

BOARD OF TRUSTEES OF MIDDLESEX COLLEGE

Minutes of the Annual Meeting of November 13, 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, Grande, Jethwani, and Roman and Messrs. Finkelstein, Oras, Paluri, Raja, Sica and Taffet. Also present were President McCormick, General Counsel Mr. Hoffman, Assistant Secretary Ms. Roa, Vice Presidents Dr. Herron, Dr. Laureano and Dr. Scherr, Human Resources Executive Director Mr. Morgan, Chief Financial Officer Mr. Maltino and Facilities Management Executive Director Mr. Deak.

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.

Chair Finkelstein led the Pledge of Allegiance.

Robert Sica, Chair of the Nominating Committee, presented the recommendation of the Nominating Committee for Board Officers for 2023-2024 as follows:

Board Officers

Chair

Vice Chair

Treasurer

Secretary

Assistant Secretary

*Non-Board member

Board Members

Praful Raja

Gary Taffet

Mark J. Finkelstein

Robert P. Sica

Bernadette Roa*

There were no other nominations for Board officers.

After discussion, the slate of officers was approved unanimously. Mr. Finkelstein handed the gavel to Mr. Raja and offered his congratulations.

Mr. Sica presented the recommendations of the Nominating Committee for the Board of School Estimate Representatives (2) and Alternates (2) for 2024:

Praful Raja	Representative
Gary Taffet	Representative
Mark J. Finkelstein	Alternate
Robert P. Sica	Alternate

There were no other nominations for Representative, and Alternates for the Board of School Estimate.

After discussion, the Representatives and Alternates to the Board of School Estimate were approved unanimously.

STANDING COMMITTEE APPOINTMENTS

Mr. Raja appointed Kyle Anderson as Chair and Gabriella Grande as Vice Chair of the Academic and Student Affairs Committee and Christine Buteas as a Committee member.

Mr. Raja appointed Robert P. Sica as Chair and Anand Paluri as Vice Chair of the Facilities Committee and Kyle Anderson and Gary Taffet as Committee members.

Mr. Raja appointed Gary Taffet as Chair and Vinita Jethwani as Vice Chair of the Finance Committee and Robert Oras and Robert P. Sica as Committee members.

Mr. Raja appointed Robert Oras as Chair and Dianne Roman as Vice Chair of the Human Resources Committee and Anand Paluri as a Committee member.

AD HOC COMMITTEE APPOINTMENTS

Mr. Raja appointed Kyle Anderson as Chair and Christine Buteas as Vice Chair of the Bylaws Committee and Anand Paluri as a Committee member.

Mr. Raja appointed Christine Buteas as Chair and Vinita Jethwani as Vice Chair of the Marketing and Public Relations Committee and Dianne Roman as a Committee member.

Mr. Raja appointed Robert P. Sica as Chair and Mark J. Finkelstein as Vice Chair of the Nominating Committee and Gary Taffet as a Committee member.

Mr. Raja appointed Robert Oras as Liaison to the President's Community Advisory Committee.

Mr. Raja appointed Gabriella Grande as Liaison to the College's Commencement Committee.

Mr. Raja appointed Gary Taffet as Liaison to the Middlesex County Infrastructure Investment Projects.

Mr. Raja appointed Christine Buteas as Ambassador to the New Jersey Council of County Colleges.

ANNUAL MEETING RESOLUTIONS

Mr. Sica moved, seconded by Mr. Anderson, for adoption of Resolutions 1 through 7:

1. WHEREAS, It is deemed appropriate for Middlesex College to have a Public Agency Compliance Officer designated; and

WHEREAS, The College shall designate such an officer or employee to serve as its Public Agency Compliance Officer pursuant to N.J.A.C. 17:27-3.5; and

WHEREAS, Said Officer shall perform duties as prescribed by the rules and regulations of the United States and the State of New Jersey to assure compliance of College operations,

NOW, THEREFORE, BE IT RESOLVED, That Jeffrey Herron, Vice President, Institutional Effectiveness, Planning, and Compliance, be appointed as Public Agency Compliance Officer for the period November 13, 2023 through November 18, 2024, for Middlesex College; and

BE IT FURTHER RESOLVED, That a copy of this appointment be forwarded to the State of New Jersey, Office of the Treasury, Division of Contract Compliance and Equal Opportunity Office, pursuant to N.J.A.C. 17:27-3.5.

2. That the Home News Tribune and the Star Ledger be designated as the Official newspapers for publication of all legal notices affecting the College or the Board of School Estimate.

3. That the Board of Trustees hereby designates the third Wednesday of each month, as the date for the regular Board meetings, with the following exceptions:

The December 2023 meeting will be held on the second Wednesday.

There will be no regular meeting in the months of July 2024 and August 2024.

The November 2024 meeting will be held on the third Monday.

