678.00.

B&H Photo, New York, NY for the amount of \$75,535.61.

Tele-Measurements Inc., Clifton, NJ for the amount of \$23,587.85.

G&G Technologies, Inc., Saddle Brook, NJ for the amount of \$12,354.00.

Troxell Communications Inc., Toms River, NJ for the amount of \$10,064.45.

Generations Technologies Inc., Pompon Plains, NJ for the amount of \$74.99.

6. 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. Remington & Vernick Engineers for Phase I engineering services in conjunction with the Physical Education Center HVAC Upgrade project in the amount of \$676.00.

Contract Amount	\$5,558.00
Payment #1	<u>676.00</u>
Balance	<u>\$4,882.00</u>

- b. RSC Architects for Phase II architectural services in conjunction with the Dental Clinic Restoration project in the amount of \$24,540.00.

Contract Amount	\$49,080.00
Payment #1	<u>24,540.00</u>
Balance	<u>\$24,540.00</u>

- c. Najarian Associates for Stormwater Facility Mapping in the amount of \$4,690.00.

Contract Amount	\$ 7,000.00
Payment #1	<u>4,690.00</u>
Balance	<u>\$2,310.00</u>

After discussion, the motion was approved. Mr. Taffet abstained from resolution #3.

#### HUMAN RESOURCES COMMITTEE

Mr. Oras noted the Human Resources Committee met last week. Dr. Herron gave details on the agreement between the Board of Trustees and the Adjunct Faculty Union for the period July 1, 2019 to June 30, 2023, and that runs retroactively from July 1, 2019. This agreement contains language adjustments that allow the College to remain in compliance with New Jersey State law.

Ms. Oras moved, seconded by Mr. Raja, for adoption of all resolutions in the categories of Hires, Change of Status, Separations, and Retirements, and the approval of the Adjunct contract. He also wished to recognize the retirements of Evelyn Honey with 30 years of service; Amalia Claffey with 29 years of service; and Elaine Berlin with 21 years of service.

Hires, Change of Status and Separations – This month includes 26 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	2
	Support Staff	1
B.	<u>Change of Status</u>	<u>Recommendations</u>
	Faculty	1
	Administrative	9
	Confidential	1
	Support Staff	2
C.	<u>Separations</u>	<u>Recommendations</u>
	Administrative	4
	Support Staff	2

D.	<u>Miscellaneous</u>	<u>Recommendations</u>
	Faculty	3
	Adjunct	1

A. HIRES

ADMINISTRATIVE

1. Name: Craig Matthews  
Department: Athletic Center  
Position: Aquatics Manager  
Salary: \$54,764  
Effective: 12/16/19
2. Name: Zachary Rebnicky  
Department: Facilities Management  
Position: Assistant Director, Buildings and Systems  
Salary: \$74,539  
Effective: 1/2/20

SUPPORT STAFF

3. Name: Nicole Gervolino  
Department: Facilities Management  
Position: Department Assistant  
Salary: \$40,126  
Effective: 12/16/19

B. CHANGE OF STATUS

FACULTY

- Name: Mekhala Girish  
Department: Natural Science  
Position: Instructor Chemistry  
Salary: \$30,985 (position extended for Spring 2020)  
Effective: 1/15/20 – 5/12/20

ADMINISTRATIVE

1. Name: Meghan Alai  
Department: Institutional Research and Assessment  
Position: Dean, Institutional Research and Assessment  
Salary: \$114,085  
Effective: 1/1/20

