

BOARD OF TRUSTEES OF MIDDLESEX COLLEGE

Minutes of the Meeting of January 18, 2023

The scheduled 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 and on Zoom. Board members present were: Mmes. Buteas, Jethwani, and Roman and Messrs. Anderson, Oras, Paluri, and Taffet. Messrs. Finkelstein, Patel, Raja, and Sica were absent. 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 November 14, 2022, advance written notice of this meeting was posted in the lobby of Chambers Hall and the College Center.
- (b) On November 14, 2022, advance written notice of this meeting was emailed to the Home News Tribune and The Star Ledger.
- (c) On November 14, 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 November 14, 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

Mr. Paluri moved, seconded by Ms. Buteas, to adopt the December 14, 2022 regular meeting minutes as presented.

After discussion, the motion was approved.

PRESENTATION

Dr. Kara Kaldawi, Director of the Nursing Program, gave a presentation on the Middlesex College - Hackensack Meridian Health Joint Nursing Program. She reported that the program was established in 2006. She shared that the program promotes student success through educational excellence and that the goal is to graduate nurses who are able to provide empathetic, evidence-based care to a diverse population.

FINANCE COMMITTEE

Mr. Maltino reported that the Finance Committee met on January 11, 2023 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. Oras moved, seconded by Ms. Jethwani, for adoption of Resolutions 1 through 7.

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:

<u>COOPERATIVE</u>	<u>CONTRACT NUMBER</u>	<u>COMPANY</u>	<u>DESCRIPTION</u>	<u>AWARD</u>
E&I Contract	00077	Patterson Dental	Water filter supplies for dental chairs funded by the Carl D. Perkins Grant	\$4,998.44
E&I Contract	00077	Patterson Dental	ADEC dental chairs funded by the Carl D. Perkins Grant	\$83,450.00
E&I Contract	00077	Patterson Dental	Equipment for Dental Hygiene Program funded by the Carl D. Perkins Grant	\$613.38
ESCNJ	22/23-08	Fleetwood Group c/o BFI	Custom lab benchwork and cabinetry for South Hall funded by the Equipment Leasing Fund	\$18,921.33
ESCNJ	AEPA-21C	Konica Minolta	Color copier maintenance pro-rated for 6 months	\$24,600.00

ESCNJ	19/20-32	Manhattan Welding	Emergency repair parts and labor for Raritan Hall boiler	\$7,500.00
ESCNJ	21/22-22	W.B. Mason	Copier paper for campus-wide printing	\$15,800.00
ESCNJ	18/19-35	Spruce Industries	Floor scrubber	\$25,748.09
HCESC	CAT-19-09	F.W. Webb	Additional plumbing supplies	\$18,000.00
NCPA	01-16	Aspire Technology Partners LLC	Cisco cloud security software license	\$9,555.00
NJ Edge	269 EMCPS- 19-001	SHI International	Microsoft 365 annual software license renewal	\$67,715.30
NJ Edge	269 EMCPS- 19-001	SHI International	Proofpoint email threat protection software annual renewal	\$96,542.43
NJ Edge	269 EMCPS- 19-001	SHI International	IT and Media Services work order system software	\$18,515.69
NJSC	19-TELE- 00656	Dell Marketing	Computer monitors for lab refresh	\$51,311.89
NJSC	18-FLEET- 00234	Home Depot Credit Services	Additional walk-in building supplies	\$10,000.00
NJSC / SOCCP	88839 / CC- 0001-20	WB Mason	Additional office supplies	\$10,000.00
OMNIA	EV2671-01	Vic Gerard Golf Cars	Two (2) golf carts for Facilities Management	\$37,884.10

SOURCE	011822-LAE	Laerdal Medical Corporation	Nursing simulation devices, equipment, and peripheral accessories funded by the Securing Our Children's Future grant	\$157,308.88
--------	------------	-----------------------------	--	--------------

- (1) E&I – Education and Institutional Cooperative Services
- (2) ESCNJ – Educational Services Commission of New Jersey
- (3) HCESC – Hunterdon County Educational Services Commission
- (4) NCPA – National Cooperative Purchasing Alliance
- (5) NJ Edge – NJ Edge Consortium
- (6) NJSC – New Jersey State Contract
- (7) OMNIA – OMNIA Partners Cooperative
- (8) SOURCE – Sourcewell National Cooperative

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 #10811A for architectural / engineering consulting services for roof replacements at the Library, Gateway, Bookstore, and Instructional Resource Center from a total of three (3) responses:

Spiegle Architectural, Hamilton, NJ for the not-to-exceed amount of \$74,850.00.

