

BOARD OF TRUSTEES OF MIDDLESEX COUNTY COLLEGE

Minutes of the Meeting of December 16, 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. Anderson, Finkelstein, Oras, Paluri, Raja, and Taffet. Mr. Okparaeké was absent. Also present were President McCormick, Counsel Mr. Hoffman, Assistant Secretary Ms. D'Aloisio, Ms. Roa (Acting Assistant Secretary-in-training), Vice Presidents Ms. Campbell, Dr. Herron, and Dr. Scherr, 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 November 17, 2020, advance written notice of this meeting was posted in the lobby of Chambers Hall.
- (b) On November 17, 2020, advance written notice of this meeting was emailed to the Home News Tribune and The Star Ledger.
- (c) On November 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 November 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. Sica moved, seconded by Ms. Cortes, to adopt the November 16, 2020 Annual and Regular meeting minutes as presented.

After discussion, the motion carried.

PRESENTATION

Dr. Jennifer Altman, Professor of Sociology, Dr. Alexandra Fields, Associate Professor of English, and Arianna Illa, Coordinator of Civic Engagement and Experiential Learning, gave a

presentation on Service-Learning and how it embeds a service and civic component into select academic courses. They shared the positive impact that service-learning has had on students, instructors, and external partners and showed a video as part of the presentation.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Mr. Raja reported that there are no resolutions.

Dr. Scherr reported the Academic and Student Affairs Committee met on December 9, 2020, and reviewed the Fall Enrollment Factsheet, the Wintersession and Spring enrollment and recruitment initiatives, and the Saving Our Children's Future Bond Act proposal.

FINANCE COMMITTEE

Dr. Herron reported the Finance Committee met on December 9, 2020, and recommends approval of the following resolutions.

Mr. Finkelstein moved, seconded by Mr. Raja, for adoption of resolutions 1 through 6a:

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 ¹	18/19-03	CDW-G	High yield black toner cartridges	\$767.18
ESCNJ ¹	17/18-47	Spruce Industries	25 cartons of liquid disinfectant	\$1,603.75
HCESC ²	CAT-18-02	ePlus Technology	Upgrade of routers to increase wireless network capacity	\$74,923.32*
HCESC ²	CAT-18-02	ePlus Technology	Equipment to expand student wireless access to Parking Lots 1 & 2	\$13,793.04*
NJ Edge ³	269EMCPS-19-001	SHI International	Microsoft 365, Visual Studio and Project software licensing	\$83,377.41

<u>COOPERATIVE</u>	<u>CONTRACT NUMBER</u>	<u>COMPANY</u>	<u>DESCRIPTION</u>	<u>AWARD</u>
NJ Edge ³	00278834	Carahsoft Technology	Virtual server licensing for expansion	\$7,881.04
NJSC ⁴	89967	Dell Marketing	27" Monitor for Computer Science	\$464.39
NJSC ⁴	87720	ePlus Technology	Professional services for wireless expansion and router upgrades	\$49,159.00
NJSC ⁴	83717	Johnson Controls Fire Protection	Parts and labor for fire panel service calls	\$5,000.00
NJSC ⁴	88739 & 80820	NetQ Multimedia Company	Fiber optic lines for remote learning connectivity	\$14,242.50
NJSC ⁴	19-FLEET-00566	W.W. Grainger	Paper bags for storage of student N95 masks	\$298.48
OMNIA ⁵	EV2671-01	Vic Gerard Golf Carts	Three (3) Club Car golf carts with van box and additional lighting	\$46,267.80
OMNIA ⁵	2020-002299	Home Depot Pro Institutional	N95 Masks for Radiography	\$2,719.66
OMNIA ⁵	2020-002299	Home Depot Pro Institutional	Electric sprayers for disinfectant	\$2,443.00
OMNIA ⁵	2020-002299	Home Depot Pro Institutional	20 cartons of hand sanitizer refills	\$1,159.20
OMNIA ⁵	2018011-02	SHI International	Load balancer to decrease load for online services	\$29,232.00*
OMNIA ⁵	2018011-02	SHI International	Virtual server expansion to increase capacity and improve performance	\$28,034.00
OMNIA ⁵	2018011-02	SHI International	Security improvements for email	\$95,996.13

*RATIFICATION

- (1) Educational Services Commission of New Jersey
- (2) Hunterdon County Education Services Commission

- (3) NJ Edge Consortium
- (4) New Jersey State Contract
- (5) OMNIA Partners Cooperative

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/ratified to the following firm(s) pursuant to a fair and open process:

- a. Special Quote # 10643L for the 2021 Spring Credit and Summer Camp Postcards from a total of seven responses from previously qualified printing vendors:

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

- b. Special Quote # 10718B for architectural and engineering consulting services for Phase I feasibility study for North Hall Renovations from a total of four responses:

Netta Architects, LLC, Mountainside, NJ for the amount of \$21,050.00.

