

BOARD OF TRUSTEES OF MIDDLESEX COLLEGE

Minutes of the Meeting of January 20, 2021

The scheduled meeting of the Board of Trustees of Middlesex College was held remotely at 8:30 a.m. via Zoom. Board members present were: Mmes. Buteas, McLean, and Power, and Messrs. Anderson, Finkelstein, Oras, Raja, Sica, and Taffet. Trustee Paluri was absent. Also present were President McCormick, Counsel Mr. Hoffman, Acting Assistant Secretary Ms. Roa, 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 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 Mr. Oras, to adopt the December 16, 2020 regular meeting minutes as presented.

After discussion, the motion was approved.

PRESENTATION

Mr. Angelo Abreu, Director of the Perth Amboy Center, gave a presentation on the College's Perth Amboy Center. The staff at the Center are committed to providing educational and training opportunities and comprehensive student enrollment support services to a culturally diverse population. They maintain collaborative partnerships within the local community to support the community and enhance students' experience.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Dr. Scherr reported on a resolution for the Board to authorize the College to submit an application to the Office of the Secretary of Higher Education for funding from the Securing Our Children's Future Bond Act. The proposal is for \$4 million, and it requires a \$1 million match for which the College has received a commitment letter from Middlesex County.

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

1. WHEREAS, an application entitled PROJECT: SECURING OUR CHILDREN'S FUTURE BOND ACT is proposed for submission by the College to the State of New Jersey, Department of Education (hereinafter referred to as the "State") in the amount up to \$4,000,000; and

WHEREAS, a source for matching funds of \$1,000,000 is required to be included with the submission; and

WHEREAS, Middlesex County has agreed to provide the matching funds to support this application if it is approved by State of New Jersey, Department of Education; and

WHEREAS, the guidelines for this application require that the College provide a resolution from its governing board, demonstrating support and financial commitment to the project if it is approved; 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 the State of New Jersey or any of its political subdivisions; and

WHEREAS, the Board has determined that the operation of a project entitled, PROJECT: SECURING OUR CHILDREN'S FUTURE BOND ACT is consistent with the philosophy and purpose of the College,

NOW, THEREFORE, BE IT RESOLVED that:

- a. The Board supports the College's submission of the application for the project entitled, PROJECT: SECURING OUR CHILDREN'S FUTURE

BOND ACT to the State of New Jersey, Department of Education for the period June 1, 2021 - June 30, 2025 in the total amount up to \$4,000,000 with a \$1,000,000 match from Middlesex County.

- b. If the application for the project entitled, PROJECT: SECURING OUR CHILDREN’S FUTURE BOND ACT is approved by the State of New Jersey, Department of Education, the Board will accept the award up to \$4,000,000 along with a \$1,000,000 match from Middlesex County and authorize the College President and/or his designee to implement the project.

After discussion, the motion was approved.

FINANCE COMMITTEE

Mr. Maltino reported the Finance Committee met on January 13, 2021, and recommends approval of the following resolutions.

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

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	17/18-47	Spruce Industries	Disinfecting wipes and sanitization chemicals	\$ 10,336.50*
ESCNJ ¹	18/19-03	CDW Government	Portable SSDs, AV and extension cables for Media Services	\$2,615.80
ESCNJ ¹	AEPA 20D	Dude Solutions	Inventory management software add-on module	\$1,422.85
HCESC ²	CAT-19-09	F.W. Webb	Supplies needed to finish the Library boiler installation	\$1,008.38
HCESC ²	CAT-18-02	ePlus Technology	Replace wireless access points and network switches	\$179,999.87*
HCESC ²	CAT-19-07	Generation Technologies	Additional canopy lights for LED retrofit	\$2,850.00

