

BOARD OF TRUSTEES OF MIDDLESEX COLLEGE

Minutes of the Regular Meeting of January 15, 2025

The scheduled meeting of the Board of Trustees of Middlesex College was held at 8:30 a.m. in the Dorothy K. Power 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. Mr. Finkelstein and Ms. Chittala 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.

MINUTES

Ms. Roman moved, seconded by Mr. Taffet, to adopt the minutes of the December 11, 2024 regular meeting.

After discussion, the motion was approved.

PRESENTATION

Dr. Alex Delgado, Assistant Dean for Student Success and Professor Lorna Joasil, member of the First-Generation Council, Co-Advisor Maribel Garcia-Gonzalez, Alyssa Ignacio and Jennifer Olvera shared information about Alpha Alpha Alpha, the First Generation Honor Society. First-generation student speakers Leslie Bello and Heidi Nunez shared their journey as first-generation students.

Trustee Taffet thanked Dr. Delgado for a meaningful presentation. He shared the importance of understanding what kind of experiences our students are having at the College and was amazed at the level of support and nurturing that the College is providing to its first-generation students.

Trustee Roman asked how will the students be identified as first-generation. Dr. Delgado reported that they are working on that. He also added that he received an email from TIAA, one of their corporate partners who is offering a \$10,000.00 grant to programs starting new initiatives. He has spoken to Grants to look into it further.

Trustee Delgado asked how the mentorship will grow within the program. Dr. Delgado reported that their end goal is to create a First-Generation Center.

Trustee Anderson thanked both Ms. Bello and Ms. Nunez for their testimonials. He also suggested that the College be in contact with the high schools in Middlesex County so that they can help identify graduates who may be first-generation students which will allow the college to be better equipped when they get to the College.

#### ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Dr. Orosz reported that this month includes four resolutions. She identified the need for and relevance of the following four resolutions.

Mr. Anderson moved, seconded by Mr. Paluri, for adoption of Resolutions 1 through 4.

1. WHEREAS, the Board of Trustees of Middlesex College (hereinafter referred to as the "Board") and the New Jersey Community College Consortium for Workforce and Economic Development (hereinafter referred to as the "Consortium") have entered into a contract for the operation of a project entitled NEW JERSEY PATHWAYS TO CAREER OPPORTUNITIES (Year 3) for the period commencing July 1, 2024 and concluding June 30, 2025; and

WHEREAS, a proposal entitled NEW JERSEY PATHWAYS TO CAREER OPPORTUNITIES (Year 3) has been submitted by the College administration and agreed to by the Consortium in the amount of \$312,660.00; and

WHEREAS, R.S. 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 operation of a project entitled NEW JERSEY PATHWAYS TO CAREER OPPORTUNITIES (Year 3) is consistent with the philosophy and purpose of the College,

NOW, THEREFORE, BE IT RESOLVED as follows:

- a. The Board approves the proposal for the project entitled NEW JERSEY PATHWAYS TO CAREER OPPORTUNITIES (Year 3) as submitted by the administration of Middlesex College to the Consortium for the period July 1, 2024 and concluding June 30, 2025 in the total amount of \$312,660.00.
  - b. The Board herein ratifies the contract executed by the College President and/or his designee to implement the project.
2. WHEREAS, the Board of Trustees of Middlesex College (hereinafter referred to as the "Board") and the Workforce Development Board of Middlesex County, (hereinafter referred to as the "County") have entered into a contract for the operation of a project MIDDLESEX COUNTY OUT-OF-SCHOOL YOUNG ADULT PROGRAMS for the period commencing September 1, 2024 and concluding August 31, 2025; and  
  
WHEREAS, a proposal entitled MIDDLESEX COUNTY OUT-OF-SCHOOL YOUNG ADULT PROGRAMS has been submitted by the College administration and agreed to by the County in the amount of \$1,098,787.00; and  
  
WHEREAS, R.S. 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 operation of a project entitled MIDDLESEX COUNTY OUT-OF-SCHOOL YOUNG ADULT PROGRAMS is consistent with the philosophy and purpose of the College,  
  
NOW, THEREFORE, BE IT RESOLVED as follows:
  - a. The Board approves the proposal for the project entitled MIDDLESEX COUNTY OUT-OF-SCHOOL YOUNG ADULT PROGRAMS as submitted by the administration of Middlesex College to the County for the period September 1, 2024 and concluding August 31, 2025 in the total amount of \$1,098,787.00.
  - b. The Board herein ratifies the contract executed by the College President and/or his designee to implement the project.
3. WHEREAS, the Board of Trustees of Middlesex College (hereinafter referred to as the "Board") and the Workforce Development Board of Middlesex County, (hereinafter referred to as the "County") have entered into a contract for the operation of a project MIDDLESEX COUNTY ONESTOP OPERATOR for the period commencing September 1, 2024 and concluding June 30, 2025; and

