

MERCER COUNTY COMMUNITY COLLEGE

Minutes of the 693rd Meeting of the Board of Trustees December 8, 2022

The meeting was called to order by Chair Kevin Drennan at 6:31 p.m. via Zoom conferencing. In addition to the Chair, the following members were in attendance: Kristin Appelget, Blanca Berrios-Ohler, Daryl Minus-Vincent, Lawrence Nespoli, Greg Puliti, Madelaine Benowitz (Alumni Trustee) and Deborah Preston (MCCC President). Also present was Perry Lattiboudere, College Counsel. Absent was Julie Blake, Angela Delli Santi, Shannon Mason and Mark Matzen.

I. OPENING OF MEETING

A) **FLAG SALUTE**

Trustee Puliti led those attending the meeting in the Pledge of Allegiance to the flag of the United States.

B) **STATEMENT OF NOTIFICATION**

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend meetings of public bodies at which any business affecting its interests is discussed or acted upon. In accordance with the provisions of this Act, the Board of Trustees of Mercer County Community College has caused notice of this meeting to be published by having the date, time and place posted on the bulletin board in the lobby of the Administration Building, on the West Windsor Campus, at the James Kerney Campus, on the College's website homepage, and emailed to The Trentonian and The Times.

C) **ADOPTION OF REVISED AGENDA**

Trustee Puliti moved to approve the revised agenda, which was seconded by Trustee Berrios-Ohler and adopted with Trustees Appelget, Berrios-Ohler, Drennan, Minus-Vincent, Nespoli, and Puliti voting aye.

D) **PUBLIC COMMENT**

No one from the attending public addressed the board at this time.

II. APPROVAL OF MINUTES

A) **APPROVAL OF MINUTES OF NOVEMBER 17, 2022 BOARD MEETING**

Trustee Appelget presented Agenda Item II (A), which was seconded by Trustee Nespoli. The item passed with Trustees Appelget, Berrios-Ohler, Drennan, Minus-Vincent, Nespoli, and Puliti voting aye.

BE IT RESOLVED, that the minutes of the November 17, 2022 meeting of the Board of Trustees are approved as presented.

III. FINANCE & FACILITIES MATTERS

Trustee Berrios-Ohler presented Agenda Items III (A) through (B) for ratification, which were second by Trustee Appelget. The items were ratified with Trustees Appelget, Berrios-Ohler, Drennan, Minus-Vincent, Nespoli, and Puliti voting aye.

A. MONTHLY FINANCIAL STATEMENT

The members of the Board noted receipt and ratified the Monthly Financial Statement, which is attached (Attachment #1)

B. INVESTMENT DETAIL

The members of the Board noted receipt and ratified the Report of Investment Detail, which is attached (Attachment #2)

Trustee Berrios-Ohler presented Agenda Items III (C) through (D) for ratification, which were second by Trustee Puliti. The items were ratified with Trustees Appelget, Berrios-Ohler, Drennan, Minus-Vincent, Nespoli, and Puliti voting aye.

C. PURCHASE ORDERS AND CONTRACTS UNDER \$37,500

The members of the Board noted receipt and ratified the Report on Purchase Orders and Contracts under \$37,500.00, which is attached. (Attachment #3)

D. MONTHLY PAYMENTS LIST FOR SEPTEMBER

The members of the Board noted receipt and ratified the monthly payments lists for October.

Trustee Berrios-Ohler presented Agenda Items III (E) through (H) for ratification, which were second by Trustee Appelget. The items were ratified with Trustees Appelget, Berrios-Ohler, Drennan, Minus-Vincent, Nespoli, and Puliti voting aye.

E. 116 EAST HANOVER, LLC

WHEREAS, Mercer County Community College has need to provide employee parking at the James Kerney Campus in fiscal years 2023-2024; and

WHEREAS, 116 E Hanover LLC, Trenton, NJ has indicated that they have (50) available parking spaces directly adjacent to the James Kerney Campus for lease; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (3) exempts materials or supplies which are not available from more than one potential bidder from public advertising for bids but requires a resolution authorizing the award of such a contract; and

WHEREAS, 116 E Hanover LLC has completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate committee in Mercer County in the previous one year, and the contract will prohibit them from making any reportable contributions through the term of the contract; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a one-year lease agreement with two (1) year extension options with 116 E Hanover LLC, Trenton, NJ in the amount not to exceed \$75,000 to provide 50 parking spaces for

employees from January 1, 2023 through December 31, 2023.

