

BOARD OF TRUSTEES OF MIDDLESEX COLLEGE

Minutes of the Meeting of September 18, 2024

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, Chittala, Delgado, Madhukar, and Messrs. Anderson, Oras, Paluri, Raja, Sica and Taffet. Mr. Finkelstein and Ms. Roman were absent. Also present were President McCormick, General Counsel Mr. Hoffman, Vice Presidents Ms. Coffaro, Dr. Herron, Dr. Laureano and Acting Vice President of Academic Affairs Dr. Orosz, Human Resources Executive Director Mr. Morgan, Chief Financial Officer Mr. Maltino, Facilities Management Executive Director Mr. Deak, Information Technology Executive Director Mr. Mattaliano and Administrative Assistant Ms. Gormish.

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 13, 2023, advance written notice of this meeting was posted in the lobby of Chambers Hall and the College Center.
- (b) On November 13, 2023, advance written notice of this meeting was emailed to the Home News Tribune and The Star Ledger.
- (c) On November 13, 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 November 13, 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. Taffet moved, seconded by Ms. Delgado, to adopt the minutes of the June 19, 2024 Board of Trustees regular meeting and July 30, 2024 meeting of the Board Executive Committee.

After discussion, the motion was approved.

PRESENTATION

Mr. Raja introduced this year’s graduating Student Representative of the Board of Trustees, Bhavishya Chittala. Ms. Chittala shared that she is currently a finance major at Rutgers Business School. She added that she is excited to be a representative on the Board of Trustees and hopes to contribute by sharing her student perspective.

Dr. McCormick reminded Trustees that at the May 15, 2024 Board of Trustees meeting, the Board approved the promotion of 11 faculty members to the academic rank of Associate Professor and Assistant Professor. Acting Vice President Orosz and Dean Aydin introduced five of the newly-promoted faculty members who shared their passion for teaching Middlesex College students with the Board.

FINANCE COMMITTEE

Mr. Maltino reported that the Finance Committee met on September 11, 2024 to discuss various matters consisting of resolutions for contracts, vendor payments, and other financial matters at the College and recommends approval of the following ten resolutions.

Mr. Taffet moved, except for Resolution 9.a. He abstained on that resolution. Mr. Oras moved Resolution 9.a. Seconded by Mr. Paluri for adoption of Resolutions 1 through 10.

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>
E&I	CNR 04196	W.W. Grainger	Floor scrubbers for Facilities	\$10,143.12
ESCNJ	23/24-23	In-Line Air Conditioning Company, Inc.	Campus-wide minor HVAC repair services	\$15,000.00
JPC	JPC B-1397	Constellation New Energy Inc.	Natural gas supply from July – October 2024	\$75,000.00
JPC	JPC 20-706	Turnitin LLC	Plagiarism and AI detection software	\$32,347.53
NJ Edge	EMCPS-23-002	CBTS	Emergency callbox networking services	\$39,280.00
NJ Edge	EMCPS-22-001	Electric Symphony Media	Media buying funded by Some College, No Degree	\$15,000.00
NJ Edge	EMCPS-22-001	Electric Symphony	Professional consulting,	\$300,000.00

		Media	media buying, and planning services	
NJSC	89099	ACCSES NJ	Inventory, organization, and disposal of college records funded by the designated unrestricted net assets	\$191,115.80
NJSC	21-TELE-01506	ePlus Technology	Network switches and peripherals funded by ELF	\$180,747.84
NJSC	23-TELE-01512	Insight Public Sector	VMware cloud software subscription license	\$28,633.60
NJSC	23-TELE-45462 22-TELE-40642	Johnston G.P.	Campus-wide cabling and wiring services	\$10,000.00
NJSC	23-TELE-45462 22-TELE-40642	Johnston G.P.	Chambers Hall cabling and wiring services	\$27,775.46
NJSC	24-TELE-71883	Dell Marketing LP	Laptops for Community Resource Hub funded by Some College, No Degree	\$12,972.76
NJSC	24-TELE-71883	Dell Marketing LP	100 laptops, cases, and accessories for faculty and staff	\$125,992.75

(1)E&I –Education and Institutional Cooperative Services

(2)ESCNJ – Educational Services Commission of New Jersey

(3)JPC – Joint Purchasing Consortium

(4)NJ Edge – New Jersey Edge Consortium

(5)NJSC – New Jersey State Contract

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. Bid 25-1 for campus roadway and parking lot sweeping for the period of October 1, 2024 through September 30, 2025, with two (2) optional one-year renewal periods through September 30, 2027:

Reilly Sweeping dba SCA Sweeping of PA, Fairless Hills, PA for the award of Alternate 1 (two sweeps per month; twenty-four sweeps per year) for the not-to-exceed amount of \$41,400.

