



TO: Dorothy K. Power
Chairman, Middlesex College Board of Trustees

FROM: Bernadette Roa
Acting Assistant Secretary

DATE August 17, 2022

This is to confirm that on August 15, 2022 and August 16, 2022 the Executive Committee voted by email to approve the attached Resolutions.

The resolutions were in the areas of Academic and Student Affairs for two grants, Finance which included payments to vendors and contracts previously approved by the Board, and Human Resources which were routine personnel actions including appointment of new full-time personnel below the Executive level. Trustee Taffet abstained on Finance Resolution number 6.a.

These resolutions will be forwarded to the Board of Trustees for their consideration of ratification at the September 21, 2022 Board of Trustees meeting.

cc: Mark McCormick, President

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

1. WHEREAS, the Board of Trustees of Middlesex College (hereinafter referred to as the "Board") and the County of Middlesex, Department of Workforce Development (hereinafter referred to as the "County") have entered into a contract for the operation of a project entitled, WIOA YOUTH GED/HSE Youth Program for the period commencing September 1, 2022 and concluding August 31, 2023; and

WHEREAS, a proposal entitled, GED/HSE Youth Program has been submitted by the College administration and agreed to by the County in the amount of \$200,000.00; 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, WIOA YOUTH GED/HSE Youth Program (Perth Amboy) 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, WIOA YOUTH 20-0623 GED/HSE Youth Program (Perth Amboy), as submitted by the administration of Middlesex College to the County of Middlesex, Department of Workforce Development for the period September 1, 2022 through August 31, 2023 in the total amount of \$200,000.00.
 - b. The Board herein ratifies the contract executed by the College President and the County of Middlesex.
2. WHEREAS, The Board of Trustees (the "Board") of Middlesex College desires to approve the undertaking, implementation and financing of a project (the "Project") consisting of CAPITAL FACILITIES UPGRADE AND EQUIPMENT to advance the long range facilities plan; of which an application for funding will be submitted by the College to the State of New Jersey, Department of Education (hereinafter referred to as the "State"); the Board commits to using the grant funds for the purposes set forth in the Program-specific Project Eligibility Criteria; and

WHEREAS: The Board desires to approve the aggregate costs of the Project paid and/or financed through all sources in an amount not to exceed \$10,000,000 (ten million dollars); and

WHEREAS: The Programs, are the Higher Education Facilities Trust Fund Act, N.J.S.A. 18A:72A-49 et seq. ("HEFT"); the Higher Education Technology Infrastructure Trust Fund Act, N.J.S.A. 18A:72A-59 et seq. ("HETI"); and the Higher Education Equipment Leasing Fund Act, N.J.S.A. 18A:72A-40 et seq. ("ELF"); and

WHEREAS: The Board has determined that the Project will assist in serving the needs of its students and providing a benefit to the Institution; and

WHEREAS: The Board desires to approve financing of all or portions of the Project through HEFT, HETI, and/or ELF; as per the Program-specific Institutional Funding Requirements (For HETI: matching funds from the sources described in the Application in an amount equal to one hundred percent (100%) of the amount of the grant (the "Matching Funds"); For ELF twenty-five percent (25%) of the debt service on bonds issued by the New Jersey Educational Facilities Authority to fund the HETI grant); and

WHEREAS: The Board commits to support the operating costs of and maintenance requirements for the Project; and

WHEREAS: The Board reasonably expects to reimburse expenditures for costs of the Project paid prior to issuance of Tax-Exempt Bonds or any debt bearing interest which is exempt from gross income for federal income tax purposes which will fund an applicable Project and/or Program;

NOW, THEREFORE, BE IT RESOLVED that:

