

BOARD OF TRUSTEES OF MIDDLESEX COLLEGE

Minutes of the Meeting of April 21, 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. McLean and Power and Messrs. Finkelstein, Oras, Raja and Taffet. Trustees Anderson, Buteas, Paluri and Sica were absent. Also present were President McCormick, Counsel Mr. Hoffman, Acting Assistant Secretary Ms. Roa, Vice Presidents Ms. Campbell, Dr. Herron, and Dr. Scherr, Chief Financial Officer Mr. Maltino, 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. Raja moved, seconded by Mr. Oras, to adopt the March 17, 2021 regular meeting minutes as presented.

After discussion, the motion was approved.

PRESENTATION

Dr. Linda Scherr, Vice President for Academic Affairs, and José Laureano, Executive Dean for Student and Enrollment Services, presented on updates relating to transfer and on

campus degree completion programs. Those updates touched on four areas, which included new transfer articulation agreements, bachelor's degree completion programs, current and future priorities for next year, and how the college supports and promotes transfer events.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Dr. Scherr reported that the Academic and Student Affairs Committee met on April 14, 2021, and identified the need for and relevance of the following two resolutions.

Mr. Raja moved, seconded by Mr. Oras, for adoption of resolutions 1 and 2.

1. WHEREAS, the Academic and Student Affairs Committee of the Middlesex 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 Applied Science Degree in Supply Chain and Logistics Management;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Trustees approves the Associate in Applied Science Degree in Supply Chain and Logistics Management.

2. WHEREAS, the Academic and Student Affairs Committee of the Middlesex College Board of Trustees met and after identifying the need and relevance, and upon recommendation of the College President, unanimously approved a new Certificate in Supply Chain and Logistics Management;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Trustees approves the Certificate in Supply Chain and Logistics Management.

After discussion, the motions were approved.

FINANCE COMMITTEE

Mr. Maltino reported that the Finance Committee met on April 14, 2021, to discuss various matters consisting of resolutions for contracting vendor payments, planning and other financial matters at the College and recommends approval of the following eight resolutions.

Mr. Finkelstein moved, seconded by Mr. Raja, 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	Solid state drives and cables	\$11,703.32
ESCNJ ¹	18/19-25	Highway Equipment Company of New Jersey	Enclosed cab utility vehicle	\$19,344.00
HCESC ²	CAT 18-02	B&H Photo	Cameras and accessories	\$8,766.72
HCESC ²	CAT 18-02	B&H Photo	Adjustable height mobile stand displays	\$6,266.40
HCESC ²	CAT 18-02	B&H Photo	Dell monitors	\$16,499.00
HCESC ²	CAT-19-06	Keyboard Consultants	Smart board, software and installation for JDC Initiative Grant	\$2,496.00
NJSC ³	83717	Johnson Controls Fire Protection	Additional service for fire panels	\$4,000.00
NJSC ³	89853	Insight Public Sector	Data and statistical reporting software	\$19,686.46
NJSC ³	82583	Verizon Wireless	Wireless hotspots and monthly data plans for JDC Initiative Grant	\$1,159.80
NJSC ³	89967	SHI International	Laptop docking stations	\$20,175.00
NJSC ³	89967	SHI International	Computer hardware for hybrid classrooms	\$9,483.25
<u>COOPERATIVE</u>	<u>CONTRACT NUMBER</u>	<u>COMPANY</u>	<u>DESCRIPTION</u>	<u>AWARD</u>
NJSC ³	89967	SHI International	Laptops for JDC Initiative Grant	\$6,513.38
OMNIA ⁴	2018011-02	SHI International	Computer hardware disk imager	\$17,026.00
OMNIA ⁴	2018011-02	SHI International	Microsoft Visio software license	\$72.49
OMNIA ⁴	2018011-02	SHI International	IT Help Desk software	\$11,576.50

OMNIA ⁴	17-21	Home Depot	Disinfectant fogger and electrostatic sprayers	\$2,443.00
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- (1) Educational Services Commission of New Jersey
- (2) Hunterdon County Educational Services Commission
- (3) New Jersey State Contract
- (4) 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 # 10760 for services the design, development, testing and implementation of the external facing College website from a total of four (4) responses:

White Whale Web Services, Inc., Portland, OR for the amount not-to-exceed \$132,000.00.

- b. Special Quote # 10764 for a three-day customized live review course for Nursing students to prepare for the NCLEX examination from a total of two (2) responses:

Assessment Technologies Institute, Leawood, KS for the amount not-to-exceed \$33,750.00.

- c. Bid # 21-12 for the lining of the ductwork in Edison Hall from a total of two (2) responses:

DRX Duct, LLC, North Plainfield, NJ in an amount not-to-exceed \$40,888.00.

