

BOARD OF TRUSTEES OF MIDDLESEX COLLEGE

Minutes of the Annual Meeting of November 14, 2022

The scheduled Annual Meeting of the Board of Trustees of Middlesex College was held at 8:30 a.m. in the Parkview Room, West Hall located on the Edison campus. Board members present were: Mmes. Buteas, Jethwani, and Roman and Messrs. Anderson, Finkelstein, Oras, Paluri, Patel, Raja, Sica, and Taffet. 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, Facilities Management Executive Director 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 October 20, 2022, advance written notice of this meeting was posted in the lobby of Chambers Hall and the College Center.
- (b) On October 20, 2022, advance written notice of this meeting was emailed to the Home News Tribune and The Star Ledger.
- (c) On October 20, 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 October 20, 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.

Chairman Finkelstein led the Pledge of Allegiance.

In the absence of the Chair of the Nominating Committee, Mr. Finkelstein presented the recommendation of the Nominating Committee for Board Officers for 2022-2023 as follows:

Board Officers

Chair

Vice Chair

Treasurer

Secretary

Assistant Secretary

*Non-Board member

Board Members

Mark Finkelstein

Gary Taffet

Praful Raja

Robert P. Sica

Bernadette Roa*

Mr. Finkelstein moved, seconded by Mr. Oras, that in the absence of any other nominations, the nominations be closed. After discussion, the motion was unanimously carried. The slate of officers was approved unanimously.

Mr. Finkelstein presented the recommendations of the Nominating Committee for members of the Board of School Estimate (2) and Alternates (2) for the year 2022-2023:

Mark Finkelstein	Representative
Gary Taffet	Representative
Praful Raja	Alternate
Robert P. Sica	Alternate

The Representatives and Alternates to the Board of School Estimate were approved unanimously.

BYLAWS AMENDMENT

The Bylaws Committee presented an amendment to Section 6.1 of the Bylaws which was proposed at the October 19, 2022, Board meeting. The amendment, which permitted the Chairman of the Board to appoint a Vice Chair of the Board Committees, was unanimously approved.

STANDING COMMITTEE APPOINTMENTS

Mr. Finkelstein appointed Praful Raja as Chair and Anvay Patel as Vice Chair of the Academic and Student Affairs Committee and Kyle Anderson and Christine Buteas as Committee members.

Mr. Finkelstein appointed Robert P. Sica as Chair and Anand Paluri as Vice Chair of the Facilities Committee and Kyle Anderson and Gary Taffet as Committee members.

Mr. Finkelstein appointed Gary Taffet as Chair and Vinita Jethwani as Vice Chair of the Finance Committee and Robert Oras and Robert P. Sica as Committee members.

Mr. Finkelstein appointed Robert Oras as Chair and Dianne Roman as Vice Chair of the Human Resources Committee and Anand Paluri as a Committee member.

AD HOC COMMITTEE APPOINTMENTS

Mr. Finkelstein appointed Kyle Anderson as Chair and Christine Buteas as Vice Chair of the Bylaws Committee and Anand Paluri and Praful Raja as Committee members.

Mr. Finkelstein appointed Christine Buteas as Chair and Vinita Jethwani as Vice Chair of the Marketing and Public Relations Committee and Dianne Roman as a Committee member.

Mr. Finkelstein appointed Robert P. Sica as Chair and Praful Raja as Vice Chair of the Nominating Committee and Gary Taffet as a Committee member.

Mr. Finkelstein appointed Robert Oras as Liaison to the President's Community Advisory Committee.

Mr. Finkelstein appointed Anvay Patel as Liaison to the College's Commencement Committee.

Mr. Finkelstein appointed Gary Taffet as Liaison to the Middlesex County Infrastructure Investment Projects.

Mr. Finkelstein appointed Christine Buteas as Ambassador to the New Jersey Council of County Colleges.

ANNUAL MEETING RESOLUTIONS

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

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 15, 2022 through November 13, 2023, 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 exceptions of December 2022 and November 2023. Such meetings

shall be held both onsite at a location on the Edison Campus along with remotely via Zoom at 8:30 a.m. Up to one meeting each year, with prior notification to the public, may be held at the New Brunswick Center and/or the Perth Amboy Center.

Participation information will be posted prior to each meeting on the Middlesex College website: <https://www.middlesexcollege.edu/about/college-leadership/board-of-trustees/meeting-dates/>.

The Meeting schedule for 2022 - 2023 is as follows:

Wednesday, December 14, 2022	Wednesday, May 17, 2023
Wednesday, January 18, 2023	Wednesday, June 21, 2023
Wednesday, February 15, 2023	Wednesday, September 20, 2023
Wednesday, March 15, 2023	Wednesday, October 18, 2023
Wednesday, April 19, 2023	Monday, November 13, 2023

a. The Board of Trustees hereby designates November 13, 2023, as the date for its Annual Meeting, and such Annual Meeting shall be held both onsite at a location on the Edison Campus along with remotely via Zoom at 8:30 a.m. Participation will be posted prior to this meeting on the Middlesex College website: <https://www.middlesexcollege.edu/about/college-leadership/board-of-trustees/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 13, 2023, 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 and procedures of the Board of Trustees be affirmed for the year commencing November 15, 2022 to November 13, 2023.

7. WHEREAS, Section 7.1 of the Bylaws of the Middlesex College Board of Trustees indicate that the Annual Report for the fiscal year ended on the preceding June 30th will be presented by the President of the College at this Annual Meeting; and

WHEREAS, the Annual Report for the fiscal year ending on June 30, 2022 was presented by the President at this Meeting consistent with the requirements of the Middlesex College Board of Trustees Bylaws; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees accepts the Annual Report for the fiscal year ending on June 30, 2022; and

BE IT FURTHER RESOLVED, the Board of Trustees thanks the Vice President for Institutional Advancement and the Marketing and Communications Department for their diligence in completing the Annual Report.

After discussion, the motion was approved.

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

ROBERT P. SICA
SECRETARY