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 vendors have completed and submitted Business Entity and Political Contribution Disclosures certifying 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, a contract be ratified/authorized to the following vendors:

- a. Black Box Network Services, Maple Grove, MN for on-going telephone maintenance services through February 28, 2022 for the not-to-exceed amount of

\$34,500.00.

- b. Laerdal Medical Corporation, Wappinger Falls, NY for the installation, warranty, loaner coverage, and on-site preventative maintenance services for the proprietary simulation software and equipment funded by the Securing Our Children's Future grant in the amount not-to-exceed \$49,660.10 for a three (3) year period commencing upon installation.

4. WHEREAS, The Board of Trustees of Middlesex College approved the application for the Open Textbook Collaborative project, and accepted the award of \$1,444,068.00 from the U.S. Department of Education on February 17, 2021; and

WHEREAS, The College serves as the Lead Agency for the project and has a need to enter into agreements with entities as grant subrecipients for the project period of January 1, 2021 through December 31, 2023; and

WHEREAS, Subrecipients will provide the College with professional consulting services classified as exempt in accordance with N.J.S.A. 18A:64A-25.5.a.(15) for the development of new open textbooks and expansion of open textbook use in STEM/CTE degree-granting programs; and

WHEREAS, The Director of Purchasing and Inventory has determined and certified in writing that the value of the agreement exceeds \$17,500.00; and

WHEREAS, The subrecipients are non-profit entities, three (3) county colleges and a State university, and are therefore exempt from Business Entity and Political Contribution Disclosures; and

WHEREAS, On October 20, 2021, the Board of Trustees awarded the first and second contract years to the subrecipients for the period of January 15, 2021 through January 14, 2022, and January 15, 2022 through January 14, 2023; and

NOW, THEREFORE, BE IT RESOLVED, That based on the recommendation of the Director of Purchasing and Inventory and the Chief Financial Officer, the below agreements be awarded for the third contract year for the period of January 15, 2023 through December 31, 2023.

- a. NJ Edge.net, Newark, NJ for the not-to-exceed amount of \$69,615.00.
- b. Brookdale Community College, Lincroft, NJ for the not-to-exceed amount of \$77,375.00.
- c. Ocean County College, Toms River, NJ for the not-to-exceed amount of \$77,375.00.
- d. Passaic County Community College, Paterson, NJ for the not-to-exceed amount of \$77,375.00.

1/18/2023

- e. Rowan University, Glassboro, NJ for the not-to-exceed amount of \$110,525.00.

5. 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 the following items:

- a. Medical equipment from L’Hommedieu Hall 221;
- b. One (1) blast chiller, one (1) tilting kettle, and eight (8) 5-quart mixers from Hospitality, Culinary, and Dietetics Department;
- c. One (1) Continental scientific refrigerator from Natural Sciences;
- d. Four (4) x-ray devices from Dental Hygiene;
- e. Seven (7) pallets of various IT equipment including computers, monitors, accessories, networking equipment, and other related items; and
- f. One (1) Toro Groundsmaster Rotary lawn mower.

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.

6. 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 2 construction document architectural services in conjunction with the Chambers Hall Renovation project in the amount of \$22,800.00.

Contract Amount	\$76,000.00
Previous Payments	22,800.00
Payment #2	<u>22,800.00</u>
Balance	<u>\$30,400.00</u>

- b. DMR Architects, Hasbrouck Heights, NJ for Phase 2 construction document

architectural services for additional HVAC work in conjunction with the Chambers Hall Renovation project in the amount of \$9,150.00.

Contract Amount	\$30,500.00
Payment #1	<u>9,150.00</u>
Balance	<u>\$21,350.00</u>

- c. Entech Engineering, Reading, PA for engineering services in conjunction with the Campus Facilities Audit in the amount of \$600.00.

Contract Amount	\$6,000.00
Previous Payments	1,200.00
Payment #2	<u>600.00</u>
Balance	<u>\$4,200.00</u>

- d. 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 \$520.00.

Contract Amount	\$39,000.00
Previous Payment	38,480.00
Payment #6 (FINAL)	<u>520.00</u>
Balance	<u>\$ 0.00</u>

- e. 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 \$134.00.

Contract Amount	\$10,000.00
Previous Payment	9,866.00
Payment #6 (FINAL)	<u>134.00</u>
Balance	<u>\$ 0.00</u>

- f. 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 \$268.00.

Contract Amount	\$20,000.00
Previous Payment	19,732.00
Payment #6 (FINAL)	<u>268.00</u>
Balance	<u>\$ 0.00</u>

- g. ML Inc., Passaic, NJ for construction services in conjunction with the North Hall Renovation project in the amount of \$231,096.60.

