

BOARD OF TRUSTEES OF MIDDLESEX COLLEGE

Minutes of the Meeting of April 19, 2023

The scheduled meeting of the Board of Trustees of Middlesex College was held at 5:00 p.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, Finkelstein Oras, Paluri, Patel, Raja, and Taffet. Mr. Sica was absent. Also present were President McCormick, General Counsel Mr. Hoffman, Assistant Secretary Ms. Roa, Vice Presidents 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, 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 March 16, 2023, advance written notice of this meeting was posted in the lobby of Chambers Hall and the College Center.
- (b) On March 16, 2023, advance written notice of this meeting was emailed to the Home News Tribune and The Star Ledger.
- (c) On March 16, 2023, a copy of this advance notice of the meeting was filed with the Clerk of the Middlesex County Board of County Commissioners.
- (d) On March 16, 2023, 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. Oras moved, seconded by Mr. Raja, to adopt the March 15, 2023 regular meeting minutes as presented.

After discussion, the motion was approved.

CORRESPONDENCE

President McCormick read a Resolution passed by the Board of County Commissioners of Middlesex County proclaiming April 2023 as National Community College Month.

PRESENTATION

Sanjana Butala, Class of 2021, shared her experience as a student at Middlesex College with the Board of Trustees. Ms. Butala credited Middlesex College for her success and leadership. During her time on campus, she served as the President of the Indian Students Association and the New Brunswick Center Student Club, and Vice President for Service for Phi Theta Kappa. Ms. Butala transferred with a full scholarship to Rider University and plans on attending medical school in the fall.

FINANCE COMMITTEE

Mr. Maltino reported that the Finance Committee met on April 12, 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 nine resolutions.

Mr. Taffet moved, except for Resolutions 6.d. and 7.a. He abstained on those two Resolutions. Mr. Oras moved Resolutions 6.d. and 7.a. Seconded by Mr. Paluri for adoption of Resolutions 1 through 9.

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>
ESCNJ	22/23-12	Cherry Valley Tractor Sales	Kubota plow and blower for Grounds Department	\$13,007.67
NJSC	21-TELE-01506	ePlus Technology Inc.	Virtual network segmentation technology consulting	\$65,000.00
NJSC	21-TELE-01506	ePlus Technology Inc.	Wireless access points	\$24,380.61
NJSC	21-TELE-01506	ePlus Technology Inc.	Remediation services to finalize Fiber Plant design	\$60,000.00

- (1) ESCNJ – Educational Services Commission of New Jersey
- (2) NJSC – New Jersey State Contract

2. BE IT RESOLVED, That based on the recommendation of the Director of

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Purchasing and Inventory and the Chief Financial Officer, awards be authorized to the following vendors pursuant to a fair and open process:

- a. Quote #10853 for Advanced Physiology Teaching Kits funded by the Carl D. Perkins grant and one (1) quote received:

iWorx Systems Inc., Dover, NH for the not-to-exceed amount of \$18,314.00.

- b. Quote #10861 for dental supplies from a total of four (4) quotes received and in accordance with E&I cooperative contract EI00077:

Patterson Dental Supply, Totowa, NJ for the not-to-exceed amount of \$15,042.45.

- 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. Excel Communications Worldwide, Inc., Harleysville, PA, for additional labor needed to complete the media equipment installation in the L'Hommedieu Hall Dental Clinic as per HCESC CAT 19-06:

Previous Contract Amount	\$ 64,133.70
Amendment #1	<u>5,460.80</u>
New Contract Amount	<u>\$69,594.50</u>

- b. Momentum Hospitality at MC, LLC, East Hanover, NJ for additional catering services needed through June 30, 2023:

Previous Contract Amount	\$ 50,000.00
Amendment #1	<u>30,000.00</u>
New Contract Amount	<u>\$ 80,000.00</u>

- c. Moran Technology Consulting, Naperville, IL for additional services needed for Rapid Identity:

Previous Contract Amount	\$ 21,000.00
Amendment #1	<u>2,100.00</u>
New Contract Amount	<u>\$ 23,100.00</u>

