

BOARD OF TRUSTEES OF MIDDLESEX COUNTY COLLEGE
EXECUTIVE COMMITTEE

Minutes of the Meeting of July 29, 2020

The Executive Committee of the Middlesex County College Board of Trustees met at 9:00 a.m. via Zoom. Board members present were: Mrs. Power and Messrs. Finkelstein, Sica, and Taffet. Also present were President McCormick, Counsel Mr. Hoffman, Vice President Dr. Herron, Chief Financial Officer Mr. Maltino, Human Resources Executive Director Mr. Morgan, Executive Dean Laureano, and Acting 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 July 25, 2020, advance written notice of this meeting was posted in the lobby of Chambers Hall.
- (b) On July 25, 2020, advance written notice of this meeting was e-mailed to the Home News Tribune and The Star Ledger.
- (c) On July 25, 2020, a copy of this advance notice of the meeting was filed with the Clerk of the Middlesex County Board of Chosen Freeholders.
- (d) On July 25, 2020, 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.

Chairman Power led the Pledge of Allegiance.

FINANCE COMMITTEE

Mr. Finkelstein moved, seconded by Mr. Sica, for adoption of resolutions 1 through 3:

1. WHEREAS, the College has previously solicited proposals for the first year with a second year renewal option as allowed by N.J.S.A. 18A:65A-25 et seq. the following renewal contracts for interpreter services are awarded:
 - a. Second-Year Renewal Option for the period July 1, 2020 through June 30, 2021:

Accents Communication & Design LLC, Somerville, NJ for the rate of \$70.00 per hour plus mileage.

Mary Kay Adams, West Orange, NJ for the rate of \$75.00 per hour plus mileage.

All World Language Consultants Inc., Rockville MD for \$72.50 per hour plus mileage.
ASL Interpreter Services, Somerville, NJ for the rate of 99.00 per hour plus mileage.
Bilingual Professional Agency Inc., Brooklyn NY for the rate of \$81.73 plus mileage.
Kathy Ferejohn, Middletown, NJ for the rate of \$80.00 per hour plus mileage.
Sharon Ferraro, South Plainfield, NJ for the rate \$85.00 per hour.
Marci Friedman, Colonia, NJ for the rate of \$70.00 per hour.
Dena Hazen, Union Beach NJ for the rate of \$87.50 per hour.
Cheryl Huber, Manasquan, NJ for the rate of \$90.00 per hour plus mileage.
Melissa Jenkins, Neptune, NJ for the rate of \$80.00 per hour plus mileage.
Tara Marino, Staten Island, NY for the rate of \$70.00 per hour plus mileage.
Laurellie Jacobs Martinez, Maplewood, NJ for the rate of \$75.00 per hour plus mileage.
Kimberly Mecane, Highland Park, NJ for the rate of \$80.00 per hour.
Tiffany Mosquera, Bridgewater, NJ for the rate of \$70.00 per hour.
Kathleen Nilsson, Middlesex, NJ for the rate of \$70.00 per hour plus mileage.
Audrey Rosenberg, Edison NJ for the rate of \$70.00 per hour.
Bryon Rowe Interpreting, New Brunswick, NJ for the rate of \$70.00 per hour.
Sign4U Interpreting Service LLC, Glendora, NJ for the rate of 95.00 per hour.
Sign Language Resources, Newburgh, NY for the amount of \$85.00 per hour plus mileage.
Gina Surette, Manalapan, NJ for the rate of \$75.00 per hour.
Shari Walton, Kendall Park, NJ for the rate of \$70.00 per hour plus mileage.
Katie Waelde, Roselle, NJ for the rate of \$65.00 per hour plus mileage.

2. 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

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 vendors have completed and submitted Business Entity and Political Contribution Disclosures which certify that the vendors have 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 vendors 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 for purchases and services classified as exempt under the provision of N.J.S.A. 18A:64A-25.5 be made to the following vendor(s):

Wiss & Co., LLP, Florham Park, NJ for supplemental account analysis services at a cost not-to-exceed \$27,500.00 for 137.50 hours.

