

BOARD OF TRUSTEES OF MIDDLESEX COLLEGE

Minutes of the Meeting of March 17, 2021

The scheduled meeting of the Board of Trustees of Middlesex College was held remotely at 8:30 a.m. via Zoom. Board members present were: Mmes. Buteas, McLean, and Power, and Messrs. Anderson, Finkelstein, Oras, Raja, Sica, and Taffet. Trustee Paluri was absent. Also present were President McCormick, Counsel Mr. Hoffman, Acting Assistant Secretary Ms. Roa, Vice Presidents Ms. Campbell, Dr. Herron, and Dr. Scherr, Chief Financial Officer Mr. Maltino, Executive Director Facilities Management Mr. Drost, Executive Dean for Student and Enrollment Services Mr. Laureano, and Acting Information Technology Executive Director Mr. Mattaliano.

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, 2020, advance written notice of this meeting was posted in the lobby of Chambers Hall.
- (b) On November 17, 2020, advance written notice of this meeting was emailed to the Home News Tribune and The Star Ledger.
- (c) On November 17, 2020, a copy of this advance notice of the meeting was filed with the Clerk of the Middlesex County Board of Chosen Freeholders.
- (d) On November 17, 2020, 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.

Chairman Power led the Pledge of Allegiance.

MINUTES

Mr. Taffet moved, seconded by Mr. Sica, to adopt the February 17, 2021 regular meeting minutes as presented.

After discussion, the motion was approved.

PRESENTATION

Alex Delgado, Director of the Educational Opportunity Fund program, presented on how the EOF Program has supported and served low-income students for over 50 years. The program is a comprehensive academic support program with supplemental grants awarded to first-generation college students. The grant supports students intellectually, personally and professionally throughout their undergraduate experience here at Middlesex College.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Dr. Scherr reported that there is an update and adjustment to the First Day course fees that were approved previously at the February Board meeting as part of the Finance resolutions. Under Human Resources there are resolutions relating to faculty sabbaticals as well as four grants and contract resolutions that are recommended for approval under Academic and Student Affairs.

Mr. Raja moved, seconded by Mr. Sica, for adoption of resolutions 1 through 4.

1. WHEREAS, an application entitled JUVENILE DETENTION CENTER SUPPORT INITIATIVE has been submitted by the College to the New Jersey Governor's Juvenile Justice and Delinquency Prevention Committee, in the amount of \$54,990.00; and

WHEREAS, the State has approved the application entitled JUVENILE DETENTION CENTER SUPPORT INITIATIVE SUB AWARD: J-J:27-5-18 as submitted by the College; and

WHEREAS, N.J.S.A. 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 JUVENILE DETENTION CENTER SUPPORT INITIATIVE is consistent with the philosophy and purpose of the College,

NOW, THEREFORE, BE IT RESOLVED that:

- a. The Board approves the application for the project entitled, JUVENILE DETENTION CENTER SUPPORT INITIATIVE as submitted by the College to the New Jersey Governor's Juvenile Justice & Delinquency Prevention Committee, for the period March 1, 2021 through September 30, 2021 in the total amount of \$54,990.00.
- b. The Board herein accepts the award of \$54,990.00 and authorizes the College President and/or his designee to implement the project.

2. WHEREAS, an application entitled ONE STOP OPERATOR CONTRACT has been submitted by the College to the County of Middlesex, Workforce Development Board, in the amount of \$149,508.00; and

WHEREAS, the County has approved the application entitled ONE STOP OPERATOR CONTRACT, as submitted by the College; and

WHEREAS, N.J.S.A. 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 ONE STOP OPERATOR CONTRACT is consistent with the philosophy and purpose of the College,

NOW, THEREFORE, BE IT RESOLVED that:

- a. The Board approves the application for the project entitled ONE STOP OPERATOR CONTRACT as submitted by the College to the County of Middlesex, Workforce Development Board, for the period January 1, 2021 through June 30, 2022 in the total amount of \$149,508.00.
- b. The Board herein accepts the award of \$149,508.00 and authorizes the College President and/or his designee to implement the project.

