

BOARD OF TRUSTEES OF MIDDLESEX COLLEGE

Minutes of the Regular Meeting of December 17, 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, and Madhukar, and Messrs. Finkelstein, Oras, Paluri, Raja, and Sica. Mr. Anderson, Ms. Roman, Ms. Ruiz and Mr. Taffet were absent. Also present were President McCormick, General Counsel Mr. Hoffman, Vice Presidents Ms. Coffaro, Dr. Herron, Dr. Miller, Chief Financial Officer Mr. Maltino, Human Resources Executive Director Ms. Stephen, 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 November 17, 2025, advance written notice of this meeting was posted in the lobby of Chambers Hall and the College Center.
- (b) On November 17, 2025, advance written notice of this meeting was emailed to the Home News Tribune and The Star Ledger.
- (c) On November 17, 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 November 17, 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

Ms. Buteas moved, seconded by Ms. Madhukar, to adopt the minutes of the November 17, 2025 Board of Trustees Annual meeting and regular meeting.

After discussion, the motion was approved.

PRESENTATION

Dr. Taina Morales, Director of the Financial Aid office, made a presentation addressing the organization of the office and ongoing initiatives to support the office’s mission - to promote financial access and wellness. She shared that the department plays a vital role in promoting financial aid file completion, educating the students on financial aid, and assisting students with financial aid inquiries. She also shared 2024 data with the Board of Trustees members.

COMMENTS FROM THE TRUSTEES

Trustee Paluri asked about action at the national or state level making a case to reinstate funding streams potentially cut by the federal government is contemplating. Dr. McCormick reported on the Association of Community College Trustees and their role, including advocacy in Washington and at the State level.

Trustee Buteas asked about ways the Board could assist beyond advocacy. Dr. Morales noted that students are in need of resources. She shared that many students have remaining balances of less than \$500 and are still struggling to make payments. Assisting with scholarship funding or any type of institutional funding would be very helpful.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Dr. Miller reported that this month includes one resolution and provided a supporting rationale.

Ms. Madhukar moved, seconded by Ms. Buteas, for adoption of Resolution 1.

1. WHEREAS, The College has determined that need exists to develop a program in Automotive Technology to support careers in this field in Middlesex County; and

WHEREAS, The Middlesex County Magnet Schools currently host programs within the Automotive Technology field at their Piscataway location, and have identified space at this site where students from the College could participate; and

WHEREAS, in collaboration with the Magnet Schools, the College has drafted an agreement to develop a program in the area of Automotive Technology, establishing rights and responsibilities for both parties; and

NOW, THEREFORE, BE IT RESOLVED, That the College will enter into a collaboration with the Middlesex County Magnet Schools to develop an Automotive Technology program and the Board approves the collaborative agreement; and

BE IT FURTHER RESOLVED, That the Chairperson of the Board be authorized to sign the collaborative agreement with the Middlesex County Magnet Schools.

After discussion, the motion was approved.

FINANCE COMMITTEE

Mr. Maltino reported that the Finance Committee met on December 10, 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. Oras moved, 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 \$8,980.00:

<u>COOPERATIVE</u>	<u>CONTRACT NUMBER</u>	<u>COMPANY</u>	<u>DESCRIPTION</u>	<u>AWARD</u>
BERGEN	BC-BID-24-38	JCT Solutions	Cabling from Crabiel Hall to JLC	\$31,570.00
ESCNJ	24/25-16	Robert Griggs Plumbing & Heating	Water line maintenance near East Hall Annex	\$11,031.13
JPC	23/24 R-1573	Assessment Technologies	3-day live review NCLEX course funded by the Carl D. Perkins grant	\$36,000.00
JPC	23/24 R-1573	Assessment Technologies	TEAS testing materials	\$15,000.00
NJ Edge	EMCPS-21-001	SHI International	Cloud print management software licensing	\$18,303.12
NJSC	26-GNSV2-121789	Johnson Controls Fire Protection	Replacement fire panel in the Johnson Learning Center building	\$68,867.00
NJSC	TBD	Business Furniture Inc.	Furniture for Computer Science labs funded by the Securing Our Children's Future grant	\$121,000.00
NJSC TIPS	25-COMG-94102 240301	Business Furniture Inc.	Conference table and chairs for Marketing conference room	\$10,271.38
OMNIA	R211402	Global Industrial	Portable generator, trolley, dehumidifier, and other Facilities equipment	\$12,058.22

