# BOARD OF TRUSTEES OF MIDDLESEX COLLEGE

## Minutes of the Regular Meeting of April 16, 2025

The scheduled meeting of the Board of Trustees of Middlesex College was held at 5:00 p.m. in the Dorothy K. Power Boardroom located on the Edison campus and on Zoom. Board members present were: Mmes. Buteas, Delgado, and Madhukar, and Messrs. Anderson, Oras, Paluri, Raja, Sica and Taffet. Ms. Chittala, Mr. Finkelstein, and Ms. Roman were absent. Also present were President McCormick, General Counsel Mr. Hoffman, Vice Presidents Ms. Coffaro, Dr. Herron, and Dr. Miller, 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 March 24, 2025, advance written notice of this meeting was posted in the lobby of Chambers Hall and the College Center.
- (b) On March 24, 2025, advance written notice of this meeting was emailed to the <u>Home News Tribune</u> and <u>The Star Ledger</u>.
- (c) On March 24, 2025, a copy of this advance notice of the meeting was filed with the Clerk of the Middlesex County Board of County Commissioners.
- (d) On March 24, 2025, 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. Anderson moved, seconded by Mr. Oras, to adopt the minutes of the March 19, 2025 regular meeting.

After discussion, the motion was approved.

## CORRESPONDENCE

President McCormick read a Resolution approved by the Board of County Commissioners of Middlesex County proclaiming April 2025 as National Community College Month.

## PRESENTATION

Vetchay Vilvert, Class of 2014, shared with the Board his experience as a student at Middlesex College. During his time on campus, he majored in Food Service Management, and as a student was intrigued with the concept of developing his own products. He created a company called NaturalVert, which specializes in organic, allergen-free granola. He credited the faculty and staff of Middlesex College for paving the way for him to be able to start a successful business. He shared that his products are currently sold at Whole Foods, ShopRite, Walmart as well as on Amazon and he shared samples with the Board members.

## COMMENTS AND QUESTIONS FROM THE BOARD

Trustee Taffet thanked Mr. Vilvert for sharing his story and asked if there was a business element that he studied while at the College. Mr. Vilvert commented that he did not take a course in business but he did tap into many resources so that he could understand the business side.

Trustee Anderson thanked Mr. Vilvert for sharing his testimonial. He commended him on his willingness to pivot. He added when achieving one's goal, at a certain point, you realize you might have better success going another route.

Trustee Paluri thanked Mr. Vilvert for sharing his story. He commended him on his hard work and also thanked him for sharing his story with current Middlesex College students who, like him, are aspiring entrepreneurs.

## FINANCE COMMITTEE

Mr. Maltino reported that the Finance Committee met on April 9, 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 nine resolutions.

Mr. Taffet moved, except for Resolution 8.d. He abstained on that resolution. Mr. Oras moved Resolution 8.d. Seconded by Mr. Paluri for adoption of Resolutions 1 through 9.

1. WHEREAS, The College is authorized to obtain goods or services and participate in cooperative pricing systems available pursuant to N.J.S.A. 18A:64A-25.9 and 11a of the County College Contracts Law, and N.J.S.A. 52:34-6.2b(3) applicable to the College;

NOW, THEREFORE, BE IT RESOLVED, That the following contract(s) be authorized under the provisions of cooperatives currently in effect for purchases exceeding the quote threshold of \$8,320.00:

<b>COOPERATIVE</b>	CONTRACT	<b>COMPANY</b>	DESCRIPTION	AWARD
	<b>NUMBER</b>			

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E&I	CNR01494 CNR01399	Enterprise Holdings, Inc.	Purchase of a 2020 Ford 12- passenger van for college- wide use	\$42,191.00
ESCNJ	21/22-10	Nickerson NY, LLC	Purchase and installation of a divider curtain for the gymnasium, including the removal and disposal of the existing curtain	\$37,767.65
ESCNJ	21/22-10	Nickerson NY, LLC	Parts and labor for repair of basketball hoops in the gymnasium	\$34,220.00
NJ Edge	EMSS-19-001	Black Hills Information Security c/o NJ Edge	Annual external network penetration testing	\$16,900.00
NJSC	25-COMG-94102	Herman Miller c/o BFI	Tabletop electrical and data outlets for L'Hommedieu Hall classrooms funded by the Securing Our Children's Future grant	\$25,796.34
NJSC	24-TELE-71883	Dell Marketing LP	Computer equipment funded by the Some College, No Degree grant	\$17,048.85
NJSC	17-FLEET-00731	COBAN Technologies (Safe Fleet Mobile Vision)	Five-year software subscription for in-car body camera system and cloud services	\$81,039.00
NJSC	23-TELE-45462 22-TELE-40642	Johnston G.P.	Emergency fiber repair for North Hall	\$12,967.50
SOURCE	092222-CMM	Cummins Inc.	Parts, start up, and testing for electrical equipment	\$15,000.00