- a. The Board approves the Project and authorizes the undertaking, implementation and financing of the Project in a maximum aggregate amount not to exceed \$10,000,000 (Ten Million).
- b. The Board approves the financing of all or any portion of the Project through the HEFT, HETI and ELF Programs as per the Program-specific Institutional Funding Requirements for which funding will be requested.
- c. The Board approves the Application for funding of the Project through such Programs in the form submitted to the Board and authorizes and directs the President to submit such Application to the State.
- d. The Board acknowledges and agrees that approval of the Application and receipt of funds pursuant to the Programs will obligate the Institution to:
 - a. provide funds for the operation and maintenance of the Project,
 - b. contribute to the cost of the Project;
 - c. pay all or a portion of debt service on Tax-Exempt Bonds issued to fund the Proposed Programs as applicable; and
 - d. fulfill other conditions imposed under the Programs and hereby directs and authorizes the Designated Officers to certify such acknowledgement and agreement as part of the submitted application. The Designated Officers are hereby authorized and directed to fulfill all conditions of the Proposed Programs including without limitation providing for the operation and

maintenance of the Project and using available funds of the Institution to pay for such operation and maintenance and to satisfy conditions of the Proposed Programs to contribute to the cost of Projects and/or debt service on Tax-Exempt Bonds issued to fund the Proposed Program(s) from available funds of the Institution.

FINANCE COMMITTEE

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>
NJCPA	BC-BID-21-43	Toshiba – Card Data Systems	Badge printer, implementation, software, and support	\$29,226.00
NJ Edge	EMLAS-21-004	NJ Edge	Virtualization software and services	\$80,106.00

- (1) NJ Edge – NJ Edge Consortium
- (2) NJCPA – New Jersey Cooperative Purchasing Alliance

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. Bid #23-3 for elevator service maintenance from a total of five (5) responses received for base bid, alternate 2, and alternate 3:

Kencor LLC, West Chester, PA for the not-to-exceed total of \$19,810.00 for the period of September 1, 2022 through June 30, 2023, with two (2) optional one-year renewals.

- b. Special Quote # 10773 for the second-year renewal of media planning and buying services:

Electric Symphony Media, Hoboken, NJ for the not-to-exceed amount of \$205,000.00.

- c. Special Quote #10718L for Campus Wide Exterior Wayfinding Signage for Phase 2 construction document design service from a total of two (2) responses received:

Spiezle Architectural Group, Hamilton NJ for the not-to-exceed amount of \$16,450.00.

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 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 the Business Entity and Political Contribution Disclosures which certify 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 vendor:

- a. Modern Campus, Toronto, Canada for the Continuing Education ERP software for the total not-to-exceed amount of \$61,932.61 for the period of July 1, 2022 through June 30, 2023.

4. WHEREAS, Middlesex College has determined that certain personal property is no longer needed for public use and intends to use the online auction services of GovDeals, Inc., Bethesda, MD in accordance with OMNIA Partners national cooperative contract R190601; and

WHEREAS, The personal property to be sold consists of bicycles, seats from Ford Explorers, and various surplus items of the Police Department; and

WHEREAS, Public sales are conducted pursuant to N.J.S.A. 18A:64A-25.27 and guidance set forth in the Division of Local Government Services' Local Finance Notice 2019-15;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Trustees of Middlesex College authorize the Director of Purchasing and Inventory to sell the identified surplus personal property using the GovDeals online auction platform.

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. DMR Architects, Hasbrouck Heights, NJ for Phase 1 feasibility study architectural services in conjunction with the Chambers Hall Renovation project in the amount of \$6,400.00.

Contract Amount	\$12,000.00
Previous Payment	5,000.00
Payment #2	<u>6,400.00</u>
Balance	<u>\$ 600.00</u>

- b. Entech Engineering, Reading, PA for engineering services in conjunction with the Campus Facilities Audit in the amount of \$1,200.00.

Contract Amount	\$6,000.00
Payment #1	<u>1,200.00</u>
Balance	<u>\$4,800.00</u>

- c. FKA Architects, Oakland, NJ for Phase 1 design development architectural services for the Nursing Simulation Lab in conjunction with the Securing Our Children's Future grant project in the amount of \$780.00.

Contract Amount	\$39,000.00
Previous Payment	37,700.00
Payment #5	<u>780.00</u>
Balance	<u>\$ 520.00</u>

- d. FKA Architects, Oakland, NJ for Phase 1 design development architectural services for the Biotechnology Lab in conjunction with the Securing Our Children's Future grant project in the amount of \$201.00.

