BOARD OF TRUSTEES OF MIDDLESEX COLLEGE

Minutes of the Meeting of November 14, 2022

The scheduled meeting of the Board of Trustees of Middlesex College was held at 8:43 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.

MINUTES

Ms. Jethwani moved, seconded by Mr. Oras, to adopt the regular meeting minutes of the Board on October 19, 2022.

After discussion, the motion was approved.

PRESENTATION

Dr. Joel B. Adams, Coordinator of Military and Veterans Services, gave a presentation on our Center for Veterans Services. The mission of the Center is to provide access to affordable, quality education and comprehensive support services to military-affiliated students including military veterans, active duty personnel, Reservists, National Guard members, and their dependents. Eun Lee, a 2020 Middlesex College alumnus and a former Marine, shared how the

support of the Veterans Services Center put him on the path for success, including transferring to and graduating from Columbia University.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Dr. Scherr reported that there were two resolutions relating to grants for consideration by the Board.

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

1. WHEREAS, the Board of Trustees of Middlesex College (hereinafter referred to as the "Board") and State of New Jersey, Office of the Secretary of Higher Education (hereinafter referred to as "OSHE") have entered into a contract for the operation of a project entitled Community College Opportunity Grant for the period commencing July 1, 2022 and concluding June 30, 2023; and

   WHEREAS, a proposal entitled Community College Opportunity Grant has been submitted by the College administration and agreed to by OSHE in the amount of $294,831.61; and

   WHEREAS, R.S. 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 Community College Opportunity Grant is consistent with the philosophy and purpose of the College,

   NOW, THEREFORE, BE IT RESOLVED as follows:

   a. The Board approves the proposal for the project entitled Community College Opportunity Grant as submitted by the administration of Middlesex College to OSHE for the period July 1, 2022 and concluding June 30, 2023 in the total amount of $294,831.61.

   b. The Board herein ratifies the contract executed by the College President and/or his designee to implement the project.

2. WHEREAS, the Board of Trustees of Middlesex College (hereinafter referred to as the "Board") and State of New Jersey, Office of the Secretary of Higher Education (hereinafter referred to as "OSHE") have entered into a contract for the operation of a project entitled College Readiness Now IX Grant for the period commencing July 1, 2022 and concluding June 30, 2023; and

   WHEREAS, a proposal entitled College Readiness Now IX Grant has been submitted by the College administration and agreed to by OSHE in the amount of $71,145; and

WHEREAS, R.S. 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 College Readiness Now IX Grant is consistent with the philosophy and purpose of the College,

NOW, THEREFORE, BE IT RESOLVED as follows:

a. The Board approves the proposal for the project entitled College Readiness Now IX Grant, as submitted by the administration of Middlesex College to OSHE for the period July 1, 2022 through June 30, 2023 in the total amount of $71,145.

b. The Board herein ratifies the contract executed by the College President and/or his designee to implement the project.

After discussion, the motion was approved.

FINANCE COMMITTEE

Mr. Maltino reported that the Finance Committee met on November 9, 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. Taffet moved, seconded by Mr. Paluri, for adoption of Resolutions 1 through 7 (except for Resolution 6.b), and Mr. Oras moved, seconded by Mr. Paluri, for adoption of Resolution 6.b:

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 for purchases exceeding the quote threshold of $7,500.00:

COOPERATIVE	CONTRACT NUMBER	COMPANY	DESCRIPTION	AWARD
E&I	CNR01491	W.W. Grainger	Personnel lift for Warehouse	$7,631.76
HCESC	CAT 19-09	FW Webb Co.	East Hall Renovation Boiler Replacement	$17,973.99