- (1) BERGEN – Bergen County Cooperative Purchasing Systems
- (2) ESCNJ – Educational Services Commission of New Jersey

- (3) JPC – New Jersey Council of County Colleges Joint Purchasing Consortium
- (4) NJ Edge – New Jersey Edge Consortium
- (5) NJSC – New Jersey State Contract
- (6) OMNIA – OMNIA Partners Cooperative
- (7) TIPS – The Interlocal Purchasing System

2. BE IT RESOLVED, That based on the recommendation of the Director of Purchasing and the Chief Financial Officer, awards be authorized to the following vendors pursuant to a fair and open process:

- a. Bid 26-6 for HVAC Make-Up Air Handler Replacement at the New Brunswick Center for the base bid, alternate 1, and contingency from a total of six (6) bids:  
Envirocon, LLC, Hackettstown, NJ for the not-to-exceed amount of \$191,800.00.
- b. Bid 26-7 for Automatic Door Replacement at Johnson Learning Center, College Center, Billy Johnson Hall and Fire Rated Doors at Library from a total of four (4) bids:  
D&E Window and Door, Lebanon, NJ for the not-to-exceed amount of \$142,885.00

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 has determined and certified in writing that the value of each acquisition exceeds \$17,500.00; and

WHEREAS, 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 the Chief Financial Officer, contracts be authorized to the following vendors, contingent upon receipt of the completed disclosures for the period of July 1, 2025 through June 30, 2026, unless otherwise stated:

- a. Epic Management, Piscataway, NJ for professional construction management consulting services for the College's capital projects for the not-to-exceed amount of \$250,475.40

- b. GOBI Library Solutions from EBSCO, Atlanta, GA for library books and materials for the not-to-exceed amount of \$50,000.00.
    - c. Universal Electric Motor Service, Hackensack, NJ for installation of eight (8) pumps for the L'Hommedieu Hall and New Brunswick Center buildings for the not-to-exceed amount of \$42,000.00.
4. 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, a contract be authorized to the following public entity:

  - a. County of Middlesex, New Brunswick, NJ for the fiber conduit trenching project for the not-to-exceed amount of \$411,000.00.
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:

  - i. Ford Model 3910 tractor along with additional attachments OLATHE Seeder and aerator from the Grounds Department;
    - ii. Sears/Craftsman Band Saw from the MAD Department; and
    - iii. Audio Visual Equipment from the Student Life Department.
- 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. Epic Management, Inc., Piscataway, NJ for construction management services in conjunction with the following four (4) projects; Physical Education Center Renovations, Physical Education Center HVAC, Billy Johnson Hall RTU Replacement and Chambers Hall Renovations in the amount of \$20,265.00.

Contract Amount	\$243,180.00
Previous Payments	202,650.00
Payment #40	<u>20,265.00</u>
Balance	<u>\$ 20,265.00</u>

b. Northeastern Interior Services, Little Falls, NJ for construction services in conjunction with the College Center, Edison Hall, Johnson Learning Center & Raritan Hall Restroom Renovation project in the amount of \$353,476.11.

Contract Amount	\$1,774,615.00
Previous Payments	877,009.50
Payment #7	<u>353,476.11</u>
Balance	<u>\$ 544,129.39</u>

c. Northeastern Interior Services, Little Falls, NJ for construction services in conjunction with the Physical Education Center painting of the gymnasium walls project in the amount of \$31,950.00.

Contract Amount	\$31,950.00
Payment #1 (FINAL)	<u>31,950.00</u>
Balance	<u>\$ 0.00</u>

d. Spiezle Architects, Hamilton, NJ for construction document architectural services in conjunction with the Johnson Learning Center, Edison Hall & Raritan Hall Restroom Renovation project in the amount of \$1,345.00.

Contract Amount	\$13,450.00
Previous Payments	9,415.00
Payment #8	<u>1,345.00</u>
Balance	<u>\$ 2,690.00</u>

e. Starlite Productions International Inc., Moorestown, NJ for construction services in conjunction with the Performing Arts Center lighting renovation project in the amount of \$135,744.75.

