

BOARD OF TRUSTEES OF MIDDLESEX COLLEGE

Minutes of the Meeting of October 19, 2022

The scheduled meeting of the Board of Trustees of Middlesex College was held at 8:30 a.m. in the Brunswick Room, Crabiel Hall located on the Edison campus. Board members present were: Mmes. Buteas, Jethwani and Roman and Messrs. Anderson, Oras, Paluri, Patel, Raja, Sica, and Taffet. Mr. Finkelstein was absent. Also present were President McCormick, General Counsel Mr. Hoffman, Assistant Secretary Ms. Roa, Vice Presidents Dr. Campbell, Dr. Herron, and Dr. Scherr, Human Resources Executive Director Mr. Morgan, Chief Financial Officer Mr. Maltino, Executive Dean for Student and Enrollment Services Dr. Laureano, Executive Director Facilities Management Mr. Deak, 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 September 13, 2022, advance written notice of this meeting was posted in the lobby of Chambers Hall and the College Center.
- (b) On September 13, 2022, advance written notice of this meeting was emailed to the Home News Tribune and The Star Ledger.
- (c) On September 13, 2022, a copy of this advance notice of the meeting was filed with the Clerk of the Middlesex County Board of County Commissioners.
- (d) On September 13, 2022, 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.

Trustee Taffet led the Pledge of Allegiance.

MINUTES

Mr. Sica moved, seconded by Mr. Raja, to adopt the regular meeting minutes of the Board on September 21, 2022.

After discussion, the motion was approved.

PRESENTATION

Dr. Michelle Campbell, Vice President for Institutional Advancement, and Joselyn Quezada, Acting Director for Marketing and Communications, presented on the College's

Rebranding. They reported that the College's new website launched on June 19, 2022, with a new domain. The unveiling of the College's mascot was held on September 20, 2022. They also reported on the success of the Carvertise campaign.

FINANCE COMMITTEE

Mr. Maltino reported that the Finance Committee met on October 12, 2022, 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 seven resolutions.

Mr. Oras moved, seconded by Ms. Buteas, for adoption of Resolutions 1 through 7:

1. WHEREAS, The College is authorized to obtain goods or services and participate in cooperative pricing systems available pursuant to N.J.S.A. 18A:64A-25.9 and 11a 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>
E&I	EI00077	Patterson Dental	Dental supplies	\$12,500.00
ESCNJ	21/22-18	Imperial Dade	Janitorial cleaning supplies	\$17,000.00
HCESC	CAT-19-09	FW Webb Co	Supplies for the Billy Johnson Hall boiler and pump replacement project	\$40,591.35
HCESC	FUEL-22-23	Allied Oil	Gasoline and dyed diesel fuel	\$30,000.00
NJSC	21-TELE- 01506	ePlus Technology	Additional consulting services for network management services	\$13,750.00
OMNIA	15-JLP023	Trane Company	Air conditioning unit for East Hall	\$38,473.00

(1) E&I – Education and Institutional Cooperative Services

(2) ESCNJ – Educational Services Commission of New Jersey

- (3) HCESC – Hunterdon County Educational Services Commissions
- (4) NJSC – New Jersey State Contract
- (5) OMNIA – OMNIA Partners Cooperative

2. BE IT RESOLVED, That based on the recommendation of the Director of Purchasing and Inventory and the Chief Financial Officer, awards be authorized to the following vendors pursuant to a fair and open process:

- a. Special Quote #10784 for pre-qualified sheet-fed printing vendors be renewed for the second-year period of November 1, 2022 through October 31, 2023:

Concept Printing, Nyack, NY

Hummel Printing, Union, NJ

Jersey Printing Associates, Atlantic Highlands, NJ

Roelynn Litho, Lakewood, NJ

Your Printer V.2.0 dba Allegra Princeton, Cranbury, NJ

- b. Bid # 22-3R for trash disposal and recycling services be renewed for the second-year period of October 1, 2022 through September 30, 2023:

Standard Waste, East Brunswick, NJ for not-to-exceed \$67,705.32 for annual services and not-to-exceed \$15,000 for roll-off containers and extra pickups, for the not-to-exceed total of \$82,705.32.

