

BOARD OF TRUSTEES OF MIDDLESEX COUNTY COLLEGE

Minutes of the Meeting of October 21, 2020

The scheduled meeting of the Board of Trustees of Middlesex County College was held remotely at 8:30 a.m. via Zoom. Board members present were: Mmes. Buteas, Cortes, McLean, and Power, and Messrs. Finkelstein, Okparaeke, Oras, Paluri, Raja, Sica and Taffet. Mr. Anderson was absent. Also present were President McCormick, Counsel Mr. Hoffman, Assistant Secretary Ms. D'Aloisio, Vice Presidents Ms. Campbell, Dr. Herron, and Dr. Scherr, Chief Financial Officer Mr. Maltino, Human Resources Executive Director Mr. Morgan, Executive Director Facilities Management Mr. Drost, Executive Dean for Student and Enrollment Services Mr. 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 August 17, 2020, advance written notice of this meeting was posted in the lobby of Chambers Hall.
- (b) On August 17, 2020, advance written notice of this meeting was e-mailed to the Home News Tribune and The Star Ledger.
- (c) On August 17, 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 August 17, 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.

MINUTES

Mr. Raja moved, seconded by Mr. Sica, to adopt the September 16, 2020 regular meeting minutes as presented.

After discussion, the motion carried.

PRESENTATION

Associate Director of Facilities Maintenance Ronald Balint presented an overview of the care and maintenance of the College campus and how the Grounds Department endeavors to maintain a beautiful and safe campus environment for its students, faculty and staff, and County residents.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Dr. Scherr reported the Academic and Student Affairs Committee met last week and Dean Megan Alai presented the Graduation and Summer Enrollment Fact Sheets, and Executive Dean José Laureano presented on the Summer and Fall Enrollment and the athletic program. Also discussed was a grant program from the MDRC and Gates Foundation. Dr. Scherr is recommending approval of a resolution to approve the 2023-2024 Academic Calendar.

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

1. BE IT RESOLVED, That the attached revised Academic Calendar for 2023-2024 be approved.

After discussion, the motion carried.

FINANCE COMMITTEE

Mr. Maltino reported the Finance Committee met on October 15, 2020, and reviewed the finance resolutions for contracting, vendor payments, planning and other financial matters. Mr. Maltino is recommending approval of Finance resolutions 1 through 8.

Mr. Finkelstein moved, seconded by Mr. Sica, for adoption of resolutions 1 through 8:

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/ratified 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	17/18-47	Home Depot Pro	Disinfecting wipes, hand sanitizer and hand soap	\$54,098.40
HCESC	SER-11C	Robert Griggs Plumbing	Repair of broken storm drain piping in Library basement	\$5,950.00
HCESC	CAT-18-02	ePlus Technology	Dual factor authentication software for remote access	\$7,178.30

<u>COOPERATIVE</u>	<u>CONTRACT NUMBER</u>	<u>COMPANY</u>	<u>DESCRIPTION</u>	<u>AWARD</u>
HCESC	CAT-19-09	F.W. Webb	Hot water boiler replacement for College Center	\$9,068.65
HCESC	CAT-19-09	F.W. Webb	Library boiler parts and supplies	\$5,302.91
HCESC	FUEL-20-21	National Fuel Oil, Inc.	Gasoline and diesel fuel (replaces Allied Oil award)	\$24,667.00
JPC	20-706	Turnitin LLC	Licensing for plagiarism detection software	\$23,282.00
NJSC	18-FLEET-00234	Home Depot Pro	Floor cleaner and finishing chemicals	\$712.86
NJSC	87720	Aspire Technology	Cloud security subscription	\$9,555.00
NJSC	89967	Dell Marketing	Computer hardware	\$1,926.89
NJSC	89967	SHI International	Computer hardware	\$93,400.00
OMNIA	2018011-02	SHI International	Computer software	\$4,130.04
OMNIA	R200401	D&B Building Solutions	Replacement A/C units for Chambers Hall	\$13,650.00

- * Educational Services Commission of New Jersey
- ** Hunterdon County Educational Services Commission
- *** Joint Purchasing Consortium (New Jersey Council of County Colleges)
- **** New Jersey State Contract
- ***** OMNIA Partners

2. BE IT RESOLVED, That based on the recommendation of the Director of Purchasing and Inventory and the Chief Financial Officer, contracts for purchases and services classified as exempt under the provision of N.J.S.A. 18A:64A-25.5 be authorized/ratified for the period of July 1, 2020 through June 30, 2021:

American Association of Community Colleges, Baltimore, MD for institutional membership in an amount not-to-exceed \$16,213.00.

Bonfire Interactive Ltd., Kitchener, ON for eSourcing and Contract Lifecycle Management software in an amount not-to-exceed \$10,000.00.

Elsevier, Inc., New York, NY for a subscription renewal of Science Direct for the period of January 2021 to December 2021 in an amount not-to-exceed \$12,864.90.

NJ.com, Wilmington, DE for advertising of Winter 2020 classes in an amount not-to-exceed \$12,000.00.