Contract Amount	\$1,100,518.00
Previous Payments	14,337.00
Payment #2	<u>135,744.75</u>
Balance	<u>\$ 950,436.25</u>

f. VA Electrical Contractor, LLC, Millstone Township, NJ for construction services in conjunction with the Edison Hall, Instructional Resource Center and Johnson Learning Center transfer switch replacement project in the amount of \$30,400.00.

Contract Amount	\$56,000.00
Payment #1	<u>30,400.00</u>
Balance	<u>\$25,600.00</u>

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

a. Lerner David, LLP, Cranford, NJ for specialty legal services in conjunction with the College's Intellectual Property and trademark registration in the amount of \$1,225.00.

b. Weiner Law Group, LLP, Parsippany, NJ for legal services rendered regarding labor matters for the month of October 2025 in the amount of \$280.00.

8. 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 Middlesex County Community, Innovation, and Opportunity Strategic Investment Plan ("CIO Project"), and

WHEREAS, N.J.S.A. 18A:64A-12J grants the Board of Trustees 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 County of Middlesex invoiced Middlesex College for capital costs associated with the CIO Project;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Trustees of Middlesex College authorize the issuance of reimbursements to the County of Middlesex in the not-to-exceed amount of Twenty Million dollars (\$20,000,000.00).

9. WHEREAS, The College is required to conduct an independent annual audit of its books and records, including the supplementary information on expenditures of Federal and State awards required by Uniform Guidance, and to submit the completed audit report to the appropriate governmental agencies, and

WHEREAS, The College has determined that a reasonable extension to January 31, 2026 is necessary for the annual audit of the fiscal year ended June 30, 2025;

NOW, THEREFORE, BE IT RESOLVED, That the Chief Financial Officer is authorized to notify the State of New Jersey, Department of Treasury that the College

will submit its annual audit by the January 31, 2026 deadline.

After discussion, the motion was approved.

### HUMAN RESOURCES COMMITTEE

Ms. Stephen reported that this month includes 31 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	1
	Support Staff	5
B.	<u>Change of Status</u>	<u>Recommendations</u>
	Administrative	6
	Support Staff	3
	Grants	1
C.	<u>Separations</u>	<u>Recommendations</u>
	Faculty	1
	Support Staff	3
D.	<u>Miscellaneous</u>	<u>Recommendations</u>
	Administrative	2
	Faculty	3
	Support Staff	3
	Grants	1

#### A. HIRES

##### ADMINISTRATIVE

1.	Name:	Yrania Grullon
	Department:	Financial Aid
	Title:	Financial Aid Administrator
	Salary:	\$73,466
	Effective:	12/16/2025
2.	Name:	Mara Jimenez-Galati
	Department:	Financial Aid
	Title:	Financial Aid Administrator
	Salary:	\$73,466
	Effective:	1/5/2026

FACULTY

1. Name: Azadeh Valanejad  
Department: English  
Title: Instructor, English – one semester only  
Salary: \$35,057  
Effective: 1/20/2026

SUPPORT STAFF

1. Name: Diana Aley Martinez  
Department: Library and Tutoring Services  
Title: Library and Learning Center Assistant  
Salary: \$42,219  
Effective: 1/5/2026

2. Name: Joseph Falsetta  
Department: Information Technology  
Title: IT Service Desk Analyst  
Salary: \$57,565  
Effective: 12/1/2025

3. Name: Jessica Nieves  
Department: Corporate Education and Training  
Title: Coordinator, Corporate Education and Training  
Salary: \$50,783  
Effective: 12/22/2025

4. Name: Lauren Seda  
Department: Printing and Communications Support  
Title: Printing and Communication Support Specialist  
Salary: \$42,129  
Effective: 12/1/2025

5. Name: Sarah Butth  
Department: Custodial Services  
Title: Custodian – 3<sup>rd</sup> Shift  
Salary: \$44,176  
Effective: 12/16/2025

## B. CHANGE OF STATUS

ADMINISTRATIVE

1. Name: Elva Carrasco  
Department: Business Office  
Action: \$500/Month Stipend – Additional Responsibilities  
Effective: 12/1/2025 – 12/31/2025 (extension)