WHEREAS, a proposal entitled MIDDLESEX COUNTY ONESTOP OPERATOR has been submitted by the College administration and agreed to by the County in the amount of \$270,083.00; and

WHEREAS, R.S. 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 operation of a project entitled MIDDLESEX COUNTY ONESTOP OPERATOR is consistent with the philosophy and purpose of the College,

NOW, THEREFORE, BE IT RESOLVED as follows:

- a. The Board approves the proposal for the project entitled MIDDLESEX COUNTY ONESTOP OPERATOR as submitted by the administration of Middlesex College to the County for the period September 1, 2024 and concluding June 30, 2025 in the total amount of \$270,083.00.
  - b. The Board herein ratifies the contract executed by the College President and/or his designee to implement the project.
4. WHEREAS, the Board of Trustees of Middlesex College (hereinafter referred to as the "Board") and the Workforce Development Board of Middlesex County (hereinafter referred to as the "County") have entered into a contract for the operation of a project AREA PLAN CONTRACT FOR EDERLY, CAREGIVER, AND OLDER RELATIVES OF MIDDLESEX COUNTY for the period commencing January 1, 2025 and concluding December 31, 2025; and

WHEREAS, a proposal entitled AREA PLAN CONTRACT FOR EDERLY, CAREGIVER, AND OLDER RELATIVES OF MIDDLESEX COUNTY has been submitted by the College administration and agreed to by the County in the amount of \$30,000.00; and

WHEREAS, R.S. 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 operation of a project entitled AREA PLAN CONTRACT FOR EDERLY, CAREGIVER, AND OLDER RELATIVES OF MIDDLESEX COUNTY is consistent with the philosophy and purpose of the College,

NOW, THEREFORE, BE IT RESOLVED as follows:

1/15/2025

- a. The Board approves the proposal for the project entitled AREA PLAN CONTRACT FOR EDERLY, CAREGIVER, AND OLDER RELATIVES OF MIDDLESEX COUNTY as submitted by the administration of Middlesex College to the County for the period January 1, 2025 and concluding December 31, 2025 in the total amount of \$30,000.00.
- b. The Board herein ratifies the contract executed by the College President and/or his designee to implement the project.

After discussion, the motion was approved.

### FINANCE COMMITTEE

Mr. Maltino reported that the Finance Committee met on January 8, 2025 to discuss various matters consisting of resolutions for contracts, vendor payments, and other financial matters at the College and recommends approval of the following seven resolutions.

Mr. Maltino also noted that Resolution 10 of the December Finance Committee meeting, the College Board of Trustees provided for a maximum reimbursement to Middlesex County in accordance with the Interlocal agreement in the amount of \$5,000,000.00 for construction related costs required to be disbursed from the College's restricted bank accounts for expenditures during the period occurring after the Board meeting date to the end of the fiscal year. The actual reimbursements to Middlesex County was \$1,219,962.12.

Mr. Scott Clelland, partner at PKF O'Connor Davies, LLP, the College's auditing firm, presented the audit for Middlesex College for the fiscal year ended June 30, 2024. He noted the audit was clean and unqualified, with no findings.

Trustee Taffet commented that he is glad that the College is headed in the right direction and thanked Mr. Clelland for his stability and professionalism and looks forward to continue working with him and his firm.

Mr. Taffet moved, except for Resolution 7.a. He abstained on that resolution. Mr. Oras moved Resolution 7.a. Seconded by Mr. Anderson for adoption of Resolutions 1 through 7.

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<br/>NUMBER</u> | <u>COMPANY</u>                    | <u>DESCRIPTION</u>  | <u>AWARD</u> |
|--------------------|----------------------------|-----------------------------------|---|--------------|
| JPC                | 23/24 R-1573               | Assessment Technologies Institute | 3-day in-person NCLEX review course for Nursing students funded by the Carl D. Perkins grant                                | \$45,000.00  |
| JPC<br>SOURCE      | FY24JPC-63<br>011822-LAE   | Laerdal Medical Corporation       | Maintenance and coverage for the Nursing simulation equipment funded by the Securing Our Children's Future grant            | \$22,355.85  |
| JPC<br>SOURCE      | FY24JPC-63<br>011822-LAE   | Laerdal Medical Corporation       | Software subscription and licensing for the Nursing simulation equipment funded by the Securing Our Children's Future grant | \$94,555.52  |
| NJSC               | 23-TELE-45462              | Johnston GP                       | Hof 110 network cabling   | \$18,948.30  |
| NJ Edge            | 269EMCPS-22-<br>001-EM-ESM | Electric Symphony Media           | Dental Hygienist Assistant certificate program media campaign funded by a Workforce Development & Lifelong Learning grant   | \$15,000.00  |
| NJ Edge            | 269EMCPS-21-<br>001-EMSHI  | SHI International                 | Software to manage user accessibility rights  | \$16,669.27  |
| NJ Edge            | 269EMCPS-21-<br>001-EMSHI  | SHI International                 | Phishing, spoofing, and email fraud protection software and services  | \$9,100.00   |
| OMNIA              | 040522                     | Sysco Metro New York              | Food supplies for the community food pantry   | \$15,000.00  |
| ESCNJ              | 24/25-08                   | B & G Restoration, Inc.           | Removal and disposal of the gymnasium flooring in conjunction with the Physical Education Center renovation project         | \$700,436.00 |

