

BOARD OF TRUSTEES OF MIDDLESEX COUNTY COLLEGE

Minutes of the Meeting of April 15, 2020

The scheduled meeting of the Board of Trustees of Middlesex County College was held via Zoom at 8:30 a.m. Board members participating were: Mmes. Buteas, Cortes, 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 Presidents Ms. Campbell, Dr. Herron, and Dr. Scherr, Executive Dean Mr. Laureano, Human Resources Executive Director Mr. Morgan, 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 April 3, 2020, advance written notice of this meeting was posted in the lobby of Chambers Hall.
- (b) On April 3, 2020, advance written notice of this meeting was e-mailed to the Home News Tribune and The Star Ledger.
- (c) On April 3, 2020, a copy of this advance notice of the meeting was filed with the Clerk of the Middlesex County Board of Chosen Freeholders.
- (d) On April 3, 2020, 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 asked for a moment of silence.

MINUTES

Mr. Sica moved, seconded by Mr. Raja, to adopt the minutes of the February 19, 2020 regular meeting and the March 17, 2020 Emergency Board meeting as presented.

After discussion, the motion was carried.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Dr. Scherr recommended for approval a new Associate in Science Degree in Health and Exercise Science.

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

1. WHEREAS, the Academic and Student Affairs Committee of the Middlesex County College Board of Trustees met and after identifying the need and relevance, and upon recommendation of the College President, unanimously approved a new Associate in Science Degree in Health and Exercise Science;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Trustees approves the Associate in Science Degree in Health and Exercise Science.

After discussion, the motion was approved.

FINANCE COMMITTEE

Dr. Herron reported the Finance Committee met on April 6, 2020 and reviewed the finance resolutions and monthly financial reports. Dr. Herron noted included in today's resolutions for the Board's consideration are purchases for cooperative agreements, special quotes and bids, payments for legal counsel and ongoing campus construction projects.

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

FINANCE COMMITTEE

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*	4AT-18-02	B&H Photo	Media Supplies	\$9,947.64
HCESC	CAT-19-07	Generations Technologies Inc.	LED Lighting Upgrades	\$28,633.00
HCESC	34HUNCCP	The Gillespie Group	Carpet Replacement	\$25,677.00
NJSC**	83932	Tactical Public Safety LLC	Police Equipment	\$1,793.60
NJSC	89850	Dell Marketing	Computer Hardware	\$1,891.80
NJSC	89851	Software House International	Software	\$28,244.00
NJSC	89967	Dell Marketing	Computer Hardware	\$8,169.55

NJCCJPC***	FY19JPC-45	Fisher Scientific	Science Supplies	\$85.40
NJCCJPC	FY19JPC-45	VWR International	Science Supplies	\$162.46
NJCCJPC	FY19JPC-45	Carolina Biological Supply	Science Supplies	\$124.14
PEPPM*****	528991	Apple Computer	Computer Hardware	\$378.00
HCESC*	4AT 18-02	B&H Photo	Technology Supplies and Equipment	\$174.40
HCESC*	18-02	ePlus	Computer Hardware	\$866.88
NJSC**	89853	Insight	Computer Software	\$1,133.76
NJSC**	89967	Dell Marketing	Computer Hardware	\$1,695.73

* Hunterdon County Educational Services Commission

** New Jersey State Contract

*** New Jersey County College Joint Purchasing Consortium

**** Pennsylvania Education Purchasing Program for Microcomputers

***** Educational Services Commission of New Jersey

2. BE IT RESOLVED, That based on the recommendation of the Vice President of Effectiveness, Planning, and Compliance, an award be made to the following firm pursuant to a fair and open process:

a. Special Quote # 10643H for previously awarded qualification for printing services for 2020 Summer non-credit postcards from a total of eight responses received:

Hummel Printing Inc., Union, NJ for the amount of \$10,825.00.

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

a. Bid # 20-34 for athletic supplies from a total of seven responses received:

Ampro Sports, Primos, PA for the amount of \$4,080.95.

Medco Supply, Amherst, NY for the amount of \$3,129.77.

BSN Sports LLC, Jenkintown, PA for the amount of \$2,055.30.

Riddell/All American, North Ridgeville, OH for the amount of \$1,631.45.

b. Bid # 20-35 for library boilers and pumps supply was cancelled.

