

MERCER COUNTY COMMUNITY COLLEGE
Minutes of the 684th Meeting
of the Board of Trustees
March 17, 2022

The public meeting was called to order by Chair Mark Matzen, at 6:35 p.m., via Zoom Conferencing. In addition to the Chair, the following members were in attendance: Blanca Berrios-Ohler, Angela Delli Santi, Kevin Drennan, Dave Fried, Yasmin Hernandez-Manno, Anthony Inverso, Larry Nespoli, Laura Ceras, Alumni Trustee, and Jianping Wang, President. Also present was Perry Lattiboudere, College Counsel. Absent was Winnifred Brown-Glaude.

I. OPENING OF MEETING

A) FLAG SALUTE

Chair Matzen led those attending the meeting in the Pledge of Allegiance to the flag of the United States of America.

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 faxed to The Trentonian and The Times.

C) ADOPTION OF REVISED AGENDA

Ms. Delli Santi moved to approve the Revised Agenda, which was seconded by Mr. Drennan and adopted with Trustees Berrios-Ohler, Delli Santi, Drennan, Hernandez-Manno, Inverso, Matzen, and Nespoli voting aye.

D) PUBLIC COMMENT

1. Trish Muka, Associate Director of Financial Aid, discussed her concerns with the potential 5% tuition and fees increase. She added that CCOG should never have been included in the conversations around raising tuition and that, increasing at this rate, is a disservice to students.
2. Professor Alvyn Haywood, President of the Faculty Union, said he has received many calls because of the article published in the Trentonian. He said this puts us in a position where our image has been sullied, and he feels strongly that we need to make sure students and citizens do not think we are emotionally unintelligent. He said we teach students about ethics, but the article indicates skewed ethics. He said the Board should apologize for this.
3. Beth Knight, President of the Administrative Professionals Union said that the town hall meeting on the 5% tuition and fees increase was not advertised well.

- She said the College proposed 3% in February and was made aware on March 15 that the recommended increase had gone from 3% to 5%. She said this appears sneaky, especially when the town hall was scheduled during Spring Break, when students are not on campus. She said everyone expects more and deserves better communication. She said she hopes the board looks at this.
4. Francis Paixao, President of the Professional Union, addressed the article published in the Trentonian. He said it is disappointing for the community and is a negative distraction for students. He said when we have what looks like political pettiness, it distracts from the core mission of the College. He said the President has led us through the pandemic and has always shown respect and professionalism, and we need to have the same from everyone.
 5. Penelope Lopez, CEO of Power Changes Lives, spoke about a mobile shower program for low income citizens called Lava Love. She said they will have an event at the CURE Arena on April 30. The mobile events provide showers, medical attention, food and mental health services to those in need.
 6. Professor Dylan Wolfe said this has been an unusually eventful and confusing Spring Break. He said, had it not been noticed that a second Town Hall meeting was scheduled, the 5% tuition and fees increase would have gone into effect. He said no one on the Town Hall call would say where the idea for the 5% increase came from. He asked how this could have happened during Spring Break. He asked how trust was going to be restored.
 7. Christian Perez, SGA President, said there is a communication issue. He said it was negligent to attempt to push this increase through during Spring Break, and that it looks shady. He said the only reason students found out about the second Town Hall was because members of the faculty relayed the information, hoping students could attend. He said the way this was handled was negligent.
 8. Professor Deborah Greer, said that 75-80% of the Radiography program includes non-traditional students, who have many responsibilities outside of the classroom. She said, with a 5% increase, and the state of the current economy, students will find it difficult to have a path toward success, and it will cause undue hardship. She said enrollment in the program is up almost 30% and she would like to see this continue.
 9. Bruna Camara, student VOICE reporter, asked if members of the Board would be willing to meet with VOICE reporters.
 10. Student Will Zottman said increasing tuition affects the typical student. He said the way this was handled does not paint the College in a good light. He said enrollment has dropped since COVID, and this increase will deter students from remaining, or new students from joining the College.

II. A) APPROVAL OF MINUTES OF THE FEBRUARY 17, 2022 BOARD MEETING

Mr. Drennan presented Agenda Item II (A), which was seconded by Ms. Delli Santi. The item passed with Trustees Berrios-Ohler, Delli Santi, Drennan, Hernandez-Manno, Inverso, Matzen, and Nespoli voting aye.

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

III. FINANCIAL MATTERS

Mr. Drennan presented Agenda Items III (A) through (D) for ratification, which were seconded by Ms. Berrios-Ohler. The items were ratified with Trustees Berrios-Ohler, Delli Santi, Drennan, Hernandez-Manno, Inverso, Matzen and Nespoli 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 on Investment Detail, which is attached. (Attachment #2)

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 PAYMENT LISTS FOR FEBRUARY

The members of the Board noted receipt and ratified the monthly payments list for February.

