

BOARD OF TRUSTEES OF MIDDLESEX COLLEGE

Minutes of the Regular Meeting of November 13, 2023

The scheduled meeting of the Board of Trustees of Middlesex College was held at 8:44 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 and Chief Financial Officer Mr. Maltino, Facilities Management.

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

Ms. Roman moved, seconded by Mr. Anderson, to adopt the October 18, 2023 Board of Trustees regular meeting minutes as presented.

After discussion, the motion was approved.

PRESENTATION

Dr. Alex Delgado, Assistant Dean for Student Success, and Carlos Perez, Coordinator of Veterans Services, gave a presentation on the College’s Center for Veterans Services. The mission of the Center is to provide access to affordable, quality education and comprehensive support services to military-affiliated students including military veterans, active duty personnel, Reservists, National Guard members, and their dependents.

FINANCE COMMITTEE

Mr. Maltino reported that the Finance Committee met on November 8, 2023 to discuss various matters consisting of resolutions for contracts, vendor payments, and other financial matters at the College and recommends approval of the following nine resolutions.

Mr. Taffet moved, except for Resolution 7.a. He abstained on that resolution. Mr. Oras moved Resolution 7.a. Seconded by Ms. Jethwani 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 \$8,320.00:

<u>COOPERATIVE</u>	<u>CONTRACT NUMBER</u>	<u>COMPANY</u>	<u>DESCRIPTION</u>	<u>AWARD</u>
HCESC	22-01	ePlus Technology, Inc.	Replacement Cisco network switches	\$88,965.57
HCESC	22-01	ePlus Technology, Inc.	Cisco Umbrella Cloud	\$16,167.83
HCESC	SER-20C	Robert Griggs Plumbing & Heating, LLC	Repair of potable water main break	\$10,940.00
JPC	RFP 22/23 R-361	Assessment Technologies Institute	NCLEX live review course	\$43,700.00
NJCPA	22-24	MRA International	Desktop imaging and deployment services for Computer Science Lab upgrades	\$60,645.00
NJSC	21-TELE-01506	ePlus Technology, Inc.	Cisco network switches installation	\$15,000.00
OMNIA	22-07	Home Depot Pro	Ride-on floor scrubber for Facilities Department	\$12,890.00

- (1) HCESC – Hunterdon County Educational Services Commission
- (2) JPC – NJCCC Joint Purchasing Consortium
- (3) NJCPA – New Jersey Cooperative Purchasing Alliance
- (4) NJSC – New Jersey State Contract
- (5) OMNIA – OMNIA Partners Cooperative

2. 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 for contracts awarded for the period of July 1, 2023 through June 30, 2024:

- a. TBS Controls, Allendale, NJ for repair services needed for East Hall in accordance with Bid #23-2:

Previous Contract Amount	\$130,200.00
Amendment #1	<u>4,005.00</u>
New Contract Amount	<u>\$134,205.00</u>

3. WHEREAS, The College has the need to replace roofing on four buildings across campus and awarded a contract for architectural consulting services for the project; and

WHEREAS, The Director of Purchasing and Inventory issued Bid #25-5 on October 4, 2023 for roofing construction proposals in accordance with specifications developed by the architect and with an anticipated bid opening date of October 31, 2023; and

WHEREAS, The Director of Purchasing and Inventory and the Executive Director of Facilities Management have determined as a result of the pre-bid meeting and site visit that the specifications developed are not sufficient to mitigate the risk of change orders and unforeseen circumstances; and

NOW, THEREFORE, BE IT RESOLVED, That Bid #25-5 be cancelled and that rebidding be authorized upon the development of revised specifications.

4. 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, N.J.S.A. 18A:64A-25.5.a.(3), N.J.S.A. 18A:64A-25.19; and

WHEREAS, The Director of Purchasing and Inventory has deemed it impractical to solicit quotations as the manufacturer limits distributors to one per geographical area and furthermore, the construction of the Nursing Simulation lab was designed to exclusively fit the specified equipment; and

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

WHEREAS, The vendor has completed and submitted Business Entity and Political Contribution Disclosures certifying that the vendor has 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 authorized to the following vendor:

- a. VirtuIT Systems Inc., Nanuet, NY for hardware and software support services for Dell equipment out of manufacturer warranty for the not-to-exceed amount of \$32,350.26.

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. Outdated assistive technology equipment and accessories; and
- b. Media Technology TVs, DVD/VCR players, and other obsolete equipment

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. Entech Engineering, Reading, PA for engineering services in conjunction with the Campus Facilities Audit in the amount of \$2,880.00.