F. B&H PHOTO-VIDEO

WHEREAS, the Mercer County Community College has a need to acquire various audio, visual, and lighting equipment for the ITS Department, Television and Film AAS, Digital Media Arts, and Photography programs; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.11 a. (b) authorizes a county college to make purchases and contract for services through the use of a nationally recognized and accepted cooperative purchasing agreements* but requires a resolution authorizing the award of such contracts; and

WHEREAS, Mercer County Community College Purchasing Policy states that when an individual vendor exceeds an annual, cumulative spending threshold exceeding \$37,500 that a Board of Trustee resolution is required, now therefore

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to increase the current fiscal year's spending with B&H Photo-Video of New York, New York from the current amount of \$28,298 to a new not to exceed amount of \$80,000 to acquire various audio, visual, and lighting equipment for the College ITS Department, and the Television and Film AAS, Digital Media Arts, and Photography Programs from July 1, 2022 to June 30, 2023. Paid by Carl D. Perkins career and technical education (CTE) grant.

* OMNIA Partners #R201202

* E&I Cooperative Contract #CNR01341

G. COMPENSATION RESOURCES LLC

WHEREAS, Mercer County Community College has a need to obtain consulting services to procure a consulting firm to conduct a College-wide employee compensation study to assess how the College's current compensation program(s) are aligned with the external marketplace, on behalf of the Human Resources department; and

WHEREAS, the purchase will be executed as a Political Contribution Disclosure contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (15) exempts consulting services from public advertising for bids but requires a resolution authorizing the award of such a contract; and

WHEREAS, Compensation Resources LLC has completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate committee in Mercer County in the previous year, and the contract will prohibit them from making any reportable contributions through the term of the contract; now therefore

BE IT RESOLVED, the President is authorized, on behalf of the Board, to contract with Compensation Resources LLC of Upper Saddle River, New Jersey to conduct a conduct a College-wide employee compensation study to assess how the College's current

compensation program(s) are aligned with the external marketplace, not to exceed \$215,000 from December 9th, 2022 to September 30, 2023.

H. GARY KUBIAK & SON ELECTRIC INC.

WHEREAS, Mercer County Community College has the need to procure a contractor to provide labor to install replacement lighting and perform related electrical work on the Administration (AD) building and lighting for the AD building parking lot area at the West Windsor campus, paid by the New Jersey Chapter 12 program; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.10, specifically provides for the purchase of work, materials and supplies by Cooperative Agreement with the governing bodies of any municipality or of the county within whose boundaries any such college is wholly or partially located; and

WHEREAS, the County of Mercer conducts a voluntary Cooperative Pricing System with municipalities and the Boards of Education located in Mercer County, utilizing administrative purchasing services and facilities of the County of Mercer; and this Cooperative Pricing Agreement* is to effect economies in the purchase of services to install lighting and perform electrical work; and

WHEREAS, Mercer County Community College has identified that Gary Kubiak & Son Electric Inc., of Robbinsville, NJ has the expertise to provide labor to install replacement lighting and perform related electrical work on the Administration (AD) building and lighting for the AD building parking lot area at the West Windsor campus, under the County of Mercer voluntary Cooperative Pricing Agreement* which represents the best value for the College; now therefore;

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to contract with Gary Kubiak & Son Inc. of Robbinsville, NJ, to provide labor to install replacement lighting and perform related electrical work on the Administration (AD) building and lighting for the AD building parking lot area at the West Windsor campus for an amount not to exceed \$67,900. Paid by the New Jersey Chapter 12 program.