|       |            |                                       |  |             |
|-------|------------|---------------------------------------|--|-------------|
| PEPPM | 528991-001 | Apple Computer                        | 8 Macbooks and 2 iMacs, including accessories, for the Visual, Performing, and Media Arts Department funded by the Equipment Leasing Fund (ELF)    | \$19,139.98 |
| PEPPM | 533902-155 | Eastern Datacomm (fka OSI Technology) | Door access control hardware and software for secure areas in conjunction with the Chambers Hall renovation project                                | \$27,714.10 |
| TIPS  | 230105     | Educate-me.net                        | Additional equipment and supplies for the completion of the labs funded by the Securing Our Children's Future grant (labor through Bid 24-7 award) | \$28,167.82 |

- (1) JPC – New Jersey Council of County Colleges Joint Purchasing Consortium
- (2) NJ Edge – New Jersey Edge Consortium
- (3) NJSC – New Jersey State Contract
- (4) OMNIA – OMNIA Partners Cooperative
- (5) ESCNJ – Educational Services Commission of New Jersey
- (6) PEPPM – Pennsylvania Education Purchasing Program for Microcomputers
- (7) SOURCE – Sourcewell Cooperative
- (8) TIPS – The Interlocal Purchasing System

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, for the period of July 1, 2024 through June 30, 2025, unless otherwise specified:

- a. Bid #25-11 for dental chairs for the Dental Hygiene Department funded by the Carl D. Perkins grant:

Patterson Dental Supply, Inc., St. Paul, MN for the not-to-exceed amount of \$60,044.00.

- b. RFP #10811E for design and construction documents for professional consulting services for the Billy Johnson Hall rooftop HVAC unit replacements project:

Johnson and Urban LLC, Colts Neck, NJ for the not-to-exceed amount of \$6,500.00.

- c. Quote #10922 for two (2) biosafety cabinets with adjustable stands, inside delivery, and extended warranties for L'Hommedieu Hall funded by the Securing Our Children's Future grant:

Fisher Scientific Company, LLC, Pittsburgh, PA for the not-to-exceed amount of \$36,641.24, in accordance with NJCCC JPC Contract #FY24JPC-63.

- 3. 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, contingent upon receipt of the completed disclosures:

- a. 424 Highland Meat & Produce Inc. dba Superfresh, Highland Park, NJ for food supplies for the community food pantry and culinary programs for the not-to-exceed amount of \$30,000.00 for the period of January 1, 2025 through June 30, 2025.
- b. AVA Topright LLC, Atlanta, GA for professional consulting and creative production services for advertising seeking student enrollment for the not-to-exceed amount of \$110,000.00 for the period of January 1, 2025 through June 30, 2025.
- c. Becton, Dickinson and Company c/o CareFusion Solutions LLC, Franklin Lakes, NJ for proprietary computer hardware, software peripherals, specialized equipment, and professional services for intravenous pumps and associated accessories for the Nursing Department for the not-to-exceed amount of \$37,764.00 funded by the Securing Our Children's Future grant.



- d. CareerAmerica dba Ocelot, Sacramento, CA for proprietary software annual licensing for a multi-lingual interactive live chat function in the not-to-exceed amount of \$41,200.00 for the period of January 1, 2025 through December 31, 2025.
  - e. Clifford Bernzweig dba NATURECLIFF LLC, Millington, NJ for professional consulting and copyediting services for the not-to-exceed amount of \$29,600.00 funded by the Open Textbook Collaborative grant.
  - f. Entrinsik, Inc., Raleigh, NC for proprietary software annual licensing and support services for Informer reporting software for the not-to-exceed amount of \$11,796.00 and for training on the upgrade system for the not-to-exceed amount of \$13,500.00 for the total not-to-exceed amount \$25,296.00 for the period of July 1, 2024 through June 30, 2025.
  - g. Environmental Connection, Trenton, NJ for professional environmental consulting services in accordance with RFP #10718 prequalification, and specifically for technical specification development for the not-to-exceed amount of \$4,000.00 and for construction administration and monitoring services for the Physical Education Center renovation project in the not-to-exceed amount of \$34,050.00 for the total not-to-exceed amount of \$38,050.00.
4. 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 a user acceptance test environment for the payroll software application programming interface in conjunction with the ERP SaaS project:

|                          |                    |
|--------------------------|--------------------|
| Previous Contract Amount | \$19,824.00        |
| Amendment #1             | <u>9,600.00</u>    |
| New Contract Amount      | <u>\$29,424.00</u> |