2. Name: Marla Brinson  
Department: Student and Enrollment Services  
Position: Acting Executive Dean for Student and Enrollment Services  
Salary: \*\$125,000  
Effective: 1/1/20 – 1/14/20 (extended)  
\*Annual Salary
3. Name: Caryl Cerqua  
Department: Finance and Administration  
Action: \$700/month Stipend – Additional responsibilities  
Effective: 1/1/20 – 3/31/20 (extended)
4. Name: Jake Cielez  
Department: Admissions and Recruitment  
Position: Customer Relationship Management (CRM) and Technology Administrator  
Salary: \$74,539  
Effective: 1/1/20
5. Name: Theresa O'Reilly  
Department: Professional Studies  
Action: \$700/month Stipend – Additional Departmental Responsibilities  
Effective: 1/1/20 – 2/19/20 (extended)
6. Name: Theresa Orosz  
Department: Arts and Sciences  
Action: \$700/month Stipend – Additional Departmental Responsibilities  
Effective: 1/1/20 – 2/19/20 (extended)
7. Name: Shannon Osborn-Jones  
Department: e-Learning  
Action: Acting Assistant Director  
Salary: \*\$74,539  
Effective: 1/1/20 – 1/31/20 (extended)  
\*Annual Salary
8. Name: Linda Scherr  
Department: Academic Affairs  
Position: Acting Vice President, Academic Affairs  
Salary: \*\$145,000  
Effective: 1/1/20 – 2/19/20 (extended)  
\*Annual Salary
9. Name: Alicja Zalewski  
Department: Finance and Administration  
Action: \$500/month Stipend – Additional responsibilities  
Effective: 1/1/20 – 3/31/20 (extended)

CONFIDENTIAL

1. Name: Anny Lantigua Jaquez  
Department: Human Resources  
Action: \$250/month Stipend – Additional responsibilities  
Effective: 1/1/20 – 1/14/20 (extended)

SUPPORT STAFF

1. Name: Fatima Decarvalho  
Department: Custodial Services  
Action: Change from Custodian to Lead Custodian  
Salary: \$36,993  
Effective: 12/1/19
2. Name: Shaun Lockwood  
Department: Facilities Maintenance  
Action: Change from Warehouseperson to Groundsperson II  
Salary: \$41,948  
Effective: 1/1/20

C.

SEPARATIONS

ADMINISTRATIVE

1. Name: Mohamed Ahmed  
Department: Business and Computer Science  
Action: Resignation  
Effective: 12/30/19
2. Name: Elaine Berlin  
Department: Continuing Education  
Action: Retirement  
Effective: 12/31/19
3. Name: Veronica Clinton  
Department: Alumni Engagement and Development  
Action: Resignation  
Effective: 1/31/20
4. Name: Dianna Sofo  
Department: Information Technology  
Action: Resignation  
Effective: 12/31/19

SUPPORT STAFF

1. Name: Amalia Claffey  
Department: Library  
Action: Retirement  
Effective: 12/31/19
  
2. Name: Evelyn Honey  
Department: Library  
Action: Retirement  
Effective: 12/31/19

D.

MISCELLANEOUS

FACULTY ASSISTANT CHAIR AND CURRICULUM COORDINATORS 2019/2020

<u>NAME</u>	<u>DEPARTMENT</u>	<u>PAYMENT</u>
Raymond Dademo	English – Spring 2020	\$2,516

FACULTY – ADDITIONAL COMPENSATION

<u>NAME</u>	<u>DEPARTMENT</u>	<u>PAYMENT</u>
Lakshmi Nagarajan-Iyer	Business and Computer Science	\$900
Nick Picioccio	Business and Computer Science	\$300
Jeff Spector	Business and Computer Science	\$300
Christine Wathen	Business and Computer Science	\$300
James Finne	Engineering Technologies	\$300
Daniel Grek	Engineering Technologies	\$450
Jacob Bender	English	\$300
Santi Buscemi	English	\$750
Katalin Gyurian-Toth	ESL, Languages, Cultures	\$300
Hillary Hyman	ESL, Languages, Cultures	\$150
Juan Saborido	ESL, Languages, Cultures	\$300
Elizabeth Shaheen	ESL, Languages, Cultures	\$150
Stephanie Vera	ESL, Languages, Cultures	\$1,200
Cristobal Espinoza-Wulach	History and Social Sciences	\$600
Steven Barnhart	History and Social Sciences	\$750
Melissa Luis	History and Social Sciences	\$750
Patricia Payne	History and Social Sciences	\$600
Crystal Quillen	History and Social Sciences	\$750
Giuseppe Rotolo	History and Social Sciences	\$1,050
Jennifer Applebee	Mathematics	\$300
Adrian Novio	Mathematics	\$450
Iryna Pavlyuk	Mathematics	\$450
William Kleinelp	Natural Sciences	\$600
Mofusa Tabanli	Natural Sciences	\$150