Contract Amount	\$96,000.00
Previous Payments	84,480.00
Payment #6	<u>2,880.00</u>

Balance	<u>\$ 8,640.00</u>
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- b. Epic Management, Inc., Piscataway, NJ for construction management services in conjunction with the following four (4) projects: Securing Our Children's Future, Physical Education Center HVAC Renovations, Restroom Renovations at multiple buildings, and Roof Replacement at multiple buildings in the amount of \$19,300.00.

Contract Amount	\$328,100.00
Previous Payments	229,271.00
Payment #13R	<u>19,300.00</u>
Balance	<u>\$ 79,529.00</u>

- c. FKA Architects, Oakland, NJ for Phase 3 construction administration architectural services for the Biotechnology Lab Expansion in conjunction with the Securing Our Children's Future grant project in the amount of \$783.00.

Contract Amount	\$2,900.00
Previous Payments	1,595.00
Payment #7	<u>783.00</u>
Balance	<u>\$ 552.00</u>

- d. FKA Architects, Oakland, NJ for Phase 3 construction administration architectural services for the Engaged Learning Lab in conjunction with the Securing Our Children's Future grant project in the amount of \$1,323.00.

Contract Amount	\$4,900.00
Previous Payments	2,695.00
Payment #7	<u>1,323.00</u>
Balance	<u>\$ 882.00</u>

- e. FKA Architects, Oakland, NJ for Phase 3 construction administration architectural services for the Nursing Simulation Lab in conjunction with the Securing Our Children's Future grant project in the amount of \$2,728.58.*

Contract Amount	\$10,000.00
Previous Payments	5,500.00
Payment #7	<u>2,700.00</u>
Balance	<u>\$ 1,800.00</u>

*This payment includes a \$28.58 charge for reimbursable expenses which is not part of the contract total.

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 September 2023 in the amount of \$3,010.00.
- b. Cleary Giacobbe Alfieri Jacobs, Matawan, NJ for legal services rendered through the month of October 2023, for normal operations of Middlesex College in the amount of \$594.00.

8. Financial Statement and Legal Costs, Government Relations and Public Relations

In accordance with Section 6 (k) of the Higher Education Restructuring Act of 1994, the governing board of each public institution of higher education must prepare and make available to the public “an annual Financial Statement, and a statement setting forth generally the monies expended for Legal Costs, Government Relations, and Public Relations.”

The financial statement is in addition to the year-end financial statements of the College and must be prepared and made available no later than November annually.

It is the responsibility of the Chief Financial Officer of the College to prepare this statement annually and submit to the Board of Trustees for their acceptance. This statement shall be maintained by the College and will be made available to the public for inspection upon request.

For the fiscal year ended June 30, 2023, Middlesex College had expenditures for only legal costs and public relations, in the amounts of \$97,981.00 and \$56,963.00, respectively.

9. WHEREAS, Middlesex College operates a college on its campus located in the Township of Edison, in the County of Middlesex and State of New Jersey; and

WHEREAS, The Board of Education of the Middlesex County Magnet Schools (“Magnet School”) is organized and exists for the purpose of providing vocational and specialized education for the public in Middlesex County; and

WHEREAS, Both parties desire to provide for the construction, maintenance and operation of a technical high school building by the Magnet School on the College campus on land near West Hall, including the existing bookstore building; and

WHEREAS, The parties have agreed that the Magnet School shall lease premises and a building (“Bookstore”) upon the Middlesex College campus pursuant to the terms and conditions set forth in a lease Agreement to permit the construction, operation and maintenance of a technical high school building and related improvements on the campus of Middlesex College; and

WHEREAS, College Counsel and Magnet School Counsel have negotiated a

lease for the premises and bookstore building on the College Campus; and

WHEREAS, N.J.S.A 18A:64A -12J provides that the College may enter into agreements with another public body when it is deemed advisable by the Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED, That the Lease Agreement between Middlesex College and the Middlesex County Magnet School for a term of 50 years with a 49-year Renewal Term for land on the College Campus near West Hall described in the lease and the College bookstore building for use as a technical High School is approved.

After discussion, the motion was approved.

HUMAN RESOURCES COMMITTEE

This month includes 22 recommended items in 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
	Faculty	3
	Grants	1
B.	<u>Change of Status</u>	<u>Recommendations</u>
	Administrative	2
	Support Staff	3
	Grants	1
C.	<u>Separations</u>	<u>Recommendations</u>
	Support Staff	1
D.	<u>Miscellaneous</u>	<u>Recommendations</u>
	Administrative	1
	Faculty	2
	Support Staff	7

