

BOARD OF TRUSTEES OF MIDDLESEX COUNTY COLLEGE

Minutes of the Meeting of November 14, 2016

The scheduled meeting of the Board of Trustees of Middlesex County College was held at 9:04 a.m. in the Boardroom of Chambers Hall, located on the College campus. Members present were: Mmes. Hernandez-Manno, Palumbo, and Power and Messrs. Finkelstein, Lisicki, Mulkerin, Oras, Raja, Sica and Tighe. Messrs. Antisell and Dineen were absent. Also present were President La Perla-Morales, Mr. Hoffman, Ms. D'Aloisio and several staff members.

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 17, 2015, advance written notice of this meeting was posted in the lobby of Chambers Hall.
- (b) On November 17, 2015, advance written notice of this meeting was mailed to the Home News Tribune, 92 East Main Street #202, Somerville, New Jersey.
- (c) On November 17, 2015, a copy of this advance notice of the meeting was filed with the Clerk of the Middlesex County Board of Chosen Freeholders.
- (d) On November 17, 2015, a copy of this advance notice was filed with the President of Middlesex County College.
- (e) Any individual who has requested notice of this meeting has been forwarded a copy of the notice of such meeting.

MINUTES

Mr. Tighe moved, seconded by Mr. Raja, that the minutes of the scheduled meeting for October 26, 2016, be adopted as presented. Mr. Finkelstein abstained.

After discussion, the motion was approved.

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FACILITIES COMMITTEE

Mr. Sica moved, seconded by Mr. Raja, for adoption of resolutions 1.a. through 5.b:

1. BE IT RESOLVED that based on the recommendation of the Executive Director of Facilities Management and the Vice President for Finance and Administration, Payment #5 to Echelon Services approved by the Board at the October 26, 2016 meeting, shall be withdrawn as it was previously approved at the August 24, 2016 Board of Trustees meeting. Therefore a new payment shall be ratified to the following firm:

- a. Echelon Services for engineering services for the L'Hommedieu Hall, North Hall and Performing Arts Center HVAC upgrades project in the amount of \$128,694.60.

Contract Amount	\$897,440.00
Previous Payments	610,786.80
Payment #6	128,694.60
Retainage	<u>82,164.60</u>
Balance	<u>\$157,958.60</u>

2. BE IT RESOLVED that based on the recommendation of the Executive Director of Facilities Management and the Vice President for Finance and Administration payment be authorized to the following firm(s):

- a. Echelon Services for engineering services for the L'Hommedieu Hall, North Hall and Performing Arts Center HVAC upgrades project in the amount of \$32,169.60.

Contract Amount	\$897,440.00
Previous Payments	739,481.40
Payment #7	32,169.60
Retainage	<u>85,739.00</u>
Balance	<u>\$125,789.00</u>

- b. Eneractive Solutions for Phase II Construction Commissioning services for the South Hall building in the amount of \$2,000.00.

Contract Amount	\$24,800.00
Previous Payments	16,300.00
Payment #11	<u>2,000.00</u>
Balance	<u>\$ 6,500.00</u>

- c. Eneractive Solutions for Phase II Construction Commissioning services for the South Hall building in the amount of \$500.00.

Contract Amount	\$24,800.00
Previous Payments	18,300.00
Payment #12	<u>500.00</u>
Balance	<u>\$ 6,000.00</u>

- d. Eneractive Solutions for Phase II Construction Commissioning services for the South Hall building in the amount of \$750.00.

Contract Amount	\$24,800.00
Previous Payments	18,800.00
Payment #13	<u>750.00</u>
Balance	<u>\$ 5,250.00</u>

- e. Eneractive Solutions for Phase II Construction Commissioning services for the new West Hall building in the amount of \$500.00.

Contract Amount	\$18,150.00
Previous Payments	14,500.00
Payment #10	<u>500.00</u>
Balance	<u>\$ 3,150.00</u>

- f. Eneractive Solutions for Phase II Construction Commissioning services for the new West Hall building in the amount of \$750.00.