1/20/2021

HCESC ²	CAT-18-02	B&H Photo	Computer items needed for MAD Department	\$ 5,249.89
NJ Edge ³	269EMCPS-19-008	NJedge.net	Quality Matters course review rubrics and analytics software	\$1,451.73
NJCPA ⁴	19-20	B&H Photo	Audio visual equipment for hybrid classrooms	\$21,997.73*
NJSC ⁵	89853	Insight Public Sector	Remote access and support software	\$16,183.00
NJSC ⁵	17-FOOD-00244	Troxell Communications	Audio visual cables for hybrid classrooms	\$7,339.20*
NJSC ⁵	81746	Office Master c/o County Business Systems	Performance task chair	\$462.00
<u>COOPERATIVE</u>	<u>CONTRACT NUMBER</u>	<u>COMPANY</u>	<u>DESCRIPTION</u>	<u>AWARD</u>
OMNIA ⁶	R160901	B&H Photo	Gaffer tape, cables and general supplies for Media Services	\$2,623.32

- (1) Educational Services Commission of New Jersey
- (2) Hunterdon County Education Services Commission
- (3) NJ Edge Consortium
- (4) New Jersey Cooperative Purchasing Alliance (formerly Bergen County Cooperative)
- (5) New Jersey State Contract
- (6) 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 to the following firm(s) pursuant to a fair and open process:
 - a. Special Quote # 10718D for architectural and engineering consulting services for Phase I College Center Fire Sprinkler System Design from a total of three responses:

Remington & Vernick Engineers, Old Bridge, NJ for the amount of \$22,150.
 - b. Bid # 21-5 for Edison Hall dehumidification system from a total of one response received:

SRJ Mechanical, LLC, Hillsborough, NJ for the amount of \$66,352.00.
 - c. Special Quote # 10643L for the 2021 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.

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, subject to the availability and appropriation annually of sufficient funds necessary to meet the extended obligation:

- a. Accessible Information Management, Grants Pass, OR in an amount not-to-exceed \$27,046.45 for remote support of students with disability, including accessibility requests, case management and communication tracking through December 29, 2023.
 - b. CareerAmerica, Boulder, CO in an amount not-to-exceed \$40,000.00 annually to provide licensing and technical support of a multi-lingual interactive live-chat function for Enrollment Management and IT through December 27, 2023.
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):

- a. Sunshine Tree and Landscape, Stewartsville, NJ for additional tree pruning services in accordance with Bid# 21-3:

Previous Contract Amount	\$15,000.00
Amendment #1	<u>18,000.00</u>
New Contract Amount	<u>\$33,000.00</u>

5. 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. MTB, LLC, Neptune City, NJ for construction services in conjunction with the Library Restroom Renovation project in the amount of \$39,185.10.

Contract Amount	\$215,940.00
Payment #1	39,185.10
Retainage	<u>4,353.90</u>
Balance	<u>\$176,754.90</u>

- b. Spiezle Architects, Hamilton, NJ for Phase 1 architectural services in conjunction with the Campus- Wide Restroom Renovation feasibility study in the amount of \$1,875.00.

Contract Amount	\$18,750.00
Previous Payments	16,875.00
Payment #3 (FINAL)	<u>1,875.00</u>
Balance	<u>\$ 0.00</u>

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

- a. Weiner Law Group, LLC, Parsippany, NJ for legal services rendered regarding labor matters for the month of December 2020 in the amount of \$30,152.50.

After discussion, the motion was approved. Mr. Finkelstein abstained from resolution number 1. Mr. Taffet abstained from resolution number 6.

HUMAN RESOURCES COMMITTEE

Mr. Morgan reported that the Human Resources Committee met on January 13, 2021, and reviewed the nine items listed below.