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:

- a. Ellucian, Inc., Fairfax, VA in an annual amount of \$21,890.00 for professional consulting services for the evaluation and reporting needs for the Open Textbook Collaborative Project grant for the period of May 1, 2021 through April 30, 2023 with an optional eight (8) month renewal through December 31, 2023 for a total award not-to-exceed \$65,670.00, pending the availability and appropriation annually of sufficient funds necessary to support the ongoing obligation.
- b. Mark V. Sullivan, Alachua, FL in an amount not-to-exceed \$40,000.00 for professional consulting services for the programming needs for the Open Textbook Collaborative Project grant for the period of May 1, 2021 through April 30, 2023 with an optional eight (8) month renewal through December 31, 2023, pending the availability and appropriation annually of sufficient funds necessary to support the ongoing obligation.
4. BE IT RESOLVED, That based on the recommendation of the Director of Purchasing and Inventory and the Chief Financial Officer, the following contract amendment be made:

- a. Zoom Video Communications, Inc., San Jose, CA for additional recording cloud storage:

Previous Contract Amount	\$20,420.00
Amendment #2	<u>1,000.00</u>
New Contract Amount	<u>\$21,420.00</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. FKA Architects, Oakland, NJ for architectural services in conjunction with the Securing Our Children's Future Bond Act grant application in the amount of \$10,465.00.

Contract Amount	\$14,950.00
Previous Payments	4,485.00
Payment #2 (FINAL)	<u>10,465.00</u>
Balance	<u>\$ 0.00</u>

- b. FKA Architects, Oakland, NJ for Phase 2 construction observation architectural services in conjunction with the Library Restroom Renovation project in the amount of \$884.02. (This includes a \$21.52 charge for reimbursable expenses which is not part of the contract total.)

Contract Amount	\$3,450.00
Previous Payments	862.50
Payment #2	862.50
Reimbursable Expenses	<u>21.52</u>
Balance	<u>\$1,725.00</u>

- c. Johnson & Urban, LLC, Colts Neck, NJ for Phase 2 construction documents engineering services in conjunction with Billy Johnson Hall Boiler Replacement project in the amount of \$3,500.00.

Contract Amount	\$8,500.00
Previous Payments	3,500.00
Payment #2	<u>3,500.00</u>
Balance	<u>\$1,500.00</u>

- d. MTB, LLC, Neptune City, NJ for construction services in conjunction with the Library Restroom Renovation project in the amount of \$139,536.90.

Contract Amount	\$215,940.00
Previous Payments	39,185.10
Payment #2	139,536.90
Retainage	<u>19,858.00</u>
Balance	<u>\$ 37,218.00</u>

- e. Netta Architects, Mountainside, NJ for Phase 1 feasibility study architectural services in conjunction with the North Hall Renovations ADA Improvements in the amount of \$8,420.00.

Contract Amount	\$21,050.00
Previous Payments	10,525.00
Payment #2	<u>8,420.00</u>
Balance	<u>\$ 2,105.00</u>

- f. Remington & Vernick Engineers, Old Bridge, NJ for Phase 1 construction documents engineering services in conjunction with the College Center Sprinkler Installation with Fire Pump project in the amount of \$2,498.00.

Contract Amount	\$22,150.00
Payment #1	<u>2,498.00</u>
Balance	<u>\$19,652.00</u>

- g. Remington & Vernick Engineers, Old Bridge, NJ for Phase 1 construction documents engineering services in conjunction with PEC HV/HVAC Upgrade project in the amount of \$2,101.00.

Contract Amount	\$63,370.00
Payment #1	<u>2,101.00</u>
Balance	<u>\$61,269.00</u>

- h. Remington & Vernick Engineers, Old Bridge, NJ for Phase 1 feasibility study engineering services in conjunction with the PEC HV/HVAC Upgrade project in the amount of \$849.00.

Contract Amount	\$5,558.00
Previous Payments	4,709.00
Payment #4 (FINAL)	<u>849.00</u>
Balance	<u>\$ 0.00</u>

- i. RSC Architects, Hackensack, NJ for Phase 2 construction documents architectural services in conjunction with the Dental Clinic Reconstruction project in the amount of \$2,454.00.

Contract Amount	\$49,080.00
Previous Payments	46,626.00
Payment #2 (FINAL)	<u>2,454.00</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 February 2021 in the amount of \$24,902.50.

