

BOARD OF TRUSTEES OF MIDDLESEX COUNTY COLLEGE

Minutes of the Meeting of February 19, 2020

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, Cortes, Power and Syed, and Messrs. Daley, Finkelstein, Okparaeke, Oras, Raja, Sica, and Taffet. Absent was Mr. Anderson. 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, Executive Dean Laureano, and Acting Information Technology Executive Director Mr. Mattaliano.

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 introduced and welcomed the Board of Trustees' newest member, Ms. Claribel Cortes. Chairman Power also welcomed Freeholder Charles Kenny.

MINUTES

Mr. Raja moved, seconded by Mr. Oras, to adopt the January 14, 2019 regular meeting minutes as presented. Ms. Cortes abstained.

After discussion, motion was carried.

PRESENTATION

MCC Counselors Sheema Majiduddin and Gina Bedoya, presented an overview of the Jack Kent Cooke Scholarship. Recipients of this prestigious scholarship receive grants up to \$40,000 per year tuition to continue their education at a baccalaureate institution. Since 2007, four Middlesex County College students have been awarded this prestigious scholarship. Only 40 to 50 students receive the scholarship each year.

Ms. Majiduddin introduced Fizza Suliaman, Class of 2015. Ms. Suliaman shared with the Board her inspirational journey from struggling student at Middlesex County College to recipient of the Jack Kent Cooke Scholarship and earning her bachelor's degree at Columbia University.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Mr. Raja moved, seconded by Ms. Buteas, for adoption of resolutions 1 and 2:

1. WHEREAS, the Board of Trustees of Middlesex County College (hereinafter referred to as the "Board") and County College of Morris (hereinafter referred to as the "Morris") have entered into a contract for the operation of a project entitled, Scaling Apprenticeship Grant for the period commencing July 15, 2019 and concluding July 14, 2023; and

WHEREAS, a proposal entitled, Scaling Apprenticeship Grant has been submitted by the College administration and agreed to by Morris in the amount of \$649,252; 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, Scaling Apprenticeship 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, Scaling Apprenticeship Grant, as submitted by the administration of Middlesex County College to Community College of Morris for the period July 15, 2019 through July 14, 2023 in the total amount of \$649,252.
- 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 County of Middlesex (hereinafter referred to as the "County") have entered into a contract for the operation of a project entitled, Middlesex County College Teen Arts Festival for the period commencing January 1, 2020 and concluding December 31, 2020; and

WHEREAS, a proposal entitled, Middlesex County College Teen Arts Festival has been submitted by the College administration and agreed to by the County in the amount of \$18,000; 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 Middlesex County College Teen Arts Festival, 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, Middlesex County College Teen Arts Festival, as submitted by the administration of Middlesex County College to the County of Middlesex for the period January 1, 2020 through December 31, 2020 in the total amount of \$18,000.
- 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

Dr. Herron reported the Finance Committee met on February 13 and reviewed the finance resolutions and monthly financial reports. Robert P. Nehila, CPA, Bowman & Company LLP provided a brief summary of the audit for the fiscal year ended June 30, 2019. He noted the audit was clean qualified with no audit findings.

Dr. Herron noted included in today's resolutions are purchases for cooperative agreements, special quotes and bids, payments for legal and architectural services, Chapter 12 funded projects, the budget, increase in tuition and fee rates, and the financial statements submitted by Bowman & Company.

Mr. Finkelstein moved, seconded by Mr. Sica, for adoption of resolutions 1 through 9:

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*	17/18-20	Ben Schaffer Recreation Inc.	Site Amenities	\$806.56
ESCNJ	18/19-03	CDW-G	Technology Supplies	\$1,338.76
ESCNJ	18/19-25	Vic Gerard Golf Cars	Grounds Equipment	\$16,697.15
HCESC**	4AT-18-02	B&H Photo	Technology Supplies	\$182.20
HCESC	Cat-16-01-r1	Fisher Scientific	Science Supplies	\$733.05
HCESC	18-02	ePlus	Computer Hardware	\$133,853.95
NJCCJPC***	FY19JPC-45	VWR International	Science Supplies	\$761.21
NJCCJPC	FY19JCP-45	Thomas Scientific	Science Supplies	\$702.95
NJSC****	89967	Dell Marketing	Computer Hardware	\$1,299.00
NJSC****	89853	Insight Public Sector	Computer Software License	\$17,802.86

- * Educational Services Commission of New Jersey
- ** Hunterdon County Educational Services Commission
- *** New Jersey County College Joint Purchasing Consortium
- **** 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 # 10142 for Phase 3B for construction administration for previously awarded College Center Fire Sprinkler Retrofit from a total of six responses received:

DLB Associates, Eatontown NJ for the amount of \$14,800.00.