Mr. Drennan presented Agenda Items III (E) through (K), which were seconded by Ms. Delli Santi. The items were passed with Trustees Berrios-Ohler, Delli Santi, Drennan, Hernandez-Manno, Inverso, Matzen and Nespoli voting aye.

E) B&H PHOTO VIDEO

WHEREAS, Mercer County Community College has a need to acquire various audio, visual, and lighting equipment for the ITS Department and the Television and Film AAS 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 purchase order with B&H Photo-Video of New York,

New York from the current amount of \$30,232 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 and Photography programs for the period July 1, 2021 to June 30, 2022. Partially paid by New Jersey Department of Education Carl D. Perkins FY 2022 grant program funds and MCCC Foundation – Walker Photography endowment fund.

- * Hunterdon County Education Services Commission #HCEC-Cat-18-02
- * E&I Cooperative Contract #CNR01341

F) COURSEDOG, INC.

WHEREAS, Mercer County Community College has need to acquire cloud-hosted software that provides class scheduling, curriculum and course catalog management services that fully integrates with the College's student information system (SIS); 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, Coursedog Incorporated 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 contract with Coursedog Incorporated of New York, New York to acquire cloud-hosted software that provides class scheduling, curriculum and course catalog management services that fully integrates with the College's student information system (SIS) for \$25,000 FY22, \$145,000 FY23, \$80,000 in FY24, \$85,000 FY25, \$85,000 FY26 and \$85,000 FY27 from May 1, 2022 through June 30, 2027.

G) DECOTIIS, FITZPATRICK, COLE & GIBLIN, LLC

WHEREAS, Mercer County Community College has a need to acquire additional legal services in connection with contract negotiations with the College's Federation of Administrative Professionals ; 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, the purchasing agent has determined and certified in writing that the value of this service will exceed \$17,500; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (1) exempts professional services from public advertising for bids but requires a resolution authorizing the award of such a contract; and

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to increase the retainer amount with DeCotiis, Fitzpatrick, Cole & Giblin, LLP of Paramus, New Jersey, to acquire legal services for contract negotiations with the College's Adjunct Association as approved by the Board on February 17, 2022 to acquire additional legal services for contract negotiations with the College's Federation of Administrative Professionals and increase the current fiscal year 2022 purchase order amount by an additional \$ 10,000, from \$ 50,000 to \$ 60,000 from March 17, 2022 through June 30, 2022.

H) GLOBAL INDUSTRIAL

WHEREAS, the Mercer County Community College has a need to acquire furniture, furnishings, safety equipment, and other general supplies for the Facilities Department and the Kelsey Theatre; 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*; 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 FY 2022 purchase order with Global Industrial of Port Washington, New York to acquire furniture, furnishings, safety equipment and other general supplies for the Facilities department and the Kelsey Theatre for an annual aggregate spending amount not to exceed \$65,000 for this vendor for the period July 1, 2021 to June 30, 2022.

* TIPS Contract #200301 and #190101

I) LEADGOOD LLC CONSULTING

WHEREAS, Mercer County Community College has a need to acquire professional consulting services to perform independent investigations on behalf of the College's 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 professional consulting services from public advertising for bids but requires a resolution authorizing the award of such a contract; and

WHEREAS, LeadGood LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Lead Good LLC has not made any reportable contributions to a political or candidate committee in Mercer County in the previous year, and the contract will prohibit 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 contract with LeadGood LLC of Pennington, New Jersey to provide professional human resources consulting services to perform independent internal investigations on behalf of the College's Human Resources department, at a cost not to exceed \$ 200,000 from November 1, 2021 through June 30, 2022.

J) RICOH

WHEREAS, Mercer County Community College has a continuing need for black/white and color production printing equipment, software and maintenance services to provide cloud-hosted production printing services College wide but also provide certain county and local governmental units printing services through various Shared Services Agreements, for fiscal years FY2022 thru FY 2026; and

WHEREAS, a provision of County College Contracts Law, N.J.S.A. 18A:64A-25.9, exempts the purchase of any materials, supplies, goods, services or equipment, pursuant to a contract entered into on behalf of the State of New Jersey by the Division of Purchase and Property*, from public advertising from bids but requires a resolution authorizing the award of such a contract; 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 goods and services through the use of a nationally recognized and accepted cooperative purchasing agreements*; and

WHEREAS, Mercer County Community College is a member of the Educational Services Commission of New Jersey (ESCNJ) Pricing Consortium for the procurement of goods and services at competitive pricing; now therefore