* CK09MERCER2021-14

Trustee Berrios-Ohler presented Agenda Items III (I) for ratification, which were second by Trustee Puliti. The items were ratified with Trustees Appelget, Berrios-Ohler, Drennan, Minus-Vincent, Nespoli, and Puliti voting aye.

I. LEADGOOD LLC LEADGOOD LLC CONSULTING AMENDED RESOLUTION FOR COST

WHEREAS, Mercer County Community College has concluded all open independent investigations that were initiated in fiscal years 2022 and 2023 and performed by LeadGood LLC Consulting on behalf of the College's Human Resources department; and WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (15) exempts professional consulting services from public advertising for bids but requires a resolution authorizing the award of such a contract; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to issue payments to LeadGood LLC of Pennington, New Jersey for independent internal investigations performed on behalf of the College's Human Resources department, for a

not to exceed amount of \$359,258.87 from November 1, 2021 through June 30, 2023.

IV. HUMAN RESOURCE MATTERS

Trustee Puliti presented Agenda Item IV (A) which was seconded by Trustee Nespoli. The item passed with Trustees Appelget, Berrios-Ohler, Drennan, Minus-Vincent, Nespoli, and Puliti voting aye.

A) APPOINTMENTS, RATIFICATION OF APPOINTMENTS, PROMOTIONS, STIPENDS, AND STAFF SEPARATION REPORT

BE IT RESOLVED, that this Board approves the appointments, ratification of appointments, promotions, stipends, and notes receipt of the Staff Separation Report, which will be made a part of the minutes of this meeting. (Attachment #4)

Trustee Puliti presented Agenda Item IV (B) which was seconded by Trustee Appelget. The item passed with Trustees Appelget, Berrios-Ohler, Drennan, Minus-Vincent, Nespoli, and Puliti voting aye.

B) PRE-RETIREMENT SABBATICAL APPLICATION – FRAMARZ KHOUSHAB

The members of the Board approved a pre-retirement sabbatical application for Framarz Khoushab, which is attached. (Attachment #5)

The Trustees thanked Professor Framarz Khoushab for his dedication, commitment and service to the college.

Trustee Puliti presented Agenda Item IV (C) which was seconded by Trustee Berrios-Ohler. The item passed with Trustees Appelget, Berrios-Ohler, Drennan, Minus-Vincent, Nespoli, and Puliti voting aye.

C) TENURE APPOINTMENTS

BE IT RESOLVED, that this Board hereby approves the offering of tenure appointments effective with the 2023-2024 academic year to faculty members in their fifth year of service as recommended by the President as indicated in the attached which is to be made part of the minutes of this meeting. (Attachment #6)

V. OPERATIONS MATTERS

Trustee Puliti presented Agenda Item V (A) through (C) for ratification, which were second by Trustee Nespoli. The items were ratified with Trustees Appelget, Berrios-Ohler, Drennan, Minus-Vincent, Nespoli, and Puliti voting aye.

A) REPORTABLE CRIMES, FIRES, AND OTHER EMERGENCIES

The members of the Board noted receipt and review and ratified the report, which is attached. (Attachment #7)

B) NEW PROGRAM PROPOSAL – MEDICAL LABORATORY ASSISTANT CERTIFICATE

WHEREAS, the College faculty recommends the following New Programs of Study for academic programs:

1. Medical Laboratory Assistant Certificate

WHEREAS, the President and Vice President for Academic Affairs have reviewed and approve the recommendations; now therefore

BE IT RESOLVED, that the Board of Trustees approves the recommendations for the new listed programs.

C) MCCC OPERATIONS GOVERNANCE AD-HOC SUBCOMMITTEE

WHEREAS, Mercer County Community College Board of Trustees required independent investigations to be performed by LeadGood LLC Consulting in 2021 and 2022 on behalf of the College's Human Resources department; and

WHEREAS, on October 20, 2022, a supplement to reports of investigations was provided by LeadGood LLC Consulting detailing governance recommendations involving MCCC Policies, Bylaws designed to foster ethical leadership, improve workplace conditions, culture and climate as requested by the MCCC Board of Trustees; and

BE IT RESOLVED, that the Mercer County Community College Board of Trustees hereby establishes and approves an Operations Governance Ad-Hoc Subcommittee charged with reviewing the governance recommendations and outlining steps to the MCCC Board of Trustees on improving, enhancing and/or revising all appropriate MCCC Policies, Bylaws designed to foster ethical leadership and improve workplace conditions, culture and climate.