Such meetings shall be held both onsite at the Parkview Room in West Hall and remotely via Zoom at 8:30 a.m. Up to one meeting each year, with prior notification to the public, may be held at the New Brunswick Center and/or the Perth Amboy Center. Participation information will be posted prior to each meeting on the Middlesex College website:

<https://middlesexcollege.edu/about/college-leadership/board-of-trustees/meeting-dates/>

The Meeting schedule for 2023-2024 is as follows:

Wednesday, December 13, 2023	Wednesday, May 15, 2024
Wednesday, January 17, 2024	Wednesday, June 19, 2024
Wednesday, February 21, 2024	Wednesday, September 18, 2024
Wednesday, March 20, 2024	Wednesday, October 16, 2024
Wednesday, April 17, 2024	Monday, November 18, 2024

- a. The Board of Trustees hereby designates November 18, 2024, as the date for its Annual Meeting, and such Annual Meeting shall be held both onsite at the Parkview Room in West Hall and remotely via Zoom at 8:30 a.m. Participation information will be posted prior to each meeting on the Middlesex College website:

<https://middlesexcollege.edu/about/college-leadership/board-of-trustees/meeting-dates/>

- b. Except as hereinafter provided, notice of regular and special meetings of the Board of Trustees shall be posted 48 hours in advance at the following locations:

Lobby of Chambers Hall Building
Lobby of the College Center

- c. A copy of this resolution, together with advance notice of regular and special meetings of the Board of Trustees, shall be mailed to the official newspapers.
- d. A copy of advance notice of regular and special meetings of the Board of Trustees shall be filed with the Clerk of the County of Middlesex and the President of Middlesex College.
- e. Any person may request in writing that the Board of Trustees mail to him/her a copy of the schedule of regular meetings of the Board of Trustees, and/or advance written notice of regular, special or rescheduled meetings of the Board of Trustees, and such scheduled and/or advance notice shall be mailed to such person. All requests made pursuant to this paragraph shall terminate at 8:30 a.m. on November 18, 2024, subject to renewal thereafter upon the filing of a new written request to the Board of Trustees.

4. WHEREAS, Middlesex College requires the use of financial institutions in order to provide for financial transactions; and

WHEREAS, Financial institutions are certified by the Governmental Unit Deposit Protection Act;

NOW, THEREFORE, BE IT RESOLVED, That the following financial institution be designated as official depository of funds and is authorized to acquire and dispose of securities of Middlesex College:

Wells Fargo, Edison, NJ

and that the following financial institutions be authorized to process credit and debit card transactions for Middlesex College:

TD Bank, N.A., Parsippany, NJ
Bank of America, N.A., Cranford, NJ

and that the following financial institution be authorized to acquire and dispose of securities of Middlesex College:

State of New Jersey Cash Management Fund, Trenton, NJ

Such additional financial institutions as the College administration shall recommend to the Board of Trustees and the Board shall approve;

BE IT FURTHER RESOLVED, That the signatories for transactions with the above financial institutions be any two of the following for transactions in excess of \$5,000.00, and be one of the following for transactions less than or equal to \$5,000.00:

President
Vice President for Academic Affairs
Vice President for Institutional Effectiveness, Planning, and Compliance
Vice President for Student and Enrollment Services
Chief Financial Officer
Controller (Proxy for Chief Financial Officer)

BE IT FURTHER RESOLVED, This Resolution supersedes an earlier Resolution adopted on May 20, 2020, relating to signatories for financial transactions and shall take effect immediately.

5. WHEREAS, It is deemed appropriate for Middlesex College to have designated contracting agents; and

WHEREAS, The College shall designate such officers or employees to serve as its contracting agents pursuant to N.J.S.A. 18:64A-25.3;

NOW, THEREFORE, BE IT RESOLVED, That the following be designated

as contracting agents for Middlesex College:

President
Vice President for Academic Affairs
Vice President for Institutional Effectiveness, Planning, and Compliance
Vice President for Student and Enrollment Services
Chief Financial Officer
Director of Purchasing and Inventory

6. That all existing and revised policies and procedures of the Board of Trustees be affirmed for the year commencing November 13, 2023 to November 18, 2024.

7. WHEREAS, Section 7.1 of the Bylaws of the Middlesex College Board of Trustees provides that the Annual Report for the fiscal year ended on the preceding June 30th will be presented by the President of the College at this Annual Meeting; and

WHEREAS, the Annual Report for the fiscal year ending on June 30, 2023 was presented by the President at this Meeting consistent with the requirements of the Middlesex College Board of Trustees Bylaws; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees accepts the Annual Report for the fiscal year ending on June 30, 2023; and

BE IT FURTHER RESOLVED, the Board of Trustees thanks the Marketing and Communications Department for their diligence in completing the Annual Report.

After discussion, the motion was approved.

There being no further comments or business, Mr. Oras moved, seconded by Mr. Anderson, that the Annual Meeting be adjourned at 8:43 a.m.

ROBERT P. SICA
SECRETARY