WHEREAS, Mercer County Community College has identified that Ricoh USA Incorporated of , Philadelphia, Pennsylvania has the experience and expertise to provide the desired cloud-hosted, production printing equipment, software and maintenance services as available through an applicable New Jersey Division of Purchase and Property* state contract and a nationally recognized and accepted cooperative purchasing agreement; now therefore;

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to enter into a new lease agreement with Ricoh USA Inc. of Mount Laurel, New Jersey (current lease will expire on May 31, 2022) for cloud-hosted production printing equipment, software and maintenance services at the West Windsor campus to provide College-wide printing services as well as printing services to county and local governmental units through various Shared Services Agreements, for \$7,306 per month or \$87,672 per year (current lease amount \$7,177) for forty-eight (48) months from June 1, 2022 through May 31, 2026.

* New Jersey State Contract #G2075 and US Communities Contract # 4400003732

K) STOUT'S CHARTER SERVICE, INC.

WHEREAS, Mercer County Community College has a need to acquire charter bus transportation services for the athletic teams schedule for the Athletic Department's Spring and Fall 2022 Semesters athletic schedule ; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A: 64A-25.4 requires every contract or agreement for the performance of any work or the furnishing or hiring of any materials and supplies shall be made and awarded only by the County College after public advertising for bids and bidding therefore, except as provided otherwise in this article or specifically by any other law; and

WHEREAS, of the (5) vendors which responded to the publically advertised bid (MCCC RFB 2101A) due on February 24, 2021 for Charter Bus Transportation Services for the Athletic Department's Spring 2021 Semester's athletic event schedule, Stout's Charter Service, Inc. was evaluated to have the most responsible and cost-effective bid for Charter Bus services for Mercer County Community College; now therefore

BE IT RESOLVED, that the President be authorized, on behalf of this Board, to extend the current contract with Stout's Charter Service Inc. of Trenton, New Jersey, as approved by the Board on March 18, 2021, by exercising the one-year extension option to provide Charter Bus services for the Athletic Department's Spring and Fall 2022 Semester athletic event schedule at an amount not to exceed \$60,000, from April 1, 2022 through March 31, 2023. Paid by Student Athletic fees.

MCCC RFB 2101A

Ms. Delli Santi presented Agenda Item III (L), which was seconded by Ms. Berrios-Ohler. The item was passed with Trustees Berrios-Ohler, Delli Santi, Hernandez-Manno, Inverso, Matzen and Nespoli voting aye. Trustee Drennan abstained.

L) THOMAS BOYD COMMUNICATIONS, LLC

WHEREAS, Mercer County Community College has a need to acquire strategic marketing communication services to improve enrollment for the upcoming summer and fall semesters; and

WHEREAS, the College has a need for additional personnel and talents to improve our marketing and branding efforts in support of enrollment campaigns, branding, and community outreach; and

WHEREAS, the College has a need for additional expertise and personnel in the Public Relation and Marketing Department due to vacancies in that department in order to ensure an effective public campaign of the presidential transition; and

WHEREAS, the College has a need to assess the operations of the College's Public Relations and Marketing Office by developing some strategic recommendations for the incoming president; 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) (20) exempts without limitation advertising seeking student enrollment from public solicitation for bids but requires a resolution authorizing the award of such a contract; and

WHEREAS, Thomas/Boyd Communication 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, that the President is authorized, on behalf of this Board, to contract with Thomas/Boyd Communication LLC of Moorestown, New Jersey to provide strategic marketing communication services from March 18, 2022 through August 31, 2022. at a cost of \$10,000 per month and not to exceed \$55,000.

Mr. Drennan presented Agenda Item III (M), which was seconded by Ms. Delli Santi. The item was passed with Trustees Berrios-Ohler, Delli Santi, Drennan, Hernandez-Manno, Inverso, Matzen and Nespoli voting aye.

M) CARL D. PERKINS CAREER & TECHNICAL EDUCATION GRANT BUDGET MODIFICATIONS AMENDMENT

WHEREAS, the New Jersey Department of Education, Office of Grants Management, has approved Mercer County Community College's application for Carl D. Perkins Career and Technical Education Grant for fiscal year 2022; and

WHEREAS, the Mercer County Community College Board of Trustees in a resolution adopted on September 17, 2021 approved the acceptance of the New Jersey Department of Education Carl D. Perkins Career and Technical Education Grant, for \$570,706 for the period July 1, 2021 to June 30, 2022 (FY2022); and

WHEREAS, the college has the necessity to modify the Perkins' budget for fiscal year 2022 due to the cost savings generated from the purchasing process; and

WHEREAS, the New Jersey Department of Education requires the Board of Trustees to approve an amendment to effect grant budget modifications in excess of 10% of the approved grant amount; now therefore

BE IT RESOLVED, that the Mercer County Community College Board of Trustees hereby approves budget modifications to the New Jersey Department of Education Carl D. Perkins Career and Technical Education Grant in excess of 10% of the approved fiscal year 2022 budget amount of \$570,706, for the period July 1, 2021 through June 30, 2022.