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

A.	<u>Hires</u>	<u>Recommendations</u>
	Faculty	1
	Grants	2
B.	<u>Change of Status</u>	<u>Recommendations</u>
	Grants	2
C.	<u>Separations</u>	<u>Recommendations</u>
	Administrator	1

D.	<u>Miscellaneous</u>	<u>Recommendations</u>
	Faculty	2
	Support Staff	1

A. HIRES

FACULTY

- | | |
|-------------|----------------------------|
| Name: | Nadine Thompson |
| Department: | Dental Hygiene |
| Position: | Instructor |
| Salary: | \$30,985 (1-semester only) |
| Effective: | 1/19/21 |

GRANTS

- | | |
|-------------|------------------------------|
| Name: | Alyssa Ignacio |
| Department: | Marketing and Communications |
| Position: | Marketing Coordinator |
| Salary: | \$44,000 |
| Effective: | 1/4/21 – 8/30/21 |
- | | |
|-------------|------------------------------|
| Name: | Mohamad Sherif |
| Department: | Marketing and Communications |
| Position: | Web Content Coordinator |
| Salary: | \$44,000 |
| Effective: | 1/4/21 – 8/30/21 |

B. CHANGE OF STATUS

GRANTS

- | | |
|-------------|----------------------------------|
| Name: | Yarelis Figueroa |
| Department: | Continuing Education |
| Position: | Marketing & Outreach Coordinator |
| Salary: | \$55,000 |
| Effective: | *8/17/20 – 6/30/21 |
- | | |
|-------------|----------------------|
| Name: | John Miller |
| Department: | Continuing Education |
| Position: | Program Manager |
| Salary: | \$65,000 |
| Effective: | *8/17/20 – 6/30/21 |

*Appointment end dates added

C. SEPARATIONS

SUPPORT STAFF

- | | |
|-------------|------------------------------|
| Name: | Olga Maya |
| Department: | Marketing and Communications |

Action: Resignation
Effective: 1/29/21

D. MISCELLANEOUS

FACULTY – OBSERVATIONS OF ADJUNCTS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>PAYMENT</u>
Terrence Corrigan	History and Social Sciences	\$150
Timothy Dey	Business and Computer Science	\$150
Melissa Luis	History and Social Sciences	\$900
Giuseppe Rotolo	History and Social Sciences	\$900
Ellen Shur	English	\$450
Alexandra Fields	English	\$1,350
Raymond Dademo	English	\$1,350
Katalin Gyurian-Toth	ESL, Languages & Cultures	\$150
Hillary Hyman	ESL, Languages & Cultures	\$300
Elizabeth Shaheen	ESL, Languages & Cultures	\$300
Juan Saborido	ESL, Languages & Cultures	\$300
Stephanie Vera	ESL, Languages & Cultures	\$450
James Finne	Engineering Technologies	\$300
Daniel Grek	Engineering Technologies	\$300
William Kleinelp	Natural Sciences	\$150
Sheri-Rose Rubin	Business and Computer Science	\$150

FACULTY COMPENSATION – IX-M

<u>NAME</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>PAYMENT</u>
Ray Dademo	English	IX-M #674 Implementation and oversight of Gen Ed Assessment (Fall 2020)	\$1,516
Sallie Delvecchio	English	IX-M #675 Assist Gen Ed Assessment Lead in the implementation and oversight of Gen Ed Assessment (Fall 2020)	\$500
Anna DeMers	Visual, Performing and Media Arts	IX-M #674 Implementation and oversight of Gen Ed Assessment (Fall 2020)	\$1,516
Katalin Gyurian-Toth	ESL, Languages, and Cultures	IX-M #674 Implementation and oversight of Gen Ed Assessment (Fall 2020)	\$1,516
Lorna Joasil	History and Social Sciences	IX-M #675 Assist Gen Ed Assessment Lead in the implementation and oversight of Gen Ed Assessment (Fall 2020)	\$500
Daniel Markowicz	English	IX-M #675 Assist Gen Ed Assessment Lead in the implementation and oversight of Gen Ed Assessment (Fall 2020)	\$500
Margaret Przygoda	Natural Sciences	IX-M #674 Implementation and oversight of Gen Ed Assessment (Fall	\$1,516

Crystal Quillen	History and Social Sciences	2020) IX-M #674 Implementation and oversight of Gen Ed Assessment (Fall 2020)	\$1,516
Theresa Young	Natural Sciences	IX-M #675 Assist Gen Ed Assessment Lead in the implementation and oversight of Gen Ed Assessment (Fall 2020)	\$500

COACHING APPOINTMENT

- Name: Michael A. McClendon
 Department: Athletic Center
 Position: Part-Time Head Men's Basketball Coach
 Salary: \$12,002
 Effective: 12/21/20 – 6/30/21

After discussion, the motion was approved.