3. WHEREAS, an application entitled MIDDLESEX COLLEGE TEEN ARTS FESTIVAL has been submitted by the College to the County of Middlesex, Department of Business Innovations, Education and Opportunity, in the amount of \$18,000.00; and

WHEREAS, the County has approved the application entitled MIDDLESEX COLLEGE TEEN ARTS FESTIVAL, as submitted by the College; and

WHEREAS, N.J.S.A. 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 COLLEGE TEEN ARTS FESTIVAL is consistent with the philosophy and purpose of the College,

NOW, THEREFORE, BE IT RESOLVED that:

- a. The Board approves the application for the project entitled MIDDLESEX COLLEGE TEEN ARTS FESTIVAL as submitted by the College to the

County of Middlesex, Department of Business Innovations, Education and Opportunity, for the period January 1, 2021 through December 31, 2021 in the total amount of \$18,000.00.

- b. The Board herein accepts the award of \$18,000.00 and authorizes the College President and/or his designee to implement the project.

4. WHEREAS, an application entitled THE DEMOCRACY CONVERSATION PROJECT has been submitted by the College to the New Jersey Council for Humanities, in the amount of \$4,250.00; and

WHEREAS, the County has approved the application entitled THE DEMOCRACY CONVERSATION PROJECT, as submitted by the College; and

WHEREAS, N.J.S.A. 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 THE DEMOCRACY CONVERSATION PROJECT is consistent with the philosophy and purpose of the College,

NOW, THEREFORE, BE IT RESOLVED that:

- a. The Board approves the application for the project entitled THE DEMOCRACY CONVERSATION PROJECT as submitted by the College to the New Jersey Council for Humanities, for the period February 1, 2021 through April 30, 2021 in the total amount of \$4,250.00.
- b. The Board herein accepts the award of \$4,250.00 and authorizes the College President and/or his designee to implement the project.

After discussion, the motion was approved.

FINANCE COMMITTEE

Mr. Maltino reported that on March 10, 2021, the Finance Committee met to discuss various issues consisting of resolutions for contracting vendor payments, planning and other financial matters at the college and recommends approval of the following seven resolutions.

Mr. Finkelstein moved, seconded by Mr. Sica, for adoption of resolutions 1 through 7:

1. WHEREAS, the State of New Jersey has cooperative purchasing services available under N.J.S.A. 18A:64A-25.9 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:

<u>COOPERATIVE</u>	<u>CONTRACT NUMBER</u>	<u>COMPANY</u>	<u>DESCRIPTION</u>	<u>AWARD</u>
ESCNJ ¹	20/21-01	Bai Lar Interior Services	Window blinds for Gateway and Billy Johnson Hall	\$ 224.53
HCECSC ²	CAT 18-02	B&H Photo	Computer hardware	\$248.30
HCECSC ²	CAT 19-07	Generations Lighting	LED lighting upgrades for IRC, PE Center and L'Hommedieu Hall	\$40,920.00
JPC ³	FY21JPC-31	VWR International Inc.	Supplies for Natural Sciences	\$363.64
JPC ³	FY19JPC-45	Pocket Nurse	Supplies for Pharmacy Technician Continuing Education courses	\$537.16
JPC ³	FY19JPC-45	Pocket Nurse	Supplies for Certified Nurse Assistant Continuing Education courses	\$1,799.24
JPC ³	FY19JPC-45	Pocket Nurse	Supplies for Allied Health Continuing Education courses	\$1,301.01
NJSC ⁴	89967	SHI International	Chromebooks	\$2,542.60
OMNIA ⁵	2018011-02	SHI International	Google Chrome software licenses	\$250.00
OMNIA ⁵	2018011-02	SHI International	Microsoft Project online software license	\$330.60