- b. Special Quote # 10565N for Edison Hall Dehumidification project for previously awarded architectural engineering consulting services for capital renewal and replacement projects from a total of two responses received:

Keri Engineering PC, Union NJ for the amount of \$15,500.00.

- c. Special Quote # 10643E for previously awarded qualification for printing services for 2020 Spring Open House postcards from a total of eight responses received:

Hummel Printing Inc., Union, NJ for the amount of \$800.00.

- d. Special Quote # 10643F for previously awarded qualification for printing services for 2020 Perth Amboy and New Brunswick Open House postcards from a total of eight responses received:

Hummel Printing Inc., Union, NJ for the amount of \$3,060.00.

- e. Special Quote # 10643G for previously awarded qualification for printing services for Middlesex Now newsletter from a total of eight responses received:

Hummel Printing Inc., Union, NJ for the amount of \$9,750.00.

- f. Special Quote # 10692 for Phase I Rapid Identity Implementation and IAM Active Directory and Office 365 Roadmap from a total of two responses received:

Moran Technology Consulting, Chicago, IL for the not-to-exceed amount of \$14,000.00.

- g. Special Quote # 10694 for Billy Johnson Hall Pump replacement from a total of one response received:

FW Webb Company, Piscataway, NJ for the amount of \$19,540.00.

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 # 20-32 for digital media presentation from a total of five responses received:

Excel Communications Worldwide, Inc., Harleysville, PA for the amount of \$59,975.00.

- b. Bid # 20-33 for College Center sprinkler retrofit from a total of five responses received:

K&D Contractors LLC, Kenilworth, NJ for the amount of \$651,600.00.

4. 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 October 1, 2019, through and including December 31, 2019 for normal operations of Middlesex County College.

		\$43,200.00
Less 15% percent courtesy discount		<u>(\$6,480.00)</u>
Total disbursement	Total	<u>\$36,720.00</u>

5. WHEREAS, The State of New Jersey and the County of Middlesex have funded construction, repair and replacement projects at Middlesex County College pursuant to the provisions of the County College Capital Projects Fund Act, L.1997, c.360; and

WHEREAS, Procedures for the authorization of specific projects to be completed at Middlesex County College require approval of the Board of Trustees and the Board of School Estimate; and

WHEREAS, The Facilities Committee of the Board of Trustees has reviewed the need for the projects as recommended by the President to the Board of Trustees; and

WHEREAS, The Facilities Committee recommends to the Board of Trustees that the following projects be included;

Renovation of Restrooms		\$1,090,000
Site improvements		\$2,530,000
HVAC Upgrades		\$1,480,000
Fiber Plant Replacement		<u>\$ 680,000</u>
	TOTAL	\$5,780,000

NOW, THEREFORE, BE IT RESOLVED That the following projects for Fiscal Year 2021:

Renovation of Restrooms		\$1,090,000
Site improvements		\$2,530,000
HVAC Upgrades		\$1,480,000
Fiber Plant Replacement		<u>\$ 680,000</u>
	TOTAL	\$5,780,000

are hereby approved by the Board of Trustees for implementation on the Middlesex County College campus, pursuant to the provisions of the County College Capital Projects Fund Act, L.1997, c.360; and

BE IT FURTHER RESOLVED, That the Board of Trustees contemplates that the funding for the aforementioned projects would be equally divided between the County of Middlesex and the State of New Jersey pursuant to the provisions of NJSA 18A:64A-22 et seq.; and

BE IT FURTHER RESOLVED, That the Secretary of the Board of Trustees submit a copy of this resolution to the members of the New Jersey Council of County Colleges and the Board of School Estimate for their consideration; and

BE IT FURTHER RESOLVED, That the Board of School Estimate be requested to consider this resolution at a meeting of said Board at a date and time to be determined, in the Freeholders Meeting Room, County Administration Building, New Brunswick, New Jersey.