- b. Bid 25-2 security services for the period of October 1, 2024 through September 30, 2025, with two (2) optional one-year renewal periods through September 30, 2027:

Unique Security & Consulting Services, Union City, NJ for the total not-to-exceed amount of \$280,128.38.

- c. Bid 25-3 trash disposal and recycling services for the period of October 1, 2024 through September 30, 2025, with two (2) optional one-year renewal periods through September 30, 2027:

Standard Waste, East Brunswick, NJ for the not-to-exceed amount of \$56,598.28 for annual trash disposal and recycling services and for the not-to-exceed amount of \$5,000 for roll-off containers for the total not-to-exceed amount of \$61,598.28.

- d. Bid 25-4 for janitorial services at the New Brunswick Center for the period of October 1, 2024 through September 30, 2025, with two (2) optional one-year renewal periods through September 30, 2027:

Best Cleaning Building Service, Ridgefield, NJ for Base Bid 1A for the total not-to-exceed amount of \$48,600.00.

- e. RFP 10896A for professional architectural/engineering consulting services for the Bookstore and Cafeteria renovation project funded by the designated unrestricted net assets:

Design Resources Group Architects, New York, NY for the total not-to-exceed amount of \$20,000.00 for Phase 1 design and construction document preparation.

- f. RFP 10906 for prequalified American Sign Language interpreting and Communication Access Realtime Translation services for the period of October 1, 2024 through September 30, 2025, with an optional one-year renewal period through September 30, 2026:

Audrey Rosenberg, Edison, NJ for the hourly rate of \$75.00.

Deafinitions & Interpreting, Bear, DE for the hourly rate of \$80.00, plus mileage.

Dena Hazen, Union Beach, NJ for the hourly rate of \$87.50.

Effective Communication, Staten Island, NY for the hourly rate of \$125.00.

Gina Surrette, Manalapan, NJ for the hourly rate of \$85.00, plus mileage

Karasch & Associates, West Chester, PA for the hourly rate of \$159.00.

Kathy Ferejohn, Middletown, NJ for the hourly rate of \$90.00, plus mileage.

Kathleen Nilsson, Middlesex, NJ for the hourly rate of \$80.00, plus mileage.

Katie Waelde, Cranford, NJ for the hourly rate of \$75.00, plus mileage.

Kimberly Mecane, Woodbridge, NJ for the hourly rate of \$90.00.

Laurellie Jacobs Martinez, Maplewood, NJ for the hourly rate of \$85.00, plus mileage.

Marci Friedman, Colonia, NJ for the hourly rate of \$80.00.

Mary Kay Adams, West Orange, NJ for the hourly rate of \$85.00, plus mileage.

Melissa Jenkins, Neptune, NJ for the hourly rate of \$85.00, plus mileage.

National Captioning Institute, Chantilly, VA for the hourly rate of \$80.00.

Quick Caption, Riverside, CA for the hourly rate of \$90.00, plus mileage.

Sign Glasses, Salt Lake City, UT for the hourly rate of \$80.00 for remote interpreting and for the hourly rate of \$110.00 for remote CART captioning.

Sign4U Interpreting, Glendora, NJ for the hourly rate of \$95.00, plus mileage.

Tara Marino, Staten Island, NY for the hourly rate of \$85.00.

- g. RFP 10909 for online student orientation platform software and professional consulting services for the period of October 1, 2024 through September 30, 2025, with an optional one-year renewal period through September 30, 2026, funded by various grant sources:

Advantage Design Group, Jacksonville, FL for the not-to-exceed amount of \$100,873.75 for the development, programming, and professional services, and for the not-to-exceed amount of \$6,000.00 annually for contract years two and three.