- c. Bid # 22-6 for emergency tree services be renewed for the second-year period of November 1, 2022 through October 31, 2023 in accordance with the bid pricing and stated catalog discounts:

Rich Tree Service, Inc., South Plainfield, NJ for the not-to-exceed total of \$18,000.00.

- d. Bid # 22-15 for promotional items and marketing materials be renewed for the second-year period of November 1, 2022 through October 31, 2023 in accordance with the bid pricing and stated catalog discounts:

Ad Café, Edison, NJ for the not-to-exceed total of \$70,000.00 at a catalog discount of 20%.

Club Colors, Schamburg, IL for the not-to-exceed total of \$10,000.00 at a catalog discount of 10%.

Concept Printing, Nyack, NY for the not-to-exceed total of \$10,000.00 at a

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catalog discount of 0%.

Drew & Rogers, Fairfield, NJ for the not-to-exceed total of \$10,000.00 at a catalog discount of 28%.

3. BE IT RESOLVED, That based on the recommendation of the Director of Purchasing and Inventory and the Chief Financial Officer, the following contract amendments be made:

- a. Maul Power Group, Cranbury, NJ for additional services required for the semiannual maintenance shutdown:

Previous Contract Amount	\$50,000.00
Amendment #1	<u>7,800.00</u>
New Contract Amount	<u>\$57,800.00</u>

- b. TBS Controls, Allendale, NJ for additional parts required for East Hall and Raritan Hall controls repairs.

Previous Contract Amount	\$92,178.00
Amendment #1	7,960.00
Amendment # 2	<u>12,740.00</u>
New Contract Amount	<u>\$112,878.00</u>

4. 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 N.J.S.A. 18A:64A-25.5.a.; and

WHEREAS, The Director of 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 certifying that the vendor has 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 vendor 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. Momentum Hospitality at MC, LLC, East Hanover, NJ to provide catering services to the College community for the not-to-exceed amount of \$50,000.00 for the period through June 30, 2023, with two (2) optional one-year renewals through June 30, 2025.

5. WHEREAS, The College has a need to obtain employee dental insurance pursuant to the provisions of N.J.S.A. 18A:64A-25.5(11); and

WHEREAS, The Director of Purchasing and Inventory has determined and certified in writing that the value of the acquisition exceeds \$17,500.00; and

WHEREAS, Insurance carriers are statutorily prohibited from making political contributions and as such, are not subject to the requirements of N.J.S.A. 19:44A-20.4;

NOW, THEREFORE, BE IT RESOLVED, That based on the recommendation of the Director of Purchasing and Inventory and the Chief Financial Officer, the Board of Trustees approve the renewal proposal submitted by Cigna Health and Life Insurance Co., Pittsburgh, PA, for the not-to-exceed amount of \$450,053.00 for the policy period of January 1, 2023 through December 31, 2023.

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. Epic Management, Inc., Piscataway, NJ for construction management services in conjunction with the following three (3) projects: Securing Our Children's Future, North Hall Renovation and Addition, and L'Hommedieu Dental Clinic Phase 2 in the amount of \$16,971.00.

Contract Amount	\$328,100.00
Payment #1	<u>16,971.00</u>
Balance	<u>\$311,129.00</u>

- b. K&D Contractors LLC, Kenilworth, NJ for construction services in conjunction with the College Center Sprinkler Upgrade project in the amount of \$33,815.79.

Contract Amount	\$2,339,000.00
Previous Payments	1,226,992.41
Payment #7	<u>33,815.79</u>
Balance	<u>\$1,078,191.80</u>

- c. Netta Architects, Mountainside, NJ for construction observation architectural services in conjunction with the North Hall Renovation project in the amount of \$1,888.89.

