

BOARD OF TRUSTEES OF MIDDLESEX COLLEGE

Minutes of the Annual Meeting of November 15, 2021

The scheduled Annual 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, Caquias and Power and Messrs. Anderson, Finkelstein, Oras, Paluri, Sica and Taffet. Trustee Raja was absent. Also present were President McCormick, Counsel Mr. Hoffman, Acting Assistant Secretary Ms. Roa, Vice Presidents Dr. Herron and Dr. Scherr, Human Resources Executive Director Mr. Morgan, Chief Financial Officer Mr. Maltino, Executive Director Facilities Management Mr. Drost, Executive Dean for Student and Enrollment Services Mr. Laureano, and 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 15, 2021, advance written notice of this meeting was posted in the lobby of Chambers Hall.
- (b) On November 15, 2021, advance written notice of this meeting was emailed to the Home News Tribune and The Star Ledger.
- (c) On November 15, 2021, a copy of this advance notice of the meeting was filed with the Clerk of the Middlesex County Board of County Commissioners.
- (d) On November 15, 2021, 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.

Mr. Finkelstein presented the recommendation of the Nominating Committee for the slate of officers for the year 2021-2022 as follows:

Slate of Officers

Chairman
Vice Chair
Treasurer
Secretary
Acting Assistant Secretary
*Non-Board member

Board Members

Dorothy K. Power
Mark Finkelstein
Gary Taffet
Robert P. Sica
Bernadette Roa*

Mr. Finkelstein moved, seconded by Mr. Oras, that in the absence of any other nominations, the nominations be closed and the Secretary instructed to cast a ballot in unanimous

election of the nominees for the year 2021-2022. After discussion, the motion was unanimously carried.

Mr. Sica presented the recommendations of the Nominating Committee for members of the Board of School Estimate (2) and Alternates (2) for the year 2021-2022:

Mark Finkelstein	Representative
Dorothy K. Power	Representative
Robert P. Sica	Alternate
Gary Taffet	Alternate

STANDING COMMITTEE APPOINTMENTS

Mrs. Power appointed Praful Raja as Chair of the Academic and Student Affairs Committee and Kyle Anderson, Christine Buteas, and Ana Caquias as Committee members.

Mrs. Power appointed Robert P. Sica as Chair of the Facilities Committee and Kyle Anderson, Mark Finkelstein, and Gary Taffet as Committee members.

Mrs. Power appointed Mark Finkelstein as Chair of the Finance Committee and Robert Oras, Robert P. Sica, and Gary Taffet as Committee members.

Mrs. Power appointed Robert Oras as Chair of the Human Resources Committee and Christine Buteas and Anand Paluri as Committee members.

AD HOC COMMITTEE APPOINTMENTS

Mrs. Power appointed Kyle Anderson as Chair of the Bylaws Committee and Christine Buteas as Committee member.

Mrs. Power appointed Christine Buteas as Chair of the Marketing and Public Relations Committee and Anand Paluri as Committee member.

Mrs. Power appointed Robert P. Sica as Chair of the Nominating Committee and Mark Finkelstein and Praful Raja as Committee members.

Mrs. Power appointed Mark Finkelstein as Chair of the Search Committee and Robert P. Sica and Gary Taffet as Committee members.

Mrs. Power appointed Robert Oras as Liaison to the President's Community Advisory Committee.

Mrs. Power appointed Ana Caquias as Liaison to the College's Commencement Committee.

Mrs. Power appointed Christine Buteas as Ambassador to the New Jersey Council of County Colleges.

ANNUAL MEETING RESOLUTIONS

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

1. WHEREAS, It is deemed appropriate for Middlesex College to have a Public Agency Compliance Officer designated; and

WHEREAS, The College shall designate such an officer or employee to serve as its Public Agency Compliance Officer pursuant to N.J.A.C. 17:27-3.5; and

WHEREAS, Said Officer shall perform duties as prescribed by the rules and regulations of the United States and the State of New Jersey to assure compliance of College operations,

NOW, THEREFORE, BE IT RESOLVED, That Jeffrey Herron, Vice President, Institutional Effectiveness, Planning, and Compliance, be appointed as Public Agency Compliance Officer for the period November 16, 2021 through November 14, 2022, for Middlesex College; and

BE IT FURTHER RESOLVED, That a copy of this appointment be forwarded to the State of New Jersey, Office of the Treasury, Division of Contract Compliance and Equal Opportunity Office, pursuant to N.J.A.C. 17:27-3.5.

2. That the Home News Tribune of Somerville, New Jersey be designated as the Official newspaper for publication of all legal notices affecting the College or the Board of School Estimate.