- c. Special Quote # 10718C for engineering consulting services for Billy Johnson Hall Boiler Replacement from a total of four responses:

Johnson & Urban, LLC, Colts Neck, NJ for the amount of \$8,500.00.

- d. Special Quote # 10718E architectural and engineering consulting services for programming and schematic services for Securing Our Children's Future Bond Act Application from a total of three responses:

FKA Architects, Oakland, NJ for the amount of \$14,950.00.

- e. Special Quote # 10735 for supplies for the Visual Arts Department from a total of two responses received for the period of December 16, 2020 through June 30, 2021 with an optional one-year renewal through June 30, 2022:

Blick Art Materials, Galesburg, IL for the amount of \$3,998.37.

Paxton Patterson LLC, Alsip, IL for the amount of \$1,499.46.

- f. Special Quote # 10739 for legal counsel from a total of one response received for the period of January 1, 2021 through November 30, 2021 with an optional one-year renewal through November 30, 2022:

Wilentz, Goldman & Spitzer, P.A., Woodbridge, NJ in accordance with the response to the Request for Proposal opened on November 30, 2020.

- g. Bid # 21-2 for supplies for the cooling tower replacement for Edison Hall:

Unitemp, Inc., Somerset, NJ, for the amount of \$34,500.00

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, contracts be authorized to the following vendors:

Assessment Technologies Institute, Leawood, KS in an amount not-to-exceed \$42,542.00 for copyrighted materials, online proctored assessments and professional consulting services for the Registered Nursing program through June 30, 2021.

The Hanover Research Council, LLC, Arlington, VA in an amount not-to-exceed \$44,500.00 for grant writing services through December 20, 2021.

Zoom Video Communications, Inc., San Jose, CA in an amount not-to-exceed \$2,970 for additional recording cloud storage for a total FY2021 amount of \$20,420.00, which reflect the \$17,450 contract awarded by the Board of Trustees on September 16, 2020.

4. 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):

Wiss & Company, Florham Park, NJ for tax preparation fees for the Foundation FY2020 and FY2021 audits:

Previous Contract Amount	\$177,650.00
Amendment #1	<u>4,000.00</u>
New Contract Amount	<u>\$181,650.00</u>

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

Weiner Law Group, LLC, Parsippany, NJ, for legal services rendered regarding labor matters for the month of October 2020 in the amount of \$14,542.23.

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. Spiezle Architectural Group, Hamilton, NJ for architectural services in conjunction with the campus-wide Restroom Renovation feasibility study in the amount of \$7,500.00.

Contract Amount	\$18,750.00
Previous Payment	9,375.00
Payment #2	<u>7,500.00</u>
Balance	<u>\$ 1,875.00</u>

After discussion, the motion carried. Mr. Finkelstein abstained from resolution #1. Mr. Taffet abstained from resolution #5.

HUMAN RESOURCES COMMITTEE

Mr. Morgan reported that the Human Resources Committee met on December 9, 2020, and reviewed the 35 items listed below.

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

A.	<u>Hires</u>	<u>Recommendations</u>
	No actions	
B.	<u>Change of Status</u>	<u>Recommendations</u>
	Administrative	15
	Faculty	1
C.	<u>Separations</u>	<u>Recommendations</u>
	Administrative	6
	Faculty	2
	Support Staff	3

D.	<u>Miscellaneous</u>	<u>Recommendations</u>
	Administrative	3
	Faculty	3
	Support Staff	2

A. HIRES No actions

B. CHANGE OF STATUS

ADMINISTRATIVE

1. Name: Michael Ansonoff
Department: Natural Sciences
Action: \$700/month Stipend – Additional responsibilities
Effective: 1/1/21 – 6/30/21 (extended)
2. Name: Caryl Cerqua
Department: Finance and Administration
Action: \$700/month Stipend – Additional responsibilities
Effective: 1/1/21 – 6/30/21 (extended)
3. Name: Mirian Curry
Department: Business and Computer Science
Position: Acting Associate Chair for Business and Computer Science
Salary: *\$66,036
Effective: 1/1/21 – 6/15/21
*Annual Salary
4. Name: Fatima Decarvalho
Department: Facilities Maintenance
Position: Acting Custodial Supervisor
Salary: \$59,324
Effective: 1/1/21 – 3/31/21 (extended)
5. Name: Michael Gutierrez
Department: Information Technology
Action: \$700/month stipend
Effective: 1/1/21 – 6/30/21 (extended)
6. Name: Odé Hoppie
Department: Student Life
Action: \$700/month Stipend – Additional responsibilities
Effective: 1/1/21 – 6/30/21