Contract Amount	\$17,000.00
Previous Payments	5,666.67
Payment #4	1,888.89

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Payment #5	<u>1,888.89</u>
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Balance	<u>\$7,555.55</u>
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- d. Remington & Vernick, Cherry Hill, NJ for construction observation engineering services in conjunction with the College Center Sprinkler Installation with Fire Pump in the amount of \$80.00.

Contract Amount	\$17,170.00
Previous Payments	3,590.00
Payment #4	<u>80.00</u>

Balance	<u>\$13,500.00</u>
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- e. Vanasse Hangen Brustlin, Inc., Manasquan, NJ for Phase 2 abatement monitoring environmental services in conjunction with the North Hall Renovation project in the amount of \$3,261.25.

Contract Amount	\$13,045.00
Previous Payment	9,783.75
Payment #2 (FINAL)	<u>3,261.25</u>

Balance	<u>\$ 0.00</u>
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- f. Vanasse Hangen Brustlin, Inc., Manasquan, NJ for additional abatement monitoring environmental services in conjunction with the North Hall Renovation project in the amount of \$1,500.00.

Contract Amount	\$1,500.00
Payment #1 (FINAL)	<u>1,500.00</u>

Balance	<u>\$ 0.00</u>
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7. BE IT RESOLVED, That based on the recommendation of the Chief Financial Officer, payment be authorized to the following firms:

- a. Cleary Giacobbe Alfieri Jacobs, LLC, Matawan, NJ for supplemental legal services rendered for the month of August 2022, for normal operations of Middlesex College in the amount of \$1,930.50.
- b. Weiner Law Group, LLP, Parsippany, NJ for legal services rendered regarding labor matters for the month of August 2022 in the amount of \$17,062.50.

After discussion, the motion was approved. Mr. Taffet abstained from Resolution 5 and

7.b.

HUMAN RESOURCES COMMITTEE

This month includes 17 recommended items total. A summary of the action items is listed below.

A.	<u>Hires</u>	<u>Recommendations</u>
	Faculty	1
	Support Staff	4
B.	<u>Change of Status</u>	<u>Recommendations</u>
	Administrative	5
	Support Staff	2
C.	<u>Separations</u>	<u>Recommendations</u>
	Support Staff	1
D.	<u>Miscellaneous</u>	<u>Recommendations</u>
	Administrative	2
	Support Staff	2

A. HIRES

FACULTY

- Name: Julie Panetta
 Department: Dental Hygiene
 Position: Instructor
 Salary: \$30,985 (1-semester only)
 Effective: 1/17/23

SUPPORT STAFF

- Name: Valeria Dasilva
 Department: Facilities Management
 Position: Custodian
 Salary: \$32,730 + \$2,610 (shift differential) = \$35,340
 Effective: 10/17/22
- Name: Keona Esannason
 Department: Facilities Management
 Position: Custodian
 Salary: \$32,730 + \$2,610 (shift differential) = \$35,340
 Effective: 10/17/22
- Name: Gris Torres Cabrera
 Department: Facilities Management
 Position: Custodian
 Salary: \$32,730 + \$2,610 (shift differential) = \$35,340

Effective: 10/17/22

*Change in hire date

B. CHANGE OF STATUS

ADMINISTRATIVE

1. Name: Edgardo Alvarez
 Department: Information Technology
 Action: Senior Systems Administrator
 Salary: \$83,577
 Effective: 10/17/22

2. Name: Kevin Dalina
 Department: Institutional Advancement
 Action: Director, Events and Media Services
 Salary: \$91,936
 Effective: 11/1/22

3. Name: Ria Gaviria
 Department: Academic Advising
 Action: \$500/month Stipend – Additional responsibilities
 Effective: 10/1/22 – 10/31/22

4. Name: Christopher Mooney
 Department: Academic Advising
 Action: \$500/month Stipend – Additional responsibilities
 Effective: 10/1/22 – 10/31/22