FACULTY – REDUCED LOAD

<u>NAME</u>	<u>DEPARTMENT</u>	<u>REDUCED ANNUAL SALARY</u>	<u>DATE</u>
Natalia Malyk-Selivanova	Natural Sciences	\$63,630	Spring 2020

ADMINISTRATIVE MISCELLANEOUS – RETIREMENT

WHEREAS, **Elaine Berlin**, has faithfully served Middlesex County College from October 7, 1998 to December 31, 2019; and

WHEREAS, She has performed her duties and responsibilities capably and loyally;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees accepts the voluntary retirement of **Elaine Berlin** as of December 31, 2019; and

BE IT FURTHER RESOLVED that the Board recognizes the significant contributions of **Elaine Berlin** during her years of service to Middlesex County College and extends its best wishes to her on her retirement.

AFSCME MISCELLANEOUS – RETIREMENT

WHEREAS, **Amalia Claffey**, has faithfully served Middlesex County College from December 19, 1990 to December 31, 2019; and

WHEREAS, She has performed her duties and responsibilities capably and loyally;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees accepts the voluntary retirement of **Amalia Claffey** as of December 31, 2019; and

BE IT FURTHER RESOLVED that the Board recognizes the significant contributions of **Amalia Claffey** during her years of service to Middlesex County College and extends its best wishes to her on her retirement.

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WHEREAS, **Evelyn Honey**, has faithfully served Middlesex County College from January 20, 1989 to December 31, 2019; and

WHEREAS, She has performed her duties and responsibilities capably and loyally;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees accepts the voluntary retirement of **Evelyn Honey** as of December 31, 2019; and

BE IT FURTHER RESOLVED that the Board recognizes the significant contributions of **Evelyn Honey** during her years of service to Middlesex County College and extends its best wishes to her on her retirement.

#### ADJUNCT MISCELLANEOUS

BE IT RESOLVED, that the Collective Bargaining Agreement between the Board of Trustees of Middlesex County College and the Adjunct Faculty Union for the period from July 1, 2019 to June 30, 2023 is approved and the President is authorized to execute the Agreement on behalf of the Board of Trustees.

After discussion, the motion was approved.

#### GENERAL

Mr. Taffet moved, seconded by Mr. Raja, for approval of the following resolution:

1. BE IT RESOLVED that the settlement agreement resolving the arbitration matter between Middlesex County College and Fraternal Order of Police, Lodge No. 85 is approved and the Chairman is authorized to execute an agreement on behalf of the Board of Trustees.

After discussion, the motion was approved.

#### REPORT OF COUNSEL

No report.

#### REPORT OF FREEHOLDER DIRECTOR

Freeholder Director Ronald Rios thanked the Trustees for their commitment and dedication to the students, faculty, and staff of Middlesex County College. He applauded the PTK students and their academic successes.

#### REPORT OF THE PRESIDENT

Dr. McCormick's report for December 2019 is attached. Dr. McCormick shared photos on the many ways members of the Middlesex County community gives to the College, and also the many ways the College gives to the community.

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The next regular meetings of the Board of Trustees will take place on Tuesday, January 14, 2019, at 8:30 a.m. at the College Center, Corral, located on the Edison campus.

The meeting adjourned at 9:14 a.m.

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GARY TAFFET  
TREASURER