- b. American Dream Coaches, Edison, NJ for additional charter bus services for Athletics, Student Activities, and Academics for the period of October 1, 2024 through September 30, 2025:

|                          |                     |
|--------------------------|---------------------|
| Previous Contract Amount | \$100,000.00        |
| Amendment #1             | <u>50,000.00</u>    |
| New Contract Amount      | <u>\$150,000.00</u> |

- c. Brookdale Community College, Lincroft, NJ for additional professional consulting services for the period of January 1, 2024 through December 30, 2024 funded by the Open Textbook Collaborative grant:

|                          |                    |
|--------------------------|--------------------|
| Previous Contract Amount | \$13,500.00        |
| Amendment #1             | <u>7,000.00</u>    |
| New Contract Amount      | <u>\$20,500.00</u> |

- d. FW Webb, Piscataway, NJ for additional plumbing and industrial hardware supplies in accordance with the HCESC CAT-23-10 cooperative contract:

|                          |                    |
|--------------------------|--------------------|
| Previous Contract Amount | \$36,000.00        |
| Amendment #1             | <u>23,267.16</u>   |
| New Contract Amount      | <u>\$59,267.16</u> |

- e. Imperial Construction & Electric, Elizabeth, NJ for a change order associated with general conditions due to a one-month project extension of the Chambers Hall Renovation project construction timeline:

|                          |                       |
|--------------------------|-----------------------|
| Previous Contract Amount | \$3,947,135.00        |
| Amendment #1             | <u>14,555.64</u>      |
| New Contract Amount      | <u>\$3,961,690.64</u> |

- f. Ocean County College, Toms River, NJ for additional professional consulting services for the period of January 1, 2024 through December 30, 2024 funded by the Open Textbook Collaborative grant:

|                          |                    |
|--------------------------|--------------------|
| Previous Contract Amount | \$13,500.00        |
| Amendment #1             | <u>5,000.00</u>    |
| New Contract Amount      | <u>\$18 500.00</u> |

- g. Rowan University, Glassboro, NJ for additional professional consulting services for the period of January 1, 2024 through December 30, 2024 funded by the Open Textbook Collaborative grant:

|                          |                    |
|--------------------------|--------------------|
| Previous Contract Amount | \$13,500.00        |
| Amendment #1             | <u>5,000.00</u>    |
| New Contract Amount      | <u>\$18,500.00</u> |

- h. Yale Electrical Services, Moorestown, NJ for additional electrical supplies in accordance with the NJSC 23-TELE-49718 cooperative contract:

|                          |                    |
|--------------------------|--------------------|
| Previous Contract Amount | \$15,000.00        |
| Amendment #1             | <u>10,000.00</u>   |
| New Contract Amount      | <u>\$25,000.00</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 a lot of 20-25 copiers and auxiliary equipment; and

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. DMR Architects, Hasbrouck Heights, NJ for construction administration architectural services in conjunction with the Chambers Hall Renovation project in the amount of \$2,075.00

|                   |                    |
|-------------------|--------------------|
| Contract Amount   | \$41,500.00        |
| Previous Payments | 29,050.00          |
| Payment #8        | <u>2,075.00</u>    |
| Balance           | <u>\$10,375.00</u> |

- b. 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 \$19,300.00.

|                     |                  |
|---------------------|------------------|
| Contract Amount     | \$231,600.00     |
| Previous Payments   | 212,300.00       |
| Payment #29 (FINAL) | <u>19,300.00</u> |
| Balance             | <u>\$ 0.00</u>   |

- c. Imperial Construction and Electric, Elizabeth, NJ for construction services in conjunction with the Reconfiguration of the interior of Chambers Hall in the amount of \$41,676.88.

|                   |                      |
|-------------------|----------------------|
| Contract Amount   | \$3,947,135.00       |
| Previous Payments | 3,077,903.78         |
| Payment #14       | <u>41,676.88</u>     |
| Balance           | <u>\$ 827,554.34</u> |

- d. Johnson and Urban, LLC, Colts Neck, NJ for Phase 1 feasibility engineering services in conjunction with the Billy Johnson Hall Rooftop HVAC unit replacement project in the amount of \$500.00.