- d. Schindler Elevator Corporation, Morristown, NJ for South Hall and West Hall for additional services needed as per NJSC 20-GNSV2-01121:

Previous Contract Amount	\$ 10,000.00
Amendment #1	<u>622.99</u>
New Contract Amount	<u>\$10,622.99</u>

- e. Vista Travel Management, Colonia, NJ for additional travel agent services needed through June 30, 2023:

Previous Contract Amount	\$ 35,000.00
Amendment #1	<u>2,000.00</u>
New Contract Amount	<u>\$ 37,000.00</u>

4. BE IT RESOLVED, That based on the recommendation of the Executive Director of Facilities Management and the Chief Financial Officer, two (2) change orders be made to the contract for the following project:

- a. VA Electrical Contractor, LLC, Millstone Township, NJ for installation of additional alarm devices in conjunction with the Fire Alarm Installation at Edison Hall and Physical Education Center in the net amount of \$40,620.00:

Previous Contract Amount	\$374,000.00
Change Order #1	2,500.00
Change Order #2	<u>38,120.00</u>
New Contract Amount	<u>\$414,620.00</u>

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. One (1) Scientific refrigerator/freezer; and
- b. One (1) vacuum pump from Dental Hygiene

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.

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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. Epic Management, Inc., Piscataway, NJ for construction management services in conjunction with Securing Our Children's Future Lab Renovations, North Hall Renovation, and L'Hommedieu Hall Dental Clinic projects in the amount of \$38,600.00.

Contract Amount	\$328,100.00
Previous Payments	113,471.00
Payment #7	19,300.00
Payment #8	<u>19,300.00</u>
Balance	<u>\$176,029.00</u>

- b. K&D Contractors LLC, Kenilworth, NJ for construction services in conjunction with the College Center Sprinkler Upgrade project in the amount of \$179,408.16.

Contract Amount	\$2,339,000.00
Previous Payment	1,367,763.30
Payment #9	<u>179,408.16</u>
Balance	<u>\$ 791,828.54</u>

- c. ML Inc., Passaic, NJ for construction services in conjunction with the North Hall Renovation project in the amount of \$213,377.71.

Contract Amount	\$2,915,000.00
Previous Payments	1,663,611.76
Payment #9	<u>213,377.71</u>
Balance	<u>\$1,038,010.53</u>

- d. Netta Architects, Mountainside, NJ for additional construction administration architectural services in conjunction with the North Hall Renovation project in the amount of \$2,428.00.

Contract Amount	\$26,712.00
Previous Payments	17,000.00
Payment #10	<u>2,428.00</u>
Balance	<u>\$ 7,284.00</u>

- e. Northeastern Interior Services, Little Falls, NJ for construction services for the Biotech Lab, Engaged Learning Lab and the Nursing Simulation Lab in conjunction with the Securing Our Children's Future grant project in the amount of \$26,550.00.

Contract Amount	\$1,219,000.00
Payment #1	<u>26,550.00</u>
Balance	<u>\$ 1,192,450.00</u>

- f. Remington & Vernick Engineers, Cherry Hill, NJ for engineering design revision services in conjunction with the College Center Sprinkler Upgrade project in the amount of \$7,815.00.

Contract Amount	\$10,000.00
Previous Payments	1,140.00
Payment #2	<u>7,815.00</u>
Balance	<u>\$ 1,045.00</u>

- g. Spiezle Architects, Hamilton, NJ for construction document architectural services in conjunction with the Campus Wayfinding Signage project in the amount of \$822.50.

Contract Amount	\$16,450.00
Previous Payments	12,337.50
Payment #5	<u>822.50</u>
Balance	<u>\$ 3,290.00</u>

- h. Spiezle Architects, Hamilton, NJ for construction document architectural services in conjunction with the Library, Instructional Resource Center, and Gateway Roof Replacement project in the amount of \$33,682.50.

Contract Amount	\$74,850.00
Previous Payments	7,485.00
Payment #2	<u>33,682.50</u>
Balance	<u>\$33,682.50</u>

- i. Spiezle Architects, Hamilton, NJ for construction document architectural services in conjunction with the College Center, Edison Hall, Johnson Learning Center and Raritan Hall Restroom Renovation project in the amount of \$1,825.00.