GENERAL

Mr. Sica moved, seconded by Mr. Taffet, for approval of resolution number 1. Mr. Raja moved, seconded by Mr. Sica, for approval of resolution number 2.

- WHEREAS, The Board of Trustees of Middlesex College has been advised that a Trustee and friend, Samuel Okparaeké, passed away on December 24, 2020; and

WHEREAS, Samuel Okparaeké served with distinction as a member of the Board from April 4, 2019 until December 24, 2020; and

WHEREAS, Samuel Okparaeké provided leadership to the Board while serving on the Human Resources Committee;

NOW, THEREFORE, BE IT RESOLVED that on this sad occasion the Board of Trustees extends its sympathies and condolences to the family of Samuel Okparaeké, and

BE IT FURTHER RESOLVED, that in order to commemorate his service to Middlesex College that a certified copy of this resolution be sent to the family of Samuel Okparaeké.

- WHEREAS, Claribel Cortes was appointed by the Board of Chosen Freeholders of Middlesex County and served with distinction as a member of the Middlesex College Board of Trustees from February 6, 2020 to December 31, 2020; and

WHEREAS, during her tenure on the College Board, Claribel Cortes was a member of the Human Resources and Marketing and Public Relations Committees; and

WHEREAS, Claribel Cortes generously volunteered her professional knowledge and insight to the College, enhancing the quality of educational services provided by the institution to the residents of Middlesex County, and

NOW, THEREFORE, BE IT RESOLVED, That the members of the Board of Trustees of Middlesex College do hereby recognize and acknowledge their sincere appreciation and gratitude to Claribel Cortes for her outstanding contributions, the interest she has shown, and the assistance she has given to the campus community and residents of Middlesex County; and

BE IT FURTHER RESOLVED, That the members of the Board of Trustees wish Claribel Cortes good health and continued success in all of her future endeavors.

After discussion, the motion was approved.

REPORT ON NEW JERSEY COUNCIL OF COUNTY COLLEGES (NJCCC)

Ms. Buteas reported that the passage of legislation to codify the Community College Opportunity Grant program has passed the Senate and the Assembly. The Governor is expected to sign it within the next few weeks. Additionally, the Council has advocated with the Governor and state legislative leaders for an additional \$10 million in state operating aid, as the community college sector has not seen an increase in state appropriations in over ten years.

REPORT OF COUNSEL

No report.

REPORT OF THE PRESIDENT

Dr. McCormick shared with the Board the 2020 Annual Report, which highlighted many of the accomplishments of our students, alumni, faculty and staff. The Kappa Delta Pi Education Honor Society held its Fall induction ceremony in December in which 12 students were inducted. Dr. McCormick congratulated Marilyn Ochoa, Director of the Library, and her team for putting together a consortium grant with three other community colleges and Rowan University. Thanks to her efforts, Middlesex College is the statewide lead for a \$1.44 million federal Department of Education Open Textbook Grant. Dr. McCormick also shared that on January 1, the College officially became Middlesex College and the new logo was unveiled at Spring Convocation.

REPORT OF THE PUBLIC

Mr. Charlie Kratovil, Editor of *New Brunswick Today*, asked questions about a litigation matter with a former employee that has been settled. College Counsel provided responses to the questions.

The next regular meeting of the Board of Trustees will take place on Wednesday, February 17, 2021, at 8:30 a.m. at a location or means of virtual access to be determined and advertised.

The meeting adjourned at 9:09 a.m.

ROBERT P. SICA
SECRETARY

THIS PAGE WAS NOT USED