BE IT FURTHER RESOLVED that the Operations Governance Ad-Hoc Subcommittee will provide an initial report on its deliberations, activities and recommendations to the full Board at the February 16, 2023 meeting and will remain active until all recommendations have been addressed.

Chair Drennan noted the Operations Committee will be the members of the ad-hoc committee, led by Trustee Blake, and will responsible to present timelines and recommendation to the Board. Chair Drennan also noted that separating out the ad-hoc subcommittee shows the importance of the committee.

VI. OTHER MATTERS

A) RESOLUTION OF APPRECIATION – ANGELA DELLI SANTI

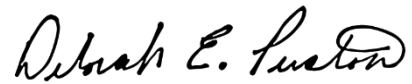
Trustee Appelget motioned that Agenda Item VI (A), be tabled until the January Board of Trustees meeting, which was seconded by Trustee Nespoli. The item was tabled.

VII. PRESIDENT'S UPDATE

Dr. Preston stated that she and a team of four employees from MCCC were currently attending the Middle States annual conference to network and learn more about the accreditation process.

There being no further business to discuss, Trustee Puliti moved to adjourn the meeting. The motion was seconded by Trustee Appelget and passed unanimously. The meeting adjourned at 6:48 p.m.

Respectfully submitted,

A handwritten signature in black ink, reading "Deborah E. Preston". The signature is written in a cursive style with a large, looped initial 'D'.

Deborah E. Preston, Ph.D.
President
Mercer County Community College



Preliminary

11/21/2022

	FY2023 Annual Budget	YTD Budget	Nov-22 YTD Actual	Over/(Under) YTD Budget	Actual % Used/Earned	Expected % Used/Earned	Variance % Used/Earned
Revenues:							**
State of New Jersey	7,344,000	3,060,000	3,105,926	45,926	42.29%	41.67%	0.63%
Mercer County	18,963,840	7,901,600	7,901,600	-	41.67%	41.67%	0.00%
Tuition & Fees Total	26,376,240	17,788,774	17,365,499	(423,275)	65.84%	67.44%	-1.60%
Non-Credit Tuition & Fees	450,000	187,500	629,687	442,187	139.93%	41.67%	98.26%
Other *	3,390,500	1,412,708	1,332,131	(80,578)	39.29%	41.67%	-2.38%
Total Revenue	56,524,580	30,350,582	30,334,842	(15,740)	53.67%	53.69%	-0.03%
<i>** Negative variance in the expected revenue equates to unfavorable anticipated earnings</i>							
Salaries - 59.28% of total Budget	33,509,501	11,599,443	12,013,859	414,416	35.85%	34.62%	1.24%
Benefits - 20.75% of total Budget	11,728,336	4,059,809	3,434,879	(624,930)	29.29%	34.62%	-5.33%
Total Salary and Benefits - 80.03% of total Budget	45,237,837	15,659,251	15,448,738	(210,513)	34.15%	34.62%	-0.47%
<i>- Salaries and Benefits allocated below</i>							
Expenses:							
Instruction	26,035,344	10,848,060	10,277,692	(570,368)	39.48%	41.67%	-2.19%
Academic Support	3,294,617	1,372,757	1,149,939	(222,818)	34.90%	41.67%	-6.76%
Student Services	5,322,559	2,217,733	1,963,550	(254,183)	36.89%	41.67%	-4.78%
Institutional Support	15,256,169	6,356,737	5,634,172	(722,565)	36.93%	41.67%	-4.74%
Plant Operations	6,615,891	2,756,621	2,118,161	(638,460)	32.02%	41.67%	-9.65%
	56,524,580	23,551,908	21,143,514	(2,408,394)	37.41%	41.67%	-4.26%
<i>** Negative variance in the expected expense equates to favorable cost savings</i>							
KEY BUDGET ITEMS (included above):							
Utilities	1,880,000	783,333	575,336	(207,998)	30.60%	41.67%	-11.06%
Custodial Contract	895,000	372,917	324,073	(48,844)	36.21%	41.67%	-5.46%
Maintenance, Grounds and Equipment	2,100,000	875,000	688,248	(186,752)	32.77%	41.67%	-8.89%
IT Management, Computer Software and Hardware	2,300,000	958,333	569,070	(389,263)	24.74%	41.67%	-16.92%
	7,175,000	2,989,583	2,156,727	(832,857)	30.06%	41.67%	-11.61%
Total Expenditures	56,524,580	23,551,908	21,143,514	(2,408,394)	37.41%	41.67%	-4.26%
Surplus/(Deficit)	-	6,798,674	9,191,328	2,392,654			
* Other Revenue Key Items:							
WWFM Listener Donations	503,000	209,583	81,525	(128,059)	16.21%	41.67%	-25.46%
Conference Center and Food Commissions	174,600	72,750	101,580	28,830	58.18%	41.67%	16.51%
Partner Schools (Rutgers, Felician, William Patterson,	260,000	108,333	116,937	8,603	44.98%	41.67%	3.31%
Mercer Institute	200,000	83,333	331,373	248,040	165.69%	41.67%	124.02%
Kelsey Theater	230,000	95,833	147,471	51,637	64.12%	41.67%	22.45%
Tower Rentals	225,000	93,750	94,000	250	41.78%	41.67%	0.11%
Facility Rentals	450,000	187,500	287,735	100,235	63.94%	41.67%	22.27%
Bookstore	150,000	62,500	47,236	(15,264)	31.49%	41.67%	-10.18%
Summer Camps (Tomato Patch/Athletics/Camp Collej	500,000	500,000	215,443	(284,557)	43.09%	100.00%	-56.91%