7. Name: Donna Howell
Department: Natural Sciences
Position: Acting Dean for Business and STEM
Salary: \$114,085
Effective: 1/1/21 – 6/30/21 (extended)
8. Name: April Johnson
Department: Academic Advising
Action: \$700/month Stipend – Additional responsibilities
Effective: 1/1/21 – 6/30/21
9. Name: John Mattaliano
Department: Information Technology
Position: Acting Executive Director of Information Technology
Salary: \$114,085
Effective: 1/1/21 – 6/30/21 (extended)
10. Name: Theresa Orosz
Department: Arts and Sciences
Position: Acting Dean for Liberal Arts
Salary: \$114,085
Effective: 1/1/21 – 6/30/21 (extended)
11. Name: Bernadette Roa
Department: President's Office
Position: Acting Administrative Assistant to the President
Salary: *\$63,891
Effective: 1/1/21 – 6/30/21
*Annual Salary
12. Name: Lisa Rodriguez-Gregory
Department: Admissions
Action: \$700/month stipend – Additional responsibilities
Effective: 1/1/21 – 6/30/21 (extended)
13. Name: Anita Rosen
Department: Purchasing
Action: \$300/month Stipend – Additional responsibilities
Effective: 1/1/21 – 6/30/21 (extended)
14. Name: Antony Stoikovski
Department: Purchasing
Action: \$300/month Stipend – Additional responsibilities
Effective: 1/1/21 – 6/30/21 (extended)

15. Name: Alicja Zalewski
Department: Finance and Administration
Action: \$700/month Stipend – Additional responsibilities
Effective: 1/1/21 – 6/30/21 (extended)

FACULTY

1. Name: Sheema Majiduddin
Department: Counseling Services
Action: *Cancelling Sabbatical Leave
Effective: Spring 2021
*As per faculty member request

C. SEPARATIONS

ADMINISTRATIVE

1. Name: Marla Brinson
Department: Student Affairs
Action: Retirement
Effective: 12/31/20
2. Name: Roseann Bucciarelli
Department: Continuing Education
Action: Retirement
Effective: 3/31/21
3. Name: Arthur Criss
Department: Registration
Action: Termination
Effective: 12/11/20
4. Name: Sally D'Aloisio
Department: President's Office
Action: Retirement
Effective: 12/31/20
5. Name: Lori Johnson
Department: Academic Advising
Action: Non-renewal
Effective: 6/30/21
6. Name: Edwin Reid
Department: Information Technology

Action: Retirement
Effective: 12/31/20

FACULTY

1. Name: Josephine Lamela
Department: Natural Sciences
Action: Retirement
Effective: 1/31/21

2. Name: Risa Levi
Department: Dental Hygiene
Action: Retirement
Effective: 1/31/21

SUPPORT STAFF

1. Name: Shirley Davis
Department: Facilities Maintenance
Action: Retirement
Effective: 12/31/20

2. Name: Pamela Olson
Department: Library
Action: Retirement
Effective: 12/31/20

3. Name: Ian Sheridan
Department: Facilities Maintenance
Action: Resignation
Effective: 12/11/20

D. MISCELLANEOUS

ADMINISTRATIVE LEAVE OF ABSENCE

1. Name: Ana Rodriguez
Department: Facilities Maintenance
Type of Leave: Unpaid
Effective: 11/24/20 – 2/28/21

ADMINISTRATIVE – ADDITIONAL COMPENSATION

1. Name: Bernadette Roa
Department: Board of Trustees

Position: Acting Assistant Secretary to Board of Trustees
Payment: \$1,500
Effective: 1/1/21 – 6/30/21

FACULTY LEAVE OF ABSENCE

1. Name: Dennis Lick
Department: Visual, Performing and Media Arts
Type of Leave: Unpaid
Effective: 1/19/21 – 5/19/21

FACULTY – ADDITIONAL COMPENSATION

1. Name: Kim Krapels
Department: Radiography
Reason: Faculty Contact Overload 2020-2021 Academic Year
Payment: \$4,342.32

COACHING APPOINTMENT – 2020-2021 ACADEMIC YEAR*

<u>NAME</u>	<u>SPORT</u>	<u>SALARY</u>
Sanje, Christian	Head Coach – Men’s Soccer (rescinded)	Rescinded
Sanje, Christian	Fall Stipend – Men’s Soccer	\$1,037.50
Catena, Richard	Fall Stipend – Men’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.

