

BOARD OF TRUSTEES OF MIDDLESEX COUNTY COLLEGE

Minutes of the Meeting of November 16, 2020

The scheduled meeting of the Board of Trustees of Middlesex County College was held remotely at 8:40 a.m. via Zoom. Board members present were: Mmes. Buteas, Cortes, and Power, and Messrs. Anderson, Finkelstein, Okparaeke, Oras, Paluri, Raja, Sica, and Taffet. Ms. McLean 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.

MINUTES

Mr. Sica moved, seconded by Mr. Raja, to adopt the October 21, 2020 regular meeting minutes as presented.

After discussion, the motion carried.

PRESENTATION

Davenand Durga, Class of 2009, shared his story with the Board of Trustees. Mr. Durga served four years in the Marines following an unsuccessful beginning at MCC. Mr. Durga returned to MCC after his duty ended and graduated with a 3.8 GPA. He then transferred and graduated from Columbia University and is now in his second year at Fordham Law School. Mr. Durga credited Middlesex County College for his successes.

FINANCE COMMITTEE

Mr. Maltino reported the Finance Committee met on November 10, 2020, and reviewed the finance resolutions for contracting, vendor payments, and other financial matters. Mr. Maltino is recommending approval of the following resolutions.

Mr. Finkelstein moved, seconded by Mr. Taffet, 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 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 ¹	18/19-03	CDW Government	Computer reboot and restoring software	\$13,200.00
HCESC ²	186	The Gillespie Group	Carpet installation and removal for Raritan Hall	\$13,750.00
JPC ³	18/19B-10	Assessment Technologies	Course materials for Nursing cohort graduating May 2021	\$43,020.00
NJ Edge ⁴	EMSS-19-001	NJ Edge.net	Cybersecurity vulnerability scans	\$4,200.00
NJSC ⁵	80802	Black Box Network Services	Labor and parts for phone system repairs at New Brunswick	\$1,500.00
OMNIA ⁶	2018011-02	SHI International	VPMA software subscriptions	\$15,152.97

- (1) Educational Services Commission of New Jersey
- (2) Hunterdon County Education Services Commission
- (3) Joint Purchasing Consortium (New Jersey Council of County Colleges)
- (4) NJ Edge Consortium
- (5) New Jersey State Contract
- (6) OMNIA Partners

2. 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 # 10556 for Legal Counsel:

Wilentz, Goldman and Spitzer, P.A., Woodbridge, NJ be extended through December 31, 2020.

- b. Special Quote # 10643K for 2021 Spring Non-Credit Postcards from a total of six responses received:

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

- c. Bid # 21-4 for copier and specialty paper from a total of four responses received:

Liberty Paper, Los Angeles, CA for the not-to-exceed amount of \$15,127.50 for 20lb. paper for high-speed digital copiers and laser printers.

Paper Mart, East Hanover, NJ for the not-to-exceed amount of \$6,317.40 for all specialty paper products.

3. BE IT RESOLVED that based on the recommendation of the Chief Financial Officer payment be authorized to the following firm:

- a. Wilentz, Goldman & Spitzer for legal services rendered from July 1, 2020, through and including September 30, 2020 for normal operations of Middlesex County College.

	\$33,337.50
Less 15% percent courtesy discount	<u>(\$5,000.62)</u>
Total disbursement	Total <u>\$28,336.88</u>

4. 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 month of February 2020 in the amount of \$12,594.75.

5. 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 Costs, Government Relations, and Public Relations.”

The financial statement is in addition to the year-end financial statements 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, 2020, Middlesex County College had expenditures for only legal costs and public relations, in the amounts of \$259,602.70, and \$63,671.11 respectively.

6. WHEREAS, The Middlesex County Joint Health Insurance Fund, herein referred to as the "Fund", existing pursuant to the provisions of N.J.S.A. 40A:10-36, et seq., provides self-insured health benefits to its participants; and

WHEREAS, Middlesex County College, hereinafter referred to as the "Local Unit", has studied the feasibility of renewing its participation in the Fund and has determined that continued membership in the Fund is in the best interest of the Local Unit;

NOW, THEREFORE, BE IT RESOLVED as follows:

- a. The Local Unit agrees to continue its participation as a member of the Fund and to contribute such sums and pay such assessments into the Fund that are required for the administrative costs and claims for the coverage's indicated below:
 - (x) Hospitalization pursuant to N.J.S.A. 17B:17-4
 - (x) Major Medical pursuant to N.J.S.A. 17B:17-4
 - (x) Prescription Drug pursuant to N.J.S.A. 17B:17-4
- b. The Local Unit affirms that it has not been in default on any insurance premium due any insurance carrier in the preceding two (2) years, or on any claim due under self-insurance.
- c. The Local Unit agrees to participate in the Fund to the extent designated in Paragraph 1 above for a period beginning at the expiration date of its previous membership term on December 31, 2020; and continuing for a period of three years beginning January 1, 2021 and continuing until December 31, 2023.
- d. The College President is hereby authorized and directed to execute the Indemnity and Trust Agreement, a copy of which is attached hereto and incorporated herein, and any such other documents according to its terms, in order to implement the continued membership of the Local Unit in the Fund
- e. This resolution shall take effect upon its passage.