**MERCER COUNTY COMMUNITY COLLEGE
 FINANCE OFFICE**

**INVESTMENT DETAIL
 FOR THE PERIOD ENDING NOVEMBER 22, 2022**

<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>TERM & INTEREST</u>		<u>AMOUNT</u>
		<u>RATE</u>	<u>DUE</u>	
11/22/22	BANK OF PRINCETON	0.25%	N/A	1,839,254.86
11/22/22	BANK OF PRINCETON	0.25%	7/23	536,265.60
11/22/22	FIRST BANK	0.35%	N/A	1,052,246.79
11/22/22	WELLS FARGO BANK BALANCE	0.25%	N/A	7,790,775.17 **
11/22/22	CASH MANAGEMENT FUND-NJ	2.91%	N/A	<u>6,788,665.62</u>
				<u>\$ 18,007,208.04</u> *
	<u>LONG TERM INVESTMENTS</u>			
11/02/22	WELLS FARGO BANK - UNEMPLOYMENT TRUST	N/A		<u>\$ 510,465.32</u>

* Cash Balances are gross, current Liabilities are not netted against these balances

** Included 1.2million refunds due to students

MCCC PURCHASE ORDER REPORT
\$7,500 - \$37,500

Date of BOARD MEETING: December 8, 2022

Purchases over \$7,500 require (3) quotes or over \$37,500 require Publically Advertised Bids
unless specifically exempted by New Jersey County College Contract Law N.J.S.A. 18A:64A-25.5(a)
Budget lines beginning with "2" indicate grant funded