Contract Amount	\$10,000.00
Previous Payment	9,665.00
Payment #5	<u>201.00</u>
Balance	<u>\$ 134.00</u>

- e. FKA Architects, Oakland, NJ for Phase 1 design development architectural services for the Engaged Learning Lab in conjunction with the Securing Our Children's Future grant project in the amount of \$402.00.

Contract Amount	\$20,000.00
Previous Payment	19,330.00
Payment #5	<u>402.00</u>
Balance	<u>\$ 268.00</u>

- f. K&D Contractors, LLC, Kenilworth, NJ for construction services in conjunction with the College Center Sprinkler Upgrade project in the amount of \$286,380.00.

Contract Amount	\$2,339,000.00
Previous Payment	753,257.70
Payment #5	<u>286,380.00</u>
Balance	<u>\$1,299,362.30</u>

- g. ML Inc., Passaic, NJ for construction services in conjunction with the North Hall Addition and Building Renovation project in the amount of \$236,905.16.

Contract Amount	\$2,915,000.00
Previous Payment	121,500.00
Payment #2	<u>236,905.16</u>
Balance	<u>\$2,556,594.84</u>

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

Contract Amount	\$17,000.00
Previous Payment	1,888.89
Payment #2	1,888.89
Payment #3	<u>1,888.89</u>
Balance	<u>\$11,333.33</u>

- i. Northeastern Interior Services, Little Falls, NJ for construction services in conjunction with the L'Hommedieu Hall Dental Clinic project in the amount of \$152,370.00.

Contract Amount	\$2,817,318.00
Previous Payments	1,854,016.20
Payment #12	<u>152,370.00</u>
Balance	<u>\$ 810,931.80</u>

- j. 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 \$1,540.00.

Contract Amount	\$17,170.00
Previous Payment	1,680.00
Payment #2	<u>1,540.00</u>
Balance	<u>\$13,950.00</u>

- k. RSC Architects, Hackensack NJ for Phase 3 construction observation architectural services in conjunction with the Dental Clinic Reconstruction project in the amount of \$1,636.00.

Contract Amount	\$16,360.00
Previous Payments	8,180.00
Payment #6	1,636.00
Payment #7	1,636.00
Balance	<u>\$ 4,908.00</u>

- l. Spiezle Architects, Hamilton, NJ for Phase 2 construction document architectural services in conjunction with the Campus Wayfinding project in the amount of \$3,290.00.

Contract Amount	\$16,450.00
Payment #1	3,290.00
Payment #2	<u>4,112.50</u>
Balance	<u>\$9,047.50</u>

- m. Spiezle Architects, Hamilton, NJ for Phase 1 construction document architectural services in conjunction with the Campus ADA Restroom Renovations project in the amount of \$1,825.00.

Contract Amount	\$36,500.00
Previous Payment	32,850.00
Payment #6	<u>1,825.00</u>
Balance	<u>\$ 1,825.00</u>

- n. VA Electrical Contractors, LLC, Millstone, NJ for construction services in conjunction with the Edison Hall and Physical Education Center Fire Alarm Replacement project in the amount of \$40,500.00.

Contract Amount	\$374,000.00
Previous Payment	247,050.00
Payment #6	<u>40,500.00</u>
Balance	<u>\$ 86,450.00</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 LLP, Parsippany, NJ for legal services rendered regarding labor matters for the month of June 2022 in the amount of \$4,935.00.

HUMAN RESOURCES COMMITTEE

Hires, Change of Status and Separations – This month includes 18 recommended items total.
A summary of the action items is listed below.

A.	<u>Hires</u>	<u>Recommendations</u>
	Administrative	4
	Support Staff	3
B.	<u>Change of Status</u>	<u>Recommendations</u>
	Administrative	2
	Support Staff	4
	Grants	2
C.	<u>Separations</u>	<u>Recommendations</u>
	Support Staff	1
D.	<u>Miscellaneous</u>	<u>Recommendations</u>
	Support Staff	2

A. HIRES

ADMINISTRATIVE

1. Name: Guadalupe Campos-Robles
Department: Financial Aid
Position: Financial Aid Administrator
Salary: \$70,268
Effective: 8/16/22
2. Name: Maribel Garcia-Gonzalez
Department: Academic Advising
Position: Acting Academic Advisor
Salary: \$65,009
Effective: 8/16/22 – 6/30/23
3. Name: Deirdre Graham
Department: Academic Advising
Position: Acting Academic Advisor
Salary: \$65,009
Effective: 8/16/22 – 6/30/23
4. Name: Daniela Masdonati
Department: Academic Advising
Position: Acting Academic Advisor
Salary: \$65,009