4. WHEREAS, Middlesex County College has a need to provide employee assistance and training services as a Business Entity Disclosure Contract pursuant to the provisions of N.J.S.A. 19:44A- 20.4; and

WHEREAS, the Vice President of Compliance, Effectiveness, and Planning 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 April 15, 2020 through June 30, 2020; and

WHEREAS, Corporate Counseling Associates, Inc., New York, NY has submitted a proposal dated March 10, 2020, indicating that it will provide employee assistance and training services; and

WHEREAS, Corporate Counseling Associates Inc., has completed and submitted a Business Entity Disclosure Certification which certifies that Corporate Counseling Associates, 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 CCA 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 Corporate Counseling Associates Inc. as described herein.

5. WHEREAS, N.J.S.A. 18A:64A-25.6 permits the award of an agreement by a County College without public advertising for bid and bidding therefore notwithstanding that the cost or contract price will exceed the bid threshold, when an emergency affecting the health, safety or welfare of occupants of College property requires the immediate delivery of materials or supplies or the performance of the work provided that the agreement is awarded in accordance with the terms of N.J.S.A. 18A:64A-25.6; and

WHEREAS, on March 9, 2020, Governor Phil Murphy declared a State of Emergency and a Public Health Emergency, to ramp up New Jersey's efforts to contain the spread of Corona Virus-2019. On March 11, 2020 the MCC's President and Cabinet met to implement its emergency management plan for a Corona Virus-2019 outbreak. A resolution was prepared for Board of Trustees approval for building decontamination services if needed. The resolution was reviewed by both the Finance and Facilities Committees on March 12, 2020. On March 16, 2020 a Blanket Order was issued knowing the Board of Trustees meeting on March 17, 2020 had been cancelled and the resolution was not formally approved; and

WHEREAS, emergency action had been taken because there was insufficient time to obtain Board of Trustees approval; and

WHEREAS, a written requisition for the performance of certain work had been filed by Donald R. Drost, Jr., Executive Director of Facilities Management of the College in accordance with N.J.S.A. 18A:64A-25.6, a copy of which is attached hereto as an exhibit; and

WHEREAS, Jeff Herron, Vice President for Institutional Effectiveness, Planning, and Compliance, concurred that an emergency existed and being so satisfied authorized the award of a contract to Pathogend of New Jersey, Inc. of Wayne, NJ; and

WHEREAS, Pathogend of New Jersey, Inc. of Wayne, NJ was awarded a cooperative purchasing contract by the Educational Services Commission of New Jersey of which Middlesex County College is a member for building decontamination services. Pathogend of New Jersey, Inc. possessed the expertise and equipment as well as being available for building decontamination.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby approves the award of a contract pursuant to N.J.S.A. 18A:64A-25.6 to Pathogend of New Jersey, Inc. to provide the materials and services for building decontamination services in the not-to-exceed amount of \$50,000 under ESCNJ Contract #18/19-32.

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. FKA Architects for Phase I architectural services in conjunction with the Library Restroom Renovation project in the amount of \$4,120.00.

Contract Amount	\$10,300.00
Previous Payments	2,060.00
Payment #3	<u>4,120.00</u>
Balance	<u>\$ 4,120.00</u>

- b. Remington & Vernick Engineers for Phase I engineering services in conjunction with the Physical Education Center HVAC study project in the amount of \$5,558.00.

Contract Amount	\$5,558.00
Previous Payment	1,855.00
Payment #3	<u>2,854.00</u>
Balance	<u>\$ 849.00</u>

4/15/2020

- c. DLB Associates for Phase 2B engineering services in conjunction with the College Center Sprinkler Design project in the amount of \$3,960.00.

Contract Amount	\$6,600.00
Payment #1	<u>3,960.00</u>
Balance	<u>\$2,640.00</u>

- d. DLB Associates for Phase 2B engineering services in conjunction with the College Center Sprinkler Design project in the amount of \$1,320.00.

Contract Amount	\$6,600.00
Previous Payment	3,960.00
Payment #2	<u>1,320.00</u>
Balance	<u>\$1,320.00</u>

- e. DLB Associates for Phase 2B engineering services in conjunction with the College Center Sprinkler Design project in the amount of \$1,355.96*.