2. Name: Timothy Hack  
Department: Liberal Arts  
Position: Acting Dean, Liberal Arts  
Salary: \$136,984\*  
Effective: 1/1/2026 – 6/30/2026 (extension)  
\*Annual Salary

3. Name: Parag Muley  
Department: Division of Business, STEM, and Health Professions  
Title: Acting Assistant Dean, Division of Business, STEM, and Health Professions  
Salary: \$105,835\*  
Effective: 1/1/2026 – 6/30/2026 (extension)  
\*Annual Salary

4. Name: Andrew Rubin  
Department: Hospitality, Culinary Arts and Dietetics  
Title: Acting Director, Hospitality, Culinary Arts and Dietetics  
Salary: \$105,000\*  
Effective: 1/1/2026 – 6/15/2026 (extension)  
\*Annual Salary

5. Name: Mirta Tejada  
Department: Academic Affairs  
Position: Acting Dean, Academic Operations and Strategic Initiatives  
Salary: \$121,363\*  
Effective: 1/1/2026 – 6/30/2026  
\*Annual Salary

6. Name: Adrian Terry  
Department: Liberal Arts  
Position: Acting Assistant Dean, Liberal Arts  
Salary: \$105,835\*  
Effective: 1/1/2026 – 6/30/2026  
\*Annual Salary

#### SUPPORT STAFF

1. Name: Sadrac Auplan  
Department: Police  
Action: Promotion from Police Officer Step 1 to Police Officer Step 2  
Salary: \$53,078  
Effective: 12/16/2025

2. Name: Ryan O'Connor  
Department: Police  
Action: Promotion from Police Officer Step 2 to Police Officer Step 3

Salary:	\$57,141 + \$1,325 (Associate) = \$58,466
Effective:	12/18/2025
3. Name:	Tyshame Owens
Department:	Police
Action:	Promotion from Police Officer Step 1 to Police Officer Step 2
Salary:	\$53,078
Effective:	12/16/2025

### GRANTS

1. Name:	Spencer McCray
Department:	Admissions and Recruitment
Title:	CJIS Program Specialist*
Effective:	1/1/2026

\*Title Change Only

### C. SEPARATIONS

#### FACULTY

1. Name:	Helena Swanicke
Department:	English
Action:	Retirement
Effective:	1/31/2026

#### SUPPORT STAFF

1. Name:	Geraldo Nunez
Department:	Printing and Communications Support
Action:	Deceased
Effective:	11/21/2025
2. Name:	Carlos Perez Leyva
Department:	Custodial Services
Action:	Resignation
Effective:	11/19/2025
3. Name:	James Schulze
Department:	Facilities Maintenance
Action:	Resignation
Effective:	11/28/2025

## D. MISCELLANEOUS

ADMINISTRATIVE STIPENDS – ERP PROJECT IMPLEMENTATION TEAM

<u>NAME</u>	<u>ROLE</u>	<u>DIVISION</u>	<u>MONTHLY PAYMENT</u>	<u>EFFECTIVE DATES</u>
Meghan Alai	Technical Lead	Inst. Effectiveness, Planning, & Compliance	\$700	1/1/2026 – 3/31/2026
Edgardo Alvarez	Technical Lead	Inst. Effectiveness, Planning, & Compliance	\$700	1/1/2026 – 3/31/2026
Justin Artenant	Tester	Finance	\$300	1/1/2026 – 3/31/2026
Kimberly Burnett	Functional Lead	External Affairs, Comm., & Advancement	\$700	1/1/2026 – 3/31/2026
Elva Carrasco	Tester	Finance	\$300	1/1/2026 – 3/31/2026
Carolina Castillo	Tester	Finance	\$300	1/1/2026 – 3/31/2026
Madeline Caterinicchio	Project Manager	Finance	\$700	1/1/2026 – 3/31/2026
Rachel Cheng	Tester	Inst. Effectiveness, Planning, & Compliance	\$300	1/1/2026 – 3/31/2026
Jake Cielesz	Technical Lead	Student & Enrollment Services	\$700	1/1/2026 – 3/31/2026
Richard Cole	Functional Lead	Student & Enrollment Services	\$700	1/1/2026 – 3/31/2026
Melissa Ellis	Tester	Student & Enrollment Services	\$300	1/1/2026 – 3/31/2026
Yamillet Febo-Gomez	Functional Lead	Finance	\$700	1/1/2026 – 3/31/2026
Kevin Frischmann	Tester	Student & Enrollment Services	\$300	1/1/2026 – 3/31/2026
Ria Gaviria	Functional Lead	Student & Enrollment Services	\$700	1/1/2026 – 3/31/2026
Charita Green	Tester	External Affairs, Comm., & Advancement	\$300	1/1/2026 – 3/31/2026
Ode Hoppie	Functional Lead	Student & Enrollment Services	\$700	1/1/2026 – 3/31/2026
Mabel Lam	Tester	Student & Enrollment Services	\$300	1/1/2026 – 3/31/2026
Anny Lantigua Jaquez	Tester	Human Resources	\$300	1/1/2026 – 3/31/2026
Karen Magrino	Tester	Finance	\$300	1/1/2026 – 3/31/2026
John Mattaliano	Project Manager	Inst. Effectiveness, Planning, & Compliance	\$700	1/1/2026 – 3/31/2026
Ashley Miller	Project Manager	Student & Enrollment Services	\$700	1/1/2026 – 3/31/2026
Christopher Mooney	Tester	Student & Enrollment Services	\$300	1/1/2026 – 3/31/2026
Taina Morales	Functional	Student & Enrollment	\$700	1/1/2026 – 3/31/2026