- h. RFP 10914 for professional consulting services for Special Land Use legal counsel for the period of October 1, 2024 through September 30, 2025, with an optional one-year renewal period through September 30, 2026, funded by the designated unrestricted net assets:

O'Toole Scrivo, LLC, Cedar Grove, NJ at the hourly rate of \$240 and the total not-to-exceed amount of \$50,000.00.

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. ADP, Parsippany, NJ for additional payroll services through June 30, 2024:

Previous Contract Amount	\$221,987.05
Amendment #2	5,901.94
New Contract Amount	<u>\$227,888.99</u>

- b. PKF O'Connor Davies, Cranford, NJ for out-of-pocket reimbursable expenses through June 30, 2025, in accordance with RFP 10897:

9/18/2024

Previous Contract Amount	\$88,195.00
Amendment #1	<u>1,000.00</u>
New Contract Amount	<u>\$89,195.00</u>

- c. Pridestaff, Fresno, CA for continued temporary staffing services for an accounting position through June 30, 2024:

Previous Contract Amount	\$60,000.00
Amendment #1	<u>1,540.29</u>
New Contract Amount	<u>\$61,540.29</u>

- d. Township of Edison, Edison, NJ for sewer charges through June 30, 2024:

Previous Contract Amount	\$55,000.00
Amendment #1	<u>29,956.50</u>
New Contract Amount	<u>\$84,956.50</u>

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 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, If applicable, the vendors will complete and submit 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, contracts be authorized to the following vendors for the period of July 1, 2024 through June 30, 2025, unless otherwise specified, contingent upon receipt of the completed disclosures:

- a. CBIZ, Lawrenceville, NJ for professional consulting services for the inventory and valuation of assets and equipment for the not-to-exceed amount of \$22,500.00, and for an update to the fixed asset reporting for the College's annual audit for the not-to-exceed amount of \$2,080.00, for the not-to-exceed amount of \$24,580.00.

- b. Pridestaff, Fresno, CA for an extension to temporary staffing services for an accounting position for the not-to-exceed amount of \$40,000.00 for the period of July 1, 2024 through October 31, 2024.

5. WHEREAS, The College has a need to obtain services from public entities pursuant to N.J.S.A. 18A:64A-25.5.b.; and

WHEREAS, Public entities are exempt from the Business Entity and Political Contribution Disclosure laws pursuant to N.J.S.A. 19:44A-20.4;

BE IT RESOLVED, That based on the recommendation of the Director of Purchasing and Inventory and the Chief Financial Officer, contracts be authorized to the following public entity:

- a. South Brunswick Township, Monmouth Junction, NJ for the annual maintenance service and leasing of computer hardware equipment for law enforcement database for the Police Department for the not-to-exceed amount of \$75,000.00 for the period of January 1, 2024 through December 31, 2028, subject to the availability and appropriation annually of sufficient funds necessary to meet the extended obligation.
6. BE IT RESOLVED, That based on the recommendation of the Director of Purchasing and Inventory and the Chief Financial Officer, an award be authorized to the following vendor pursuant to N.J.S.A 18A:64A-25.11a.a. and the New Jersey Council of County Colleges Joint Purchasing Consortium Contract 20/21 R-825 for bookstore management services:
- a. Barnes & Noble College, Philadelphia, PA at the commission rate of 5% for First Day, eBook materials, and all commissionable items for the period of July 1, 2024 through June 30, 2029, in accordance with N.J.S.A. 18A:64A-25.28.k. Agreement includes a capital investment of \$150,000.00 to be paid by Barnes & Noble College to Middlesex College in conjunction with the design and construction of the bookstore's new retail space.
7. 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:

- a. Eleven (11) pallets of obsolete or outdated computer equipment from the IT department;
- b. Thirty-eight (38) CPR manikins and various accessories;

9/18/2024

- c. One (1) Dodge Durango Year 2007;
- d. One (1) Dodge Charger Year 2008;
- e. Three (3) broken and unfixable copier machines;
- f. One Magnaclave manufactured by Pelton & Crane; and
- g. On Sta-Vac Vacuum Former.

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.

8. 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. Blackstone Group, LLC, Newark, NJ for construction services in conjunction with the Physical Education Center Partial Painting of the Gymnasium Ceiling project in the amount of \$82,325.00.