- (1) Educational Services Commission of New Jersey
- (2) Hunterdon County Educational Services Commission
- (3) Joint Purchasing Consortium (New Jersey Council of County Colleges)
- (4) New Jersey State Contract
- (5) OMNIA Partners Cooperative

2. BE IT RESOLVED, That based on the recommendation of the Director of Purchasing and Inventory and the Chief Financial Officer an award be authorized to the following firm(s) pursuant to a fair and open process:
 - a. Special Quote # 10718G for architectural / engineering consulting services for Phase I – design development and construction documents for Main Hall Restroom Renovations from a total of three (3) responses:

Spiezle Architectural Group, Inc., Hamilton, NJ for the amount of \$14,500.00.

- b. Bid # 21-9 for dental chairs and delivery systems for the Dental Hygiene Clinic, funded by the Carl D. Perkins Career and Technical Education Improvement Grant, from a total of three (3) responses:

Patterson Dental, Totowa, NJ for the amount of \$175,176.00.

- c. Bid # 21-10 for medical-surgical tutoring beds for the Nursing program, funded by the Carl D. Perkins Career and Technical Education Improvement Grant, from a total of one (1) response:

DiaMedical USA, West Bloomfield, MI for the amount of \$37,233.54.

- d. Bid # 21-11 for charter bus transportation services for the Athletic teams for the Spring semester from a total of four (4) responses:

Starr Transit Co. Inc., Hamilton, NJ for an amount not-to-exceed \$29,825.00.

A-1 Limousine Inc., Princeton, NJ for an amount not-to-exceed \$1,283.88.

3. 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. FKA Architects, Oakland, NJ for architectural services in conjunction with the Securing Our Children's Future Bond Act grant application in the amount of \$4,485.00.

Contract Amount	\$14,950.00
Payment #1	<u>4,485.00</u>
Balance	<u>\$10,465.00</u>

- b. Netta Architects, Mountainside, NJ for Phase 1 architectural services in conjunction with North Hall Renovations ADA Improvements feasibility study in the amount of \$10,525.00.

Contract Amount	\$21,050.00
Payment #1	<u>10,525.00</u>
Balance	<u>\$10,525.00</u>

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

- a. Weiner Law Group, LLC, Parsippany, NJ for legal services rendered regarding labor matters for the month of January 2021 in the amount of \$24,780.00.

5. WHEREAS, The firm of Wiss & Company, LLP has submitted an audit of the books and records of Middlesex College for the year ended June 30, 2020 including the supplementary information on expenditures of Federal and State awards and Report and Schedule required by the Uniform Guidance; and

WHEREAS, Management has responded to the reports as submitted by Wiss & Company, LLP and has presented the reports to the Finance Committee on March 10, 2021;

NOW, THEREFORE, BE IT RESOLVED That the audited financial statements for the year ended June 30, 2020 be approved.

6. WHEREAS, by Resolution dated February 17, 2021, the Board of Trustees determined that the sum of \$74,107,650 is necessary for the current operating expenses of Middlesex College for the fiscal year July 1, 2021 to June 30, 2022 and the sum of \$2,000,000 is necessary for capital outlay expenses for the fiscal year July 1, 2021 to June 30, 2022; and WHEREAS, in said Resolution, the Board of Trustees requested that the Board of School Estimate certify the sum of \$17,000,000 as the County of Middlesex's share of the operating expenses and \$2,000,000 as the County of Middlesex's share of capital outlay expenses for the fiscal year July 1, 2021 to June 30, 2022; and

WHEREAS, it is necessary for the Board of School Estimate to hold a public hearing with regard to the above requests by the Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees request that a public hearing with respect of the amount of money to be certified by the Board of School Estimate for the current operating expenses and capital outlay expenses for the fiscal year July 1, 2021 to June 30, 2022 shall be held at the Commissioners Meeting Room, County Administration Building, New Brunswick, New Jersey at a date and time to be determined by the Board of Trustees.