A. HIRES

ADMINISTRATIVE

1.	Name:	Fred Sly
	Department:	Marketing and Communications
	Position:	Digital Content Specialist
	Salary:	\$57,115

Effective: 11/16/2023

FACULTY

1. Name: Neil Doscher
Department: Visual, Performing and Media Arts
Position: Instructor – One-Semester Only
Salary: \$33,368
Effective: 01/16/2024
2. Name: Roger Marino
Department: Engineering Technologies
Position: Instructor – One-Semester Only
Salary: \$33,368
Effective: 01/16/2024
3. Name: John Riordan
Department: Engineering Technologies
Position: Instructor – One-Semester Only
Salary: \$33,368
Effective: 01/16/2024

GRANTS

1. Name: Vanessa Velez
Department: Grants
Position: Center for Justice-Impacted Students Program Coordinator
Salary: \$61,871.00
Effective: 11/16/2023

B. CHANGE OF STATUS

ADMINISTRATIVE

1. Name: James Berrian
Department: Information Technology
Position: Acting, Associate Director of User Services
Salary: \$85,666*
Effective: 11/1/2023 – 4/30/2024
*Annual salary
2. Name: Rashmi Sanglikar
Department: Finance
Position: Student Accounts Manager
Salary: \$77,740
Effective: 11/1/2023*
*Effective date adjustment

SUPPORT STAFF

1. Name: Robert Coste
Department: Visual, Performing and Media Arts
Position: Theater Technician
Salary: \$46,393
Effective: 11/16/2023
2. Name: Nicole Gervolino
Department: Facilities Management
Position: Administrative Assistant
Salary: \$48,335
Effective: 11/1/2023
3. Name: Stephanie Wood
Department: Student Accounts Services
Action: \$300 Stipend – Additional Responsibilities
Effective: 11/1/2023 – 11/30/2023

GRANTS

1. Name: Robin Gill
Department: Workforce Development and Lifelong Learning
Position: Work First NJ Coordinator*
Effective: 11/1/2023
*Title change only

C. SEPARATIONS

SUPPORT STAFF

1. Name: Patrick Reilly
Department: Registration
Action: Resignation
Effective: 11/3/2023

D. MISCELLANEOUS

ADMINISTRATIVE – TERMINAL LEAVE PROGRAM 2023/2024

<u>NAME</u>	<u>DEPARTMENT</u>	<u>DATE OF LEAVE</u>	<u>DATE OF RETIREMENT</u>
Bruce Schaeffer	Information Technology	1/1/2024	5/1/2024

FACULTY – TERMINAL LEAVE PROGRAM 2023/2024

<u>NAME</u>	<u>DEPARTMENT</u>	<u>DATE OF LEAVE</u>	<u>DATE OF</u>
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VOL. XCIV - 798
11/13/2023

			<u>RETIREMENT</u>
Angela Lugo	English	2/1/2024	9/1/2024
Benjamin Marshall	English	2/1/2024	9/1/2024
John Murray	Natural Sciences	2/1/2024	9/1/2024
Naomi Schatz	Business and Computer Science	2/1/2024	9/1/2024

FACULTY COMPENSATION – IX-M

<u>NAME</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>PAYMENT</u>
Jennifer Applebee	Mathematics	IX-M#766 Juvenile Justice Commission Grant for Center for Justice-Impacted Students	\$1,125
Jennifer Applebee	Mathematics	IX-M#768 NJCCC Pathways to Career Opportunity Grant	\$3,375
Jennifer Applebee	Mathematics	IX-M#769 Data Science Center of Workforce Innovation	\$1,125
Christopher Drew	History and Social Sciences	IX-M#750 CELT Mentoring Team (Fall 2023 and Spring 2024)	\$3,375
Melissa Edwards	English	IX-M#773 Community Journalism – Program Coordination (Fall 2023 and Spring 2024)	\$5,000
Ronald Foley	Mathematics	IX-M#768 NJCCC Pathways to Career Opportunity Grant	\$3,375
Katalin Gyurian-Toth	ESL, Languages and Cultures	IX-M#744 ESLC Placement	\$137.50
Seonja Kim	Mathematics	IX-M#768 NJCCC Pathways to Career Opportunity Grant	\$3,375
Brian Lavey	Natural Sciences	IX-M#750 CELT Mentoring Team (Fall 2023 and Spring 2024)	\$3,375
Nicholas Picioccio	Mathematics	IX-M#768 NJCCC Pathways to Career Opportunity Grant	\$3,375
Nicholas Picioccio	Mathematics	IX-M#769 Data Science Center of Workforce Innovation	\$1,125
Alan Sherman	Natural Sciences	IX-M#769 RCRA Training	\$321.34
Clairie Vassiliadis	Mathematics	IX-M#750 CELT Mentoring Team (Fall 2023 and Spring 2024)	\$3,375

AFSCME – SEVERANCE COMPENSATION PROGRAM 2023/2024

<u>NAME</u>	<u>DEPARTMENT</u>	<u>DATE OF RETIREMENT</u>	<u>PAYMENT</u>
Margaret Patrick	Registration	12/31/2023	\$12,600