Temple University, Philadelphia, PA for administrative and incentive costs for the 2020 #RealCollege Survey in an amount not-to-exceed \$9,500.00.

Univision Interactive Media, Miami, FL for advertising of Winter 2020 classes in an amount not-to-exceed \$15,500.00.

3. WHEREAS, the College has a need to obtain goods and services as Business Entity Disclosure Contracts 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 each acquisition exceeds \$17,500.00; and

WHEREAS, the vendors have completed and submitted Business Entity and Political Contribution Disclosures which certify that the vendors have 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 the vendors from making any reportable contributions through the term of the contract;

NOW, THEREFORE, BE IT RESOLVED, That based on the recommendation of the Director of Purchasing and Inventory and the Chief Financial Officer, contract(s) be authorized to the following vendor:

Allmark Door Company, Springfield, NJ for repairs and installation of a new dock leveler in an amount not-to-exceed \$20,421.00.

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

- a. Special Quote # 10565F for Phase 2 construction administration services for previously awarded Library restroom renovations from a total of four responses received:

Feitlowitz & Kosten, PA, Oakland, NJ in an amount not-to-exceed \$3,450.00.

- b. Special Quote # 10643J for previously awarded qualification for printing services for the printing of 2020 Annual Report from a total of six responses received:

Creasey Printing Services, Springfield, IL in an amount not-to-exceed \$2,949.00.

- c. Special Quote # 10732 for upgrades to the clock system from a total of one response received:

Securitas Electronic Security, Uniontown, OH in an amount not-to-exceed \$30,873.00.

- d. Special Quote # 10733 for the College's dental insurance carrier from a total of four responses received:

Cigna Health and Life Insurance Company, Morristown, NJ for the amount of \$486,273.00.

- e. Bid # 21-1 for janitorial cleaning supplies from a total of ten responses received:

Imperial Bag & Paper Co., LLC, Jersey City, NJ in an amount not-to-exceed \$26,500.00.

Central Poly, Linden, NJ in an amount not-to-exceed \$13,000.00

W.B. Mason, Secaucus, NJ in an amount not-to-exceed \$6,500.00.

- f. Bid # 21-3 for emergency tree services, for the period of October 22, 2020 through June 30, 2021 with an optional one (1) year renewal through June 30, 2022, from a total of two (2) responses received:

Sunshine Tree and Landscape, LLC, Stewartsville, NJ in an amount not-to-exceed \$15,000.00.

5. BE IT RESOLVED That based on the recommendation of the Director of Purchasing and Inventory and the Chief Financial Officer, a contract amendment be made to the following firm(s):

- a. Proquest LLC, Ann Arbor, MI for additional library resources (Sociological Abstracts):

Previous Contract Amount	\$96,809.00
Amendment #1	<u>9,087.29</u>
New Contract Amount	<u>\$105,896.29</u>

6. BE IT RESOLVED That based on the recommendation of the Executive Director of Facilities Management and the Chief Financial Officer, payment be authorized to the following firms:

- a. KeRi Engineering, PC for Phase 1 engineering services in conjunction with the Fire Alarm Replacement feasibility study in the amount of \$5,360.00.

Contract Amount	\$5,360.00
Payment #1	<u>5,360.00</u>
Balance	<u>\$ 0.00</u>

- b. KeRi Engineering, PC for Phase 1 engineering services in conjunction with the HVAC Control Systems Upgrade feasibility study in the amount of \$3,780.00.

Contract Amount	\$3,780.00
Payment #1	<u>3,780.00</u>
Balance	<u>\$ 0.00</u>

- c. RSC Architects for Phase 2A architectural services in conjunction with the Dental Clinic Reconstruction project in the amount of \$5,520.00

Contract Amount	\$18,400.00
Payment #1	<u>5,520.00</u>
Balance	<u>\$12,880.00</u>

7. BE IT RESOLVED, That based on the recommendation of the Chief Financial Officer, payment be authorized to the following firm:

Weiner Law Group, LLC for legal services rendered regarding labor matters for the months July, August, and September in the total amount of \$4,654.50.

8. BE IT RESOLVED, That the Board of Trustees authorizes the revised purchasing procedures previously adopted by said Board on July 1, 2019 to reflect the addition of the New Jersey Code of Conduct for all contracts supported by Child and Adult Care Food Program funds as provided by the New Jersey Department of Agriculture's Division of Food and Nutrition.

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

HUMAN RESOURCES COMMITTEE

Mr. Morgan reported the Human Resources Committee met last week and reviewed the 11 items found in the resolutions below.

Ms. Oras moved, seconded by Mr. Okparaeke, for adoption of all resolutions in the categories of Change of Status and Miscellaneous:

Hires, Change of Status and Separations – This month includes 11 recommended items total. A summary of the action items is listed below.