3. That the Board of Trustees hereby designates the third Wednesday of each month, with the exception of November 2022. Such meetings shall be held remotely via Zoom at 8:30 a.m. Participation information will be posted prior to each meeting on the Middlesex College website: middlesexcc.edu/board-of-trustee/meeting-dates.

The Meeting schedule for 2021 – 2022 is as follows:

Wednesday, December 15, 2021	Wednesday, May 18, 2022
Wednesday, January 19, 2022	Wednesday, June 15, 2022
Wednesday, February 16, 2022	Wednesday, September 21, 2022
Wednesday, March 16, 2022	Wednesday, October 19, 2022
Wednesday, April 20, 2022	Monday, November 14, 2022

- a. The Board of Trustees hereby designates November 14, 2022, as the date for its Annual Meeting, and such Annual Meeting shall commence at 8:30 a.m. and shall be held remotely via Zoom. Participation will be posted prior to this meeting on the Middlesex College website: middlesexcc.edu/board-of-trustee/meeting-dates.
- b. Except as hereinafter provided, notice of regular and special meetings of the Board of Trustees shall be posted 48 hours in advance at the following location:

Lobby of Chambers Hall Building
- c. A copy of this resolution, together with advance notice of regular and special meetings of the Board of Trustees, shall be mailed to the official newspaper.
- d. A copy of advance notice of regular and special meetings of the Board of Trustees shall be filed with the Clerk of the County of Middlesex and the President of Middlesex College.
- e. Any person may request in writing that the Board of Trustees mail to him/her a copy of the schedule of regular meetings of the Board of Trustees, and/or advance written notice of regular, special or rescheduled meetings of the Board of Trustees, and such scheduled and/or advance notice shall be mailed to such person. All requests made pursuant to this paragraph shall terminate at 8:30 a.m. on November 14, 2022, subject to renewal thereafter upon the filing of a new written request to the Board of Trustees.

4. WHEREAS, Middlesex College requires the use of financial institutions in order to provide for financial transactions; and

WHEREAS, Financial institutions are certified by the Governmental Unit Deposit Protection Act;

NOW, THEREFORE, BE IT RESOLVED, That the following financial institution be designated as official depository of funds and is authorized to acquire and dispose of securities of Middlesex College:

Wells Fargo, Edison, NJ

and that the following financial institutions be authorized to process credit and debit card transactions for Middlesex College:

TD Bank, N.A., Parsippany, NJ
Bank of America, N.A., Cranford, NJ

and that the following financial institution be authorized to acquire and dispose of securities of Middlesex College:

State of NJ Cash Management Fund, Trenton, NJ

Such additional financial institutions as the college administration shall recommend to the Board of Trustees and the Board shall approve;

BE IT FURTHER RESOLVED, That the signatories for transactions with the above financial institutions be any two of the following for transactions in excess of \$5,000.00, and be one of the following for transactions less than or equal to \$5,000.00:

President
Vice President for Academic Affairs
Vice President for Institutional Advancement
Vice President for Institutional Effectiveness, Planning, and Compliance
Chief Financial Officer
Controller (Proxy for Chief Financial Officer)

BE IT FURTHER RESOLVED, This Resolution supersedes an earlier Resolution adopted on May 20, 2020, relating to signatories for financial transactions and shall take effect immediately.

5. WHEREAS, It is deemed appropriate for Middlesex College to have designated contracting agents; and

WHEREAS, The College shall designate such officers or employees to serve as its contracting agents pursuant to N.J.S.A. 18:64A-25.3;

NOW, THEREFORE, BE IT RESOLVED, That the following be designated as contracting agents for Middlesex College:

President
Vice President for Academic Affairs
Vice President Institutional Advancement
Vice President for Institutional Effectiveness, Planning, and Compliance
Chief Financial Officer
Director of Purchasing and Inventory

6. That all existing and revised policies of the Board of Trustees be affirmed for the year commencing November 16, 2021 to November 14, 2022.

After discussion, the motion was carried.

Mrs. Power thanked the Board of Trustees for the honor and privilege of continuing as Chairman.

Commissioner Scott McCullum thanked Dr. McCormick and his Administration for serving all students attending Middlesex College. She also thanked Chairman Power and the members of the Board Executive Committee for putting together a great team for 2022. She congratulated all the individuals appointed to Board Committees for 2022 and looks forward to working with everyone.

There being no further comments or business, Mr. Sica moved, seconded by Mr. Paluri that the Annual Meeting be adjourned at 8:42 a.m.

ROBERT P. SICA
SECRETARY