|                    |                |
|--------------------|----------------|
| Contract Amount    | \$2,000.00     |
| Previous Payments  | 1,500.00       |
| Payment #2 (FINAL) | <u>500.00</u>  |
| Balance            | <u>\$ 0.00</u> |

- e. Safeway Contracting Inc., Union, NJ for construction services in conjunction with the Roof Replacements for the Bookstore, Library Instructional Resource Center and Gateway projects in the amount of \$351,630.00.

|                   |                      |
|-------------------|----------------------|
| Contract Amount   | \$1,068,750.00       |
| Previous Payments | 82,132.20            |
| Payment #2        | <u>351,630.00</u>    |
| Balance           | <u>\$ 634,987.80</u> |

- f. Spiezle Architects, Hamilton, NJ for Phase 2 construction administration architectural services in conjunction with the Library, Instructional Resource Center & Gateway Roof Replacement project in the amount of \$2,125.00.

|                   |                     |
|-------------------|---------------------|
| Contract Amount   | \$21,250.00         |
| Previous Payments | 2,125.00            |
| Payment #2        | <u>2,125.00</u>     |
| Balance           | <u>\$ 17,000.00</u> |

7. 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 November 2024 in the amount of \$8,336.20.

After discussion, the motion was approved.

HUMAN RESOURCES COMMITTEE

Mr. Morgan reported that this month includes 35 recommended items in total. A summary of the action items are listed below.

Mr. Oras moved, seconded by Ms. Delgado, 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                 | 3                      |
|    | Support Staff           | 2                      |
|    | Grants                  | 2                      |
| B. | <u>Change of Status</u> | <u>Recommendations</u> |
|    | Administrative          | 1                      |
| C. | <u>Separations</u>      | <u>Recommendations</u> |
|    | Administrative          | 4                      |
|    | Faculty                 | 5                      |
| D. | <u>Miscellaneous</u>    | <u>Recommendations</u> |
|    | Administrative          | 4                      |
|    | Faculty                 | 7                      |
|    | Support Staff           | 2                      |
|    | Grants                  | 3                      |

## A. HIRES

ADMINISTRATIVE

1.      Name:            Dionne Miller  
          Department:    Academic Affairs  
          Position:        Vice President, Academic Affairs  
          Salary:           \$175,000  
          Effective:        1/27/2025
  
2.      Name:            Anthony Varroney  
          Department:    Radiography  
          Position:        Director, Radiography Program  
          Salary:           \$105,835  
          Effective:        3/17/2025

FACULTY

1.      Name:            Alan Blander

- |  |             |   |
|--|-------------|---|
|  | Department: | Natural Sciences                        |
|  | Position:   | Instructor, Biology – One Semester Only |
|  | Salary:     | \$34,202                                |
|  | Effective:  | 1/14/2025                               |
- 2.
- |  |             |                                      |
|--|-------------|--------------------------------------|
|  | Name:       | Junior Gonzales                      |
|  | Department: | Natural Sciences                     |
|  | Position:   | Instructor, Chemistry – Tenure Track |
|  | Salary:     | \$68,403                             |
|  | Effective:  | 1/14/2025                            |
- 3.
- |  |             |   |
|--|-------------|---|
|  | Name:       | Jessica Ryan Miller                         |
|  | Department: | Business and Computer Science               |
|  | Position:   | Instructor, Computer Science – Tenure Track |
|  | Salary:     | \$68,403                                    |
|  | Effective:  | 1/14/2025                                   |

#### SUPPORT STAFF

- 1.
- |  |             |  |
|--|-------------|--|
|  | Name:       | Alexi Arevalo Segura                               |
|  | Department: | Facilities Maintenance                             |
|  | Position:   | Custodian  |
|  | Salary:     | \$36,250 + \$4,176 (shift differential) = \$40,426 |
|  | Effective:  | 1/3/2025   |
- 2.
- |  |             |                             |
|--|-------------|-----------------------------|
|  | Name:       | Kathleen McKeon             |
|  | Department: | History and Social Sciences |
|  | Position:   | Department Assistant        |
|  | Salary:     | \$46,465                    |
|  | Effective:  | 1/2/2025                    |

#### GRANTS

- 1.
- |  |             |   |
|--|-------------|---|
|  | Name:       | Sandra Bottoni                              |
|  | Department: | Workforce Development and Lifelong Learning |
|  | Position:   | Director of County Career Initiatives       |
|  | Salary:     | \$87,380                                    |
|  | Effective:  | 1/6/2025                                    |
- 2.
- |  |             |                                 |
|--|-------------|---------------------------------|
|  | Name:       | Connie Silletti-Cafaro          |
|  | Department: | Counseling and Student Wellness |
|  | Position:   | Case Manager                    |
|  | Salary:     | \$73,466                        |
|  | Effective:  | 1/21/2025                       |