Contract Amount	\$18,150.00
Previous Payments	15,000.00
Payment #11	<u>750.00</u>
Balance	<u>\$ 2,400.00</u>

- g. Entech Engineering for consulting services in conjunction with the Campus Facilities Audit project in the amount of \$4,085.50.

Contract Amount	\$81,710.00
Previous Payments	73,539.00
Payment #7	<u>4,085.50</u>
Balance	<u>\$ 4,085.50</u>

3. WHEREAS, The State of New Jersey has cooperative purchasing services available under N.J.S.A. 18A:64A-25.9 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>
NJSC	89967	Dell Marketing	Computer Hardware	\$120,855.89
ESCNJ	15/16-08	Cherry Valley Tractor Sales	Grounds Equipment	\$ 18,927.86
HCESC	15/16-162	EPlus Technology	Computer Supplies	\$ 109.90
HCESC	15/16-172	Generations Electrical Company	Electrical Supplies	\$ 27,280.00

4. BE IT RESOLVED, That based on the recommendation of the Director of Purchasing and Inventory and the Vice President for Finance and Administration an award be made to the following firm(s) pursuant to a fair and open process:

- a. Special Quote # 10359 for dental equipment and supplies from a total of 2 responses received:

Columbia Dentoform, Long Island City, NY for the amount of \$34,324.04.

Hu-Friedy Manufacturing Co. LLC, Chicago, IL for the amount of \$2,185.90.

- b. Special Quote # 10361 for environmental consulting services for Main Hall Science Wing Pre renovation Assessment from a total of 8 responses received:

Environmental Connection Inc., Trenton, NJ for the amount of \$11,365.00.

5. BE IT RESOLVED, That based on the recommendation of the Director of Purchasing and Inventory and the Vice President for Finance and Administration an award be made to the following firm(s) pursuant to a fair and open process:

- a. Bid # 17-21 for natural science supplies from a total of 18 responses received:

I Miller Precision Optical Instruments, Inc., Feasterville, PA for the amount of \$226,898.00.

VWR International, LLC, Radnor, PA for the amount of \$203,583.18.

Applied Photophysics LTD, Leatherhead, United Kingdom for the amount of \$71,603.10.

Advion Inc., Ithaca, NY for the amount of \$53,517.00.

Agilent Technologies, Inc., Santa Clara, CA from the amount of \$48,546.00.

Thomas Scientific, Swedesboro, NJ for the amount of \$41,150.24.

Simulation Solutions, Inc., Shrewsbury, NJ for the amount of \$31,500.00.

Johnson Scientific, Williamstown, NJ for the amount of \$16,899.00.

Bioanalytical Systems Inc (BASi), West Lafayette, IN for the amount of \$15,487.00.

Bio-Rad Laboratories, Inc., Hercules, CA for the amount of \$13,251.00.

Carolina Biological Supply Co., Burlington, NC for the amount of \$11,658.10.

Holt Anatomical, Inc., Miami, FL for the amount of \$7,178.00.

Pasco Scientific, Roseville, CA for the amount of \$6,429.60.

J&H Berge, Inc., South Plainfield NJ for the amount of \$3,257.75.

Products Unlimited, Inc., Justin, TX for the amount of \$1,907.68.

Fisher Scientific Co. LLC, Hanover Park, IL for the amount of \$219.78.

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b. Bid # 17-26 for envelope press from a total of 4 responses received:

Best Tech Graphic Equipment, Whitehouse Station, NJ for the amount of \$32,949.00.

After discussion, the motion was approved.

FINANCE COMMITTEE

Mr. Finkelstein moved, seconded by Mr. Mulkerin, for adoption of resolutions 1 and 2:

1. BE IT RESOLVED, That the invoice for professional services rendered by the firm of Wilentz, Goldman & Spitzer for the period July 1, 2016 through and including September 30, 2016 be approved for payment in the amount of \$28,144.97.