3. BE IT RESOLVED that based on the recommendation of the Chief Financial Officer, payments be authorized to the following firm:

Weiner Law Group, LLC for legal services rendered regarding labor matters for the month of May 2020 Fees \$1,680.00

Weiner Law Group, LLC for legal services rendered regarding labor matters for the month of June 2020 Fees \$1,715.00

After discussion, the motion was approved.

HUMAN RESOURCES COMMITTEE

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

Hires, Change of Status and Separations – This month includes 16 recommended items total. A summary of the action items is listed below.

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

A. HIRES

GRANTS

1.	Name:	Yarelis Figueroa
	Department:	Continuing Education
	Position:	Marketing & Outreach Coordinator
	Salary:	\$55,000
	Effective:	8/17/20

2. Name: John Miller
Department: Continuing Education
Position: Program Manager
Salary: \$65,000
Effective: 8/17/20

B. CHANGE OF STATUS

ADMINISTRATIVE

1. Name: Saswati Roy
Department: Enrollment Services
Action: Change from Financial Aid Administrator to Enrollment Services Administrator
Salary: *\$71,126
Effective: 7/16/20
*Change in Position only

FACULTY

1. Name: Josiane Martinez
Department: Engineering Technologies
Position: Instructor – 1 year only
Salary: \$61,970
Effective: 8/31/20

SUPPORT STAFF

1. Name: Mark Andersch
Department: Facilities Management
Action: COPE Increase
Salary: \$55,757
Effective: 8/1/20

2. Name: Anthony Cavezza
Department: Buildings and Grounds Maintenance
Action: COPE Increase
Salary: \$62,921
Effective: 8/1/20

3. Name: Ian Englert
Department: Facilities Management
Position: COPE Increase
Salary: \$49,852
Effective: 8/1/20

4. Name: Vincent Finocchiaro
Department: Facilities Management
Position: COPE Increase
Salary: \$54,818
Effective: 8/1/20

5. Name: Michael Motika
Department: Facilities Management
Position: Change from Grounds Person II to Grounds Person I
Salary: \$47,973
Effective: 4/1/20

C. SEPARATIONS

FACULTY

1. Name: Steven Foster
Department: Engineering Technologies
Action: Retirement
Effective: 7/31/20
2. Name: Jack Waintraub
Department: Engineering Technologies
Action: Retirement
Effective: 8/31/20

D. MISCELLANEOUS

FACULTY – COMPENSATION

1. Name: Adrian Novio
Department: Mathematics
Reason: Stipend for first time teaching online: 3 contact hours, Summer I – MAT-124
Payment: \$3,000
2. Name: Charles O’Gorman
Department: Business and Computer Science
Reason: Stipend for first time teaching online: 3 contact hours, Summer I – ECO-201
Payment: \$3,000
3. Name: Shannon Pullaro
Department: Business and Computer Science
Reason: Stipend for first time teaching online: 3 contact hours, Summer I – ECO-202, MKT-201
Payment: \$3,000

FACULTY MISCELLANEOUS – RETIREMENT

WHEREAS, **Steven Foster**, has faithfully served Middlesex County College from September 1, 1976 to July 31, 2020; and

WHEREAS, He has performed his duties and responsibilities capably and loyally;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees accepts the voluntary retirement of Steven Foster as of July 31, 2020; and

BE IT FURTHER RESOLVED that the Board recognizes the significant contributions of Steven Foster during his years of service to Middlesex County College and extends its best wishes to him on his retirement.

COACHING APPOINTMENT – 2020-2021 ACADEMIC YEAR

<u>NAME</u>	<u>SPORT</u>	<u>SALARY</u>
Sanje, Christian	Head Men’s Soccer Coach	\$9,927
Sanje, Christian	Spring Stipend – Men’s Soccer	\$2,075

After discussion, the motion was approved.

GENERAL

Mr. Hoffman recommended approval of the following Emergency Proclamation that details the revised leave of absence benefits for full-time employees due to COVID-19.