7. WHEREAS, by Resolution dated February 17, 2021, The President has recommended an increase in the tuition rates, for academic sessions scheduled for FY 2022, including Summer I session FY 2021, in order to provide a portion of the revenue resource for the services to be rendered; and

WHEREAS, The President has developed a Current Unrestricted Fund to provide educational and other services to the students of Middlesex College for the year July 1, 2021 to June 30, 2022; and

WHEREAS, Said services are funded by students, the State of New Jersey and the County of Middlesex; and

WHEREAS, As required by the Higher Education Restructuring Act of 1994 a public hearing was held on February 17, 2021,

NOW, THEREFORE, BE IT RESOLVED That the following additional adjustments to course fees, contained within the attached schedule, stemming from

the College's growing participation in bookstore Barnes and Noble's First Day program, be approved commencing with the academic sessions scheduled for FY 2022, including pre-summer session FY 2021.

8. WHEREAS, the College has a need to expedite certain administrative functions regarding purchases made through state and other cooperative purchasing systems;

NOW THEREFORE BE IT RESOLVED, That the Board of Trustees authorize the Director of Purchasing and Inventory to contract for goods and services for any cooperative purchase less than \$7,280.00, equivalent to twenty-percent of the bid threshold, as adjusted every two years.

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 April 14, 2021, and reviewed the 14 items listed below.

Mr. Oros 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>
	Administrative	2
	Faculty	1
	Support Staff	1
	Grants	1
B.	<u>Change of Status</u>	<u>Recommendations</u>
	Support Staff	2
C.	<u>Separations</u>	<u>Recommendations</u>
	Administrative	1
	Support Staff	1
D.	<u>Miscellaneous</u>	<u>Recommendations</u>
	Administrative	1
	Faculty	2
	Support Staff	2

A. HIRES

ADMINISTRATIVE

1. Name: Joanne Coffaro
Department: Continuing Education
Position: Executive Director, Workforce Development and Lifelong Learning
Salary: \$115,000
Effective: 5/10/21
2. Name: Alexander Rowe
Department: Marketing and Communications
Position: Assistant Web Developer
Salary: \$63,891
Effective: 4/22/21

FACULTY

1. Name: Philip Vanderhyden
Department: Visual, Performing and Media Arts
Position: Instructor
Salary: \$30,985 (1-semester only)
Effective: 8/30/21

SUPPORT STAFF

1. Name: Kristen Rae Miranda
Department: Marketing and Communications
Position: Graphic Designer
Salary: \$45,104
Effective: 4/30/21

GRANTS

1. Name: Guerol Paul Saintilma
Department: Continuing Education
Position: One-Stop Training Coordinator
Salary: \$48,500
Effective: 4/19/21 – 6/30/21

B. CHANGE OF STATUS

SUPPORT STAFF

1. Name: Joseph Monte
Department: Facilities Management
Position: Change from Mechanic III to Mechanic II
Salary: \$47,973
Effective: 4/1/21

2. Name: Geoff Stash
Department: Facilities Management
Position: Change from Warehouse Person II to Warehouse Person I
Salary: \$39,620
Effective: 4/1/21

C. SEPARATIONS

ADMINISTRATIVE

1. Name: Theresa O'Reilly
Department: Professional Studies
Action: Resignation
Effective: 4/30/21
2. Name: Deborah Torain-Clark
Department: New Brunswick Center
Action: Termination
Effective: 4/14/21

D. MISCELLANEOUS

ADMINISTRATIVE LEAVE OF ABSENCE

1. Name: Ana Rodriguez
Department: Facilities Maintenance
Type of Leave: Unpaid
Effective: 3/1/21 – 6/30/21 (extended)

SUPPORT STAFF LEAVE OF ABSENCE

1. Name: Anny Williams
Department: Enrollment Services
Type of Leave: Unpaid
Effective: 4/15/21 – 6/20/21

FACULTY – ADDITIONAL COMPENSATION

1. Name: Susan Altman
Department: Visual, Performing and Media Arts
Reason: 2021 Middlesex County Teen Arts Festival
Payment: \$600

2. Name: Shirley Wachtel
 Department: English
 Reason: 2021 Middlesex County Teen Arts Festival
 Payment: \$300

COACHING APPOINTMENT

1. Name: Matthew Mehalik
 Department: Athletic Center
 Position: Part-Time Assistant Softball Coach
 Salary: \$4,963
 Effective: 3/25/21 – 6/30/21

After discussion, the motion was approved.

GENERAL

Mr. Finkelstein moved, seconded by Mr. Taffet, for adoption of resolutions 1 and 2.

1. WHEREAS, On July 1, 2020, Governor Murphy signed P.L. 2020, Chapter 44, (“Act”) which is designed to reduce the health care costs for certain employers and reduce the healthcare contributions for certain employees who elect the newly created New Jersey Educators Health Plan (“NJEHP”) or the Garden State Health Plan (“GSHP”); and

WHEREAS, pursuant to the Act and N.J.S.A.52:14-17.46.2 the Act is applicable to county colleges; and

WHEREAS, because Middlesex College does not elect to participate in the New Jersey School Employees’ Health Benefits Program, the College is required to establish healthcare plans equivalent to the NJEHP and GSHP; and

WHEREAS, The Board of Trustees of Middlesex College has been advised by College administration of the College’s obligation to implement the newly created health plans,

NOW, THEREFORE, BE IT RESOLVED, That the Board of Trustees of Middlesex College approve the creations of equivalent health plans to the NJEHP and GSHP for all eligible College employees effective July 1, 2021.