Contract Amount	\$36,500.00
Previous Payments	34,675.00
Payment #7 (FINAL)	<u>1,825.00</u>

Balance

\$ 0.00

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 February 2023 in the amount of \$2,205.00.

8. WHEREAS, The President has recommended an adjustment in the fees for certain program courses, for academic sessions scheduled for Fiscal Year 2024, including Summer I session in Fiscal Year 2023, in order to provide a portion of the revenue resource for the services to be rendered; and

WHEREAS, The President has developed a Current Unrestricted Fund to provide educational and other services to the students of Middlesex College for the year July 1, 2023 to June 30, 2024; and

WHEREAS, Said services are funded by students, the State of New Jersey, and the County of Middlesex; and

WHEREAS, As required by the Higher Education Restructuring Act of 1994 a public hearing was held on February 14, 2023,

NOW, THEREFORE, BE IT RESOLVED, That the changes in course fees within the attached schedule be approved commencing with the academic sessions scheduled for Fiscal Year 2024, including Summer I session in Fiscal Year 2023.

9. WHEREAS, the Board of Trustees of Middlesex College (“Board”) sets tuition and fees for students pursuant to N.J.S.A. 18A:64A-12; and

WHEREAS, by Resolution of May 15, 2021, the Board has set a range for a First Day Fee based on a publisher’s charge for course materials, through which publishers provide electronic access to required course materials through the College online learning management system at a substantial savings to students over purchasing educational materials on their own; and

WHEREAS, the First Day Fee covers the publisher’s charge for the course materials, which the publishers now vary over the course of the academic year; and

WHEREAS, the Board wishes to give the College Administration flexibility beyond the existing range to charge a fee that matches a publisher’s charge for the course materials; and

WHEREAS, the Board has determined that it is in the best interest of the students to have a First Day Fee that reflects the publisher's charge, which will be covered by an increased range from \$25.00 to \$135.00; and

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

1. The previously established First Day Fees are hereby revoked and are replaced by a variable First Day Fee reflecting the publisher's charge for the course materials, which ranges from \$25.00 to \$135.00.
2. The President or his designee is authorized to set the First Day Fee within a range between \$25.00 and \$135.00 depending on the publisher's charge for the course materials.
3. This Resolution shall take effect immediately.

After discussion, the motion was approved. Mr. Finkelstein abstained from Resolution 1.

HUMAN RESOURCES COMMITTEE

This month includes 27 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	2
	Faculty	2
	Support Staff	5
	Grants	1
B.	<u>Change of Status</u>	<u>Recommendations</u>
	Administrative	3
	Faculty	1
	Support Staff	4
C.	<u>Separations</u>	<u>Recommendations</u>
	Administrative	1
	Support Staff	2
D.	<u>Miscellaneous</u>	<u>Recommendations</u>
	Administrative	2
	Faculty	2

Support Staff 2

A. HIRES

ADMINISTRATIVE

1. Name: Carolina Castillo
Department: Finance
Position: Grants Accounting Specialist
Salary: \$60,362
Effective: 4/3/2023

2. Name: Leo Coto
Department: Information Technology
Position: Associate Director, IT Operations
Salary: \$83,577
Effective: 5/8/2023

FACULTY

1. Name: Glenn Briceno
Department: Engineering Technologies
Position: Instructor, Tenure-Track
Salary: \$61,970
Effective: 8/28/2023

2. Name: Noah Ringler
Department: History and Social Sciences
Position: Instructor, Tenure-Track
Salary: \$61,970
Effective: 8/28/2023

SUPPORT STAFF

1. Name: Rosimar Bento
Department: Facilities Management
Position: Custodian – Third Shift
Salary: \$32,730 + \$2,610 (shift differential) = \$35,340
Effective: 4/3/2023

2. Name: Astrid Borkowski
Department: Student and Enrollment Services
Position: Administrative Assistant
Salary: \$47,272
Effective: 5/1/2023