IV. HUMAN RESOURCES MATTERS

Ms. Berrios-Ohler presented Agenda Item IV (A), which was seconded by Ms. Delli Santi. The item was passed with Trustees Berrios-Ohler, Delli Santi, Drennan, Hernandez-Manno, Inverso, Matzen, and Nespoli voting aye.

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

BE IT RESOLVED, that this Board approves the Ratification of Appointments, Promotions/Salary Adjustments, Stipends, and notes receipt of the Staff Separation Report, all of which will be made a part of the minutes of this meeting. (Attachment #4)

Ms. Berrios-Ohler presented Agenda Item IV (B), which was seconded by Ms. Delli Santi. The item was passed with Trustees Berrios-Ohler, Delli Santi, Drennan, Hernandez-Manno, Inverso, Matzen, and Nespoli voting aye.

B) FIRST-YEAR FACULTY REAPPOINTMENTS

BE IT RESOLVED, That this Board hereby approves the offering of new appointments effective with the 2022-2023 academic year to certain faculty members currently in their first 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 #5)

Ms. Berrios-Ohler presented Agenda Item IV (C), which was seconded by Ms. Delli Santi. The item was passed with Trustees Berrios-Ohler, Delli Santi, Drennan, Hernandez-Manno, Matzen, and Nespoli voting aye. Trustee Inverso voted nay.

C) EQUITABLE COMPENSATION RESOLUTION

WHEREAS, the College is committed to Diversity, Equity, and Inclusion through its five-year plan;

WHEREAS, the College is complying with the Diane B. Allen Equal Pay Act (Equal Pay Act) P.L. 2018, c.9;

WHEREAS, the College has identified some compensation inequity cases where individuals performing identical duties with the same years of service are being compensated differently;

WHEREAS, the College is also losing talents due to recent workforce shortages;

THEREFORE, BE IT RESOLVED: the College will make necessary compensation adjustments to ensure individuals who perform identical duties with the same years of service to the College are compensated equitably;

BE IT FURTHER RESOLVED: the College will conduct a compensation study in the future to ensure that the College has a competitive and equitable compensation structure to attract and retain talents.

Ms. Berrios-Ohler presented Agenda Item IV (C), which was seconded by Ms. Delli Santi. The item was passed with Trustees Berrios-Ohler, Delli Santi, Drennan, Hernandez-Manno, Inverso, Matzen, and Nespoli voting aye.

D) NON-AFFILIATED PROFESSIONAL STAFF EMPLOYEES PAY INCREASE

A Non-Affiliated Professional Staff Employees Pay Increase was approved (Attachment #6)

V. OPERATIONS MATTERS

Ms. Delli Santi presented Agenda Item V (A) for ratification, which was seconded by Mr. Drennan. The item was ratified with Trustees Berrios-Ohler, Delli Santi, Drennan, Hernandez-Manno, Inverso, Matzen and Nespoli voting aye.

A) FEBRUARY 2022 CLERY REPORT

The members of the Board noted receipt and review and ratified the February 2022 Clery Report, which is attached. (Attachment #7)

VI. PRESIDENT'S UPDATE

Enrollment

Spring semester enrollment is currently down 2.6%. While it is disappointing to continue to see a decline, Mercer is one of the top enrollment performers among our peers. We thank the faculty and staff for your continued hard work and dedication to attract and retain our students during this most challenging time.

Financial Health

Thanks to collective efforts through innovation, and continuous improvement in our operational efficiency, the College continues to have a healthy cash flow in spite of two-years of the pandemic. As with the entire higher education sector, Mercer continues to face challenges. We need to continue to explore new business models with diverse revenues to sustain the College for the long haul. More grants, business partnerships, and non-credit offerings are just a few examples the college is actively practicing right now.

In addition, the College continues to strengthen its brand and reputation through a variety of activities, often funded by grants. For example, the Museum on Main Street Voices and Votes Supplemental Grant Application was submitted. This grant will support the development and implementation of additional publicly oriented programming that expands the broader national narratives explored in the exhibit to local stories or interests, and drives visitation to the exhibit through engagement with communities inside and outside the college campus.

The Perkins FY 22 Amendment has also been submitted. This amendment provides more efficiency in utilizing the grant for the equipment, professional development, and instructional supplies for Perkins eligible career and technical programs (CTE) at the college.