Effective: 8/23/22 – 6/30/23

SUPPORT STAFF

1. Name: Brendan Coutu
Department: Police
Position: Police Officer
Salary: \$74,500*
Effective: 8/1/22
*Associate's Degree
2. Name: Stephanie D'Elia
Department: Natural Sciences
Position: Senior Lab Coordinator
Salary: \$50,552
Effective: 8/25/22
3. Name: Susan Indyk
Department: History and Social Sciences
Position: Department Assistant
Salary: \$42,054
Effective: 8/2/2022

B. CHANGE OF STATUS

ADMINISTRATIVE

1. Name: Denise Krisza
Department: Institutional Effectiveness, Planning & Compliance
Position: Administrative Assistant to the Vice President
Salary: \$60,362
Effective: 8/1/22
2. Name: Lisa Rodriguez-Gregory
Department: Student and Enrollment Services
Position: Acting Assistant Dean, Enrollment Management
Salary: \$105,819*
Effective: 7/1/22 – 12/31/22
*Salary correction

SUPPORT STAFF

1. Name: Mark Andersh
Department: Facilities Management
Action: COPE Increase
Salary: \$62,485 + \$1,984 (COPE) = \$64,569
Effective: 8/1/22

2. Name: Christopher Huddleston
 Department: Facilities Management
 Action: COPE Increase
 Salary: \$43,857 + \$1,044 (COPE) = \$44,901
 Effective: 8/1/22

3. Name: Shaun Lockwood
 Department: Facilities Management
 Action: COPE Increase
 Salary: \$50,279 + \$1,044 (COPE) = \$51,323
 Effective: 8/1/22

4. Name: Thomas Mayoros
 Department: Facilities Management
 Action: COPE Increase
 Salary: \$42,790 + \$1,044 (COPE) + \$4,383 (Lead) = \$48,217
 Effective: 8/1/22

GRANTS

1. Name: Jennifer Jones
 Department: Grants
 Salary: \$48,606
 Effective: 9/1/22

2. Name: Robert Keenan
 Department: Grants
 Salary: \$48,606
 Effective: 9/1/22

C. SEPARATIONS

SUPPORT STAFF

1. Name: Maria Pimentel
 Department: Facilities Management
 Action: Resignation
 Effective: 7/30/22

D. MISCELLANEOUS

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 August 15, 2022 pay

period, through June 30, 2023 beginning with the name **Berrios, Susan** and ending with the name **Rosen, David**:

<u>NAME</u>	<u>SALARY</u> <u>2022/2023</u>	<u>SHIFT</u> <u>DIFFERENTIAL</u>	<u>TOTAL</u> <u>SALARY</u>
Berrios, Susan**	\$42,804		\$42,804
Flatts, Omar**	\$45,084		\$45,084
Gonzalez Jr, Gabriel**	\$49,239		\$49,239
Indyk, Susan**	\$42,804		\$42,804
Labrego, Sergio**	\$51,302		\$51,302
Pasini, Rita***	\$51,552		\$51,552
Rosen, David**	\$51,302	\$1,365	\$52,667
*Associate's Degree			
**Bachelor's Degree			
***Master's Degree			

SUPPORT STAFF – TEAMSTERS SALARY (UPDATED)

BE IT RESOLVED that the following International Brotherhood of Teamsters Local Union No. 11 updated salary listing be approved as of July 1, 2022 through June 30, 2023 beginning with the name **Adorno, Victor** and ending with the name **Madden, James**:

<u>NAME</u>	<u>SALARY</u> <u>2022/2023</u>	<u>SHIFT</u>	<u>LEAD</u>	<u>TOTAL</u> <u>SALARY</u>
Adorno, Victor	\$56,330			\$56,330
Foster, Tommie	\$56,330			\$56,330
Klich, Ryan	\$32,778	\$2,610		\$35,388
Madden, James	\$32,778	\$2,610		\$35,388