Contract Amount	\$6,600.00
Previous Payment	3,960.00
Payment #3 FINAL	<u>1,320.00</u>
Balance	<u>\$ 0.00</u>

*This payment includes a \$35.96 charge for reimbursable expenses which is not part of the contract total.

- f. FKA Architects for Phase I architectural services in conjunction with the Library Restroom Renovation project in the amount of \$2,060.00.

Contract Amount	\$10,300.00
Previous Payments	6,180.00
Payment #4	<u>2,060.00</u>
Balance	<u>\$ 2,060.00</u>

7. Wilentz, Goldman & Spitzer for legal services rendered for the months of February 2020 and March 2020 for the Board of School Estimate meeting on behalf of Middlesex County College.

	\$1,500.00
Less 15% percent courtesy discount	<u>(225.00)</u>
Total disbursement	Total <u>\$1,275.00</u>

After discussion, the motion was approved.

HUMAN RESOURCES COMMITTEE

Mr. Morgan reported 34 hires and personnel actions are recommended for approval in this month's packet.

Mr. Oras reported that the members of the Finance Committee met with President McCormick and Frank Maltino and supported Dr. McCormick in offering the position of Chief Financial Officer to Mr. Maltino. Mr. Maltino accepted the offer and will begin May 1, 2020.

Mr. Oras moved, seconded by Mr. Sica, for approval of the following hires, change of status, and separations.

Hires, Change of Status and Separations – This month includes 34 recommended items total. A summary of the action items is listed below.

A.	<u>Hires</u>	<u>Recommendations</u>
	Administrative	6
	Support Staff	1
B.	<u>Change of Status</u>	<u>Recommendations</u>
	Administrative	9
	Faculty	8
	Confidential	2
	Support	1
C.	<u>Separations</u>	<u>Recommendations</u>
	Administrative	1
D.	<u>Miscellaneous</u>	<u>Recommendations</u>
	Administrative	2
	Faculty	2
	Support Staff	2

A. HIRES

ADMINISTRATIVE

1.	Name:	Madeline Caterinicchio
	Department:	Purchasing
	Position:	Director, Purchasing and Inventory
	Salary:	\$90,354
	Effective:	4/2/20

2. Name: Angela Jupin
Department: Labor Relations
Position: Director, Labor Relations
Salary: \$99,488
Effective: 4/6/20
3. Name: Frank Maltino
Department: Finance and Administration
Position: Chief Financial Officer
Salary: \$145,000
Effective: 5/1/20
4. Name: Paola Mendez
Department: Educational Opportunity Fund
Position: Student Development Specialist
Salary: \$63,891
Effective: 4/15/20
5. Name: Kori Romeo
Department: Information Technology
Position: IT Project Manager
Salary: \$82,139
Effective: 4/15/20
6. Name: Eugenia Stoyanova
Department: Financial Aid
Position: Financial Aid Administrator
Salary: \$69,060
Effective: 5/1/20

SUPPORT STAFF

1. Name: Jeffrey Stovich
Department: Library Services
Position: Library and Learning Center Assistant
Salary: \$37,418 + shift differential \$1,092
Effective: 3/16/20

B. CHANGE OF STATUS

1. Name: Angelo Abreu
Department: Perth Amboy Center
Position: Director, Perth Amboy Center
Salary: \$90,354
Effective: 4/15/20

2. Name: Michael Ansonoff
Department: Natural Sciences
Action: \$700/month Stipend – Additional Departmental Responsibilities
Effective: 3/18/20 – 6/15/20
3. Name: Donna Howell
Department: Natural Sciences
Position: Acting Dean for Business and STEM
Salary: *\$114,085
Effective: 3/18/20 – 12/31/20
*Annual Salary
4. Name: Theresa O'Reilly
Department: Professional Studies
Action: \$700/month Stipend – Additional Departmental Responsibilities
Effective: 2/20/20 – 6/30/20 (extended)
5. Name: Theresa Orosz
Department: Arts and Sciences
Position: Acting Dean for Liberal Arts
Salary: *\$114,085
Effective: 3/18/20 – 12/31/20
*Annual Salary
6. Name: Anita Rosen
Department: Purchasing
Action: \$300/month Stipend – Additional responsibilities
Effective: 3/18/20 – 6/30/20
7. Name: Antony Stoikovski
Department: Purchasing
Action: \$300/month Stipend – Additional responsibilities
Effective: 3/18/20 – 6/30/20
8. Name: Debra Stoler
Department: Continuing Education
Position: Assistant Director, Lifelong Learning
Salary: \$69,060
Effective: 4/1/20
9. Name: Alicja Zalewski
Department: Finance and Administration
Action: \$700/month Stipend – Additional responsibilities
Effective: 3/18/20 – 6/30/20

