

BOARD OF TRUSTEES OF MIDDLESEX COUNTY COLLEGE

Minutes of the Emergency Board Meeting of March 17, 2020

An emergency meeting of the Board of Trustees of Middlesex County College was held at 10:07 a.m. in Chambers Hall, Boardroom, located on the College campus. Board members participating telephonically were: Mmes. Buteas, Cortes, Power and Syed, and Messrs. Anderson, Finkelstein, Okparaeké, Sica, and Taffet. Absent were Messrs. Daley and Oras. Present were President McCormick, Counsel Mr. Hoffman, Assistant Secretary Ms. D'Aloisio, Vice Presidents Campbell, Herron, and Scherr, Facilities Management Executive Director Mr. Drost, and Human Resources Executive Director Mr. Morgan.

In compliance with the "Open Public Meetings Act" of the State of New Jersey, and as adequate notice of this emergency meeting was not given, three-quarters of the Board present must vote in favor of conducting this meeting without notice.

All nine Board members present voted in favor of conducting this meeting without notice due to the urgent situation.

Mr. Finkelstein made a motion, seconded by Mr. Anderson, for approval of the following resolution as amended:

**Board of Trustees of Middlesex County College
Emergency Proclamation**

WHEREAS, Coronavirus disease 2019 ("COVID-19") is a contagious, and at times fatal, respiratory disease caused by the SARS-COV-2 Virus, and presents a public health hazard; and

WHEREAS, the Governor of State of New Jersey by Executive Order No. 103 declared an Emergency and implemented certain actions against this public health hazard to protect the health, safety and welfare of New Jersey residents and visitors and by Executive Order No. 104 directed institutions of higher education in New Jersey to cease in-person instruction for the duration of the Order; and

WHEREAS, the President of the United States has declared a National Emergency; and

WHEREAS, the Centers for Disease Control and Prevention has recommended that public bodies should take the necessary and appropriate precautions to reduce exposure to the COVID-19; and

WHEREAS, the Board of Trustees of Middlesex County College by virtue of N.J.S.A. 18A:64A-11 is responsible for the management and control of the County College and its facilities; and

WHEREAS, it is necessary for Middlesex County College to take action in response to this public health hazard to protect and maintain the health, safety and welfare of students, employees and visitors; and

WHEREAS, the President of Middlesex County College has after discussion with Board Leadership and Board Committees has taken certain actions, such as temporarily cancelling classes, moving in-person instruction to online delivery; cancelling athletic and social club activities and the Board wishes to ratify these actions; and

WHEREAS, the Board of Trustees wishes to delegate to the President the right to take such further action as he deems necessary after consultation with Board Leadership to continue to protect the students, employees and visitors from this health hazard; and

WHEREAS, the President has advised the Board that the State of New Jersey and the County of Middlesex have approved policies that hold employees harmless with regard to required use of paid leave time who are diagnosed with COVID-19; are caring for family members who are diagnosed with COVID-19; or are staying home with school-age children whose schools are closed due to COVID-19; and the Board has determined that such policy is appropriate under these Emergency circumstances; and

WHEREAS, the Board may desire to have Board Meetings electronically during this Emergency;

NOW, THEREFORE, BE IT RESOLVED to Board of Trustees as follows:

1. The Board declares an Emergency at Middlesex County College, including all of its campuses at Edison, New Brunswick and Perth Amboy and any off-site facilities of the College.

2. The Board may wish to hold Board meetings during this Emergency electronically and/or telephonically and instructs the President to make such arrangements to have the Board meetings conducted electronically and/or telephonically and permit the public to participate in such meetings after appropriate notice.

3. The Board ratifies all of the prior actions of the President, including the temporary cancelling of classes, moving in-person instruction to online delivery, cancelling athletic and social club activities, elective events and public meetings on College campuses.

4. The Board approves the policy recommended by the President holding full-time employees harmless with regard to required use of paid leave time who (a) are diagnosed with COVID-19; (b) directed by a medical professional to self-isolate or quarantine due to suspicion of exposure to or diagnosis with COVID-19; and/or (c) are undergoing a period of self-quarantine or isolation due to public health assessment recommendations. The Employee shall provide appropriate documentation to the Human Resources Department of the College.

5. The Board approves the Policy recommended by the President to hold full-time employees harmless with regard to use of paid leave time who are caring for a family member who have (a) been diagnosed with COVID-19, (b) directed by a medical professional to self-isolate or quarantine due to suspicion of exposure to or diagnosis with COVID-19, and/or (c) are

undergoing a period to self-quarantine or isolation pursuant to public health assessment recommendations. The Employee shall provide appropriate documentation to the Human Resources Department of College.

6. The Board approves the recommendation of the President to hold full-time employees harmless with regard to required use of paid leave time who are staying home with school-age children whose schools are closed due to COVID-19.

7. The paid leave time relief set forth in Paragraphs 4, 5, and 6 hereof shall be that such employees shall not be required to use their accrued paid leave if they are excused from work due to circumstances described in Paragraphs 4, 5, and 6.

8. The Board directs the President after consultation with Board Leadership to take such further action that he and his Executive Cabinet deem necessary to protect the health, safety and welfare of the students, and employees, including limiting visitors to College Campuses and cancelling College events.

9. This Resolution shall take effect immediately and its provisions shall remain effective until the Board terminates this Emergency Proclamation.

After discussion, the motion passed unanimously.

PRESIDENT'S REPORT

Dr. McCormick recommended that in light of the Governor's Executive Orders Nos. 103 and 104 and the rapidly evolving health emergency related to COVID-19, it would be in the best interest of the College in order to protect and safeguard the health of all employees, students, and visitors for all persons to vacate the Edison Campus and the Centers in New Brunswick and Perth Amboy. The College will move to remote operations so as to limit person-to-person contact. Beginning Wednesday, March 18, all instruction will be delivered online until further notice, and beginning Monday, March 23, all College operations will be provided remotely and available virtually. Designated essential services staff, including facilities personnel, police, and IT staff, will continue to be on campus as needed and directed. Arrangements for access to a computer lab at the Edison camps for students without computers and to the Food Pantry are being made with protocols to be put in place for recommended social distancing and regular cleaning and disinfecting of equipment. Updates will be provided as conditions are likely to continue to change.

The meeting adjourned at 10:14 a.m.

ROBERT P. SICA
SECRETARY

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