	Lead	Services		
Gina Napurano	Project Manager	Inst. Effectiveness, Planning, & Compliance	\$700	1/1/2026 – 3/31/2026
Shannon Osborn-Jones	Technical Lead	Academic Affairs	\$700	1/1/2026 – 3/31/2026
George Panagiotopoulos	Tester	Finance	\$300	1/1/2026 – 3/31/2026
Richard Pelesko	Technical Lead	Inst. Effectiveness, Planning, & Compliance	\$700	1/1/2026 – 3/31/2026
Elena Prudovski	Technical Lead	Inst. Effectiveness, Planning, & Compliance	\$700	1/1/2026 – 3/31/2026
Lisa Rodriguez-Gregory	Tester	Student & Enrollment Services	\$300	1/1/2026 – 3/31/2026
Rashmi Sanglikar	Functional Lead	Finance	\$700	1/1/2026 – 3/31/2026
Eugenia Stoyanova	Technical Lead	Student & Enrollment Services	\$700	1/1/2026 – 3/31/2026
Michael Sullivan	Functional Lead	Academic Affairs	\$700	1/1/2026 – 3/31/2026
Chetna Tated	Tester	Finance	\$300	1/1/2026 – 3/31/2026
Scott Wilson	Tester	Finance	\$300	1/1/2026 – 3/31/2026
Alicja Zalewski	Functional Lead	Finance	\$700	1/1/2026 – 3/31/2026

ADMINISTRATIVE – TERMINAL LEAVE PROGRAM 2025/2026

<u>NAME</u>	<u>DEPARTMENT</u>	<u>DATE OF LEAVE</u>	<u>DATE OF RETIREMENT</u>
Karen Gormish	Academic Affairs	1/1/2026	8/31/2026

FACULTY – TERMINAL LEAVE PROGRAM 2025/2026

<u>NAME</u>	<u>DEPARTMENT</u>	<u>DATE OF LEAVE</u>	<u>DATE OF RETIREMENT</u>
Phyllis Fleming	Business and Computer Science	7/1/2026	1/31/2027*

\*Updated dates

FACULTY COMPENSATION – IX-M

<u>NAME</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>PAYMENT</u>
Katalin Gyurian-Toth	ESL Languages and Cultures	IX-M#847 ESL Placement Interviews and Advisement Pay	\$195

Katalin Gyurian-Toth	ESL Languages and Cultures	IX-M#847 ESL Placement Interviews and Advisement Pay	\$234
----------------------	----------------------------	--	-------

#### FACULTY MISCELLANEOUS – RETIREMENT

WHEREAS, Dr. Helena Swanicke began her career at Middlesex College as an instructor in the Department of English on Sept. 1, 1994 and was subsequently promoted to the academic rank of Assistant Professor in 1997; to the rank of Associate Professor in 2002; and to the rank of Professor in 2015; and