FACULTY

1. Name: Mekhala Girish
Department: Natural Sciences
Position: Instructor Chemistry – Tenure Track
Salary: \$61,970
Effective: 8/31/20
2. Name: Sheema Majiduddin
Department: Counseling Services
Action: Approval of Sabbatical Leave
Effective: Fall 2020
3. Name: Brian McInerney
Department: Hospitality, Culinary Arts and Dietetics
Position: Instructor – Tenure Track
Salary: \$61,970
Effective: 8/31/20
4. Name: Patricia Payne
Department: History and Social Sciences
Action: Approval of Sabbatical Leave
Effective: Spring 2021
5. Name: Nick Picioccio
Department: Business and Computer Science
Action: Approval of Sabbatical Leave
Effective: Fall 2020
6. Name: Diane Ratner
Department: Natural Sciences
Position: Instructor Natural Sciences – Tenure Track
Salary: \$61,970
Effective: 8/31/20
7. Name: Steven Rowley
Department: Natural Sciences
Action: Approval of Sabbatical Leave
Effective: Fall 2020
8. Name: Sheri-Rose Rubin
Department: Business and Computer Science
Position: Instructor Business Law/Paralegal Studies – 1-year only
Salary: \$61,970
Effective: 8/31/20

CONFIDENTIAL

1. Name: Anny Lantigua
Department: Human Resources
Action: \$200/month Stipend – Additional Responsibilities
Effective: 3/9/20 – 6/5/20

2. Name: Gina Vilchez
Department: Human Resources
Action: \$200/month Stipend – Additional Responsibilities
Effective: 3/9/20 – 6/5/20

SUPPORT STAFF

1. Name: Rebecca Lescano
Department: Visual, Performing and Media Arts
Position: Department Assistant
Salary: \$40,126
Effective: 3/23/20

C. SEPARATIONS

ADMINISTRATIVE

1. Name: Lauren Palladino
Department: Purchasing
Action: Resignation
Effective: 3/13/20

D. MISCELLANEOUS

ADMINISTRATIVE – SEVERANCE COMPENSATION PROGRAM 2019/2020

<u>NAME</u>	<u>DEPARTMENT</u>	<u>DATE OF RETIREMENT</u>	<u>PAYMENT</u>
Lynn Apgar	Information Technology	6/30/2020	\$89,085.60
Joanne Shurtleff	Enrollment Services	6/30/2020	\$91,696.56

FACULTY – SEVERANCE COMPENSATION PROGRAM 2019/2020

<u>NAME</u>	<u>DEPARTMENT</u>	<u>DATE OF RETIREMENT</u>	<u>PAYMENT</u>
Alice Picardo	Counseling Services	6/30/2020	\$75,238.56

TEAMSTERS – SEVERANCE COMPENSATION PROGRAM 2019/2020

<u>NAME</u>	<u>DEPARTMENT</u>	<u>DATE OF RETIREMENT</u>	<u>PAYMENT</u>
Richard Gons	Facilities Management	6/30/2020	\$28,783.87
John Monaco	Facilities Management	6/30/2020	\$34,273.20

ADMINISTRATIVE – ADDITIONAL COMPENSATION

<u>NAME</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>PAYMENT</u>
Mathew Spano	English	Payment for 2020 Middlesex County Teen Arts Festival	\$300

FACULTY – ADDITIONAL COMPENSATION

<u>NAME</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>PAYMENT</u>
Susan Altman	Visual, Performing and Media Arts	Payment for 2020 Middlesex County Teen Arts Festival	\$600
David Ambrose	Visual, Performing and Media Arts	Payment for 2020 Middlesex County Teen Arts Festival	\$600
Anna DeMers	Visual, Performing and Media Arts	Payment for 2020 Middlesex County Teen Arts Festival	\$300
Louis Dell’Omo	Visual, Performing and Media Arts	Payment for 2020 Middlesex County Teen Arts Festival	\$300
Aimee Mitacchione	Visual, Performing and Media Arts	Payment for 2020 Middlesex County Teen Arts Festival	\$300

AFSCME – ADDITIONAL COMPENSATION

<u>NAME</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>PAYMENT</u>
Maya, Olga	Marketing and Communications	Payment for serving as graphic designer for 2020 Middlesex County Teen Arts Festival	\$500

After discussion, the motion was approved.