Mr. Finkelstein moved, seconded by Mr. Taffet, for approval of the following resolution:

1. WHEREAS, on March 17, 2020, the Board of Trustees of Middlesex County College approved an Emergency Proclamation in response to COVID-19; and

WHEREAS, this proclamation included provisions to adopt a policy recommendation from the President to hold full-time employees harmless with regard to the required use of paid leave time due to several COVID-19-related reasons; and

WHEREAS, the Families First Coronavirus Response Act (“FFCRA”) was signed into law on March 18, 2020, and provides for two federal emergency leave benefits. Emergency Paid Sick Leave provides employees up to 80 hours of full or partial salary replacement should they experience an absence from work for medical reasons related to COVID-19, including care for family members. An emergency expansion of the Family and Medical Leave Act (“FMLA”) includes leave of absence benefits for employees absent from work due to a child’s school or care provide closure related to COVID-19;

NOW, THEREFORE, BE IT RESOLVED to the Board of Trustees as follows:

1. All provisions approved in items 4, 5, 6 and 7 in the March 17, 2020 Emergency Proclamation, which held full-time employees harmless with regard to the required use of paid leave time due to COVID-19-related reasons, will expire on August 3, 2020.

2. All Middlesex County College employees will receive communication and guidance from the Office of Human Resources prior to August 3, 2020 regarding FFCRA emergency leave benefits which are set forth in paragraph 3.
3. Employees of Middlesex County College who are unable to work or telework and meet one of the criteria below may be provided with paid sick leave if the employee:
 - a. is subject to federal, state or local quarantine or isolation order related to COVID-19;
 - b. has been advised by a health care provider to self-quarantine related to COVID-19;
 - c. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
 - d. is caring for an individual subject to an order described in (a) or self-quarantine as described in (b);
 - e. is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19; or
 - f. is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.
4. For reasons 3(a)(b)(c) (d) and (f), a full time employee is eligible for 80 hours of paid sick leave and a part time employee is eligible for the number of hours of leave the employee works on average over a two week period.
5. For reason 3(e) a full time employee is eligible for up to 12 weeks of leave (2 weeks of paid sick leave followed by up to 10 weeks of paid expanded family and medical leave) at 40 hours per week with a part time employee's time pro-rated based on the number of hours they would normally be scheduled to work over that period.
6. For reasons 3(a)(b) and (c), employees taking leave are entitled to pay at either their regular rate or applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate over the two week period. In conjunction with this benefit, the employee may elect to charge accrued vacation, personal days or floating holidays as set forth in the Full-Time Management Personnel Handbook or applicable labor contract.
7. For reasons 3(d)(e) and (f), employees taking leave are entitled to two-thirds of their regular rate or two-thirds of the minimum wage whichever is higher, up to \$200 per day and \$2,000 in the aggregate for the two week period. In conjunction with this benefit, the employee may elect to charge accrued vacation, personal days or floating holidays as set forth in the Full-Time Management Personnel Handbook or applicable labor contract.
8. For reason 3(e) (childcare provision) after the initial two week period and for the period of 10 additional weeks, the employee may make the following election: (i) be compensated at two-thirds of their regular daily rate of pay up to \$200; or (ii) the employee may elect to charge accrued vacation, personal days or floating holidays as set forth in the Full-Time Management Personnel Handbook or applicable labor contract. Employees who exhaust their accrued

leave shall then receive two-thirds of their regular pay up to \$200 per day for the remaining period of the leave entitlement.

9. This Resolution shall expire at the expiration of the FFCRA, or on December 31, 2020, whichever is earlier, unless extended by the Board of Trustees.

After discussion, the motion was approved.

Mr. Finkelstein moved, seconded by Mr. Sica, the following:

2. Mr. Hoffman, Dr. McCormick, and the Middlesex County Joint Health Insurance Fund (JHIF) recommend approval of a \$75,000 settlement agreement with former employee, Maureen Lawrence. JHIF will pay one-half of this settlement amount.

After discussion, the motion was approved.

The above resolutions will be ratified at the next regular meetings of the Board of Trustees on Wednesday, September 16, 2020, at 8:30 a.m.

The meeting adjourned at 9:22 a.m.

ROBERT P. SICA
SECRETARY