7. BE IT RESOLVED, That the following schedule of group Pool Rental Fees be adopted effective December 1, 2020:

\$125 per hour for Schools/Non-Profit Organizations
\$150 per hour for Other Groups

8. 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. RSC Architects for Phase 2A architectural services in conjunction with the Dental Clinic Reconstruction project redesign in the amount of \$12,880.00.

Contract Amount	\$18,400.00
Previous Payment	5,520.00
Payment #2 (FINAL)	<u>12,880.00</u>
Balance	<u>\$ 0</u>

- b. Spiegle Architects for Phase 1 architectural services in conjunction with the Campus-wide Restroom Renovation feasibility study in the amount of \$9,375.00.

Contract Amount	\$18,750.00
Payment #1	<u>9,375.00</u>
Balance	<u>\$ 9,375.00</u>

After discussion, the motion carried. Mr. Finkelstein abstained from resolution #1. Mr. Taffet abstained from resolutions #4 and #6.

HUMAN RESOURCES COMMITTEE

Mr. Morgan reported the Human Resources Committee met last week and reviewed the 6 items found in the resolutions below.

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

Hires, Change of Status and Separations – This month includes 6 recommended items total. A summary of the action items is listed below.

- | | |
|----------------------------|------------------------|
| A. <u>Hires</u> | <u>Recommendations</u> |
| No actions | |
| B. <u>Change of Status</u> | <u>Recommendations</u> |
| Support Staff | 2 |

C. Separations Recommendations
No actions

D. Miscellaneous Recommendations
Administrative 1
Faculty 1
Support Staff 2

A. HIRES No actions

B. CHANGE OF STATUS

SUPPORT STAFF

1. Name: Steve Allen
 Department: Facilities Management
 Position: Change from Warehouse Person II to Warehouse Person I
 Salary: \$39,620
 Effective: 11/1/20

2. Name: Bryan Montalvo
 Department: Police
 Position: Change from Police Officer 2 to Police Officer 1
 Salary: *\$70,606 + 1,700 – Bachelor’s Degree
 Effective: 11/1/20
 *Correction in Salary

C. SEPARATIONS No Actions

D. MISCELLANEOUS

ADMINISTRATIVE – SEVERANCE COMPENSATION PROGRAM 2020/2021

<u>NAME</u>	<u>DEPARTMENT</u>	<u>DATE OF RETIREMENT</u>	<u>PAYMENT</u>
Marla Brinson	Student Affairs	12/31/2020	\$117,499
Sally D'Aloisio	President's Office	12/31/2020	\$75,374
Edwin Reid	Information Technology	12/31/2020	\$133,590

FACULTY – SEVERANCE COMPENSATION PROGRAM 2020/2021

<u>NAME</u>	<u>DEPARTMENT</u>	<u>DATE OF RETIREMENT</u>	<u>PAYMENT</u>
Risa Levi	Dental Hygiene	12/31/2020	\$87,258

AFSCME – SEVERANCE COMPENSATION PROGRAM 2020/2021

<u>NAME</u>	<u>DEPARTMENT</u>	<u>DATE OF RETIREMENT</u>	<u>PAYMENT</u>
Pamela Olson	Library	12/31/2020	\$12,500

TEAMSTERS – SEVERANCE COMPENSATION PROGRAM 2020/2021

<u>NAME</u>	<u>DEPARTMENT</u>	<u>DATE OF RETIREMENT</u>	<u>PAYMENT</u>
Shirley Davis	Facilities Maintenance	12/31/2020	\$31,352

After discussion, the motion carried.

GENERAL

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

1. WHEREAS, As a result of the New Jersey First Act (Senate Bill No. 1730, P.L. 2011, Chapter 70), effective September 1, 2011, certain classifications of persons holding employment or position with a public agency, including public higher education institutions, will have 365 days within which to establish a principal residence in New Jersey; and

WHEREAS, Failure to comply with the residency requirement within the 365 day period shall render the person unqualified to continue to hold the public employment or position; and

WHEREAS, Middlesex County College is a border county and relies on the ability to recruit from out-of-state; and

WHEREAS, The residency requirement would seriously impede Middlesex County College's ability to recruit employees and compete successfully with similar educational institutions in this and other states;

NOW THEREFORE BE IT RESOLVED, that the attached Exemption Report be filed with the appropriate State officials and

BE IT FURTHER RESOLVED, that the Board authorizes the President to amend the Report and file it with the State as appropriate.

After discussion, the motion carried.

REPORT OF COUNSEL

No report.

REPORT OF THE PRESIDENT

Attached is Dr. McCormick's report for November 2020. Dr. McCormick reported on Democracy House and their initiatives to encourage voter registration. In honor of Veterans Day, Dr. McCormick highlighted MCC's amazing student veterans and the Veterans Services Center that has assisted over 1200 military-affiliated students since its inception ten years ago. Dr. McCormick reported on MCC's IT Department and the extraordinary work the IT staff have done during the pandemic to keep faculty, staff, and students online.

REPORT OF THE COUNTY

Khalid Anjum, Department Head for Middlesex County Infrastructure Management, congratulated the newly-elected Board officers and applauded the efforts of the College faculty and staff during the pandemic.

The next regularly scheduled meeting of the Board of Trustees will take place on Wednesday, December 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