Legal services rendered from July 1, 2016 through and including September 30, 2016 for normal operations of Middlesex County College	\$33,063.50
Less fifteen percent courtesy discount on fees	(\$4,959.52)
Total disbursements from July 1, 2016 through September 30, 2016	<u>41.00</u>
Total	<u>\$28,144.97</u>

2. WHEREAS, The firm of Ernst & Young, LLP has submitted an audit of the books and records of Middlesex County College for the year end June 30, 2016, including the enrollment reports; and

WHEREAS, Management has responded to the reports as submitted by Ernst & Young, LLP and has presented the reports to the Finance Committee on November 14, 2016;

NOW, THEREFORE, BE IT RESOLVED, That the audited financial statements for the year ended June 30, 2016, be attached to the minutes of the Board of Trustees meeting.

After discussion, the motion was approved.

HUMAN RESOURCES COMMITTEE

Mr. Mulkerin moved, seconded by Mr. Raja, for adoption of Sections 1 through 7:

BE IT RESOLVED that the following actions be approved pursuant to recommendations by the President and to the provisions of the N.J.S.A. Section 18A:64-12:

SECTION 1 – MANAGEMENT

MANAGEMENT APPOINTMENT

<u>NAME</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>BUDGET CODE</u>	<u>ANNUAL SALARY</u>	<u>DATE</u>
Tutalo, Mary	Student Activities	Coordinator, Student Life	1-181000-9126-1-00	\$60,806	11/01/16

MANAGEMENT LEAVE OF ABSENCE

<u>NAME</u>	<u>DEPARTMENT</u>	<u>TYPE OF LEAVE</u>	<u>DATES</u>
O'Reilly, Theresa	Professional Studies	unpaid	10/20/16-11/30/16

MANAGEMENT SEVERANCE COMPENSATION PROGRAM 2016/2017

<u>NAME</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>PAYMENT</u>
Fricke, David	Purchasing	06/30/17	\$114,932
Larkin, Stephen	Medical Laboratory Technology	06/30/17	\$116,580
Perkins, Susan	Finance and Administration	06/30/17	\$164,853

SECTION 2 – FACULTY

FACULTY COMPENSATION

<u>NAME</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>BUDGET CODE</u>	<u>PAYMENT</u>
Buscemi, Santi	English	IX-M 570	1-221000-9122-1-00	\$375
DeMers, Anna	Visual, Performing and Media Arts	Director, Fall 2016 production of <i>The Apartment Plays</i> 11/17/16-11/20/16	1-226500-9134-1-00	\$1,757

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Shur, Ellen	English	IX-M 570	1-221000-9122-1-00	\$849
Spano, Mathew	English	IX-M 570	1-221000-9122-1-00	\$80
Strugala, Richard	English	IX-M 570	1-221000-9122-1-00	\$272

FACULTY LEAVE OF ABSENCE

<u>NAME</u>	<u>DEPARTMENT</u>	<u>TYPE OF LEAVE</u>	<u>DATES</u>
Peleg, Janet	ESL, Languages & Cultures	Paid	11/07/16-11/14/16

FACULTY SEVERANCE COMPENSATION PROGRAM 2016/2017

<u>NAME</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>PAYMENT</u>
Bachmann, Paul	Mathematics	06/30/17	\$91,875
DeLucia, Maria	Mathematics	06/30/17	\$25,042
de Uriarte, Brian	Accounting, Business and Legal Studies	06/30/17	\$91,480
Gaspar, John	Mathematics	06/30/17	\$78,581
Granuzzo, Nanette	ESL, Languages & Cultures	06/30/17	\$80,265
Harris, Selina	Mathematics	06/30/17	\$65,343
Mento, Frank	Mathematics	06/30/17	\$71,633
Trainor, Diane	Natural Sciences	06/30/17	\$23,702

SECTION 3 – CONFIDENTIAL – No Action

SECTION 4 – NON-ACADEMIC (UNIT AFFILIATED)

NON ACADEMIC APPOINTMENT

<u>NAME</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>BUDGET CODE</u>	<u>ANNUAL SALARY</u>	<u>DATE</u>
Pezzolla, Vito Joseph	Information Technology	IT Service Desk Analyst	1-092000-9132-1-00	\$43,698	11/16/16