#### B. CHANGE OF STATUS

#### ADMINISTRATIVE

1.      Name:                Theresa Orosz  
         Department:      Academic Affairs  
         Position:          Acting Assistant Dean, Academic Operations  
         Salary:             \$121,957  
         Effective:         1/27/2025 – 6/30/2025

C.     SEPARATIONS

ADMINISTRATIVE

1.      Name:                Audrey Davis-Dunning  
         Department:      Perth Amboy Center  
         Action:             Retirement  
         Effective:         1/31/2025
2.      Name:                Mary-Pat Maciolek  
         Department:      Hospitality, Culinary Arts and Dietetics  
         Action:             Retirement  
         Effective:         9/30/2024
3.      Name:                Crystal Quillen  
         Department:      History and Social Sciences  
         Action:             Resignation  
         Effective:         12/13/2024
4.      Name:                Evelyn Rosa  
         Department:      New Brunswick Center  
         Action:             Retirement  
         Effective:         10/31/2024

FACULTY

1.      Name:                James Finne  
         Department:      Engineering Technologies  
         Action:             Retirement  
         Effective:         1/31/2025
2.      Name:                Barry Glazer  
         Department:      English  
         Action:             Retirement  
         Effective:         1/31/2025
3.      Name:                William Kleinelp  
         Department:      Natural Sciences  
         Action:             Retirement  
         Effective:         1/31/2025

4.      Name:                Jane Lasky-McPherson  
          Department:      English  
          Action:             Retirement  
          Effective:         1/31/2025
  
5.      Name:                Shirley Wachtel  
          Department:      English  
          Action:             Retirement  
          Effective:         1/31/2025

D.      MISCELLANEOUS

ADMINISTRATIVE STIPENDS – ERP PROJECT IMPLEMENTATION TEAM

| <u>NAME</u>        | <u>ROLE</u>       | <u>DIVISION</u>                                | <u>MONTHLY<br/>PAYMENT</u> | <u>EFFECTIVE DATES</u> |
|--------------------|-------------------|--|----------------------------|------------------------|
| Edgardo<br>Alvarez | Technical<br>Lead | Inst. Effectiveness, Planning,<br>& Compliance | \$700                      | 1/1/2025 – 12/31/2025  |

FACULTY COMPENSATION – IX-M

| <u>NAME</u>              | <u>DEPARTMENT</u>              | <u>REASON</u>                      | <u>PAYMENT</u> |
|--------------------------|--------------------------------|------------------------------------|----------------|
| Katalin Gyurian-<br>Toth | ESL, Languages and<br>Cultures | IX-M# 786 ESL Placement Interviews | \$178.50       |
| Hillary Hyman            | ESL, Languages and<br>Cultures | IX-M#786 ESL Placement Interviews  | \$178.50       |
| Elizabeth Shaheen        | ESL, Languages and<br>Cultures | IX-M# 786 ESL Placement Interviews | \$165.75       |

FACULTY OBSERVATION OF ADJUNCTS – FALL 2024

| <u>NAME</u>            | <u>DEPARTMENT</u>                 | <u>PAYMENT</u> |
|------------------------|-----------------------------------|----------------|
| Jacob Bender           | English                           | \$1,575        |
| Brenda Cavanaugh       | ESL, Languages and Cultures       | \$350          |
| Dhruv Chunawala        | Business and Computer Science     | \$1,050        |
| Amanda Connelly        | English                           | \$700          |
| Timothy Dey            | Business and Computer Science     | \$175          |
| Phalguni Ghosh         | Natural Sciences                  | \$1,050        |
| Katalin Gyurian-Toth   | ESL, Languages and Cultures       | \$350          |
| Nadine Heller          | Visual, Performing and Media Arts | \$175          |
| Hillary Hyman          | ESL, Languages and Cultures       | \$700          |
| Meenu Jain             | Natural Sciences                  | \$350          |
| Gina Leoniy            | Business and Computer Science     | \$350          |
| Daniel Markowicz       | English                           | \$350          |
| Maria Marshall         | Visual, Performing and Media Arts | \$175          |
| Lakshmi Nagarajan-Iyer | Business and Computer Science     | \$875          |



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|                    |                               |         |
|--------------------|-------------------------------|---------|
| Joseph Nesi        | Business and Computer Science | \$350   |
| Nicholas Picioccio | Business and Computer Science | \$525   |
| Diane Ratner       | Natural Sciences              | \$525   |
| Sheri-Rose Rubin   | Business and Computer Science | \$350   |
| Juan Saborido      | ESL, Languages and Cultures   | \$350   |
| Brian Shields      | English                       | \$350   |
| Stephanie Vera     | ESL, Languages and Cultures   | \$700   |
| Christine Wathen   | Business and Computer Science | \$525   |
| Celia Winchester   | English                       | \$875   |
| Steven Zale        | Business and Computer Science | \$1,575 |