TEAMSTERS – TERMINAL LEAVE PROGRAM 2023/2024

<u>NAME</u>	<u>DEPARTMENT</u>	<u>DATE OF LEAVE</u>	<u>DATE OF RETIREMENT</u>
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11/13/2023

Henry Henkel	Facilities Management	1/1/2024	7/1/2024
Andrew Moraller	Facilities Management	1/1/2024	7/1/2024

SUPPORT STAFF – LEAVE OF ABSENCE

1. Name: Nicole Bartek
Department: Enrollment Services
Type of leave: Unpaid
Effective: 10/16/2023 – 2/8/2024
2. Name: Stephanie D’Elia
Department: Natural Sciences
Type of leave: Unpaid
Effective: 11/9/2023 – 1/10/2024
3. Name: Matthew Klich
Department: Facilities Management
Type of leave: Unpaid
Effective: 10/25/2023 – 11/13/2023
4. Name: Ryan Klich
Department: Facilities Management
Type of leave: Unpaid
Effective: 10/25/2023 – 11/13/2023

SUPPORT STAFF – AFSCME SALARY CHANGES

BE IT RESOLVED that the following American Federation of State, County and Municipal Employees Union Local #2269 salary listing be approved effective with the November 15, 2023 pay period, through June 30, 2024 beginning with the name **Trejo Idelfonso, Brenda** and ending with the name **Trejo Idelfonso, Brenda**:

<u>NAME</u>	<u>SALARY</u> <u>2022/2023</u>	<u>SHIFT</u> <u>DIFFERENTIAL</u>	<u>TOTAL</u> <u>SALARY</u>
Trejo Idelfonso, Brenda**	\$46,082		\$46,082

*Associate’s Degree

**Bachelor’s Degree

***Master’s Degree

After discussion, the motion was approved.

GENERAL

Mr. Taffet moved, seconded by Mr. Paluri, for adoption of Resolution 1.

1. WHEREAS, as a result of the New Jersey First Act (Senate Bill No. 1730, P.L. 2011, Chapter 70), effective September 1, 2011, certain classifications of persons holding employment or position with a public agency, including public higher education institutions, will have 365 days within which to establish a principal residence in New Jersey; and

WHEREAS, Failure to comply with the residency requirement within the 365-day period shall render the person unqualified to continue to hold the public employment or position; and

WHEREAS, Middlesex College is a border county and relies on the ability to recruit from out-of-state; and

WHEREAS, the residency requirement would seriously impede Middlesex College's ability to recruit employees and compete successfully with similar educational institutions in this and other states;

NOW THEREFORE BE IT RESOLVED, that the attached Exemption Report be filed with the appropriate State officials and BE IT FURTHER RESOLVED, that the Board authorizes the President to amend the Report and file it with the State as appropriate.

After discussion, the motion was approved.

REPORT OF COUNSEL

No report.

REPORT OF THE PRESIDENT

Dr. McCormick thanked Mr. Carlos Perez on his presentation on Veterans Services. In observance of Veterans Day, the Center for Veterans Services staff and student veterans organized a flag-raising ceremony on November 9. He also reported that Middlesex College was the only New Jersey community college to be awarded a Title V Grant from the U.S. Department of Education in this year's round of awards. The grant is for \$3 million over five years and will help serve our students and support them in achieving their academic goals. He also reminded the Board that the next Board meeting is scheduled for the second Wednesday in December which is December 13.

COMMENTS FROM MIDDLESEX COUNTY

Khalid Anjum, Director of Transportation for Middlesex County, spoke on behalf of the Middlesex County Commissioners. Mr. Anjum congratulated the newly elected Board officers and commented that he is deeply appreciative of the great work that the Board has conducted over the years and the accomplishments of the College under the leadership of Dr. McCormick.

He thanked all veterans for their service and Mr. Carlos Perez for sharing his experience with the Veterans Services Center and wished him continued success.

NEW BUSINESS

Trustee Paluri congratulated Trustee Raja on his new role as Chair of the Board. He also congratulated the College on receiving the \$3 Million Title V grant.

COMMENTS FROM THE AUDIENCE

Patricia Payne, President of AFT Local 1940, stated that she has continued to meet with President McCormick, Vice President Scherr, and other members of the College's administration to collaborate and move forward as an institution. She also shared that she is working together with President McCormick and Vice President Scherr on development of an IT Advisory Group and Academic Technology Advisory Committee.

The next regular meeting of the Board of Trustees will take place on Wednesday, December 13, 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 9:24 a.m.

ROBERT P. SICA
SECRETARY

VOL. XCIV - 802
11/13/2023

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