- E&I Education and Institutional Cooperative Services
   ESCNJ Educational Services Commission of New Jersey

- (3) NJ Edge NJ Edge Consortium
  (4) NJSC New Jersey State Contract
  (5) SOURCE Sourcewell Cooperative

WHEREAS, In accordance with N.J.S.A. 18A:64A-25.14, Middlesex College publicly advertised and solicited Bid 25-16 for the Middlesex College Bookstore Renovation; and

WHEREAS, Subsequent to the advertisement, it was determined that the project is considered an incidental component of the Community, Innovation, and Opportunity (CIO) Strategic Investment Plan and,

WHEREAS, It was therefore determined prior to the scheduled bid opening that the bid should be withdrawn;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Trustees hereby authorizes the withdrawal of Bid 25-16.

- 3. 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 #25-14 for base bid, alternates 2 and 3, allowances 1 and 2, and contingency for the Physical Education Center Gymnasium Renovation project, including new flooring, bleachers, and doors:

North Eastern Floors, West Berlin, NJ for the not-to-exceed amount of \$1,185,241.00.

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, contingent upon receipt of the completed disclosures:

a. <u>Design Resource Group Architects, AIA, Inc.</u>, Somerset, NJ for professional architectural design consulting services for theater lighting and rigging upgrades

2.

5.

6.

for the Performing Arts Center for the not-to-exceed amount of \$60,000.00.

b. <u>Entrinsik Inc.</u>, Raleigh, NC for cloud hosting implementation and services for the not-to-exceed amount of \$12,000.00 for the period of July 1, 2025 through June 30, 2026.

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. <u>Carolina Biological Supply</u>, Burlington, NC for additional lab supplies in accordance with the JPC cooperative contract FY24JPC-45:

Previous Contract Amount	\$15,000.00
Amendment #1	6,000.00
New Contract Amount	<u>\$21,000.00</u>

b. <u>Spruce Industries</u>, Rahway, NJ for additional bulk cleaning supplies and paper goods in accordance with the ESCNJ cooperative contract 21/22-18:

Previous Contract Amount	\$50,000.00
Amendment #1	15,000.00
New Contract Amount	<u>\$65,000.00</u>

c. <u>TBS Controls, LLC</u>, Allendale, NJ for additional HVAC management system controls maintenance, parts, support, and services in accordance with Bid 23-2:

Previous Contract Amount	\$158,000.00
Amendment #1	55,000.00
New Contract Amount	<u>\$213,000.00</u>

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 <u>GovDeals</u>, <u>Inc.</u>, Bethesda, MD in accordance with OMNIA Partners national cooperative contract R190601; and

WHEREAS, The personal property to be sold consists of:

- i. Two non-functioning treadmills from the Physical Education Center;
- ii. Two ADEC patient chairs from the Dental Hygiene Clinic;
- iii. One walk-behind carpet cleaner/floor buffer;
- iv. Mac computers and monitors funded by the Carl D. Perkins grant; and

4/16/2025 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;

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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.

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:

7.

a. <u>DMR Architects</u>, Hasbrouck Heights, NJ for construction administration architectural services in conjunction with the Chambers Hall Renovation project in the amount of \$2,490.00.

Contract Amount	\$41,500.00
Previous Payments	34,030.00
Payment #10	2,490.00
Balance	<u>\$ 4,980.00</u>

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

Contract Amount	\$96,000.00
Previous Payments	93,120.00
Payment #10 (FINAL)	2,880.00
Balance	<u>\$ 0.00</u>

c. <u>Epic Management, Inc.</u>, Piscataway, NJ for construction management services in conjunction with the following four (4) projects; Physical Education Center Renovations, Billy Johnson Hall Pump & Pipe Reconfiguration, Billy Johnson Hall RTU Replacement and Chambers Hall Renovations in the amount of \$20,265.00.