ADMINISTRATIVE MISCELLANEOUS – RETIREMENT

WHEREAS, **Audrey Davis-Dunning**, has faithfully served Middlesex College from July 2, 1993 to February 1, 2025; and

WHEREAS, she has performed her duties and responsibilities capably and loyally;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees accepts the voluntary retirement of **Audrey Davis-Dunning** as of February 1, 2025; and

BE IT FURTHER RESOLVED that the Board recognizes the significant contributions of **Audrey Davis-Dunning** during her years of service to Middlesex College and extends its best wishes to her on her retirement.

\*\*\*\*\*

WHEREAS, **Mary-Pat Maciolek**, has faithfully served Middlesex College from February 1, 2001 to October 1, 2024; and

WHEREAS, she has performed her duties and responsibilities capably and loyally;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees accepts the voluntary retirement of **Mary-Pat Maciolek** as of October 1, 2024; and

BE IT FURTHER RESOLVED that the Board recognizes the significant contributions of **Mary-Pat Maciolek** during her years of service to Middlesex College and extends its best wishes to her on her retirement.

\*\*\*\*\*

WHEREAS, **Evelyn Rosa**, has faithfully served Middlesex College from February 22, 2000 to November 1, 2024; and

WHEREAS, she has performed her duties and responsibilities capably and loyally;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees accepts the voluntary retirement of **Evelyn Rosa** as of November 1, 2024; and

BE IT FURTHER RESOLVED that the Board recognizes the significant contributions of **Evelyn Rosa** during her years of service to Middlesex College and extends its best wishes to her on her retirement.

**FACULTY MISCELLANEOUS – RETIREMENT**

WHEREAS, **James Finne**, has faithfully served Middlesex College from August 30, 1999 to January 31, 2025; 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 **James Finne** as of January 31, 2025; and

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

\*\*\*\*\*

WHEREAS, **Barry Glazer**, has faithfully served Middlesex College from January 22, 1990 to January 31, 2025; 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 **Barry Glazer** as of January 31, 2025; and

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

\*\*\*\*\*

WHEREAS, Associate Professor **William Kleinelp** began his career at Middlesex College as an Instructor in the Department of Biology on September 1972 and was subsequently promoted to the academic rank of Assistant Professor in 1977 and to the rank of Associate Professor in 1987;

WHEREAS, Associate Professor **William Kleinelp** received a Bachelor of Science degree in Biology from Fairleigh Dickinson University in 1970 and a Master of Science degree in Biology from Fairleigh Dickinson University in 1972;

WHEREAS, Associate Professor **William Kleinelp** served as an instrumental member of multiple committees such as the distance learning committee, academic technology advisory committee as well as multiple College Assembly task forces. He also chaired the science division grants committee for many years and was crucial in obtaining a number of grants for the College;

WHEREAS, in his over 50 years of service to Middlesex College, Associate Professor **William Kleinelp** taught generations of students in biology and anatomy and physiology; and

WHEREAS, Associate Professor **William Kleinelp** retired on January 31, 2025;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees, based on the recommendation of the President of Middlesex College, confer the honorary title of Professor Emeritus on **William Kleinelp** with all associated rights and privileges in recognition of his long years of dedicated service and continuing commitment to Middlesex College.

\*\*\*\*\*

WHEREAS, **Jane Lasky-McPherson**, has faithfully served Middlesex College from March 4, 1985 to January 31, 2025; and

WHEREAS, she has performed her duties and responsibilities capably and loyally;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees accepts the voluntary retirement of **Jane Lasky-McPherson** as of January 31, 2025; and

BE IT FURTHER RESOLVED that the Board recognizes the significant contributions of **Jane Lasky-McPherson** during her years of service to Middlesex College and extends its best wishes to her on her retirement.