7. WHEREAS, by Resolution dated February 17, 2021, The President has recommended an increase in the tuition rates, for academic sessions scheduled for FY 2022, including Summer I session FY 2021, in order to provide a portion of the revenue resource for the services to be rendered; and

WHEREAS, The President has developed a Current Unrestricted Fund to provide educational and other services to the students of Middlesex College for the year July 1, 2021 to June 30, 2022; and

WHEREAS, Said services are funded by students, the State of New Jersey and the County of Middlesex; and

WHEREAS, As required by the Higher Education Restructuring Act of 1994 a public hearing was held on February 17, 2021,

NOW, THEREFORE, BE IT RESOLVED That the following additional adjustments to course fees, contained within the attached schedule, stemming from the College's growing participation in bookstore Barnes and Noble's First Day program, be approved commencing with the academic sessions scheduled for FY 2022, including pre-summer session FY 2021.

After discussion, the motion was approved. Mr. Finkelstein abstained from resolution number 1. Mr. Taffet abstained from resolution number 4.

HUMAN RESOURCES COMMITTEE

Mr. Morgan reported that the Human Resources Committee met on March 10, 2021 and reviewed the 13 items listed below.

Mr. Oros moved, seconded by Mr. Sica, for adoption of all resolutions in the categories of Change of Status and Miscellaneous.

A.	<u>Hires</u> No actions	<u>Recommendations</u>
B.	<u>Change of Status</u> Faculty Support Staff	<u>Recommendations</u> 8 1
C.	<u>Separations</u> No actions	<u>Recommendations</u>
D.	<u>Miscellaneous</u> Administrative Faculty Support Staff	<u>Recommendations</u> 1 1 2
A.	HIRES	No actions
B.	CHANGE OF STATUS	

FACULTY

1.	Name:	Susan Altman
	Department:	Visual, Performing and Media Arts
	Action:	Approval of Sabbatical Leave
	Effective:	Spring 2022

2. Name: Donna Gardner-Beadling
 Department: Natural Sciences
 Action: Approval of Sabbatical Leave
 Effective: Fall 2021

3. Name: Margaret Gorlin
 Department: Mathematics
 Action: Approval of Sabbatical Leave
 Effective: Fall 2021

4. Name: Meenu Jain
 Department: Natural Sciences
 Action: Approval of Sabbatical Leave
 Effective: Fall 2021

5. Name: Sheema Majiduddin
 Department: Counseling Services
 Action: Approval of Sabbatical Leave
 Effective: July – December 2021

6. Name: Jeffrey Spector
 Department: Business and Computer Science
 Action: Approval of Sabbatical Leave
 Effective: Fall 2021

7. Name: Richard Thompson
 Department: Visual, Performing and Media Arts
 Action: Approval of Sabbatical Leave
 Effective: Fall 2021

8. Name: Celia Winchester
 Department: English
 Action: Approval of Sabbatical Leave
 Effective: Fall 2021

SUPPORT STAFF

1. Name: Shaun Lockwood
 Department: Facilities Management
 Position: Change from Grounds Person II to Grounds Person I
 Salary: \$47,973
 Effective: 3/1/21

C. SEPARATIONS No actions

D. MISCELLANEOUS

COACHING APPOINTMENT

1. Name: Bruce Hicks
Department: Athletic Center
Position: Part-Time Assistant Men's Basketball Coach
Salary: \$6,001
Effective: 3/1/21 – 6/30/21

ADMINISTRATIVE – SEVERANCE COMPENSATION PROGRAM 2020/2021

<u>NAME</u>	<u>DEPARTMENT</u>	<u>DATE OF RETIREMENT</u>	<u>PAYMENT</u>
Ronald Balint	Facilities Maintenance	6/30/2021	\$84,058
Robert Edmonds	Athletics	6/30/2021	\$18,872
Robin Hetzko	Printing & Communications	6/30/2021	\$76,769
John Kruszewski	Academic Advising	6/30/2021	\$55,348
Thomas Shivayka	Printing & Communications	6/30/2021	\$65,802