NCPA	01-77	ePlus Technology	Replacement of switches for Center Buildings, Hof Building, Edison Hall and Main Hall	$256,929.15
NJ Edge	269EMCPS-21-001-EM-SHI	SHI International	Annual renewal of load balancer software	$10,948.00
NJSC	T3129	Cherry Valley Tractor Sales	Kubota zero-turn mower for Grounds	$17,742.30
NJSC	NJ-17-FLEET-00731	SF Mobile Vision	Software licensing and computer hardware for Police body-worn camera software	$17,005.00
OMNIA	R-TC-17006	Amazon Business Services	Additional classroom and operating supplies	$40,000.00
SOCCP	CC-0001-20	WB Mason	Dollies for tables and chairs, stanchion posts, and hanging signs for campus events	$8,309.52

(1) E&I – Education and Institutional Cooperative Services
(2) HCESC – Hunterdon County Educational Services Commission
(3) NCPA – National Cooperative Purchasing Alliance
(4) NJ Edge – NJ Edge Consortium
(5) NJSC – New Jersey State Contract
(6) OMNIA – OMNIA Partners Cooperative
(7) SOCCP – Somerset County Cooperative Pricing System

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 #10793 for American Sign Language interpreters and Communication Access Realtime Translation services be renewed for the second-year from January 1, 2023 through December 31, 2023:

1. Accents Communication, Somerville, NJ for hourly rate of $100.00 plus mileage.
2. Mary Kay Adams, West Orange, NJ for hourly rate of $80.00 plus mileage.
3. Bilingual Professional Agency, Teaneck, NJ for hourly rate of $79.85 plus mileage.

4. Silvia Coelho-Yi, Piscataway, NJ for hourly rate of $75.00 plus mileage.
5. Kathy Ferejohn, Middletown, NJ for hourly rate of $85.00 plus mileage.
6. Marci Friedman, Colonia, NJ for hourly rate of $75.00.
7. Dena Hazen, Union Beach, NJ for hourly rate of $87.50.
8. Cheryl Huber, Manasquan, NJ for hourly rate of $90.00 plus mileage.
9. Melissa Jenkins, Neptune, NJ for hourly rate of $85.00 plus mileage.
10. Karasch & Associates, West Chester, PA for hourly rate of $99.00.
11. Tara Marino, Staten Island, NY for hourly rate of $75.00 plus mileage.
12. Laurellie Jacobs Martinez, Maplewood, NJ for hourly rate of $80.00 plus mileage.
13. Kimberly Mecane, Woodbridge, NJ for hourly rate of $80.00.
14. Tiffany Mosquera, Bridgewater, NJ for hourly rate of $75.00.
15. Kathleen Nilsson, Middlesex, NJ for hourly rate of $75.00 plus mileage.
16. Audrey Rosenberg, Edison, NJ for hourly rate of $75.00.
17. Sign4U Interpreting Service, Glendora, NJ for hourly rate of $95.00 plus mileage.
18. Gina Surette, Manalapan, NJ for hourly rate of $80.00 plus mileage.
19. Katie Waelde, Cranford, NJ for hourly rate of $70.00 plus mileage.
20. Shari Walton, Sea Bright, NJ for hourly rate of $70.00 plus mileage.

b. Special Quote #10797 for project development consultants for the Opportunity Meets Innovation Challenge (OMIC*)* grant for the second-year renewal period from November 16, 2022 through September 30, 2023:

1. Justin Artenant, Newark, NJ for the not-to-exceed amount of $32,500 at a rate of $32.00 per hour not-to-exceed 1,015 hours.

2. Fundamental 21, Collegeville, PA for the not-to-exceed amount of $32,500 at a rate of $81.25 per hour not-to-exceed 400 hours.

c. Special Quote #10718Q for Phase 2 environmental monitoring services for the Securing Our Children's Future renovations project:

Environmental Connection, Inc., Trenton, NJ for the not-to-exceed amount of $6,000.00.

d. Special Quote #10847 for environmental abatement services for the Securing Our Children's Future renovations project:

Controlled Environmental Systems, Springhouse, PA for the not-to-exceed amount of $24,550.00.

e. Bid #23-9 for scientific anatomy models funded by the State of New Jersey Equipment Leasing Fund for the South Hall Project:

1. American 3B Scientific, LP, Tucker, GA for the not-to-exceed amount of

$3,936.00.