Contract Amount	\$243,180.00
Previous Payments	40,530.00
Payment #32 for multiple prior projects	20,265.00
Balance	<u>\$182,385.00</u>

d. <u>Estock Piping Company LLC</u>, Chesterfield, NJ for construction services in conjunction with the Billy Johnson Hall boiler replacement project in the amount of \$15,660.00.

Contract Amount	\$285,260.00
Previous Payments	161,527.68

Payment #2 Balance

<u>15,660.00</u> <u>\$108,072.32</u>

e. <u>Imperial Construction and Electric</u>, Elizabeth, NJ for construction services in conjunction with the Reconfiguration of the interior of Chambers Hall in the amount of \$277,158.50.

Contract Amount	\$3,947,135.00
Previous Payments	3,216,483.11
Payment #16	127,778.40
Payment #17	149,380.10
Balance	<u>\$ 453,493.39</u>

f. Johnson & Urban, LLC, Colts Neck, NJ for construction document services in conjunction with the Physical Education Center HVAC Upgrade project in the amount of \$41,105.00.

Contract Amount	\$72,500.00
Previous payments	24,145.00
Payment #2	41,105.00
Balance	<u>\$ 7,250.00</u>

g. <u>Power with Prestige, Inc.</u>, Newton, NJ for construction services in conjunction with the Billy Johnson Hall Generator and Transfer Switch project in the amount of \$4,500.00.

Contract Amount	\$117,000.00
Payment #1	4,500.00
Balance	<u>\$112,500.00</u>

h. <u>Safeway Contracting Inc.</u>, 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 \$22,486.50.

Contract Amount	\$1,140,614.00
Previous Payments	773,431.02
Payment #5	22,486.50
Balance	<u>\$ 344,696.48</u>

i. <u>Spiezle Architects</u>, 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	10,625.00

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Payment #6	2,125.00
Balance	<u>\$ 8,500.00</u>

- 8. BE IT RESOLVED, That based on the recommendation of the Chief Financial Officer, payment be authorized to the following firm(s):
  - Lerner David, LLP, Cranford, NJ for specialty legal services in conjunction with the a. College's Intellectual Property and trademark registration in the amount of \$1,080.00
  - Miller Johnson, Grand Rapids, MI for legal services rendered regarding Human b. Resource matters for the month of March 2025 in the amount of \$1,318.25
  - O'Toole Scrivo, LLC, Cedar Grove, NJ for legal services rendered regarding special c. land use counsel for the month of February 2025 in the amount of \$4,704.00.
  - d. Weiner Law Group, LLP, Parsippany, NJ for legal services rendered regarding labor matters for the month of February 2025 in the amount of \$822.50.
- 9. WHEREAS, The Board of Trustees of Middlesex College and the County of Middlesex entered into an Inter-Local Agreement for the implementation of a project entitled the Community, Innovation, and Opportunity Strategic Investment Plan Grant ("CIO Project"), and

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

WHEREAS, The County of Middlesex invoiced Middlesex College for capital costs associated with the CIO Project and subsequently, the College will issue reimbursements to the County of Middlesex in the amount of \$4,079,511.31. This amount is subject to modification but cannot exceed \$5,000,000.00.

After discussion, the motion was approved.

## HUMAN RESOURCES COMMITTEE

Mr. Morgan reported that this month includes 27 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> Recommendations Administrative 2 1 Grants Change of Status Recommendations Β. Administrative 3 Separations Recommendations С. Administrative 1 Support Staff 2 D. <u>Miscellaneous</u> Recommendations Administrative 12 Faculty 4
- A. HIRES

#### ADMINISTRATIVE

Support Staff

1.	Name: Department: Position: Salary: Effective:	Linsay Arnold e-Learning Learning Management System Administrator \$63,109 5/1/2025
2.	Name: Department: Position: Salary: Effective:	Angelise Carrasco Finance Staff Accountant \$63,109 4/16/2025