COVID-19 Responses

In accordance with the new CDC guidelines and the lift of Governor Murphy's Public Health Emergency Order, effective March 7, 2022, the College no longer requires students and employees to be vaccinated or tested weekly. In addition, the College is no longer requiring students and employees to wear masks, both indoors and outdoors. After more than one week of the implementation of this new guidance, I am happy to report that we have maintained a healthy and safe college environment.

We continue to strongly encourage everyone to get vaccinated and boosted. We also strongly encourage everyone to continue to wear masks when in the presence of others to better protect yourself and those around you. If at any time you feel you may be exposed to the virus, please get tested at your local pharmacy. As we move forward, we will continue to follow the CDC and New Jersey state guidelines and adjust the guidance for our campus community accordingly. We urge all our community members to respect the choices each person makes as we navigate the ongoing and changing public health challenges.

College News

Spring Day is coming up on April 20th in the Quad from 11:00am to 2:00pm. We invite the entire campus community to attend.

Our PTK chapter has been rewarded the PTK REACH award recognizing outstanding services provided to its members. Co-advisors Dr. Jingrong Huang & Dr. Bettina Caluori have trained and coached a strong team of PTK officers who have been holding weekly meetings throughout the pandemic and often during the summertime.

Student News

Student Life & Leadership and SGA fitness classes have taken off. In-person Zumba has an average of 20+ participants. Online yoga and online meditation have an average of 60 participants. Students have given nothing but positive comments and are appreciative of these stress-relieving offerings.

The Student Life & Leadership and SGA Club Day brought out over 30 active clubs and organizations on campus. 100+ students attended; The Hospitality Club gave out homemade cookie treats, the Go Green/Plant Based for the Plant Club had sample essential oils and natural cleaners available, and the Mycology Club made slime. SGA, as the governing body of the students, were there to hear student voices and meet & greet with all who attended.

The MCCC baseball team is starting the season strong, winning all six of the games they played while training in Myrtle Beach, SC, against community colleges from Illinois, Maryland, New York, and New Jersey.

VII. NEW JERSEY COUNCIL OF COUNTY COLLEGES REPORT

Dr. Nespoli provided an update on the Governor's proposed FY2023 state budget for community colleges.

LEVEL OPERATING AID TO COMMUNITY COLLEGES – The Governor's proposed budget does not include an increase in operating aid. NJ's community colleges will be working with legislative leaders to pursue the \$15 million in operating aid that was included in the NJCCC budget request.

EXPANSION OF THE COMMUNITY COLLEGE OPPORTUNITY GRANT (CCOG) PROGRAM – The proposed budget includes an additional \$8 million in funding for CCOG that would allow individuals in households between \$65,001 and \$80,000 to receive at least some CCOG tuition assistance on a sliding scale.

NEW RETURNING ADULT INITIATIVE – The proposed budget includes \$3 million to fund an effort to engage the 1 million New Jersey adults who have earned some college credits but have not earned a college degree. This is a good opportunity for community colleges, given the unique ability our colleges have in serving adult students.

NEW CCOG PROGRAM FOR ADULTS AT VOCATIONAL-TECHNICAL HIGH SCHOOLS – The proposed budget includes \$4 million for the CCOG program to provide scholarships to adults attending Pell-eligible programs at county vocational technical schools, provided that the programs lead to the earning of college credit from a community college.

VIII. CHAIR'S REPORT

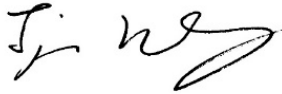
Chair Matzen thanked the Presidential Search Committee and all those who participated in the forums during the candidate visits. He said they hope to have some good news regarding the Presidential Search soon.

BE IT RESOLVED, that this Board adjourns to Executive Session at 8:03 p.m. to discuss personnel matters. Circumstances under which these discussions will be disclosed to the public when necessary actions are taken at public session

The public session reconvened at 8:24 p.m.

There being no further business to discuss, Mr Drennan moved to adjourn the meeting. The motion was seconded by Ms. Delli Santi and passed unanimously. The meeting adjourned at 8:25 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'J. Wang', with a stylized flourish at the end.