NON-ACADEMIC COMPENSATION

<u>NAME</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>BUDGET CODE</u>	<u>PAYMENT</u>
Ross, Anthony	Visual, Performing and Media Arts	Set Designer, Fall 2016 production of <i>The Apartment Plays</i> , 11/17/16-11/20/16	1-226500-9134-1-00	\$1,757

NON-ACADEMIC LEAVE OF ABSENCE

<u>NAME</u>	<u>DEPARTMENT</u>	<u>TYPE OF LEAVE</u>	<u>DATES</u>
Dlugosz, Renata	Custodial Services	Paid	09/23/16-11/04/16
Fischer, Michael	Facilities Maintenance	Unpaid	10/21/16-11/03/16
Maxwell, Olivia	Educational Opportunity Fund	Paid	09/23/16-10/18/16

AFSCME SEVERANCE COMPENSATION PROGRAM 2016/2017

<u>NAME</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>PAYMENT</u>
Krosnowski, Patricia	Library	06/30/17	\$12,000
Sgro Lisa	Accounting, Business & Legal Studies	06/30/17	\$7,500

TEAMSTERS SEVERANCE COMPENSATION PROGRAM 2016/2017

<u>NAME</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>PAYMENT</u>
Fischer, Michael	Facilities Management	06/30/17	\$85,187
Sobczyk, Joseph	Facilities Maintenance	06/30/17	\$85,187

SECTION 5 – NON-ACADEMIC (NON-UNIT AFFILIATED)

NON-ACADEMIC APPOINTMENT – PART TIME/TEMPORARY

<u>NAME</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>BUDGET CODE</u>	<u>HOURLY</u>	<u>DATES</u>
Ali, Amad	Natural Sciences	Physics Lab Aide	1-218500-9150-1-00	\$12.25	10/24/16-06/30/17
Arocho, Sasha	Library Services	Learning Center Assistant	1-285100-9150-1-00	\$12.00	11/01/16-06/30/17
Cabrera, Iris	Dental Hygiene	Department Coordinator	1-213000-9150-1-00	\$20.00	11/01/16-12/31/16
Calamari, Melissa	Library Services	Learning Center Assistant	1-285100-9150-1-00	\$12.00	11/01/16-06/30/17

Hutter, Elizabeth	Medical Laboratory Technology	Guest Lecturer	1-216000-9150-1-00	\$51.28	10/06/16-12/20/16
Kittel, Grace	Continuing Education	Culinary Assistant	1-510000-9150-1-00	\$16.54	09/01/16-12/31/16
Rufo, Stefanie	Dental Hygiene	Department Coordinator	1-213000-9150-1-00	\$23.54	11/04/16-12/31/16

**NON-ACADEMIC MISCELLANEOUS**

1. BE IT RESOLVED that the agreement between the Board of Trustees of Middlesex County College and the American Federation of State, County and Municipal Employees Union Local #2269 be approved for the period July 1, 2016 through June 30, 2020 and filed in the Office of the President.
2. BE IT RESOLVED that the agreement between the Board of Trustees of Middlesex County College and the International Brotherhood of Teamsters Local #11 be approved for the period July 1, 2016 through June 30, 2020 and filed in the Office of the President.

**SECTION 6 – GRANTS AND SPECIAL PROJECTS**

**GRANTS AND SPECIAL PROJECTS – PART TIME APPOINTMENT**

<u>NAME</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>BUDGET CODE</u>	<u>HOURLY</u>	<u>DATES</u>
Camarillo, Bethany	School Relations	Student Worker	5-080006-9144-1-44	\$8.38	11/07/16-05/18/17
DeGaetano, Lisa	College Wide	Assistant to Site Coordinator B2B Scholars	5-219003-9305-1-65	\$20.00	11/03/16-07/31/17
Dumasia, Disha	Child Care	Child Care Assistant II	5-544018-9150-1-42	\$8.38	10/31/16-06/30/17
Juarez-Pelaez, Diana	School Relations	Student Worker	5-080006-9141-1-44	\$8.38	11/07/16-05/01/17
Rosario, David	School Relations	Student Worker	5-080006-9141-1-44	\$8.38	10/24/16-05/01/17