2. Based on the recommendation of Middlesex College Board of Trustees Vice Chair Mark Finkelstein, authorize the approval of President McCormick’s expenses for the third quarter of FY2022.

After discussion, the motion was approved.

REPORT OF COUNSEL

No report.

REPORT OF THE PRESIDENT

Dr. McCormick reported on the outstanding professors who were named recipients of the College's Annual Teaching Excellence Awards. Natural Sciences Professor Phalguni Ghosh was selected as the 2021 Faculty Scholar Award recipient; Crystal Quillen, History and Social Sciences Department, was selected as the Excellence in Full-time Teaching Award recipient; and Maria Crecenzio, ESL, Languages and Cultures Department, was selected as the Adjunct Excellence in Teaching Award recipient. The 2020 recipients – Claire Condie of the Natural Sciences Department (Faculty Scholar award), Richard Thompson, Visual, Performing and Media Arts Department (Teaching award), and Mathew Siegel, English Department (Adjunct award) – were also recognized at the ceremony this year as no ceremony was held last spring. Over 100 students were inducted virtually into the College's Upsilon Gamma chapter of Phi Theta Kappa, the international honor society for two-year colleges. *Quo Vadis*, the College's student newspaper, won 12 awards, which included three first-place finishes, in the 2021 New Jersey Press Association's annual competition. Middlesex College student Sanjana Butala was one of only three transfer students selected for a full scholarship to Rider University. Middlesex College student Medhavi Anand, was awarded a Phi Theta Kappa scholarship to Rutgers University – New Brunswick. The College is competing in a number of sports this spring, including men's and women's basketball. Dr. McCormick shared a thank-you note he received from the women's team. The New Jersey Council of County Colleges has started a new Student and Alumni Committee to obtain input from students and alumni about the Council's priorities and initiatives, and Trustee Gabrielle McLean will serve on that committee.

NEW BUSINESS

Chairman Power thanked the members of the College's Middle States Steering Committee. She also commented on the loss of Kenneth Armwood, Middlesex County Board of County Commissioner Deputy Director, who also served as the liaison from the Board of County Commissioners to the College. A resolution in his honor was read and recommended for approval.

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

1. WHEREAS, The Board of Trustees of Middlesex College has been advised that a great friend to the College, Kenneth Armwood, passed away on March 29, 2021; and

WHEREAS, Kenneth Armwood served Middlesex County with distinction during his long career of public service, from his service as a member of the Piscataway Township School Board and Township Council to his eight-year tenure as a member of

the Middlesex County Board of County Commissioners, attaining the position of County Commissioner Deputy Director; and

WHEREAS, Kenneth Armwood, a great champion of workforce training and economic development, collaborated with Middlesex College to provide education and job training opportunities for Middlesex County residents of all ages, with programs tailored to veterans and apprenticeships for members of labor unions; and

WHEREAS, Kenneth Armwood generously volunteered his professional knowledge and insight to the College, enhancing the quality of educational services provided by the institution to the residents of Middlesex County, and

WHEREAS, Kenneth Armwood provided guidance and counsel to the Board while serving as the Liaison to the College from the Middlesex County Board of County Commissioners; and

NOW, THEREFORE, BE IT RESOLVED that on this sad occasion the Board of Trustees extends its sympathies and condolences to the family, friends, and colleagues of Kenneth Armwood, and

BE IT FURTHER RESOLVED, That the members of the Board of Trustees of Middlesex College acknowledge their sincere appreciation and gratitude for the many contributions of Kenneth Armwood, the interest he showed in the growth and development of the College, and his support of the College and our students; 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 Kenneth Armwood and to the Middlesex County Board of County Commissioners.

After discussion, the motion was approved.

COMMENTS FROM THE COUNTY

Khalid Anjum, Department Head for Middlesex County Infrastructure Management, spoke on behalf of the Middlesex County Commissioners. He commented on the great strides that the Board of Trustees and President McCormick have achieved. He congratulated the College on the phenomenal job on all of its accomplishments. He also congratulated the amazing students and faculty on their 2020 and 2021 achievements as well as the College student newspaper.

The next regular meeting of the Board of Trustees will take place on Wednesday, May 19, 2021, at 8:30 a.m. at a location or means of virtual access to be determined and advertised.

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The meeting adjourned at 9:21 a.m.

ROBERT P. SICA
SECRETARY

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