A. Hires Recommendations
No actions

B. Change of Status Recommendations
Administrative 2
Faculty 1
Support Staff 5

C. Separations Recommendations
No actions

D. Miscellaneous Recommendations
Faculty 2
Support Staff 1

A. HIRES No actions

B. CHANGE OF STATUS

ADMINISTRATIVE

1. Name: Fatima Decarvalho
Department: Facilities Maintenance
Action: Acting Custodial Supervisor
Salary: \$59,324
Effective: 9/1/20 – 12/31/20 (Extended)

2. Name: Seham Mohamed
Department: Student and Enrollment Services
Action: Assistive Technology Specialist
Salary: \$55,650
Effective: 9/1/20

FACULTY

1. Name: Patricia Payne
Department: History and Social Sciences
Action: Approval of Sabbatical Leave
Effective: Spring 2022
*Updated from Spring 2021 as per faculty member request

SUPPORT STAFF

1. Name: Abdiel Acevedo
Department: Facilities Management
Position: Change from Warehouse Person II to Warehouse Person I
Salary: \$39,620
Effective: 9/1/20
2. Name: Waseem Ahmad
Department: Facilities Maintenance
Position: Temporary Lead Custodian – Third Shift
Salary: \$31,352 + \$2,506 (Shift diff.) + \$3,135 (Lead)
Effective: 9/1/20 – 12/31/20 (Extended)
3. Name: Ian Englert
Department: Facilities Management
Position: Change from Mechanic II to Mechanic I
Salary: \$53,878
Effective: 9/1/20
4. Name: Bryan Montalvo
Department: Police
Position: Change from Police Officer 2 to Police Officer 1
Salary: \$70,606
Effective: 11/1/20
5. Name: Mark Reefer
Department: Police
Position: Change from Probationary Police Officer to Police Officer 3
Salary: \$50,492
Effective: 11/15/20

C. SEPARATIONS No Actions

D. MISCELLANEOUS

FACULTY

Compensation for additional clinical instruction for Dental Hygiene students that were necessary due to the change to remote operations in Spring 2020.

<u>NAME</u>	<u>DEPARTMENT</u>	<u>PAYMENT</u>
Kathy Costanzo	Dental Hygiene	\$3,291.43
Sally Elkhalfa	Dental Hygiene	\$5,412.57
Risa Levi	Dental Hygiene	\$4,900.47
Lynn Tobin	Dental Hygiene	\$4,242.29

FACULTY – ADDITIONAL COMPENSATION

<u>NAME</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>PAYMENT</u>
Phyllis Fleming	Business and Computer Science	Payment for Spring 2020 Peer Led Teaching and Learning (PLTL) Mini Grant Fund	\$100
Naomi Schatz	Business and Computer Science	Payment for Spring 2020 Peer Led Teaching and Learning (PLTL) Mini Grant Fund	\$100

COACHING APPOINTMENT – 2020-2021 ACADEMIC YEAR*

<u>NAME</u>	<u>SPORT</u>	<u>SALARY</u>
Carbo, Henry	Head Coach – Women’s Soccer (rescinded)	Rescinded
Carbo, Henry	Fall Stipend – Women’s Soccer	\$1,037.50
Giordano, Adrienne	Head Coach – Women’s Soccer	\$9,927.00
Giordano, Adrienne	Fall Stipend – Women’s Soccer	\$1,037.50

*Adjustments from previous coaching appointments originally in June 2020 Board Minutes due to postponement of Fall sports to the Spring and a change in coach staffing.

After discussion, the motion carried.

GENERAL

Mr. Finkelstein reported that at the annual Board Retreat on September 29, 2020, the Board reviewed the President’s goals for the 2019-2020 fiscal year and found that Dr. McCormick had met or exceeded each of his goals.

Mr. Finkelstein moved, seconded by Mr. Sica, for approval of resolution #1:

1. Based on the recommendation of Middlesex County College Board of Trustee Vice Chair Mark Finkelstein, authorize the approval of President McCormick’s expenses for the first quarter of FY2021.

After discussion, the motion carried.

Mr. Finkelstein moved, seconded by Mr. Sica, for approval of resolution #2:

2. WHEREAS, It was deemed necessary to amend the Bylaws of the Middlesex County College Board of Trustees; and

WHEREAS, The revised Bylaws were presented to the Board of Trustees at its September 16, 2020 meeting,

NOW, THEREFORE, BE IT RESOLVED That the Middlesex County College Board of Trustees adopt the revised Bylaws attached herein.

After discussion, the motion carried.

REPORT OF COUNSEL

No report.

REPORT OF THE PRESIDENT

Attached is Dr. McCormick's report for October 2020. He noted how proud he is of both the faculty and staff and the many ways they have responded to the challenges they faced during the pandemic. Dr. McCormick reported on how the College is celebrating diversity and recognizing our graduates.

COMMENTS FROM THE FREEHOLDER DIRECTOR

Freeholder Director Ron Rios thanked the Trustees, faculty and staff for their dedication and leadership during the COVID-19 crisis.

The Annual and regular meetings of the Board of Trustees will take place on Monday, November 16, 2020 at 8:30 a.m. at a location or mean of virtual access to be determined and advertised.

The meeting adjourned at 9:09 a.m.

ROBERT P. SICA
SECRETARY