2

# GRANTS

1.	Name:	Xavier Valentin
	Department:	Workforce Development & Lifelong Learning
	Position:	Administrative Assistant, Youth Services
	Salary:	\$46,026
	Effective:	4/16/2025

# B. CHANGE OF STATUS

# **ADMINISTRATIVE**

1. Name: Vincent Builla

Department:	Health and Safety
Action:	Lateral Position Move to Manager, Health and Safety
Effective:	4/16/2025

- 2.Name:George GorosDepartment:Human ResourcesAction:\$500/Month Stipend Additional ResponsibilitiesEffective:4/25/2025 6/30/2025
- 3.Name:Jaimie JordanDepartment:Human ResourcesAction:\$500/Month Stipend Additional ResponsibilitiesEffective:4/25/2025 6/30//2025

## C. SEPARATIONS

#### **ADMINISTRATIVE**

1.	Name:	Joseph Morgan
	Department:	Human Resources
	Action:	Resignation
	Effective:	4/24/2025

#### SUPPORT STAFF

Name:	Keyla Hernandez	
Department:	<b>Enrollment Services</b>	
Action:	Resignation	
Effective:	3/28/2025	
	Department: Action:	

2. Name: Ana Peralta Urena Department: Custodial Services Action: Resignation Effective: 3/28/2025

## D. MISCELLANEOUS

#### **ADMINISTRATIVE**

1.	Name:	Michael Ansonoff
	Department:	Natural Sciences
	Action:	Summer Employment Between June 16, 2025 and August 14, 2025
	Salary:	\$3,368.81

2.Name:Daniel ColaneriDepartment:MathematicsAction:Summer Employment Between June 16, 2025 and August 14, 2025Salary:\$3,595.30

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3.	Name: Department: Action: Salary:	Mirian Curry Business and Computer Science Summer Employment Between June 16, 2025 and August 14, 2025 \$5,572.66
4.	Name: Department: Action: Salary:	Don Groninger Mathematics Summer Employment Between June 16, 2025 and August 14, 2025 \$5,840.57
5.	Name: Department: Action: Salary:	Annie Hogan Visual, Performing & Media Arts Summer Employment Between June 16, 2025 and August 14, 2025 \$5,440.56
6.	Name: Department: Action: Salary:	Michelle Roman Dental Hygiene Summer Employment Between June 16, 2025 and August 14, 2025 \$11,561.19
7.	Name: Department: Action: Salary:	Giuseppe Rotolo History and Social Sciences Summer Employment Between June 16, 2025 and August 14, 2025 \$5,327.62
8.	Name: Department: Action: Salary:	Richard Roy ESL, Languages and Cultures Summer Employment Between June 16, 2025 and August 14, 2025 \$10,382.16
9.	Name: Department: Action: Salary:	Thomas Sabol Engineering Technologies Summer Employment Between June 16, 2025 and August 14, 2025 \$2,910.38
10.	Name: Department: Action: Salary:	Mathew Spano English Summer Employment Between June 16, 2025 and August 14, 2025 \$7,734.59