WHEREAS, Dr. Helena Swanicke received the Doctor of Letters Degree from Drew University in 2016; and

WHEREAS, Dr. Helena Swanicke 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. Helena Swanicke successfully chaired the English Department Middle States Assessment Team in 2005; and

WHEREAS, Dr. Helena Swanicke taught and inspired generations of students in Developmental Reading and Writing and English Composition; and

WHEREAS, Dr. Helena Swanicke gave successful presentations at the following national and regional conferences: Two-year College English (TYCA), National Association of Developmental English (NADE), and College Reading and Learning Association (CRLA); and

WHEREAS, Dr. Helena Swanicke contributed to the field of Developmental Reading by co-authoring and publishing the textbook *Spotlight on Reading*, Volumes I, II, and III; and

WHEREAS, Dr. Helena Swanicke retired from Middlesex College on June 30, 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. Helena Swanicke with all associated rights and privileges in recognition of her long years of dedicated service and commitment to Middlesex College.

#### SUPPORT STAFF – ADDITIONAL COMPENSATION

1. Name: Robert Coste  
Department: Visual, Performing and Media Arts  
Reason: Fall 2025 Production of *Native Gardens*  
Payment: \$1,792

SUPPORT STAFF – TERMINAL LEAVE PROGRAM 2025/2026

<u>NAME</u>	<u>DEPARTMENT</u>	<u>DATE OF LEAVE</u>	<u>DATE OF RETIREMENT</u>
Michelle Delvecchio	Corporate Education and Training	1/1/2026	4/30/2026

SUPPORT STAFF – LEAVE OF ABSENCE

1. Name: Sana Munir  
 Department: Enrollment Services  
 Action: Unpaid Leave  
 Effective: 12/15/2025 – 1/30/2026

GRANTS – LEAVE OF ABSENCE

1. Name: Chanel Cortijo  
 Department: Student and Enrollment Services  
 Action: Unpaid Leave of Absence  
 Effective: 11/25/2025 – 1/5/2026 (extension)

After discussion, the motion was approved.

GENERAL

Mr. Oras moved, seconded by Ms. Madhukar, for adoption of Resolution 1.

1. 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, Jeffrey Herron, Vice President for Planning and Compliance and Chief of Staff, is currently serving as Middlesex College's Commissioner representative to the Middlesex County Joint Health Insurance Fund Commission; and

WHEREAS, the position of Alternate Commissioner representative, previously held by Jason Jordan, became vacant upon Mr. Jordan's resignation from his full-time position at the College; and

WHEREAS, Lynarkah Stephen has been hired to serve in the role of Executive Director of Human Resources, a position requiring both understanding of staff benefits and regular contact with leadership of the Middlesex County Joint Health Insurance Fund Commission; and

THEREFORE, BE IT RESOLVED that Jeffrey Herron will continue in his appointment to represent Middlesex College as the Commissioner representative to the Middlesex County Joint Health Insurance Fund Commission; and

BE IT FURTHER RESOLVED that, Lynarkah Stephen, Executive 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.

After discussion, the motion was approved.

#### REPORT OF COUNSEL

No report.

#### REPORT OF THE PRESIDENT

President McCormick thanked Dr. Morales for her presentation and thanked those that donated on Giving Day. He shared a PowerPoint presentation focusing on numerous campus events, including the Annual Student Holiday Party and Campus-Wide Holiday Party. He also recognized all retiring employees and thanked them for their service to the college.

#### COMMENTS FROM THE COUNTY

Sandy Castor, Department Head of Economic Development shared greetings on behalf of Commissioner Chanelle Scott McCullum and applauded everyone for a fantastic calendar year for Middlesex College. She also shared well wishes and looks forward to next year and continued successes.

#### FINAL REMARKS FROM THE PRESIDENT

Dr. McCormick shared with the Board information on the shelter in place that occurred on Friday, December 5. He reported that the college is evaluating the response to the event and existing emergency protocols to determine if adjustments are necessary going forward. He thanked Chief Wertz and his team for their efforts in keeping the campus community safe.

The meeting adjourned at 9:22 a.m.

---

ROBERT P. SICA  
SECRETARY

VOL. XCIV - 1312

12/17/2025

THIS PAGE WAS NOT USED