1/18/2023

Contract Amount	\$2,915,000.00
Previous Payments	1,252,702.36
Payment #7	<u>231,096.60</u>
Balance	<u>\$1,431,201.04</u>

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

Contract Amount	\$17,000.00
Previous Payments	13,222.22
Payment #8	<u>1,888.89</u>
Balance	<u>\$ 1,888.89</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 \$41,490.00.

Contract Amount	\$2,848,063.00
Previous Payments	2,384,156.70
Payment #16	<u>41,490.00</u>
Balance	<u>\$ 422,416.30</u>

- j. 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	13,088.00
Payment #9	<u>1,636.00</u>
Balance	<u>\$ 1,636.00</u>

- k. 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 \$13,500.00.

Contract Amount	\$374,000.00
Previous Payment	287,550.00
Payment #7	<u>13,500.00</u>
Balance	<u>\$ 72,950.00</u>

7. BE IT RESOLVED, That based on the recommendation of the Chief Financial Officer, payment be authorized to the following firms:

- a. Weiner Law Group, LLP, Parsippany, NJ for legal services rendered regarding labor matters for the month of November 2022 in the amount of \$4,680.00.

After discussion, the motion was approved. Mr. Taffet abstained from Resolutions 6.h and 7.a.

HUMAN RESOURCES COMMITTEE

This month includes 30 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.	<u>Hires</u>	<u>Recommendations</u>
	Administrative	1
	Confidentials	2
	Support Staff	4
B.	<u>Change of Status</u>	<u>Recommendations</u>
	Administrative	7
	Grants	1
C.	<u>Separations</u>	<u>Recommendations</u>
	Administrative	2
	Support Staff	2
D.	<u>Miscellaneous</u>	<u>Recommendations</u>
	Administrative	4
	Faculty	4
	Support Staff	2
	Grants	1

A. HIRES

ADMINISTRATIVE

- Name: Pawel Pieszchala
 Department: Facilities Management
 Position: Supervisor, Custodial Services
 Salary: \$60,362
 Effective: 1/3/2023

CONFIDENTIALS

- Name: Kanchan Bajaj
 Department: Payroll Services

1/18/2023

Position: Payroll Specialist
Salary: \$46,694
Effective: 2/16/2023

2. Name: Rashmi Sanglikar
Department: Student Account Services
Position: Student Accounts Specialist
Salary: \$44,023
Effective: 1/9/2023

SUPPORT STAFF

1. Name: Richard Catena
Department: Athletics and Recreation
Position: Equipment Aide
Salary: \$32,694
Effective: 2/1/2023
2. Name: Senilda Macedo Prado
Department: Facilities Management
Position: Custodian
Salary: \$32,730 + \$2,610 (shift differential) = \$35,340*
Effective: 12/16/2022
*Salary correction
3. Name: Patricia Valdez
Department: Natural Sciences
Position: Department Assistant
Salary: \$42,054
Effective: 1/3/2023*
*Appointment rescinded
4. Name: Brian Weins
Department: Mathematics
Position: Department Assistant
Salary: \$42,054 + \$500 (Associates Degree) = \$42,554
Effective: 1/16/2023

B. CHANGE OF STATUS

ADMINISTRATIVE

1. Name: Elva Carrasco
Department: Finance
Title: Senior Staff Accountant
Salary: \$65,009
Effective: 1/3/2023

2. Name: Caryl Cerqua
Department: Finance
Action: \$700/month Stipend – Additional Responsibilities
Effective: 1/1/2023 – 6/30/2023 (extension)
3. Name: Zachary Rebnicky
Department: Facilities Management
Action: \$700/month Stipend – Additional Responsibilities
Effective: 1/1/2023 – 1/31/2023 (extension)
4. Name: Jacqueline Rivera
Department: Grants
Title: Assistant Director, Grants
Salary: \$75,843
Effective: 1/31/2023
5. Name: Richard Sudnick
Department: Facilities Management
Action: \$700/month Stipend – Additional Responsibilities
Effective: 1/1/2023 – 1/31/2023 (extension)
6. Name: Michael Tavarone
Department: Finance
Action: \$500/month Stipend – Additional Responsibilities
Effective: 1/1/2023 – 6/30/2023 (extension)
7. Name: Alicja Zalewski
Department: Finance and Administration
Action: \$500/month Stipend – Additional Responsibilities
Effective: 2/1/2023 – 2/28/2023 (extension)