Dr. Jianping Wang
President, Mercer County Community College

/bb
Attachments



28-Feb-22

	<u>FY2022 Budget</u>	<u>2/1/2022 YTD Actual</u>	<u>(Over)/Under Annual Budget</u>	<u>Actual % Used/Earned</u>	<u>Expected % Used/Earned</u>	<u>Variance % Used/Earned</u>
Revenues:						
State of New Jersey	7,000,000	4,931,584	2,068,416	70.45%	66.67%	3.78%
Mercer County	18,592,000	11,875,870	6,716,130	63.88%	66.67%	-2.79%
Tuition & Fees	27,511,000	19,680,836	7,830,164	71.54%	73.40%	-1.86%
Non -Credit Tuition & Fees	450,000	343,496	106,504	76.33%	60.00%	16.33%
Other *	3,840,500	1,668,506	2,171,994	43.45%	68.00%	-24.55%
Total Revenue	57,393,500	38,500,292	18,893,208	67.08%	69.00%	-1.92%
		<i>** Negative variance in the expected revenue equates to unfavorable anticipated earnings</i>				
Salaries - 56.93% of total Budget	32,676,286	22,558,682	10,117,604	69.04%	69.00%	0.04%
Benefits - 19.07% of total Budget	10,946,025	5,970,476	4,975,549	54.54%	69.00%	-14.46%
Total Salary and Benefits - 76.00% of total Budget	43,622,311	28,529,158	15,093,153	65.40%	69.00%	-3.60%
		<i>- Salaries and Benefits allocated below</i>				
Expenses:						
Instruction	26,293,263	17,602,236	8,691,027	66.95%	70.00%	-3.05%
Academic Support	3,327,896	1,596,683	1,731,213	47.98%	70.00%	-22.02%
Student Services	5,477,331	3,396,970	2,080,361	62.02%	70.00%	-7.98%
Institutional Support	15,612,292	12,108,115	3,504,177	77.56%	70.00%	7.56%
Plant Operations	6,682,718	3,293,144	3,389,574	49.28%	70.00%	-20.72%
	57,393,500	37,997,149	19,396,351	66.20%	70.00%	-3.80%
		<i>** Negative variance in the expected expense equates to favorable cost savings</i>				
KEY BUDGET ITEMS (included above):						
Utilities	1,870,000	996,846	873,154	53.31%	56.00%	-2.69%
Custodial Contract	892,500	453,175	439,325	50.78%	65.00%	-14.22%
Maintenance, Grounds and Equipment	2,035,429	889,595	1,145,834	43.71%	67.50%	-23.79%
IT Management, Computer Software and Hardware	2,400,000	2,085,224	314,776	86.88%	65.00%	21.88%
	7,197,929	4,424,841	2,773,088	61.47%	62.50%	-1.03%
Total Expenditures	57,393,500	37,997,149	19,396,351	66.20%	70.50%	-4.30%
(Surplus)/Deficit	-	(503,144)	(503,144)			
*Other Revenue Key Items:						
WWFM Listener Donations	503,000	315,074	364,177	62.64%	62.00%	0.64%
Conference Center and Food Commissions	174,600	41,037	144,996	23.50%	55.00%	-31.50%
Partner Schools (Rutgers, Felician, William Patterson, FI	260,000	117,654	143,293	45.25%	66.50%	-21.25%
Mercer Institute	650,000	115,201	650,000	17.72%	50.00%	-32.28%
Kelsey Theater	230,000	39,710	227,965	17.27%	75.00%	-57.73%
Tower Rentals	225,000	195,464	154,500	86.87%	70.00%	16.87%
Facility Rentals	317,400	375,992	85,926	118.46%	70.00%	48.46%
Bookstore	150,000	52,305	102,814	34.87%	61.00%	-26.13%
Summer Camps (Tomato Patch/Athletics/Camp College)	500,000	496,045	21,145	99.21%	100.00%	-0.79%

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Attachment #2

**MERCER COUNTY COMMUNITY COLLEGE
 FINANCE DIVISION**

**INVESTMENT DETAIL
 FOR THE PERIOD ENDING FEBRUARY 28, 2022**

<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>TERM & INTEREST</u>		<u>AMOUNT</u>
		<u>RATE</u>	<u>DUE</u>	
02/28/22	BANK OF PRINCETON	0.20%	N/A	3,588,202.83
02/28/22	BANK OF PRINCETON	0.35%	7/11/2023	534,391.96
02/28/22	FIRST BANK	0.35%	N/A	1,047,519.29
02/28/22	WELLS FARGO BANK BALANCE	0.25%	N/A	4,582,977.64
02/28/22	CASH MANAGEMENT FUND-NJ	0.33%	N/A	<u>6,001,852.12</u>
				<u>\$ 15,754,943.84</u> **
	<u>LONG TERM INVESTMENTS</u>			
02/28/22	WELLS FARGO BANK - UNEMPLOYMENT TRUST FUND	N/A		<u>\$ 543,879.01</u>