6. WHEREAS, under the provisions of N.J.S.A. 18A:64A-17, the Board of Trustees of Middlesex County College is required to prepare an annual budget itemizing the amount of money estimated to be necessary for operating and capital expenses for the ensuring year; and

WHEREAS, the Board of Trustees has caused to be duly prepared such annual budget for the fiscal year 2021; and

WHEREAS, the Board of Trustees has reviewed the goals and objectives of Middlesex County College and deems that said budget will provide the resources to meet these goals and objectives; and

WHEREAS, the Board of Trustees have estimated that the sum of \$80,328,341 is necessary for the current operating expenses of Middlesex County College for the fiscal year July 1, 2020 to June 30, 2021 and that the sum of \$2,000,000 is necessary for capital outlay expenses for the fiscal year July 1, 2019 to June 30, 2020 as indicated on the budget attached hereto and made in part hereof; and

WHEREAS, the Board of Trustees requests that the Board of School Estimate certify the sum of \$16,450,000 as the County of Middlesex's share of operating expenses for the fiscal year July 1, 2020 to June 30, 2021 and to certify the amount of \$2,000,000 as the County of Middlesex's share of the capital outlay expenses for the fiscal year July 1, 2020 to June 30, 2021.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees that the annual operating budget of \$80,328,341 and the capital outlay expenses of \$2,000,000 are hereby adopted for the fiscal year July 1, 2020 to June 30, 2021; and

BE IT FURTHER RESOLVED that the Board of Trustees request that the Board of School Estimate find and determine the sum of \$16,450,000 as necessary for operating expenses and the sum of \$2,000,000 as necessary for the capital outlay expenses for the fiscal year July 1, 2020 to June 30, 2021;

BE IT FURTHER RESOLVED that a copy of this Resolution and the budget be delivered to each member of the Board of School Estimate; and

BE IT FURTHER RESOLVED that the secretary of the Board of Trustees shall cause to be published in the Home News, East Brunswick, NJ at least seven (7) days prior to date of the public hearing on the budget and amount to the determined as the County of Middlesex's share of the operating expense budget and capital budget, a notice indicating the date, time and place of the scheduled public hearing, which notice will also indicate that the budget would be on file and open to the examination of the public between 8:30am and 4:30pm, Monday through Friday at the Office of the President of Middlesex County College, Edison, New Jersey from the date of said notice until the date of said public hearing.

7. WHEREAS, The President has recommended an increase in the tuition rates, for academic sessions scheduled for FY 2021, including Summer I session FY 2020, in order to provide a portion of the revenue resource for the services to be rendered; and

WHEREAS, The President has developed a Current Unrestricted Fund to provide educational and other services to the students of Middlesex County College for the year July 1, 2020 to June 30, 2021; and

WHEREAS, Said services are funded by students, the State of New Jersey and the County of Middlesex; and

WHEREAS, As required by the Higher Education Restructuring Act of 1994 a public hearing was held on February 19, 2020,

NOW, THEREFORE, BE IT RESOLVED That the following changes in credit hour tuition rates, be approved commencing with the sessions scheduled for FY 2021, including pre-summer session FY 2020 as follows:

- a. In-county tuition credit hour rate be increased from \$114.00 per credit hour to \$116.00 per credit hour; and
- b. Out-of-county tuition credit hour rate be increased from \$228.00 per credit hour to \$232.00 per credit hour; and
- c. Out-of-state tuition credit hour rate be increased from \$228.00 per credit hour to \$232.00 per credit hour.
- d. The mandatory Technology fee rate be increased from \$13.00 per credit hour to \$15.00 per credit hour.
- e. The mandatory Student Services fee rate be increased from \$3.50 per credit hour to \$4.50 per credit hour.

- f. The mandatory General fee rate be increased from \$18.00 per credit hour to \$19.00 per credit hour.
- g. The adjustments to fees set forth shall be as shown on the attached Schedule.

8. 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 and to the following firms:

- a. FKA Architects, for Phase I architectural services in conjunction with the Restroom Renovation project at the Library in the amount of \$1,030.00.

Contract Amount	\$10,300.00
Previous Payments	1,030.00
Payment #2	<u>1,030.00</u>
Balance	<u>\$ 8,240.00</u>

- b. RSC Architects for Phase II architectural services in conjunction with the Dental Clinic Reconstruction project in the amount of \$7,362.00.

Contract Amount	\$49,080.00
Previous Payments	39,264.00
Payment #3	<u>7,362.00</u>
Balance	<u>\$ 2,454.00</u>

9. WHEREAS, The firm of Bowman & Company, LLP has submitted an audit of the books and records of Middlesex County College for the year ended June 30, 2019 including the supplementary information on expenditures of Federal and State awards and Report and Schedule required by the Uniform Guidance; and

WHEREAS, Management has responded to the reports as submitted by Bowman & Company, LLP and has presented the reports to the Finance Committee on February 13, 2020;

NOW, THEREFORE, BE IT RESOLVED That the audited financial statements for the year ended June 30, 2019 be approved.