GRANTS

1. Name: Lisa Haskins
Department: Workforce Development and Lifelong Learning
Position: HealthWorks Success Coach
Salary: \$55,722
Effective: 12/16/2022-6/30/2023

C. SEPARATIONS

ADMINISTRATIVE

1. Name: Joel B. Adams
Department: Military and Veteran Services
Action: Resignation
Effective: 1/27/2023

1/18/2023

2. Name: Aslihan Cakmak
Department: Business and Computer Science
Action: Resignation
Effective: 1/17/2023

SUPPORT STAFF

1. Name: Josefina A. Acosta-Decabrera
Department: Facilities Management
Action: Resignation
Effective: 12/22/2022
2. Name: Richard Gibbs
Department: Facilities Management
Action: Resignation
Effective: 1/6/2023

D. MISCELLANEOUS

ADMINISTRATIVE – ADDITIONAL COMPENSATION

1. Name: Gary Abbott
Department: ESL, Languages and Cultures
Reason: ESL Navigator (Grants Project)
Payment: \$5,000
2. Name: Alexis Delgado
Department: Equal Opportunity Fund
Reason: ESL Navigator (Grants Project)
Payment: \$5,000

ADMINISTRATIVE – LEAVE OF ABSCENCE

1. Name: Paola Mendez
Department: Educational Opportunity Fund
Type of leave: Unpaid
Effective: 1/13/2023 – 3/15/2023

COACHING APPOINTMENT

1. Name: Valentino Thompson
Department: Athletics and Recreation
Position: Assistant Men's Basketball Coach
Salary: \$6,001
Effective: 12/16/2022 – 6/30/2023

FACULTY – ADDITIONAL COMPENSATION - NON-CREDIT COURSES

1. Name: Daniel Grek
 Department: Engineering Technologies
 Reason: Mechanical Engineering Winter Bridge Program
 Payment: (Non-Credit) \$1,073
2. Name: Josiane Martinez
 Department: Engineering Technologies
 Reason: Mechanical Engineering Winter Bridge Program
 Payment: (Non-Credit) \$1,073

FACULTY COMPENSATION – IX-M

1. Name: Alexandra Fields
 Department: Center for Justice-Impacted Students
 Reason: IX-M # 724 Academic Program Director, Center for Justice-Impacted Students (Summer 2022, Fall 2022)
 Payment: \$5,100
2. Name: Alexandra Fields
 Department: Center for Justice-Impacted Students
 Reason: IX-M # 725 Academic Program Director, Center for Justice-Impacted Students (Winter Session 2023)
 Payment: \$4,000

SUPPORT STAFF – LEAVE OF ABSCENCE

1. Name: Josefina Acosta Decabrera
 Department: Facilities Management
 Type of leave: Unpaid
 Effective: 12/16/2022 – 12/21/2022
2. Name: Jose Grecia
 Department: Facilities Management
 Type of leave: Unpaid
 Effective: 1/21/2023 – 3/31/2023

GRANTS AND SPECIAL PROJECTS REAPPOINTMENTS

1. Name: Steven Chudnick
 Department: Library Services
 Salary: \$66,462
 Effective: 1/1/2023-6/30/2023

After discussion, the motion was approved.

GENERAL

Mr. Paluri moved, seconded by Ms. Buteas, for approval of Resolution 1.

1. Based on the recommendation of Middlesex College Board of Trustees Vice Chair Garry Taffet, approve President McCormick's expenses for the second quarter of FY2023.

After discussion, the motion was approved.

REPORT OF COUNSEL

No report.

REPORT OF THE PRESIDENT

President McCormick shared highlights from Calendar Year 2022. He also reported on the Middlesex County Community, Innovation, and Opportunity Strategic Investment Plan which will transform Middlesex College into a leading destination in New Jersey. A video about the Plan was shared with the Board.

NEW BUSINESS

Trustee Taffet wished Board Chair Mark Finkelstein a Happy Birthday.

COMMENTS FROM THE LIAISON TO MIDDLESEX COUNTY CAPITAL INVESTMENT PROJECTS

Trustee Taffet reported that Phase 1 of the Plan will begin soon in Thomas A. Edison Park with the development of 14 new multi-purpose fields. Other projects are still in the preliminary stages.

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. He thanked Dr. Kaldawi for her presentation and Dr. McCormick and the Board of Trustees for their leadership.

The next regular meeting of the Board of Trustees will take place on Wednesday, February 15, 2023, 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 9:17 a.m.

ROBERT P. SICA
SECRETARY

VOL. XCIV - 592
1/18/2023

THIS PAGE WAS NOT USED