2. Fisher Scientific, Hanover Park, IL for the not-to-exceed amount of $19,151.11.

3. Holt Medical, Miami, FL for the not-to-exceed amount of $22,347.00.

4. Parco Scientific, Westland, MI for the not-to-exceed amount of $1,550.00.

5. VWR International, Rochester, NY for the not-to-exceed amount of $7,642.78.

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. Coach USA DBA Suburban Trails, New Brunswick, NJ for transportation services for spring training in Myrtle Beach, SC in March 2023:

Previous Contract Amount	$100,000.00
Amendment #1	11,104.68
New Contract Amount	$111,104.68

b. TBS Controls, Allendale, NJ for additional parts required for East Hall and Raritan Hall HVAC controls upgrades to replace obsolete equipment.

Previous Contract Amount	$92,178.00
Amendment #1	7,960.00
Amendment #2	12,740.00
New Contract Amount	$112,878.00

c. Remington and Vernick Engineers, Allendale, NJ for Special Quote #10718D – Phase 1 for additional construction design services to revise the College Center Fire Sprinkler project specifications.

Previous Contract Amount	$22,150.00
Amendment #1	10,000.00
New Contract Amount	$32,150.00

d. Twin Oaks Catering, East Brunswick, NJ for additional catering services for various Student and Enrollment Services events.

Previous Contract Amount	$24,562.75
Amendment #1	10,000.00

New Contract Amount	$34,562.75

e. Momentum Hospitality at MC, LLC, East Hanover, NJ for additional capital equipment for the Cafeteria A upgrades.

Previous Contract Amount	$50,000.00
Amendment #1	1,964.71
New Contract Amount	$51,964.71

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 Purchasing and Inventory has determined and certified in writing that the value of each acquisition exceeds $17,500.00; and

WHEREAS, The vendor has 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, a contract be authorized to the following vendor:

a. Vista Travel Management Corp., Colonia, NJ to provide travel management services for group student travel for the not-to-exceed amount of $35,000.00 for the period through June 30, 2023.

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. Epic Management, Inc., Piscataway, NJ for construction management services in conjunction with the Securing Our Children's Future, North Hall Renovation, and L'Hommedieu Hall Dental Clinic projects in the amount of $19,300.00.

Contract Amount	$328,100.00
Previous Payment	16,971.00
Payment #2	19,300.00
Balance	$291,829.00

b. KeRi Engineering, PC, Union, NJ for Phase 3 construction administration

engineering services in conjunction with the Edison Hall and Physical Education Center Fire Alarm Upgrades project in the amount of $2,532.00.

Contract Amount	$4,220.00
Previous Payment	1,266.00
Payment #2	2,532.00
Balance	$ 422.00

c. ML Inc., Passaic, NJ for construction services in conjunction with the North Hall Renovation project in the amount of $101,407.50.

Contract Amount	$2,915,000.00
Previous Payments	902,053.09
Payment #5	101,407.50
Balance	$1,911,539.41

d. Northeastern Interior Services, Little Falls, NJ for construction services in conjunction with the L'Hommedieu Hall Dental Clinic project in the amount of $134,280.00.

Contract Amount	$2,848,063.00
Previous Payments	2,064,436.20
Payment #14	134,280.00
Balance	$649,346.80

e. RSC Architects, Hackensack, NJ for Phase 3 construction observation architectural services in conjunction with the L'Hommedieu Hall Dental Clinic project in the amount of $1,636.00.

Contract Amount	$16,360.00
Previous Payments	11,452.00
Payment #8	1,636.00
Balance	$ 3,272.00

6. 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 September 2022, for normal operations of Middlesex College in the amount of $2,029.50.

b. Weiner Law Group, LLP, Parsippany, NJ for legal services rendered regarding labor matters for the month of September 2022 in the amount of $14,619.42.