5. Name: Kevin Frischmann
 Department: Enrollment Services
 Action: Enrollment Services Administrator
 Salary: \$70,268
 Effective: 10/17/22

SUPPORT STAFF

1. Name: Julius Gonzalez
 Department: Facilities Management
 Action: Change from Mechanic II to Mechanic I
 Salary: \$56,247 + \$2,088 (shift differential) = \$58,335
 Effective: 10/3/22

2. Name: Joseph Monte
 Department: Facilities Management
 Action: Change from Mechanic II to Mechanic I
 Salary: \$56,247
 Effective: 10/3/22

C. SEPARATIONS

SUPPORT STAFF

1. Name: Vincent Finocchiaro
 Department: Facilities Management
 Action: Resignation
 Effective: 10/28/22

D. MISCELLANEOUS

ADMINISTRATIVE – ADDITIONAL COMPENSATION

1. Name: Bijal Shah
 Department: Student Account Services
 Reason: Completion of FY2022 Audit of State of NJ Grants Awards Report
 and Reconciliation
 Payment: \$500

ADMINISTRATIVE – LEAVE OF ABSCENCE

1. Name: Theresa Orosz
 Department: Arts and Sciences
 Type of leave: Unpaid
 Effective: 10/1/22 – 10/31/22

SUPPORT STAFF – ADDITIONAL COMPENSATION

1. Name: Christopher Abbott
 Department: Visual, Performing and Media Arts
 Reason: Fall 2022 Production of *The Night of the Living Dead*
 Payment: \$1,498
2. Name: Robert Coste
 Department: Visual, Performing and Media Arts
 Reason: Fall 2022 Production of *The Night of the Living Dead*
 Payment: \$1,498

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

After discussion, the motion was approved.

BYLAWS COMMITTEE

Mr. Hoffman reported that the the Bylaws Committee reviewed and recommends a proposed amendment to the Board Bylaws which would permit the Chair of the Board to appoint a Vice Chair for Board Standing Committees who would act as Chair of the Committee in the absence of the Committee Chair. A resolution will be presented at the November Board meeting.

GENERAL

Ms. Jethwani moved, seconded by Mr. Paluri for adoption of Resolution 1.

1. Based on the recommendation of Middlesex College Board of Trustees Vice Chair Mark Finkelstein, authorize the approval of President McCormick's expenses for the first quarter of FY2023.

After discussion, the motion was approved.

REPORT OF COUNSEL

No report.

REPORT OF THE PRESIDENT

Dr. McCormick reported on the Stay Connected Fair that was held in the Quad on September 20. The new College mascot was also unveiled at the Fair. He also reported that for the first time the College sent EOF students along with staff members to the 36th Annual Conference for Hispanic Association of College and Universities. The College also held the first Induction Ceremony for the Athletics Hall of Fame will be held on October 8, 2022. He noted that today was Financial Aid Day and thanked the Financial Aid staff for their support of our students.

EXECUTIVE SESSION

At 9:01 a.m. Mr. Paluri moved, seconded by Ms. Jethwani, for the Board to go into Executive Session for the purpose of discussing a contract negotiation. At 9:51 a.m. Mr. Paluri moved, seconded by Ms. Raja, to return to the regular Board meeting. No action was taken by the Board.

COMMENTS FROM THE AUDIENCE

Patricia Payne, President of AFT Local 1940, addressed the Board regarding contract negotiations between the AFT and the College.

Faculty members Christine Wathen, Jennifer Applebee, Susan Altman, Ray Dademo (delivering prepared remarks from Dan Markowicz), and Shannon Pullaro addressed the Board regarding the technological problems they had experienced with their courses.

The next Annual and Regular meeting of the Board of Trustees will take place on Monday, November 14, 2022, at 8:30 a.m. in the Parkview Room in West Hall and on Zoom with the link to be posted on the College website.

The meeting adjourned at 10:12 a.m.

ROBERT P. SICA
SECRETARY

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