

BOARD OF TRUSTEES OF MIDDLESEX COLLEGE

Minutes of the Annual Meeting of November 18, 2024

The scheduled meeting of the Board of Trustees of Middlesex College was held at 8:30 a.m. in the Chambers Hall Boardroom located on the Edison campus and on Zoom. Board members present were: Mmes. Buteas, Delgado, Madhukar and Roman, and Messrs. Anderson, Oras, Paluri, Raja, Sica and Taffet. Ms. Chittala and Mr. Finkelstein 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 Assistant Secretary Ms. Roa.

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 October 8, 2024, advance written notice of this meeting was posted in the lobby of Chambers Hall and the College Center.
- (b) On October 8, 2024, advance written notice of this meeting was emailed to the Home News Tribune and The Star Ledger.
- (c) On October 8, 2024, a copy of this advance notice of the meeting was filed with the Clerk of the Middlesex County Board of County Commissioners.
- (d) On October 8, 2024, 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 Raja led the Pledge of Allegiance.

Robert Sica, Chair of the Nominating Committee, presented the recommendation of the Nominating Committee for Board Officers for 2024-2025 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. Sica presented the recommendations of the Nominating Committee for the Board of School Estimate Representatives (2) and Alternates (2) for 2025:

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 Shivi Madhukar as Vice Chair of the Academic and Student Affairs Committee and Christine Buteas and Bhavishya Chittala as Committee members.

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 Mark Finkelstein 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 Iris M. Delgado and Anand Paluri as Committee members.

Mr. Raja appointed Christine Buteas as Chair and Iris M. Delgado as Vice Chair of the Marketing and Public Relations Committee and Shivi Madhukar and Dianne Roman as Committee members.

AD HOC COMMITTEE APPOINTMENTS

Mr. Raja appointed Kyle Anderson as Chair and Christine Buteas as Vice Chair of the Bylaws Committee and Shivi Madhukar and Anand Paluri as Committee members.

Mr. Raja appointed Robert P. Sica as Chair and Mark J. Finkelstein as Vice Chair of the Nominating Committee and Iris M. Delgado and Gary Taffet as Committee members.

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

Mr. Raja appointed Bhavishya Chittala as Liaison to the College's Commencement Committee.

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

ANNUAL MEETING RESOLUTIONS

Mr. Anderson moved, seconded by Mr. Paluri, 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 19, 2024 through November 17, 2025, 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 2024 meeting will be held on the second Wednesday.
There will be no regular meeting in the months of July 2025 and August 2025.
The November 2025 meeting will be held on the third Monday.

Such meetings shall be held both onsite at the Board Room in Chambers 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 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 2024-2025 is as follows:

Wednesday, December 11, 2024	Wednesday, May 21, 2025
Wednesday, January 15, 2025	Wednesday, June 18, 2025
Wednesday, February 19, 2025	Wednesday, September 17, 2025
Wednesday, March 19, 2025	Wednesday, October 15, 2025
Wednesday, April 16, 2025	Monday, November 17, 2025

- a. The Board of Trustees hereby designates November 17, 2025, as the date for its Annual Meeting, and such Annual Meeting shall be held both onsite at the Board Room in Chambers 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 newspaper.
- 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 17, 2025, 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 External Affairs, Communication, and Advancement

Vice President for Institutional Effectiveness, Planning, and Compliance

Vice President for Student and Enrollment Services

Chief Financial Officer

Controller (Proxy for Chief Financial Officer)

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, revised, and new policies and procedures of the Board of Trustees be affirmed for the year commencing November 18, 2024 to November 17, 2025.

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, 2024 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, 2024; 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 Ms. Roman that the Annual Meeting be adjourned at 8:42 a.m.

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ROBERT P. SICA
SECRETARY