7. Financial Statement and Legal Costs, Government Relations and Public Relations

In accordance with Section 6 (k) of the Higher Education Restructuring Act of 1994, the governing board of each public institution of higher education must prepare and make available to the public: "an annual Financial Statement, and a statement setting forth generally the monies expended for Legal Costs, Government Relations, and Public Relations."

The financial statement is in addition to the year-end financial statements of the College and must be prepared and made available no later than November annually.

It is the responsibility of the Chief Financial Officer of the College to prepare this statement annually and submit to the Board of Trustees for their acceptance. This statement shall be maintained by the College and will be made available to the public for inspection upon request.

For the fiscal year ended June 30, 2022, Middlesex College had expenditures for only legal costs and public relations, in the amounts of $194,663.00 and $62,248.00, respectively.

After discussion, the motion was approved. Mr. Taffet abstained from Resolution 6.b.

HUMAN RESOURCES COMMITTEE

This month includes 20 recommended items total. A summary of the action items is listed below.

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

A.	Hires	Recommendations
	Faculty	1
	Support Staff	1
	Grants	1

B.	Change of Status	Recommendations
	Administrative	5
	Support Staff	2

C.	Separations	Recommendations
	Support Staff	2
	Grants	2

D.	Miscellaneous	Recommendations
	Administrative	1
	Faculty	3

Support Staff 2

A. HIRES

FACULTY

1. Name: Glenn Briceno
   Department: Engineering Technologies
   Position Instructor
   Salary: $30,985 (1-semester only)
   Effective: 1/17/2023

SUPPORT STAFF

1. Name: Gris Torres Cabrera
   Department: Facilities Management
   Position: Custodian
   Salary: $32,730 + $2,610 (shift differential) = $35,340
   Effective: 10/17/2022*
   *appointment rescinded

GRANTS

1. Name: Kerly Cabreja
   Department: Perth Amboy Center
   Position: Success Bound Program Manager
   Salary: $55,722
   Effective: 11/16/2022 – 6/30/2023

B. CHANGE OF STATUS

ADMINISTRATIVE

1. Name: Elva Carrasco
   Department: Finance
   Position: Acting Senior Staff Accountant
   Salary: $65,009
   Effective: 12/1/2022 – 6/30/2023

2. Name: Caryl Cerqua
   Department: Finance
   Action: $700/month Stipend – Additional responsibilities
   Effective: 11/1/2022 – 11/30/2022 (extension)

3. Name: Ria Gaviria
   Department: Academic Advising
   Action: $500/month Stipend – Additional responsibilities
   Effective: 11/1/2022 – 11/30/2022 (extension)

4. Name: Christopher Mooney
   Department: Academic Advising
   Action: $500/month Stipend – Additional responsibilities
   Effective: 11/1/2022 – 11/30/2022 (extension)

5. Name: Michael Tavarone
   Department: Finance
   Action: $500/month Stipend – Additional responsibilities
   Effective: 11/1/2022 – 11/30/2022 (extension)

SUPPORT STAFF

1. Name: Luke Anthony Agojo
   Department: Registration
   Position: Student Records Evaluator
   Salary: $47,272 + $750 (Bachelor's Degree) = $48,022
   Effective: 11/1/2022

2. Name: Jennifer Schafer
   Department: ESL, Languages, and Cultures
   Position: Departmental Coordinator
   Salary: $47,272
   Effective: 11/16/2022

C. SEPARATIONS

SUPPORT STAFF

1. Name: Keona Esannason
   Department: Facilities Management
   Action: Termination
   Effective: 11/1/2022

2. Name: Omar Flatts
   Department: Enrollment Services
   Action: Resignation
   Effective: 11/7/2022

GRANTS

1. Name: Yarelis Roche
   Department: Workforce Development and Lifelong Learning
   Action: Resignation
   Effective: 11/25/2022