ADMINISTRATIVE MISCELLANEOUS – RETIREMENT

WHEREAS, **Marla Brinson**, has faithfully served Middlesex County College from September 22, 2003 to December 31, 2020; 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 **Marla Brinson** as of December 31, 2020; and

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

WHEREAS, **Sally D’Aloisio**, has faithfully served Middlesex County College from

August 15, 2000 to December 31, 2020; 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 **Sally D'Aloisio** as of December 31, 2020; and

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

WHEREAS, **Edwin Reid**, has faithfully served Middlesex County College from November 13, 1995 to December 31, 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 **Edwin Reid** as of December 31, 2020; and

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

FACULTY MISCELLANEOUS – RETIREMENT

WHEREAS, **Josephine Lamela**, has faithfully served Middlesex County College from September 1, 1968 to January 31, 2021; 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 **Josephine Lamela** as of January 31, 2021; and

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

WHEREAS, **Risa Levi**, has faithfully served Middlesex County College from February 1, 2003 to January 31, 2021; 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 **Risa Levi** as of January 31, 2021; and

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

SUPPORT STAFF MISCELLANEOUS – RETIREMENT

WHEREAS, **Pamela Olson**, has faithfully served Middlesex County College from September 22, 1995 to December 31, 2020; 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 **Pamela Olson** as of December 31, 2020; and

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

WHEREAS, **Shirley Davis**, has faithfully served Middlesex County College from December 1, 2005 to December 31, 2020; 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 **Shirley Davis** as of December 31, 2020; and

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

After discussion, the motion carried.

GENERAL

Mr. Finkelstein moved, seconded by Mr. Raja, for approval of resolution number 1:

1. BE IT RESOLVED, That Bernadette Roa, Acting Administrative Assistant to the President, be appointed as Acting Assistant Secretary to the Middlesex County College Board of Trustees for the period January 1, 2021 through June 30, 2021.

After discussion, the motion carried.

REPORT ON NEW JERSEY COUNCIL OF COUNTY COLLEGES (NJCCC)

Ms. Buteas reported the NJCCC is moving through the legislative process to have the Community College Opportunity Grant Program memorialized in statute. She also noted they are focused on their pathway's programs, especially in the area of healthcare, and are putting together a robust legislative agenda.

REPORT OF COUNSEL

No report.

REPORT OF THE PRESIDENT

Dr. McCormick noted that during the month of December, the students celebrated Diwali and employees celebrated the holiday season at a virtual campus-wide holiday party. He thanked all those who helped make these events possible. Dr. McCormick also reported that the MCC Cares Food Pantry is now providing prepared frozen meals for students in need that are prepared by students and faculty in the Culinary Arts program. Dr. McCormick noted the success of the MCC Foundation's fundraising campaign on National Giving Day that raised over \$17,000 from 180 donors to support MCC students. Dr. McCormick also thanked Trustee Claribel Cortes for her service to the College and dedication to the College's mission and students, and he bade farewell to the seven full-time employees who are retiring at the end of this month, thanking them for their years of service.

REPORT OF THE COUNTY

Khalid Anjum, Middlesex County Department Head for Business Innovations, Education, and Opportunity and Chief Innovation Officer, commented on today's Service-Learning Program presentation and stated that it demonstrates the incredible job the College is doing in terms of innovation.

REPORT OF THE PUBLIC

Mr. Charlie Kratovil, Editor of *New Brunswick Today*, Mr. Herb Tarbous, co-founder of Voter Choice New Jersey, and Ms. Catherine Hunt shared their concerns on certain Trustee actions unrelated to the College and the recent settlement of litigation by the Middlesex County Joint Insurance Fund on behalf of the College. Lori Johnson, an employee of the College, expressed concern about the elimination of her position at the College.

EXECUTIVE SESSION

At 9:26 a.m., Mr. Sica motioned, seconded by Ms. Cortes, to go into Executive Session for the purpose of discussing a financial matter. The motion was approved.

OPEN SESSION

At 10:01 a.m., Mr. Anderson moved, seconded by Ms. Cortes, to return to Regular session. Mr. Hoffman reported that discussed in Executive Session was a financial matter and negotiations and that no action will take place.

The next regular meeting of the Board of Trustees will take place on Wednesday, January 20, 2021, at 8:30 a.m. at a location or means of virtual access to be determined and advertised.

The meeting adjourned at 10:04 a.m.

ROBERT P. SICA
SECRETARY

VOL. XCIV - 150
12/16/2020

THIS PAGE WAS NOT USED