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

HUMAN RESOURCES COMMITTEE

Mr. Oras moved, seconded by Mr. Taffet for approval of the following hires, change of status, and separations. He thanked David Fricke, Director of Purchasing, for his 26 years of service to the College and wished him well on his retirement.

Hires, Change of Status and Separations – This month includes 13 recommended items total. A summary of the action items is listed below.

A.	<u>Hires</u>	<u>Recommendations</u>
	Support Staff	5
B.	<u>Change of Status</u>	<u>Recommendations</u>
	Administrative	2
	Faculty	1
	Support Staff	2
C.	<u>Separations</u>	<u>Recommendations</u>
	Administrative	1
	Support Staff	1
D.	<u>Miscellaneous</u>	<u>Recommendations</u>
	Administrative	1

A. HIRES

SUPPORT STAFF

1. Name: Andrew Alvarado
 Department: Enrollment Services
 Position: Temporary Enrollment Services Assistant
 Salary: \$42,300
 Effective: 2/16/20
2. Name: Eddy Avila
 Department: Facilities Maintenance
 Position: Custodian
 Salary: \$31,352 + shift differential \$2,506
 Effective: 2/3/20
3. Name: Konstantinos Barkas
 Department: Facilities Maintenance
 Position: Custodian
 Salary: \$31,352 + shift differential \$2,506
 Effective: 2/3/20

4. Name: Omar Flatts
Department: Enrollment Services
Position: Enrollment Services Assistant
Salary: \$42,300
Effective: 2/3/20
5. Name: Kiara Sharpe
Department: Library Services
Position: Administrative Secretary
Salary: \$42,300
Effective: 2/3/20

B. CHANGE OF STATUS

ADMINISTRATIVE

1. Name: Shannon Osborn-Jones
Department: e-Learning
Position: Assistant Director
Salary: \$74,539
Effective: 2/3/20
2. Name: Linda Scherr
Department: Academic Affairs
Position: Vice President, Academic Affairs
Salary: \$155,000
Effective: 2/20/20

FACULTY

1. Name: Allan Robinson
Department: Visual, Performing and Media Arts
Position: Instructor
Salary: *\$30,985 (position extended for Spring 2020)
Effective: 1/15/20 – 5/12/20
*Prorated

SUPPORT STAFF

1. Name: Jenny Hernandez
Department: Facilities Maintenance
Position: Custodian
Salary: \$31,352 + shift differential \$1,904
Effective: 2/18/20
2. Name: Geoff Stash
Department: Shipping & Receiving
Position: Warehouse Person II
Salary: \$33,760
Effective: 2/3/20

C. SEPARATIONS

ADMINISTRATIVE

1. Name: David Fricke
Department: Purchasing
Action: Retirement
Effective: 2/29/20

SUPPORT STAFF

1. Name: Brittany Puzio
Department: Facilities Maintenance
Action: Resignation
Effective: 12/16/19

D. MISCELLANEOUS

ADMINISTRATIVE MISCELLANEOUS

WHEREAS, **David Fricke**, has faithfully served Middlesex County College from September 7, 1993 to February 29, 2020; 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 **David Fricke** as of February 29, 2020; and

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

After discussion, the motion was approved.

REPORT OF COUNSEL

No report.

REPORT OF THE PRESIDENT

Attached is Dr. McCormick's report for February 2020.

REPORT ON THE ACCT NATIONAL LEGISLATIVE SUMMIT

In Washington, DC, from February 9 through 12, Dr. McCormick, Ms. Campbell and Ms. Syed met with Senator Bob Menendez and Congressman Frank Pallone. Ms. Syed reported during these meetings they advocated for community colleges and funding of federal programs, including expansion of the Pell grants and increases in Perkins funding. She thanked the Board for the opportunity to attend the Summit.

REPORT ON NEW JERSEY COUNCIL OF COUNTY COLLEGES (NJCCC)

Ms. Buteas, Ambassador to the NJCCC, reported on the priorities of the NJCCC including advocating for enshrining the Community College Opportunity Grant in statute, increasing State funding to community colleges, and the implementation of the NJCCC's Vision 2028 Strategic Plan.

REPORT OF THE FREEHOLDER

Freeholder Charles Kenny noted going forward representatives from the Board of Chosen Freeholders will be in regular attendance. The County looks to share the greatness of Middlesex County College with the community and how it impacts the lives of its residents.

The next regular meeting of the Board of Trustees will take place on Tuesday, March 17, 2020, at 8:30 a.m. at the New Brunswick Center located at 140 New Street, New Brunswick, NJ.

The meeting adjourned at 9:20 a.m.

ROBERT P. SICA
SECRETARY

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