Contract Amount	\$225,000.00
Payment #1	<u>82,325.00</u>
Balance	<u>\$142,675.00</u>

- b. DMR Architects, Hasbrouck Heights, NJ for construction administration architectural services in conjunction with the Chambers Hall Renovation project in the amount of \$4,150.00.

Contract Amount	\$41,500.00
Previous Payments	16,600.00
Payment #3	2,075.00
Payment #4	<u>2,075.00</u>
Balance	<u>\$20,750.00</u>

- c. DMR Architects, Hasbrouck Heights, NJ for construction document architectural services in conjunction with the Chambers Hall Renovation project in the amount of \$5,370.00.

Contract Amount	\$12,495.00
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Previous Payments	7,125.00
Payment #2 (FINAL)	<u>5,370.00</u>
Balance	<u>\$ 0.00</u>

- d. Epic Management, Inc., Piscataway, NJ for construction management services in conjunction with the following four (4) projects; Physical Education Center HVAC Renovations, Site Improvements at multiple buildings, Billy Johnson Hall RTU Replacement and Restroom Renovations in the amount of \$38,600.00.

Contract Amount	\$231,600.00
Previous Payments	115,800.00
Payment #24	19,300.00
Payment #25	<u>19,300.00</u>
Balance	<u>\$ 77,200.00</u>

- e. Imperial Construction and Electric, Elizabeth, NJ for construction services in conjunction with the Reconfiguration of the interior of Chambers Hall in the amount of \$677,238.30. Due to the increased temperature in the Chamber's Hall building during the summer period, the contractor expedited the installation of the roof-top unit to accelerate the delivery of air conditioning. As such, Payment #10 was disbursed one-week early as the contractor was carrying the expense for the equipment.

Contract Amount	\$3,947,135.00
Previous Payments	1,828,568.85
Payment #10	<u>677,238.30</u>
Balance	<u>\$1,441,327.85</u>

- f. Industrial Cooling Corporation, Metuchen, NJ for construction services in conjunction with the New Brunswick Center HVAC Upgrades project in the amount of \$518,625.72.

Contract Amount	\$585,000.00
Payment #1	343,300.23
Payment #2	<u>175,325.49</u>
Balance	<u>\$ 66,374.28</u>

- g. K&D Contractors LLC, Kenilworth, NJ for construction services in conjunction with the College Center Sprinkler Upgrade project in the amount of \$105,202.05.

Contract Amount	\$2,339,000.00
Previous Payment	1,993,510.40
Payment #13	<u>105,202.05</u>
Balance	<u>\$ 240,287.55</u>

- h. ML Inc., Passaic, NJ for construction services in conjunction with the North Hall Addition and Building Renovation project in the amount of \$369,645.81.

Contract Amount	\$2,931,144.00
Previous Payments	2,561,498.19
Payment #14 (FINAL)	<u>369,645.81</u>
Balance	<u>\$ 0.00</u>

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

- a. Weiner Law Group LLP, Parsippany, NJ for legal services rendered regarding labor matters for the month of July 2024 in the amount of \$2,047.50.

10. WHEREAS, The Board of Trustees of Middlesex College (“Board”) and the County of Middlesex (“County”) will enter into an Inter-Local Agreement for the implementation of a project entitled the Community, Innovation, Opportunity Strategic Plan Grant (“CIO Project”); and

WHEREAS, Subgrantee applications for the CIO Project Grant have been submitted by the College administration, and agreed to by the State of New Jersey Department of Treasury for the second year of funding in the amounts of \$10,000,000.00 (ten-million dollars) and \$20,000,000.00 (twenty-million dollars); and

WHEREAS, N.J.S.A. 18A:64A-12J grants the Board the power to enter into contracts which it deems necessary and advisable with the State of New Jersey or any of its political subdivisions; and

WHEREAS, The Board has determined that the implementation of the CIO Project Grant is consistent with the mission and purpose of the College,

NOW, THEREFORE, BE IT RESOLVED as follows:

- a. The Board approves the proposal for the CIO Project Grant as jointly submitted by the County of Middlesex and the Board of Trustees of Middlesex College in the amounts of \$10,000,000.00 (ten-million dollars) and \$20,000,000.00 (twenty-million dollars) for the second year of funding.
- b. The Board accepts the funds from the State of New Jersey Department of Treasury in the amounts provided herein into the restricted bank accounts previously established in accordance with the resolution approved by the Board of Trustees on September 21, 2022.