FACULTY – SEVERANCE COMPENSATION PROGRAM 2020/2021

<u>NAME</u>	<u>DEPARTMENT</u>	<u>DATE OF RETIREMENT</u>	<u>PAYMENT</u>
Leah Ghiradella	English	6/30/2021	\$87,831
Deborah Lynch	HCD	6/30/2021	\$22,044

AFSCME – SEVERANCE COMPENSATION PROGRAM 2020/2021

<u>NAME</u>	<u>DEPARTMENT</u>	<u>DATE OF RETIREMENT</u>	<u>PAYMENT</u>
Brenda Cooney	Counseling	6/30/2021	\$10,000
Rosibel Gonzalez	Perth Amboy Center	6/30/2021	\$15,500
Laurel Wegrzyn	Facilities Management	6/30/2021	\$12,000
Wanda Young	Natural Sciences	6/30/2021	\$13,000

TEAMSTERS – SEVERANCE COMPENSATION PROGRAM 2020/2021

<u>NAME</u>	<u>DEPARTMENT</u>	<u>DATE OF RETIREMENT</u>	<u>PAYMENT</u>
Philip Baumann	Facilities Maintenance	6/30/2021	\$49,180
Thomas Druze	Facilities Management	6/30/2021	\$93,238
John Faleska	Facilities Management	6/30/2021	\$93,932
Michael McKenna	Facilities Management	6/30/2021	\$90,644

ADMINISTRATIVE MISCELLANEOUS – RETIREMENT

WHEREAS, **Roseann Bucciarelli**, has faithfully served Middlesex County College from

November 28, 2006 to March 31, 2021; 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 **Roseann Bucciarelli** as of March 31, 2021; and

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

After discussion, the motion was approved.

REPORT OF COUNSEL

No report.

REPORT OF THE PRESIDENT

Dr. McCormick reported that this Friday marked a year the College moved its day-to-day operations due to the Governor's lockdown. He saluted the College's employees, faculty, staff, students and trustees for their incredible ingenuity and resilience, as well as, dedication to the college's mission. Many safeguards were put into place to protect the health and safety of our employees, students and visitors. He also congratulated Izabella Burzynski, who was invited to be a part of the NASA Community College Aerospace Scholars. She is the third Middlesex College student that has had that honor. Dr. McCormick also remembered Bill Walsh and Blanquita Valenti. Both were members of the Board of Trustees and friend of the college. Both made an incredible impact on the community and will be missed.

COMMENTS FROM THE COUNTY

Khalid Anjum, Department Head for Middlesex County Infrastructure Management, spoke on behalf of the Middlesex County Commissioners. He shared how proud he is of the incredible work and progress that the College has put forth. The Educational Opportunity Fund Program is an example of what he learned today and how it helps the academic, personal and professional development of individuals, particularly in disadvantaged communities, and how it brings people together to cultivate leadership. He also congratulated Izabella Burzynski on her participation in the NASA Community College Aerospace Scholar (NCAS) Program.

REPORT ON NEW JERSEY COUNCIL OF COUNTY COLLEGES (NJCCC)

Ms. Buteas reported that one of the biggest priorities that the NJCCC is working on workforce development. They are working with policymakers and the Governor's office on a comprehensive plan to support workforce development initiatives and career pathways. As individuals try to build skills and return to work, this is at the forefront. It is a priority for many of the county colleges across the state, and certainly a place where she knows Middlesex has leaned in and been a leader in collaborating with many in the business community, as well as, academic and healthcare institutions.

REPORT OF THE PUBLIC

Mr. Charlie Kratovil, Editor of *New Brunswick Today*, asked questions pertaining to a Trustee. College Counsel provided responses to the questions.

The next regular meeting of the Board of Trustees will take place on Wednesday, April 21, 2021, at 8:30 a.m. at a location or means of virtual access to be determined and advertised.

The meeting adjourned at 9:24 a.m.

ROBERT P. SICA
SECRETARY

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