2. Name: Guerol Saintilma
   Department: Workforce Development and Lifelong Learning
   Action: Resignation
   Effective: 11/10/2022

D. MISCELLANEOUS

ADMINISTRATIVE – ADDITIONAL COMPENSATION

1. Name: Martin E. Schamberger
Department: Workforce Development and Lifelong Learning
Reason: Certified Medical Assistant Program for RWJBH employees
Payment: $2,000

FACULTY – ADDITIONAL COMPENSATION

1. Name: Parag Muley
Department: Natural Sciences
Reason: Center for Justice-Impacted Students Community Garden Project
Payment: $3,000

FACULTY – REDUCED LOAD

NAME	DEPARTMENT	REDUCED ANNUAL SALARY	DATE
Finne, James	Engineering Technologies	$71,969	Spring 2023
Volk, Jean	Business and Computer Science	$102,944	Spring 2023

FACULTY COMPENSATION – IX-M

NAME	DEPARTMENT	REASON	PAYMENT
Christopher Drew	History and Social Sciences	IX-M #711 CELT Mentoring (Fall 2022)	$3,219
Brian Lavey	Natural Sciences	IX-M #711 CELT Mentoring (Fall 2022)	$3,219
Clairie Vassiliadis	Mathematics	IX-M #711 CELT Mentoring (Fall 2022)	$3,219

SUPPORT STAFF – AFSCME SALARY CHANGES

BE IT RESOLVED that the following American Federation of State, County and Municipal Employees Union Local #2269 salary listing be approved effective with the November 15, 2022 pay period, through June 30, 2023 beginning with the name **Vega, Ethling** and ending with the name **Vega, Ethling:**

NAME	SALARY 2022/2023	SHIFT DIFFERENTIAL	TOTAL SALARY
Vega, Ethling**	$45,084		$45,084

*Associate degree
**Bachelor's degree
***Master's degree

AFSCME – SEVERANCE COMPENSATION PROGRAM 2022/2023

NAME	DEPARTMENT	DATE OF RETIREMENT	PAYMENT
Roelof Baay	Accounts Payable	12/31/2022	$13,200
Marion Swift	Workforce Development and Lifelong Learning	12/31/2022	$8,800

After discussion, the motion was approved.

REPORT OF COUNSEL

No report.

REPORT OF THE PRESIDENT

Dr. McCormick commended Joel Adams on his presentation on Veterans Services and thanked alumnus Eun Lee for sharing his story. He also congratulated the members and coaches of the Women's and Men's Soccer teams who qualified for the National Junior College Athletic Association Region XIX playoffs.

NEW BUSINESS

Mr. Taffet congratulated Mr. Finkelstein on his new role as Chair and commented that he is proud to be serving along with him. He offered his strong support of the Community, Innovation, and Opportunity Strategic Investment Plan which will provide for the construction of new facilities on the College campus which will benefit the College and the Community. Mr. Taffet also offered his condolences to County Commissioner Chanelle Scott McCullum on the passing of her sister.

Ms. Roman also congratulated Mr. Finkelstein on his new role on the Board. She commented that she had the pleasure of attending the Perth Amboy Center’s Open House on November 5. It was very successful and thanked the staff for their commitment to the College.

COMMENTS FROM MIDDLESEX COUNTY

Khalid Anjum, Department Head for Business Innovations, Education and Opportunity and Chief Innovation Officer for Middlesex County, spoke on behalf of the Middlesex County Commissioners. Mr. Anjum congratulated the newly elected Board officers and commented that he is deeply appreciative of the great work that the Board has conducted over the years and the accomplishments of the College under the leadership of Dr. McCormick. He thanked all veterans for their service and Eun Lee for sharing his experience with the Veteran Services Center and wished him continued success.

The next regular meeting of the Board of Trustees will take place on Wednesday, December 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 9:31 a.m.

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ROBERT P. SICA
SECRETARY

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