After discussion, the motion was approved.

HUMAN RESOURCES COMMITTEE

Mr. Morgan reported that this month includes 41 recommended items in total. A summary of the action items are listed below.

Mr. Oras moved, seconded by Mr. Anderson, for adoption of all resolutions in the categories of Hires, Change of Status, Separations, and Miscellaneous.

A.	<u>Hires</u>	<u>Recommendations</u>
	Administrative	4
	Faculty	1
	Support Staff	7
	Grants	7
B.	<u>Change of Status</u>	<u>Recommendations</u>
	Administrative	5
	Faculty	2
	Support Staff	5
C.	<u>Separations</u>	<u>Recommendations</u>
	Administrative	1
	Support Staff	1
	Grants	1
D.	<u>Miscellaneous</u>	<u>Recommendations</u>
	Administrative	1
	Faculty	2
	Support Staff	2
	Grants	2

A. HIRES

ADMINISTRATIVE

1. Name: Joel Barohn
 Department: Hospitality, Culinary Arts and Dietetics
 Position: Director, Hospitality, Culinary Arts and Dietetics Programs
 Salary: \$105,835
 Effective: 9/16/2024
2. Name: Andrea Del Priore
 Department: Human Resources
 Position: Human Resources Generalist
 Salary: \$67,967

9/18/2024

- Effective: 8/19/2024
3. Name: John Kelly
Department: Marketing and Communications
Position: Assistant Web Developer
Salary: \$67,967
Effective: 10/1/2024
4. Name: Dixita Malatesta
Department: Student Success
Position: Director, Accessibility Services
Salary: \$96,119
Effective: 9/3/2024

FACULTY

1. Name: Sametta Thompson
Department: English
Position: Instructor, English – 1-semester only
Salary: \$34, 202
Effective: 8/26/2024

SUPPORT STAFF

1. Name: Stephen Ferguson
Department: Facilities Maintenance
Position: Senior Electrician
Salary: \$82,720
Effective: 9/3/2024
2. Name: Marjorie Gonzalez
Department: Facilities Management
Position: Custodian
Salary: \$36,250 + \$4,176 (shift differential) = \$40,426
Effective: 8/19/2024
3. Name: Romero Roldan
Department: Natural Sciences
Position: Senior Laboratory Coordinator – Chemistry
Salary: \$52,982
Effective: 10/1/2024
4. Name: Ronald Schendorf
Department: Facilities Management
Position: Custodian
Salary: \$36,250 + \$4,176 (shift differential) = \$40,426
Effective: 8/19/2024

5. Name: Clementine Stevenson
 Department: Student and Enrollment Services
 Position: Administrative Assistant
 Salary: \$52,982
 Effective: 10/1/2024
6. Name: Romona Tangalan
 Department: Registrar
 Position: Student Support Services Coordinator
 Salary: \$52,982
 Effective: 9/16/2024
7. Name: Marcus Ware
 Department: Facilities Management
 Position: Mechanic I - Carpenter
 Salary: \$62,000
 Effective: 9/3/2024

GRANTS

1. Name: Eeman Jadoon
 Department: Early Learning Center
 Position: Preschool Teacher Assistant
 Salary: \$32,000
 Effective: 9/3/2024 – 6/30/2025
2. Name: Ann Kaspereen
 Department: Early Learning Center
 Position: Preschool Teacher
 Salary: \$60,000
 Effective: 9/3/2024 – 6/30/2025
3. Name: Jennifer Kwok
 Department: Student Success
 Position: Student Success Coordinator
 Salary: \$63,109
 Effective: 8/19/2024 – 6/30/2025
4. Name: Tiffany Molina
 Department: Early Learning Center
 Position: Preschool Teacher
 Salary: \$60,000
 Effective: 9/3/2024 – 6/30/2025
5. Name: Tanya Thompson
 Department: Early Learning Center
 Position: Preschool Teacher Assistant
 Salary: \$32,000

9/18/2024

Effective: 9/3/2024 – 6/30/2025

6. Name: Myia Williams
 Department: Early Learning Center
 Position: Preschool Teacher Assistant
 Salary: \$32,000
 Effective: 9/3/2024 – 6/30/2025
7. Name: Ying Xie
 Department: Institutional Research and Assessment
 Position: Institutional Research Specialist
 Salary: \$63,109
 Effective: 10/1/2024 – 9/30/2028