3. Name: Serenity Capule
Department: Natural Sciences

- Position: Departmental Assistant
 Salary: \$42,054
 Effective: 4/10/2023
4. Name: Kyle Figueroa
 Department: Facilities Management
 Position: Mechanic I – Electrician
 Salary: \$56,247
 Effective: 4/17/2023
5. Name: Anslem Williams
 Department: Facilities Management
 Position: Custodian – Third Shift
 Salary: \$32,730 + \$2,610 (shift differential) = \$35,340
 Effective: 4/3/2023

GRANTS

1. Name: Patricia Kiernan
 Department: Student Life
 Position: Hub and Pantry Technical Coordinator
 Salary: \$55,722
 Effective: 4/10/2023

B. CHANGE OF STATUS

ADMINISTRATIVE

1. Name: Christopher Mooney
 Department: Academic Advising/Veteran Services
 Action: \$500/month Stipend – Additional responsibilities
 Effective: 5/1/2023 – 5/31/2023 (extension)
2. Name: Joselyn Quezada
 Department: Marketing Communications
 Position: Acting Director, Marketing and Communications
 Salary: \$91,936*
 Effective: 4/1/2023 – 6/30/2023 (extension)
 *Annual Salary
3. Name: Gina Vilchez
 Department: Human Resources
 Action: \$300/month Stipend – Additional responsibilities
 Effective: 4/1/2023 – 4/30/2023 (extension)

FACULTY

1. Name: Naomi Schatz

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Department: Business and Computer Science
Action: Reduced Teaching Load – Fall 2023 (9 credits)
Salary: \$99,138

SUPPORT STAFF

1. Name: Christopher Borrero
Department: Facilities Management
Position: Warehouseperson I
Salary: \$41,362
Effective: 3/1/2023
2. Name: Adelainy Bourdier
Department: Enrollment Services
Position: Enrollment Services Assistant
Action: Unpaid Leave of Absence
Effective: 3/20/2023 – 6/12/2023
3. Name: Christopher Huddleston
Department: Facilities Management
Position: Mechanic II - Plumber
Salary: \$50,082
Effective: 4/1/2023
4. Name: William Walsh
Department: Facilities Management
Position: Lead Mechanic
Salary: \$98,550 + \$9,855 (lead) = \$108,405
Effective: 3/21/2023

C. SEPARATIONS

ADMINISTRATIVE

1. Name: Paola Mendez
Department: Educational Opportunity Fund
Action: Termination
Effective: 3/16/2023

SUPPORT STAFF

1. Name: Luke Agojo
Department: Registration
Action: Resignation
Effective: 4/14/2023
2. Name: Daniel Pelc
Department: Facilities Management

Action: Resignation
Effective: 3/24/2023

D. MISCELLANEOUS

ADMINISTRATIVE – ADDITIONAL COMPENSATION

1. Name: Annie Hogan
Department: Visual, Performing and Media Arts
Reason: American Council of Learned Societies Project Workshops
Payment: \$3,000
2. Name: Mathew Spano
Department: English
Reason: 2023 Middlesex County Teen Arts Festival
Payment: \$300

FACULTY – ADDITIONAL COMPENSATION

1. Name: Susan Altman
Department: Visual, Performing and Media Arts
Reason: 2023 Middlesex County Teen Arts Festival
Payment: \$600

FACULTY COMPENSATION – IX-M

<u>NAME</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>PAYMENT</u>
Raymond Dademo	English	IX-M #737 Reading Placement Scoring (Spring 2023)	\$25.00
Alexandra Fields	English	IX-M #737 Reading Placement Scoring (Spring 2023)	\$70.00
Daniel Markowicz	English	IX-M #738 Writing Placement Scoring (Spring 2023)	\$39.00
Ellen Shur	English	IX-M #738 Writing Placement Scoring (Spring 2023)	\$24.00
Celia Winchester	English	IX-M #738 Writing Placement Scoring (Spring 2023)	\$12.00

SUPPORT STAFF – ADDITIONAL COMPENSATION

1. Name: Robert Coste
Department: Visual, Performing and Media Arts
Reason: Set design for *Peter and the Starcatcher*
Payment: \$1,792

SUPPORT STAFF – AFSCME SALARY CHANGES

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

<u>NAME</u>	<u>SALARY</u> <u>2022/2023</u>	<u>SHIFT</u> <u>DIFFERENTIAL</u>	<u>TOTAL</u> <u>SALARY</u>
Lala-Deliman, Melissa***	\$47,433		\$47,433

*Associate's Degree
**Bachelor's Degree
***Master's Degree

After discussion, the motion was approved.