GENERAL

Mr. Finkelstein moved, seconded by Mr. Sica, to approve the following resolution.

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 period January 1, 2020 through March 31, 2020.

After discussion, the motion was approved.

Mr. Anderson introduced the attached proposed amendment to Article VI of the Middlesex County Board of Trustees Bylaws. This proposed amendment for the creation of an Executive Committee shall be voted on at the May 20, 2020 Board of Trustee meeting.

2. WHEREAS, the Board of Trustees desires to amend Article VI of its Bylaws as highlighted in the attached revised form of the Bylaws,

NOW THEREFORE BE IT RESOLVED, that notice of this Resolution proposing this Amendment of the Bylaws shall be sent to each member of the Board of Trustees in accordance with the procedure set forth in Section 8.9 of the Bylaws setting forth the date and time of the meeting of the Board of Trustees to vote on adoption of this Amendment of the Bylaws; and

BE IT FURTHER RESOLVED that such notice shall be sent to the members of the Board of Trustees at least five (5) working days in advance of the meeting at which the Board of Trustees shall vote on the Amendment.

Dr. Herron reported funding has been made available through the Coronavirus Aid, Relief and Economic Security Act has been made available to assist students for their expenses relating to disruption of campus operations due to the Coronavirus.

Mr. Finkelstein moved, seconded by Mr. Oras for approval of the following resolution:

3. WHEREAS, the United States Department of Education (USDOE) has made resources available to educational institutions through the Coronavirus Aid, Relief and Economic Security Act (“CARES Act”); and

WHEREAS, an application entitled CARES Act Relief has been submitted by the College to the USDOE in the amount of \$7,378,634 with \$3,689,317 to be used for Emergency Financial Aid to Students; and

WHEREAS, the USDOE has approved the application entitled CARES Act Relief as submitted by the College; and

WHEREAS, N.J.S.A. 18A:64A-12J grants the Board the power to enter into contracts which it deems necessary and advisable with any public body, department or other agency of the State or the United States; and

WHEREAS, the Board has determined that the implementation of the CARES Act Relief is consistent with the philosophy and purpose of the College,

NOW, THEREFORE, BE IT RESOLVED that:

- a. The Board approves the application for the project entitled CARES Act Relief as submitted by the College to the United States Department of Education in the total amount of \$7,378,634, with \$3,689,317 to be used for Emergency Financial Grants to students for their expenses relating to disruption of campus operations due to the Coronavirus.

- b. The Board authorizes the President of Middlesex County College to execute such documents as may be necessary to apply for and implement the CARES Act funds.
- c. The Board herein accepts the award of \$7,378,634 and authorizes the College President and/or his designee to comply with the provisions of the CARES Act, including making \$3,689,317 available to students as emergency financial aid.

After discussion, the motion was approved.

REPORT OF COUNSEL

Mr. Hoffman reported that an AFSME grievance has been withdrawn with prejudice and the matter is now settled. The grievance was based on a contract from the late 1990s and an interpretation that certain employees should have received a salary increase.

REPORT OF THE PRESIDENT

Attached is Dr. McCormick's report and PowerPoint presentation for April 2020. Dr. McCormick thanked faculty and staff for the many ways they are supporting students during the pandemic.

NEW BUSINESS

Chairman Power reported the formation of the Marketing and Public Ad Hoc Committee. Ms. Buteas will serve as Chair. Members will be Ms. Cortes, Mr. Okparaeke, and Mr. Oras. Chairman Power also reported that the membership on the Human Resources Committee will be as follows, effective immediately: Mr. Oras, Chair, and Ms. Buteas, Judge Daley and Ms. Cortes.

The next regular meeting of the Board of Trustees will take place on Wednesday, May 20, 2020, at 8:30 a.m. at a location or means of virtual access to be determined and advertised.

The meeting adjourned at 8:43 a.m.

ROBERT P. SICA
SECRETARY