PO#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P16029	10/31/22	Laerdal Medical Wappingers Falls, NY	\$33,479.16	22-01-01-02-302112-69310	Sourcewell CC #01822-LAE
Mannequins and software for nursing students. Paid by Perkins grant.					
P16035	11/1/22	Coursedog New York, NY	\$10,000.00	10-04-01-02-200105-69712	Exemption: Proprietary
Class scheduling software.					
P16049	11/3/22	Carahsoft Technology Reston, VA	\$10,584.00	10-06-01-03-301001-69741	NJSC #NASPO-19-COMP-00601
Bonfire contract management and e-bidding software.					
P16053	11/3/22	Elsevier Inc. Maryland Heights, MO	\$9,940.03	10-01-01-02-206200-64110	Sole Source
Nursing exam preparation. Paid by nursing student fees.					
P16061	11/7/22	CDW Government Shelton, CT	\$11,937.54	10-01-01-03-301306-69642	Sourcewell CC #081419-CDW
Tablets for IT department.					
B7668	11/9/22	Clarke Caton Hintz PC Trenton, NJ	\$13,000.00	70-07-01-03-700102-69240	MCCC RFP #2102
Architectural services. Paid by NJ Chapter 12 grant.					
P16069	11/9/22	ArcMercer Ewing, NJ	\$19,140.30	10-06-01-03-301001-62335	MCCC Bid #1815
Student shuttle services for October 2022.					
P16082	11/10/22	Trenton Country Club West Trenton, NJ	\$15,630.42	94-00-01-95-595301-63200	MCCC RFQ #2147
Golf fundraiser. Paid by MCCC Foundation.					

P16101	11/17/22	Environmental Connection Trenton, NJ	\$10,320.00	70-07-01-03-700102-69240	Exemption: Consulting Services
--------	----------	--	-------------	--------------------------	--------------------------------

Environmental inspection and remedial action plan for Trenton Automotive Technical Center.

P16111	11/17/22	Continental Fire Safety Hamilton, NJ	\$10,392.45	37-09-04-02-203009-69320	NJSC #17-FLEET-00805
--------	----------	--	-------------	--------------------------	----------------------

Protective fire clothing for Fire Academy

B7672	11/17/22	Graybar Electric Newark, NJ	\$9,183.00	10-07-01-03-301401-61550	MCCC RFQ #2318
-------	----------	--------------------------------	------------	--------------------------	----------------

Gym lighting.

B7673	11/17/22	Vector Solutions Cincinnati, OH	\$11,360.00	10-06-01-06-600100-64110	Exemption: Consulting Services
-------	----------	------------------------------------	-------------	--------------------------	--------------------------------

Employment training services renewal FY23.

MCCC

Attachment #4
Agenda Item IV (A)

MERCER COUNTY COMMUNITY COLLEGE

Appointments, Promotions, Stipends, and Receipt of Staff Separation Report

RESOLUTION

BE IT RESOLVED, that this Board approves the appointments, promotions, stipends, and notes receipt of the Staff Separation Report, which will be made a part of the minutes of this meeting.

Board of Trustees Meeting
December 8, 2022

APPOINTMENTS

1. Raymond Forte, appointed as Assistant Professor of Nursing an annual salary of \$69,953 effective January 9, 2023.



Human Resources Office

To: Deborah Preston, Ph.D.

From: Barbara Basel, Vice President for Human Resources

Date: November 23, 2022 – Revised December 2, 2022

Re: Ratification of Appointments

The following appointments have been made since November 17, 2022.

Effective Date of /Hire	Department	Name	Title	Salary	Range	FLSA
11/28/2022	Information Technology Systems	Marinela Barbu	Systems Analyst	\$72,500.00	\$48,281 - \$76,929	Exempt
12/12/2022	Innovation, Online Education, Student Success & Lifelong Learning	Caroline Lippincott	Event Coordinator-Banquet Captain	\$50,000.00	\$42,451 - \$64,461	Non-Exempt
11/28/2022	Innovation, Online Education, Student Success & Lifelong Learning	Jo Ann Fiordland	Department Specialist	\$45,750.00	\$36,512 - \$53,212	Non-Exempt



Human Resources Office

To: Deborah Preston, Ph.D., President

From: Barbara Basel, Vice President for Human Resources

Date: November 23, 2022

Re: Ratification of Stipends

The following stipends have been made since November 17, 2022.