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

MCCC PURCHASE ORDER REPORT
 \$7,500 - \$37,500
 Date of BOARD MEETING: March17, 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
P14625	1/31/22	Onsolve, LLC Orlando, FL	\$7,500.00	10-01-01-03-301307-64110	NJEdge #269MCPS-20-001-CP-ONS
M-Alert service for College					
P14627	1/31/22	I Miller Precision Optical Instruments	\$26,059.00	10-06-01-03-301001-63997	MCCC RFQ #2219
Microscopes for Biology department paid through MCCC Foundation – Bristol Meyers Squibb grant.					
P14628	2/1/22	ArcMercer Ewing, NJ	\$14,001.63	10-06-01-03-301001-62335	MCCC Bid #1815
December 2021 shuttle services for students.					
P14629	2/1/22	Omigo Software St. Louis, MO	\$12,024.30	10-01-01-03-301304-69713	Exemption: Sole Source
Software for Security incident reporting by Security department.					
B7048	2/1/22	Allegra Princeton Cranbury, NJ	\$32,616.00	70-07-01-03-701263-76101	ESCNJ #21/22-2
Welcome Center wayfinding signage at WWC by Facilities department. Paid by Chapter 12 grant.					
B7049	2/1/22	KSI Professional Engineers Farmingdale, NJ	\$20,000.00	70-07-01-03-701510-64105	Exemption: Professional Services
Engineering and Structural design for the LA HVAC project by Facilities department. Paid by Chapter 12 grant.					
B7050	2/1/22	Spiezle Architectural Group Hamilton, NJ	\$10,100.00	70-07-01-03-701522-64105	MCCC RFP #2103

Architectural services for Maintenance building (MW) offices layout by Facilities department. Paid by Chapter 12 grant.

B7052	2/1/22	Spiezle Architectural Group Hamilton, NJ	\$21,600.00	70-07-01-03-701528-64105	MCCC RFP #2103
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Architectural services for Security area renovations by Facilities department. Paid by Chapter 12 grant.

P14660	2/8/22	Dynamic Security Edison, NJ	\$10,038.08	70-07-01-03-701532-76101	GSA #07f-0251X
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New parking lot gates and swipe operators for Kelsey Theatre. Paid by Chapter 12 grant.

P14666	2/8/22	Powerschool Group LLC Folsom, CA	\$13,752.90	10-06-01-06-600100-64110	Exemption: Sole Source
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Applicant tracker software for Human Resources 3/24/22-3/24/23.

P14683	2/11/22	Ellucian Company Fairfax, VA	\$17,268.00	10-06-01-03-301001-64110	Exemption: Proprietary
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Colleague support services March-June 2022 for Accounting chart of accounts redesign.

P14694	2/15/22	RR Donnelley Yardley, PA	\$9,741.50	10-06-01-03-301001-69320	MCCC RFQ #2158
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Check sealer and conveyor cabinet for Accounting department.

P14700	2/15/22	Marshall, Dennehey, Warner, Coleman & Goggin Cherry Hill, NJ	\$10,303.35	10-06-01-03-30101-64103	Exemption: Professional Services
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Legal services for College for Human Resources department.

P14713	2/16/22	Ellucian Company Fairfax, VA	\$10,000.00	10-01-01-03-301304-64110	Exemption: Proprietary
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On demand training subscription by IT department.

P14714	2/16/22	Ellucian Company Fairfax, VA	\$23,358.00	10-01-01-03-301304-64110	Exemption: Proprietary
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Ellucian Colleague annual maintenance for Data Orchestrator and portal for 4/1/22-3/31/23 by IT department.

P14735	2/17/22	SHI International Somerset, NJ	\$15,230.00	10-01-01-03-301303-69614	NJEdge #269EMCPS-21-001-EMSHI
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Veeam backup software for virtual servers by IT department.

MCCC



Attachment #4

Human Resources Office

To: Jianping Wang, President
From: Barbara Basel, Vice President for Human Resources
Date: March 4, 2022
Re: Ratification of Appointments

The following appointments have been made since February 4, 2022.

Effective Date of /Hire	Department	Name	Title	Salary	Range	FLSA
2/7/2022	Academic Affairs/ Aviation	Price, Anastasia	Coordinator, Aviation Administrative	\$61,500	\$37,695 – \$67,305	Exempt
2/7/2022	Academic Affairs/ EMSE	Patel, Vivak	Director, Recruitment & Enrollment	\$85,000	\$54,778 - \$97,199	Exempt
2/21/2022	Academic Affairs/ JKC	Bullock, Natasha	Executive Assistant	\$52,452	\$37,695 – \$67,305	Exempt



Human Resources Office

To: Jianping Wang, President
From: Barbara Basel, Vice President for Human Resources
Date: March 4, 2022
Re: Ratification of Promotions

The following promotions have been made since February 4, 2022.