\*\*\*\*\*

WHEREAS, **Dr. Shirley Wachtel** began her career at Middlesex College as an instructor in the Department of English on Sept. 1, 1992 and was subsequently promoted to the academic rank of Assistant Professor in 1995; to the rank of Associate Professor in 2000; and to the rank of Professor in 2003; and

WHEREAS, **Dr. Shirley Wachtel** received the Doctor of Letters Degree from Drew University in 2002; and

WHEREAS, **Dr. Shirley Wachtel** served on multiple Departmental, Divisional and College-wide committees throughout her career at Middlesex College (in both member and leadership roles), applying her expertise, experience, and insight for the academic and cultural betterment of the College community; and

WHEREAS, **Dr. Shirley Wachtel** taught and inspired generations of students in Developmental Reading and Writing; English Composition (including Honors and Special Topics); World Literature; Creative Writing; and Children's Literature; and

WHEREAS, **Dr. Shirley Wachtel** received several honors and awards, such as the 2006 NY Times/League for Innovation in Two-Year Colleges Award for her work in the classroom;

and the 2017 Faculty Scholar Award for her research in survival and Holocaust studies and her work in reading pedagogy; and

WHEREAS, **Dr. Shirley Wachtel** has published several children's books, educational texts, poetry collections, memoirs, and novels, many of which she generously shared with the College community at multiple academic and cultural events and;

WHEREAS, Professor **Dr. Shirley Wachtel** retired from Middlesex College on January 31, 2025;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees, based on the recommendation of the President of Middlesex College, confer the honorary title of Professor Emerita on **Dr. Shirley Wachtel** with all associated rights and privileges in recognition of her long years of dedicated service and commitment to Middlesex College.

#### 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 January 15, 2025 pay period, through June 30, 2025 beginning with the name **Olivares, Johangel** and ending with the name **Olivares, Johangel**:

| <u>NAME</u>          | <u>SALARY</u><br><u>2024/2025</u> | <u>SHIFT</u><br><u>DIFFERENTIAL</u> | <u>TOTAL</u><br><u>SALARY</u> |
|----------------------|-----------------------------------|-------------------------------------|-------------------------------|
| Olivares, Johangel** | \$47,215                          |                                     | \$47,215                      |

\*Associate's Degree

\*\*Bachelor's Degree

\*\*\*Master's Degree

#### SUPPORT STAFF – ADDITIONAL COMPENSATION

- Name: Robert Coste  
 Department: Visual, Performing and Media Arts  
 Reason: Fall 2024 Production of *Dracula, A comedy of Terrors*  
 Payment: \$1,792

#### GRANTS – ADDITIONAL COMPENSATION

- Name: Chanel Cortijo  
 Department: Student and Enrollment Services  
 Reason: Justice Scholars Youth Program/Rising Scholars Program  
 Payment: \$1,700
- Name: Spencer McCray  
 Department: Admissions and Recruitment  
 Reason: Justice Scholars Youth Program/Rising

- |    |             |   |
|----|-------------|---|
|    | Payment:    | Scholars Program<br>\$2,040                               |
| 3. | Name:       | Vanessa Velez   |
|    | Department: | Student and Enrollment Services                           |
|    | Reason:     | Justice Scholars Youth Program/Rising<br>Scholars Program |
|    | Payment:    | \$3,400   |

After discussion, the motion was approved.

### GENERAL

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

1. Pursuant to Section 5.2 of the Board Bylaws, in my role as Vice Chair of the Board, I report to the Board that I have reviewed the President's expenses for the second quarter of Fiscal Year 2025 and found them to be in order and am recommending approval by the Board.

After discussion, the motion was approved.

### REPORT OF COUNSEL

No report.

### REPORT OF THE PRESIDENT

Dr. McCormick thanked everyone who attended Spring Convocation yesterday. At Convocation he reported that this year Middlesex College is the highest-enrolled community college in the state. He thanked the student speakers and thanked the First-Generation Council for their work. He also reported on the new Dual Admission partnership with Rutgers University-New Brunswick. He reported that the CIO project will be breaking ground soon and shared architectural renderings of the two new buildings that will take shape on the north end of the campus. He also shared more interesting facts from the College's history in celebration of its 60<sup>th</sup> anniversary.

### COMMENTS FROM THE COUNTY

Sandy Castor, Department Head of Economic Development wished everyone a Happy New Year on behalf of Commissioner Scott McCullum and that she looks forward to a very fruitful year and working with Middlesex College.

NEW BUSINESS

None

FINAL REMARKS FROM THE PRESIDENT

Dr. McCormick added that he is proud of the work the College is doing. He mentioned the importance on how we educate students on the credit side in addition to the work being done by the Workforce Development and Lifelong Learning team. The end result is for students to have the skills that will make them employable. He also added that the NJCCC established an Essential Skills Center for Innovation that recognizes the importance of General Education courses.

Trustee Buteas commented that the New Jersey Department of Labor and Workforce Development has repeatedly reported that skills such as communication, working in teams, as well as reading and writing are the top skills that employers are looking for.

The next regular meeting of the Board of Trustees will take place on Wednesday, February 19, 2025 at 8:30 a.m. in the Dorothy K. Power Boardroom and on Zoom with the link to be posted on the College website.

The meeting adjourned at 9:35 a.m.

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ROBERT P. SICA  
SECRETARY

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