# <u>ADMINISTRATIVE – ADDITIONAL COMPENSATION</u>

1.	Name:	Mathew Spano
	Department:	English
	Reason:	2025 Teen Arts Festival
	Payment:	\$300

# ADMINISTRATIVE – TERMINAL LEAVE PROGRAM 2025/2026

<u>NAME</u> Gwendolyn Strokus	<u>DEPARTMENT</u> Health and Safety	<u>DATE OF LEAVE</u> 7/1/2025	DATE OF RETIREMENT 2/28/2026
FACULTY – TERMIN	VAL LEAVE PROGRAM	<u>M 2024/2025 – CORRECTION</u>	
NAME	DEPARTMENT	DATE OF LEAVE	DATE OF
Hillary Hyman Alan Sherman *Original resolution ap	ESL, Languages and Natural Sciences opeared on the Novembe	2/1/2025	<u>RETIREMENT</u> 8/31/2025* 8/31/2025*
FACULTY – TERMIN	VAL LEAVE PROGRAM	M 2025/2026	
<u>NAME</u>	<b>DEPARTMENT</b>	DATE OF LEAVE	DATE OF
Lafayette Smith	Counseling and Stud	ent 7/1/2025	<u>RETIREMENT</u> 2/28/2026
Helena Swanicke	Wellness English	7/1/2025	1/31/2026
FACULTY ASS	SISTANT CHAIR AND	CURRICULUM COORDINATO	<u>RS 2024/2025</u>
<u>NAME</u> Andrew Rubin	<u>DEPARTMI</u> Hospitality, Only)	ENT Culinary Arts and Dietetics (Sprin	ag 2025 <u>PAYMENT</u> \$1,346.50
FACULTY COMPEN	<u>SATION – IX-M</u>		
<u>NAME</u>	<b>DEPARTMENT</b>	<u>REASON</u>	PAYMENT
Susan Altman	Visual, Performing and Media Arts	IX-M #824 2025 Teen Arts Fest Adjudication	ival \$600
Katalin Gyurian-Toth	ESL, Languages and Cultures	IX-M#786 ESL Placement	\$204
Kim Krapels	Radiography	IX-M# 827 Interim Program Dir of Radiography Education	sector \$3,000
Aimee Mitacchione	Visual, Performing and Media Arts	IX-M #826 2025 Teen Arts Fest Workshop Presenter	ival \$300

# AFSCME – TERMINAL LEAVE PROGRAM 2025/2026

VOL. XCIV - 11464/16/2025NAMEDEPARTMENTDATE OF LEAVEDATE OF<br/>RETIREMENTKristin HoneyLibrary Services7/1/20252/28/2026Donna KwiatkowskiHealth and Safety7/1/20252/28/2026

#### SUPPORT STAFF – ADDITIONAL COMPENSATION

1.	Name:	Robert Coste
	Department:	Visual, Performing and Media Arts
	Reason:	Set Design for Rough Magic
	Payment:	\$1,792

After discussion, the motion was approved.

#### **GENERAL**

Mr. Taffet moved, seconded by Ms. Buteas, for adoption of Resolutions 1 and 2.

- 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 have reviewed the President's expenses for the third quarter of Fiscal Year 2025 and found them to be in order. I am recommending approval by the Board.
- 2. WHEREAS, Middlesex College is required to appoint both a Commissioner and an Alternate Commissioner representative to the Middlesex County Joint Health Insurance Fund Commission; and

WHEREAS, the position of Executive Director of Human Resources will be vacant upon the resignation of Joseph Morgan, currently serving as Middlesex College's Commissioner representative to the Middlesex County Joint Health Insurance Fund Commission; and

WHEREAS, Jeffrey Herron, Vice President for Institutional Effectiveness, Planning and Compliance, is currently serving as Middlesex College's Alternate Commissioner representative to the Middlesex County Joint Health Insurance Fund Commission.

BE IT RESOLVED that Jeffrey Herron be appointed to represent Middlesex College as the College's Commissioner representative to the Middlesex County Joint Health Insurance Fund Commission; and

BE IT FURTHER RESOLVED that, Jason Jordan, Associate Director of Human Resources, be appointed to represent Middlesex College as the College's Alternate Commissioner representative to the Middlesex County Joint Health Insurance Fund Commission; and BE IT FURTHER RESOLVED that, upon the hiring of a replacement for the Executive Director of Human Resources position, that the employee hired will be appointed to represent Middlesex College as the Commissioner representative to the Middlesex County Joint Health Insurance Fund Commission and that Jeffrey Herron will be reappointed to his prior role as Middlesex College's Alternate Commissioner representative to the Middlesex County Joint Health Insurance Fund Commission.

After discussion, the motion was approved.

# **REPORT OF COUNSEL**

No report.

# REPORT OF THE PRESIDENT

President McCormick reported that in honor of Community College Month, the College has been highlighting alumni every week and shared some of those highlights. He also shared interesting facts from the College's history from the 2000's in celebration of the College's 60<sup>th</sup> anniversary. He thanked Mr. Joe Morgan, Executive Director, Human Resources for his service here at the College and wished him all the best at Kean University. He also reminded the Board that the 2025 Commencement ceremony will be held on Tuesday, May 13, 2024.

The next regular meeting of the Board of Trustees will take place on Wednesday, May 21, 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 5:52 p.m.

ROBERT P. SICA SECRETARY VOL. XCIV - 1148 4/16/2025

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