Effective Date of Promotion/Salary Adjustment	Department	Name	Title	Current Base Salary	Adjusted Base Salary
01/24/2022	Academic Affairs	Miller, Leslie	Current Title: Executive Assistant to the Vice President	\$52,531.00	\$60,410.65
01/24/2022	Business, Technology and Professional Studies	Murphy, Mary	Current Title: Administrative Specialist II - New Title: Department Specialist	\$41,493.00	\$47,716.95
01/24/2022	Business, Technology and Professional Studies	Rosenberger, Janien	Current Title: Administrative Specialist II - New Title: Department Specialist	\$39,124.00	\$44,992.60
Effective upon Return from Leave	Liberal Arts	Taylor, Christopher	Current Title: Administrative Specialist I - New Title: Administrative Specialist II	\$34,667.00	\$39,867.05
03/07/2022	Division Lifelong Learning & Innovation, Online Education and Student Success	Hylton, Le Var	Current Title: Manager, Testing Centers New Title: Associate Director, Testing and Learning Centers	\$56,583.00	\$63,375.00



Human Resources Office

To: Jianping Wang, President
From: Barbara Basel, Vice President for Human Resources
Date: March 4, 2022
Re: Ratification of Stipends

The following stipends have been made since February 4, 2022.

Effective Date of Stipend	Department	Name	Title	Annual Stipend Based on Additional Duties	Purpose
12/1//2021	Information Technology	Kent, Brad	Web Developer	\$230.77 bi-weekly	Additional responsibilities to web development
3/19/2022	Academic Affairs/ Enrollment Management & Student Experience	Cooper, Jeffrey	Assistant Registrar	\$257.70 bi-weekly	Additional responsibilities to support vacant Registrar position
3/19/2022	Academic Affairs/ Enrollment Management & Student Experience	Ayala, Angelica	Department Specialist	\$163.85 bi-weekly	Additional responsibilities to support vacant Registrar position



Human Resources

March 4, 2022

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

Date	Name	Title	Division	Type*
02/18/2022	Douglas Gazzale,	Manager for Fire, Safety & Compliance,	Facilities & College Safety	RS

*
RS - Resignation

REAPPOINTMENT OF FIRST-YEAR FACULTY MEMBERS

Name	Title	Division	Date of FT Hire
Rachael Klaus *1	Assistant Professor	Math's, Science and Health Professions	10/04/2021
Patrick Natale *2	Assistant Professor	Math's, Science and Health Professions	10/04/2021
Guy Armour	Assistant Professor	Business and Technology	08/30/2021
Catalfomo Sarmite	Assistant Professor	Math, Science and Health Professions	08/30/2021

*1 Full-time professional staff effective 09/04/2018

*2 Full-time professional staff effective 06/25/2012



Office of Human Resources

March 4, 2022

To: Dr. Jianping Wang, President
From: Barbara Basel, Vice President for Human Resources
Subject: **Non-Affiliated Professional Staff Employees – Pay Increase**

At the February Board of Trustee’s Meeting held on February 4, 2022, the Professional Staff Federations (PSF) contract was accepted and ratified by the Board. As such, I am recommending that all non-affiliated professional staff employees receive the same benefits that were agreed on:

- Three (3) year agreement; July 1, 2021 – July 1, 2024.
- Salary increase to base of 2.5% in year one with full retro; 2.55% in year two and 3% in year three.
- One-time payment of \$1,500 in year one, payable to those full time members from June 1, 2020 through September 1, 2021. The one-time payment is not added to the base.
- All changes to the non-salaried related benefits will be extended to the non-affiliated groups to regarding Longevity, Tuition Waiver/Reimbursement, Sick Leave Benefits at Retirement, Vacation Leave and Holidays.

Recommended and approved for presentation to the Board of Trustees

Barbara Basel, Vice President, Human Resources

Date

Dr. Jianping Wang, President

Date

MCCC

Attachment #7



To: Dr. Tonia Perry-Conley,
Executive Dean (interim) - Student Support Services,
Dean - James Kerney Campus

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

Date: March 01, 2022

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

Dr. Conley,

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 the following to report:

For the calendar month of February 2022, there was one (1) Reportable Offense-Crime(s), fires, and other emergencies occurred on campus during the reporting period which were recorded by campus security at this time.

02/08/2022: Title IX allegation, James Kerney Campus-

A dual enrollment student alleged inappropriate sexual contact from another dual enrollment student. A Title IX investigation was conducted and found no evidence of violation of college policy. The Title IX team communicated with the student's home school district and the student's parents (high school students, the responding party was a minor).

End of report