**SECTION 7 – PAYROLLS**

DIVISION OF CONTINUING EDUCATION

- a) BE IT RESOLVED that the following list of individuals who have successfully completed assignments for the Division of Continuing Education and are entitled to payment from the Division of Continuing Education accounts for November, 2016 be approved for the indicated amounts listed below beginning with the name Barry, Patrick and ending with the name Rapolla, Nancy for the total amount of \$10,692.00 (budget code 5-520005-9116-1-33):

CAREER TRAINING CENTER

<u>NAME</u>	<u>CONTRACT #</u>	<u>AMOUNT</u>
Barry, Patrick	16-17:329	\$288.00
Masterson, Robert	16-17:326	1,440.00
Masterson, Robert	16-17:363	1,980.00
Okwemba, Arthur	16-17:330	144.00
Patel, Anjana	16-17:327	1,440.00
Patel, Anjana	16-17:364	1,980.00
Rapolla, Nancy	16-17:328	1,440.00
Rapolla, Nancy	16-17:365	1,980.00
<b>TOTAL</b>		<b>\$10,692.00</b>

- b) BE IT RESOLVED that the following list of individuals who have successfully completed assignments for the Division of Continuing Education and are entitled to payment from the Division of Continuing Education accounts for November, 2016 be approved for the indicated amounts listed below beginning with the name Abramov, Gene and ending with the name Sullivan, Suzanne for the total amount of \$7,710.00 (budget code 1-520000-9116-1-00):

CORPORATE EDUCATION AND TRAINING

<u>NAME</u>	<u>CONTRACT #</u>	<u>AMOUNT</u>
Abramov, Gene	16-17:299	\$270.00
Abramov, Gene	16-17:316	120.00
Coleman, Deloris	16-17:309	800.00
Del Vecchio, Michelle	16-17:346	375.00
Dempsey, Lauren	16-17:301	360.00
Gettinger, Marilyn	16-17:199	200.00
Gettinger, Marilyn	16-17:297	200.00

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Gettinger, Marilyn	16-17:314	400.00
Gonzalez, Jennifer	16-17:171	270.00
Johnson, Kandia	16-17:311	440.00
Johnson, Kandia	16-17:312	440.00
Kirbos, Steve	16-17:198	2,700.00
Pennington-Joyner, Lori	16-17:310	320.00
Pennington-Joyner, Lori	16-17:313	440.00
Sullivan, Suzanne	16-17:303	<u>375.00</u>
	<b>TOTAL</b>	<b>\$7,710.00</b>

- c) BE IT RESOLVED that the following list of individuals who have successfully completed assignments for the Division of Continuing Education and are entitled to payment from the Division of Continuing Education accounts for November, 2016 be approved for the indicated amounts listed below beginning with the name Anderson, David and ending with the name Zahid, Ghani for the total amount of \$11,330.00 (budget code 1-510000-9116-1-00):

PROFESSIONAL AND COMMUNITY PROGRAMS (ADULT PROGRAMS)

<u>NAME</u>	<u>CONTRACT #</u>	<u>AMOUNT</u>
Anderson, David	16-17:201	\$135.00
Anderson, David	16-17:201	135.00
Anderson, David	16-17:201	270.00
Anderson, David	16-17:201	270.00
Bendoraitis, Stephen	16-17:202	420.00
Bine-Callagy, Glori	16-17:204	210.00
Bine-Callagy, Glori	16-17:204	210.00
DeFeo, Michael	16-17:214	360.00
DiSilvestro, Lora	16-17:216	2,100.00
Kanwal, Sarbmeet	16-17:230	210.00
Kapadia, Suraj	16-17:231	675.00
Kaur, Harjot	16-17:232	1,225.00
Kaur, Harjot	16-17:232	1,225.00
Miller, Michael	16-17:237	270.00
Miller, Michael	16-17:237	270.00
Molloy, William	16-17:238	210.00