B. CHANGE OF STATUS

ADMINISTRATIVE

1. Name: Angelo Abreu
 Department: Perth Amboy Center
 Action: \$700/month Stipend – Additional Responsibilities
 Effective: 9/1/2024 – 10/31/2024 (extension)
2. Name: Elva Carrasco
 Department: Business Office
 Action: \$500/Month Stipend – Additional Responsibilities
 Effective: 9/1/2024 – 2/28/2025
3. Name: Karen Gormish
 Department: Academics and Student Affairs
 Action: \$250/Month Stipend - Additional Responsibilities
 Effective: 8/12/2024 – 10/4/2024
4. Name: Natasha James-Waldon
 Department: Workforce Development and Lifelong Learning
 Position: Executive Director, Workforce Development and Lifelong Learning
 Name: \$121,363 *
 Effective: 8/1/2024
 *Salary correction
5. Name: Joseph Pascale
 Department: Learning Center
 Position: Learning Center Manager - Promotion
 Salary: \$80,277
 Effective: 9/16/2024

FACULTY

1. Name: Ana Class
 Department: Counseling Services
 Action: Reduced Work Schedule
 Effective: 7/1/2024 – 12/31/2024

2. Name: Giuseppe Rotolo
 Department: History and Social Sciences
 Action: Approval of Sabbatical Leave
 Effective: Fall 2025*
 *Date change due to faculty request

SUPPORT STAFF

1. Name: Ruth Garcia
 Department: Perth Amboy Center
 Position: Center Coordinator
 Salary: \$54,196
 Effective: 9/3/2024

2. Name: Christopher Moral
 Department: Information Technology
 Position: IT Service Desk Analyst
 Action: Moving to second shift
 Salary: \$57,956 + \$1,365 (shift differential) = \$59,321
 Effective: 8/19/2024

3. Name: Vito Pezzola
 Department: Information Technology
 Position: IT Service Desk Analyst
 Action: Moving to first shift
 Salary: \$57,957
 Effective: 8/19/2024

4. Name: Kevin Romero
 Department: Police
 Position: Police Officer Step 4 - Promotion
 Salary: \$58,870 + \$1,850 (educational incentive increase)
 Effective: 10/1/2024

5. Name: Juan Ruiz
 Department: Information Technology
 Position: IT Service Desk Analyst
 Action: Moving to second shift
 Salary: \$57,956 + \$1,365 (shift differential) = \$59,321
 Effective: 8/19/2024

GRANTS

9/18/2024

1. Name: Lavina Longia
 Department: Early Learning Center
 Position: Preschool Teacher
 Salary: \$60,000
 Effective: 9/3/2024

C. SEPARATIONS

ADMINISTRATIVE

1. Name: Leonard Jones
 Department: Radiography
 Action: Retirement
 Effective: 6/30/2024

SUPPORT STAFF

1. Name: Susan Berrios
 Department: Visual, Performing and Media Arts
 Action: Resignation
 Effective: 9/6/2024

GRANTS

1. Name: Tiffany Molina
 Department: Early Learning Center
 Action: Resignation
 Effective: 9/3/2024

D. MISCELLANEOUS

FACULTY – ADDITIONAL COMPENSATION

1. Name: Uma Narayanan
 Department: Natural Sciences
 Reason: CWI Biotechnology Grant
 Payment: \$6,900

FACULTY COMPENSATION – IX-M

<u>NAME</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>PAYMENT</u>
Jennifer Altman	History and Social Sciences	IX-M#789 Community Engaged Learning	\$6,900
Susan Altman	Visual, Performing and Media Arts	IX-M#801 CELT Co-Director	\$2,300