Effective Date of Stipend	Department	Name	Title	Annual Stipend Based on Additional Duties	Purpose
2/20/2022	Academic Affairs, JKC	Natasha Bullock	Exec. Admin, JKC Dean's Office	\$205 paid bi-weekly through May 4, 2023 or until the Department hires a Department Specialist whichever comes first	Additional duties for a vacancy in the department



Human Resources

December 5, 2022

To: Barbara Basel, Vice President of Human Resources
From: Jeby Mathew, Coordinator HRIS Operations, Human Resources
Subject: Separation Report for November 2022

Date	Name	Title	Division	Type*
11/18/2022	Charles Coleman	Security Officer	College Safety	TR
11/30/2022	Cynthia Von Rhine	Database Administrator,	Information Technology Services	RT

- *
- RS - Resignation**
 - TR - Termination**
 - GE - Grant Ended**
 - RT - Retired**
 - CNR - Contract Not Renewed**



Business, Technology, & Professional Studies Division ***November 21, 2022***

To: Dr. Robert Schreyer, Vice President Academic Affairs

From: Dr. Laura Sosa, Dean-Business, Technology, and Professional Studies Division *LAS*

Subject: Pre-Retirement Sabbatical Application for Framarz Khoushab

I am in receipt of Professor Framarz (Fram) Khoushab's request for pre-retirement sabbatical leave for the 2023-2024 academic year through the fall 2024 semester. Fram's request is supported by the Faculty Union Contract, Article VIII B4:

Faculty members who intend to retire within two (2) academic years but who wish to provide for a term of personal adjustment may apply for a Pre-Retirement Sabbatical Leave. Such leave, if granted, will give a maximum workload reduction during the year immediately before retirement of 50% of normal load. If the individual wishes an adjustment period of two (2) years, the maximum workload reduction for which application can be made during the next to final year of work is 40%. Salary paid during years in which a Pre-Retirement Sabbatical is granted will be pro-rated according to the proportion of full normal load which is retained.

During the spring 2023 academic year, Fram intends to retain a full-time 15 credit load (plus overload) per semester with no reduction in pay. He will continue teaching in the summer as well.

During the 2023-2024 academic year and fall 2024, Fram will teach a minimum of 12 credits (80% of load or a 20% reduction). He understands that his pay will be prorated dependent upon the final credit amount.

Fram has been an asset and distinguished faculty member for over thirty years. I enthusiastically support Fram's pre-retirement sabbatical leave request and am committed to working with him on a transition plan for his teaching schedule during this timeframe.

Recommended and Approved for presentation to the Board of Trustees:

Handwritten signature of Robert Schreyer in black ink.

11 / 25 / 2022

Robert Schreyer, Vice President for Academic Affairs

Date

Handwritten signature of Deborah E. Preston in black ink.

11 / 26 / 2022

Deborah Preston, President

Date

MCCC

Attachment #6
Agenda Item IV (B)

MERCER COUNTY COMMUNITY COLLEGE

TENURE APPOINTMENTS

RESOLUTION

BE IT RESOLVED, that this Board hereby approves the offering of tenure appointments effective with the 2023-2024 academic year to faculty members in their fifth year of service as recommended by the President.

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Date of FT Hire</u>
Michael DeAngelis	Assistant Professor, Exercise Science	Math, Science & Health Professions	8/20/2018
Harry Bittner	Assistant Professor, Electronics Engineering Technology	Business, Technology & Professional Studies	8/28/2018
Christopher Cruz-Cullari	Assistant Professor, English Reading	Liberal Arts	8/28/2018
Michael Hanna	Assistant Professor, Advanced Manufacturing Technology	Business, Technology & Professional Studies	8/28/2018



To: Dr. Tonia Perry-Conley,
Acting Vice President - Student Support Services,

From: Bryon K. Marshall,
Exec. Director for Facilities and College Safety

Date: November 28, 2022

Subj: Reportable Crimes, Fires, and Other Emergencies as Required By S-485/A
1976 Law the Cunningham/ Ruiz Bill

In accordance with S-485/A-1976 law the Cunningham/ Ruiz Bill requiring presidents of public institution of higher education to regularly report on-campus criminal and fire events to the institution's governing board I have attached the November 2022 report for your review and action.

Thus far and for the calendar month of November 2022, there were no reported Clery offenses or occurrences reported through College Safety and Security.

End of report