GENERAL

Mr. Taffet moved, seconded by Ms. Jethwani, for adoption of Resolutions 1 and 2.

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

2. WHEREAS, the College has a need for all employees to receive training in areas specific to their position to maintain compliance with Federal and State statutory requirements and regulatory guidance; and

WHEREAS, the Office of Human Resources researches Subject Matter Experts to provide required trainings for employees and recommends rules for employee training as necessary to maintain compliance with all applicable legislation; and

WHEREAS, the College has consulted with labor counsel to determine requirements for employee training, along with training to comport with best practices within the educational sector, for all employees and for subsets of employees with specific training needs mandated for proper discharge of their duties; and

WHEREAS, the College has determined that trainings in the following areas will be required of all employees to maintain compliance as appropriate –

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 et seq.
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), 20 U.S.C. § 1092
The Violence Against Women Act of 1994 ("VAWA Act"), 42 U.S.C. ch. 136
Discrimination Awareness in the Workplace, N.J.S.A. 10:5-12 (Law Against Discrimination)

WHEREAS, the College has determined that trainings in the following areas will be required of specific subsets of employees to maintain compliance as appropriate –

The Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. §1232g
Chemical Spills Training as required/recommended by the Occupational Safety and Health Administration (“OSHA”) and related State and Federal legislation, N.J.A.C. 8:59-1 et seq.

WHEREAS, the College is in an agreement with Scenario Learning, Tampa, FL, for employee training sessions through an asynchronous learning format between March 1, 2023 and February 28, 2026 for the not-to-exceed price of \$28,205.29; and

WHEREAS, this agreement was approved by the Board of Trustees at its February 15, 2023 meeting; and

WHEREAS, Scenario Learning has indicated that it is capable of providing training in those areas deemed necessary for the College to maintain compliance with statutory requirements and regulatory guidance; and

NOW, THEREFORE BE IT RESOLVED that The Board of Trustees of Middlesex College authorizes the Administration to expand services under the existing contract with Scenario Learning to include trainings in the areas noted; and

BE IT FURTHER RESOLVED that the Office of Human Resources will integrate these trainings into existing training requirements and modify existing employee training requirements to include rules and procedures for these trainings to be applied to appropriate employees.

After discussion, the motion was approved.

REPORT OF COUNSEL

No report.

REPORT OF THE PRESIDENT

President McCormick reported that in honor of Community College Month, the College is shining a spotlight each day on a Middlesex College alumna or alumnus. He also reported that English Professor Alexandra Fields was recognized by the American Association of Community Colleges with the Dale P. Purnell Distinguished Faculty Award.

NEW BUSINESS

Chair Finkelstein commented that he met with 14 Superintendents on Tuesday and they

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spoke highly of Middlesex College and the Dual Enrollment Program. He thanked President McCormick and the Administrative team and staff.

President McCormick wished Trustee Buteas a Belated Happy Birthday. He also invited everyone to attend the annual Spring Open House which is scheduled for this Sunday, April 23, as well as Casino Night, the Foundation's biggest fundraiser of the year, which is scheduled on Friday, May 5.

COMMENTS FROM MIDDLESEX COUNTY

Khalid Anjum, Director of Transportation for Middlesex County, spoke on behalf of the Middlesex County Commissioners. He thanked Middlesex College Alumna Sanjana Butala for her wonderful presentation and for sharing her experience at Middlesex College. He also thanked President McCormick and the Board of Trustees for their continued leadership.

The next regular meeting of the Board of Trustees will take place on Wednesday, May 17, 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 5:41 p.m.

ROBERT P. SICA
SECRETARY

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