Claire Condie	Natural Sciences	IX-M#784 Trainings & Meetings to Support Teaching of JJC Students	\$2,000
Claire Condie	Natural Sciences	IX-M#806 Honors Coordinator	\$3,450
Melissa Edwards	English	IX-M#772 Community Journalism Training, Course Design and Teaching	\$2,125
Cristobal Espinoza – Wulach	History and Social Sciences	IX-M#772 Community Journalism Training, Course Design and Teaching	\$3,375
Alexandra Fields	English	IX-M#777 CRN Grant for Center for Justice-Impacted Students (Summer)	\$2,001.75
Alexandra Fields	English	IX-M#800 Academic Program Director, Center for Justice Impacted Students	\$6,900
Katalin Gyurian-Toth	ESL, Languages, and Cultures	IX-M#786 ESL Placement Interviews	\$191.25
Kim Krapels	Radiography	IX-M#796 RAD Clinical Site Coordination	\$4,200
Pattiann McMahon	History and Social Sciences	IX-M#793 Observation Hour & External Partner Coordinator	\$1,150
Pattiann McMahon	History and Social Sciences	IX-M#760 Observation Hour & EDU Program Management	\$594.94
Pattiann McMahon	History and Social Sciences	IX-M#721 Observation Hour & EDU Program Management	\$632.65
Crystal Quillen	History and Social Sciences	IX-M#801 CELT Co-Director	\$2,300
Crystal Quillen	History and Social Sciences	IX-M#803 History and Social Science Associate Chair Training	\$2,300
Elizabeth Shaheen	ESL, Languages and Cultures	IX-M#786 ESL Placement Interviews	\$344.25
Elizabeth Shaheen	ESL, Languages and Cultures	IX-M#786 ESL Placement Interviews	\$127.50

ADMINISTRATIVE MISCELLANEOUS – RETIREMENT

WHEREAS, **Leonard Jones**, has faithfully served Middlesex College from February 1, 2015 to June 30, 2024; 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 **Leonard Jones** as of June 30, 2024; and

9/18/2024

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

COACHING APPOINTMENT

1. Name: Anthony Muldowney
 Department: Athletics and Recreation
 Position: Assistant Softball Coach
 Salary: \$6,001
 Effective: 9/3/2024

COPE INCREASES FOR TEAMSTERS – EFFECTIVE AUGUST 1, 2024

<u>Name</u>	<u>SALARY</u>	<u>COPE</u>	<u>SALARY</u>	<u>SHIFT</u>	<u>LEAD</u>	<u>TOTAL</u>
	<u>ON 7/1/2024</u>		<u>ON 8/1/2024</u>	<u>DIFFERENTIAL</u>		
Martin Arana	\$39,750	\$2,088	\$41,838	\$3,132		\$44,970
Isabel Pinho	\$36,250	\$2,088	\$38,338	\$3,132		\$41,470

GRANTS AND SPECIAL PROJECTS REAPPOINTMENTS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>SALARY</u> <u>2024/2025</u>	<u>DURATION</u>
Robin Gill	Workforce Development and Lifelong Learning	\$63,139	9/1/2024 – 10/31/2024
Chante Glenn	Workforce Development and Lifelong Learning	\$63,139	9/1/2024 – 10/31/2024
Cleopatra Jones	Workforce Development and Lifelong Learning	\$49,821	9/1/2024 – 10/31/2024
Jennifer Jones	Workforce Development and Lifelong Learning	\$50,842	9/1/2024 – 10/31/2024

GRANTS – ADDITIONAL COMPENSATION

1. Name: Spencer McCray
 Department: Admissions and Recruitment
 Reason: Juvenile Justice Commission
 Payment: \$3,000

After discussion, the motion was approved.

GENERAL

Mr. Taffet moved, seconded by Mr. Oras for adoption of Resolutions 1 through 3.

1. Based on the recommendation of Middlesex College Board of Trustees Vice Chair Gary Taffet, authorize the approval of President McCormick's expenses for the fourth quarter of FY2024.

2. WHEREAS; consistent with the requirements of the College's regional accrediting body, the Middle States Commission on Higher Education, the College needs to set annual goals for the Board of Trustees and for the President, and to evaluate each on their performance relative to those goals; and

WHEREAS; in accordance with the provisions of section 4.2(f) of the Board Bylaws, the Board has a duty to evaluate the performance of the President of the College; and

WHEREAS; in accordance with the provisions of section 4.2(w) of the Board Bylaws, the Board has a duty to annually set performance goals for itself and to conduct an annual self-assessment of the Board's effectiveness in relation to the prior year's goals; and

WHEREAS; the Board of Trustees holds an annual retreat where the President's evaluation, the Board's evaluation, and the setting of new goals for each takes place; and