Ottley, Jane	16-17:242	210.00
Ottley, Jane	16-17:241	210.00
Peluso, Frank	16-17:245	405.00
Pucillo, Agnes	16-17:246	1,080.00
Thakkar, Nitin	16-17:261	810.00
Zahid, Ghani	16-17:278	<u>420.00</u>
	<b>TOTAL</b>	<b>\$11,330.00</b>

d) BE IT RESOLVED that the following list of individuals who have successfully completed assignments for the Division of Continuing Education and are entitled to payment from the Division of Continuing Education accounts for November, 2016 be approved for the indicated amounts listed below beginning with the name Curry, Holly and ending with the name Schafer, David for the total amount of \$420.00 (budget code 1-511000-9116-1-00):

PROFESSIONAL AND COMMUNITY PROGRAMS (CULINARY PROGRAM)

<u>NAME</u>	<u>CONTRACT #</u>	<u>AMOUNT</u>
Curry, Holly	16-17:283	\$140.00
Guzman, Nadia	16-17:286	160.00
Schafer, David	16-17:254	<u>120.00</u>
	<b>TOTAL</b>	<b>\$420.00</b>

e) BE IT RESOLVED that the following list of individuals who have successfully completed assignments for the Division of Continuing Education and are entitled to payment from the Division of Continuing Education accounts for November, 2016 be approved for the indicated amounts listed below beginning with the name Esannason, Laura and ending with the name Oladeji, Abiodun for the total amount of \$6,775.50 (budget code 5-510011-9116-1-41):

PROFESSIONAL AND COMMUNITY PROGRAMS (ALLIED HEALTH GRANT – TAACCCT)

<u>NAME</u>	<u>CONTRACT #</u>	<u>AMOUNT</u>
Esannason, Laura	16-17:279	\$1,806.00
Esannason, Laura	16-17:279	252.00
Jones, Jennifer	16-17:280	1,785.00
Mikkilineni, Sujata	16-17:285	752.50
Mikkilineni, Sujata	16-17:285	105.00
Oladeji, Abiodun	16-17:240	<u>2,075.00</u>

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**TOTAL****\$6,775.50****HUMAN RESOURCES**

BE IT RESOLVED that the following personnel action in the Department of Human Resources for the Fall 2016 Adjunct payroll be approved.

**ADJUSTMENTS**

	<u>PREVIOUS</u>	<u>REVISED</u>
Brown, Claudina	\$2,154	\$0
Cretella, Ralph	\$4,308	\$3,590
Manners, Amanda	\$2,154	\$0
Pirrone, Berardo	\$4,308	\$6,462

**ADDITIONAL COMPENSATION**

<u>NAME</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>BUDGET CODE</u>	<u>PAYMENT</u>
Dixon, Bilal	Intercollegiate Athletics	Men's Soccer Coverage 10/05/16, 10/07/16, 10/08/16, 10/11/16 and 10/13/16	3-951000-9172-1-00	\$360
LeBlonde, C. Merry	Dental Hygiene	Class Coverage 09/21/16	1-213000-9116-1-00	\$72
Margulis, Marianna	Dental Hygiene	Class Coverage 10/21/16	1-213000-9116-1-00	\$215
Marsh, Tracy	Dental Hygiene	Class Coverage 10/03/16	1-213000-9116-1-00	\$205
Marsh, Tracy	Dental Hygiene	Class Coverage 10/12/16	1-213000-9116-1-00	\$205
Powell, Michel	Intercollegiate Athletics	On Site Game 09/15/16	3-951000-9172-1-00	\$60

After discussion, the motion was approved.

**REPORT OF COUNSEL**

No report.

REPORT OF THE PRESIDENT

Dr. La Perla-Morales' report for November 2016 is attached.

AUDIENCE

None.

The next scheduled regular meeting of the Board will take place on Wednesday, December 14, 2016, in the Chambers Hall Boardroom located on the campus of Middlesex County College. The meeting adjourned at 9:07 a.m.

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ROBERT P. SICA  
SECRETARY

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