WHEREAS; the annual Board of Trustees retreat for the most recent year took place on June 5, 2024 at the East Brunswick Magnet School; and

WHEREAS; at the annual retreat the Board of Trustees reviewed the performance of Dr. McCormick as the President of Middlesex College and found that he had met and exceeded his professional goals for Fiscal Year 2024; and

WHEREAS; at the annual retreat the Board of Trustees conducted a self-assessment and established goals for Fiscal Year 2025; and

WHEREAS; at the annual retreat the Board of Trustees established goals for Dr. McCormick for Fiscal Year 2025; and

NOW, THEREFORE, BE IT RESOLVED as follows:

- a. The Board of Trustees approves the evaluation of Dr. Mark McCormick for Fiscal Year 2024 and his goals for Fiscal Year 2025; and
 - b. The Board of Trustees accepts the goals established for its own performance during Fiscal Year 2025.
3. WHEREAS, Johnson & Johnson Services, Inc. intends to make a gift that falls within the Naming Opportunities Guidelines for College buildings and spaces; and

WHEREAS, Johnson & Johnson Services, Inc. desires to name the College's newly updated Biotechnology Laboratory room in L'Hommedieu Hall; and

NOW THEREFORE, BE IT RESOLVED, That upon completion of the gift, the members of the Board of Trustees of Middlesex County College will name the College's newly updated Biotechnology Laboratory room in L'Hommedieu Hall using parameters established by Johnson & Johnson Services, Inc.

After discussion, the motion was approved.

REPORT OF COUNSEL

No report.

REPORT OF THE PRESIDENT

Dr. McCormick welcomed Graduating Student Representative Bhavishya Chittala to the Board and encouraged her to offer a recent student's perspective. He thanked the faculty and staff who planned for and coordinated New Student Day for our new students and their families on August 23. He shared that the College community assembled for the Fall convocation and all-campus barbecue on August 26. He reported that Middlesex County Prosecutor Yolanda Ciccone sent him a note of thanks for being honored with the Paige D. L'Hommedieu Award. He reported that during the week before classes began, the Center for the Enrichment of Learning and Teaching hosted professional development events for faculty members, both full-time and adjunct. He provided an update on the search process for Vice President for Academic Affairs. He showed a short video that the Marketing and Communications Team had developed to kick off Middlesex College's 60th anniversary and indicated that he will be highlighting interesting facts from the College's history over the course of the year at Board meetings and that the Marketing and Communications team will be doing so on the College's website and social media channels.

COMMENTS FROM THE AFT PRESIDENT

Patricia Payne, President of AFT Local 1940, reported that in celebration of Constitution Day she presented to on the presidential election and the Electoral College process and encouraged students to register and vote. She thanked her fellow members on the Vice President for Academic Affairs Search Committee. She noted that she was working with Acting Vice President Theresa Orosz to restart the Academic Technology Advisory Committee with an initial focus on how to deal with Artificial Intelligence. She expressed concerns related to the finalization of the Collective Bargaining Agreement between the College and the AFT Union. She also raised additional issues regarding the proper format to consider network connectivity challenges encountered by her membership.

COMMENTS FROM MEMBERS OF THE PUBLIC

Charles Schneekloth, former Middlesex College Track and Field Head Coach, addressed the Board and shared his ongoing concerns regarding the Athletic Department. Middlesex College student Jessi Jimenez addressed the Board regarding his disappointment that there will be no Track and Field competition this year.

Charlie Kratovil, Editor of New Brunswick Today, addressed the Board with questions regarding the College's investigation into allegations regarding the Athletic Department.

COMMENTS FROM THE COUNTY

Sandy Castor, Department Head of Economic Development for Middlesex County, thanked President McCormick and the Board for inviting her to participate in the Board meeting.

FINAL REMARKS

President McCormick thanked the newly-promoted faculty members who spoke at the beginning of the Board meeting for sharing with the Board their passion for teaching our students.

Dr. McCormick thanked Jessi Jimenez for speaking at the Board meeting and said that he understood Mr. Jimenez's disappointment in not being able to compete as a Track and Field athlete this year.

The next regular meeting of the Board of Trustees will take place on Wednesday, October 16, 2024, at 8:30 a.m. in a location to be determined and advertised in advance 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 - 1012
9/18/2024

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