

MERCER COUNTY COMMUNITY COLLEGE  
Minutes of the 657<sup>th</sup> Meeting  
of the Board of Trustees  
February 20, 2020

The public meeting was called to order by Chair Mark Matzen, at 6:35 p.m., in the Conference Center at Mercer Dining Room at the West Windsor Campus of Mercer County Community College. In addition to the Chair, the following members were in attendance: Blanca Berrios-Ohler, Caitlin Clarke, Alumni Trustee, Angela Delli Santi, Kevin Drennan, David Fried, Anthony Inverso, Walt MacDonald, Larry Nespoli and Jianping Wang, President. Also present was Perry Lattiboudere, College Counsel. Absent were William Coleman and Yasmin Hernandez-Manno.

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 AGENDA

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

D) PUBLIC COMMENT

1. Dr. Dylan Wolfe said faculty spoke at the November board meeting regarding concerns about MCCC's dual enrollment programs. After this, he said, administration requested to meet with the faculty union. He said the union was weary about meeting, but did so. He said President Wang told them at that meeting that she would get them the requested dual enrollment documents by the end of the day. He said four weeks later they received the first binder of information, which was lacking many documents they asked for. Another three weeks passed, and they received another woeful binder. A third binder was given to them today. He said the faculty feel as if they were manipulated and duped into

getting a meeting. He said this leadership does not take faculty seriously and, therefore, faculty have no reason to trust the leadership.

2. Biology Professors Ellen Genovesi and Diane Hilker said concerns were voiced about dual enrollment three years ago, again during the vote of no confidence and a third time at the November board meeting. They said the College does not keep records as to the eligibility of high school students, placement, test scores, etc. and this leads to students being placed in classes they aren't prepared for. They said there are high school students registering for 19 credits, which is more than we allow, with no test scores or notes about permission. They said this practice is detrimental to the College.
3. Professor Alvyn Haywood said that faculty are passionate about what they do. He asked the board what is expected of faculty. He said it has been said that faculty are being nitpicky and are disgruntled. He said these are not apt terms for what is going on and that there is a communication breakdown. He said he would like to have an answer to the question of what the board wants and expects from faculty.

## II. APPROVAL OF MINUTES OF THE JANUARY 16, 2020 BOARD MEETING

Mr. Drennan presented Agenda Item II, which was seconded by Ms. Delli Santi. The item passed with Trustees Delli Santi, Drennan, Inverso, MacDonald, Matzen and Nespoli voting aye. Trustee Berrios-Ohler abstained.

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

## III. FINANCIAL MATTERS

Dr. MacDonald presented Agenda Items III (A) through (D) for ratification, which were seconded by Ms. Delli Santi. The items were ratified with Trustees Berrios-Ohler, Delli Santi, Drennan, Inverso, MacDonald, 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 \$36,400

The members of the Board noted receipt and ratified the Report on Purchase Orders and Contracts under \$36,400.00, which is attached. (Attachment #3)

### D) MONTHLY PAYMENTS LIST FOR JANUARY

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

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

E) CHAPTER 12 ARCHITECT/CLARKE CATON HINTZ – AMENDED RESOLUTION FOR TIME PERIOD

WHEREAS, Mercer County Community College has need for various architectural services in FY 2020-21 for projects supported by State of New Jersey Chapter 12 funding; 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-25.4 requires every contract or agreement for the performance of any work or the furnishing or hiring of any materials and supplies which is to be paid with or out of college funds, shall be made and awarded only by the County College after public advertising for bids and bidding and therefore, the requirements to a fair and open contract process were met; and

WHEREAS, of the nine (9) vendors which responded to the advertised bid for Chapter 12 Architect services received by the required due date of November 18, 2015, Clarke Caton Hintz was evaluated to have the most responsible and cost-effective bid representing the best value for Mercer County Community College; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to extend the contract with Clarke Caton Hintz of Trenton, New Jersey, in accordance with the resolution adopted by the Board of Trustees on January 21, 2016, by twelve (12) months from January 1, 2020 to December 31, 2020 to provide architectural services for Chapter 12 funded projects.

F) CHAPTER 12 ARCHITECT/THE SPIEZLE GROUP, INCORPORATED – AMENDED RESOLUTION FOR TIME PERIOD

WHEREAS, Mercer County Community College has need for various architectural services in FY 2020-21 for projects supported by State of New Jersey Chapter 12 funding; 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-25.4 requires every contract or agreement for the performance of any work or the furnishing or hiring of any materials and supplies which is to be paid with or out of college

funds, shall be made and awarded only by the County College after public advertising for bids and bidding and therefore, the requirements to a fair and open contract process were met; and

WHEREAS, of the nine (9) vendors which responded to the advertised bid for Chapter 12 Architect services received by the required due date of November 18, 2015, The Spiezle Group, Incorporated was evaluated to have the most responsible and cost-effective bid representing the best value for Mercer County Community College; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to extend the contract with The Spiezle Group, Incorporated of Trenton, New Jersey, in accordance with the resolution adopted by the Board of Trustees on January 21, 2016, by twelve (12) months from January 1, 2020 to December 31, 2020 to provide architectural services for Chapter 12 funded projects.

G) ELLUCIAN INCORPORATED – TRANSITIONAL SUPPORT CONSULTING SERVICES

WHEREAS, Mercer County Community College has an need to acquire transitional support consulting services for a two (2) year period; 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 may 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

WHEREAS, Ellucian, Incorporated has completed and submitted a Business Entity Disclosure Certification which certifies that Ellucian, Incorporated has not made any reportable contributions to a political or candidate committee in Mercer County in the previous year, and the contract will prohibit Ellucian, Incorporated 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 Ellucian, Incorporated of Fairfax, Virginia to acquire 1,000 hours of transitional support consulting services for a twenty-four (24) month period beginning April 1, 2020 to March 31, 2022 at a cost not to exceed \$184,000.

H) FACILITIES DEPARTMENT – SURPLUS SALE RESOLUTION

WHEREAS, Mercer County Community College Facilities Department has surplus vehicle that is unrepairable and no longer needed; and

WHEREAS, a provision of County College Contracts Law, N.J.S.A. 18A:64A-25-27 requires a resolution authorizing the disposal of such surplus equipment; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to sell or dispose of the a 1998 Ford Econoline E-150 (VIN # 1FTRE1427WHB26747) that is unrepairable and no longer needed in a manner consistent with Board policy and the provisions of County College Contracts Law.

I) HAMILTON TOWNSHIP SEWER AUTHORITY

WHEREAS, Mercer County Community College requires sewer/wastewater treatment services for the West Windsor Campus in FY 2020; 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 College Contracts Law, N.J.S.A. 18A:64A-25.5. (8) exempts from public bidding or advertising the supplying of any product or the rendering of any service by the public utility which is subject to the jurisdiction of the Board of Public Utilities; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to increase the amount of payments made to Hamilton Township Sewer Authority, in accordance with the resolution adopted by the Board of Trustees on April 18, 2019, by \$7,000 from \$45,000 to \$52,000 for the cost to provide wastewater treatment services for the period from July 1, 2019 to June 30, 2020.

J) UNIVERSITY CENTER FURNITURE – W.B. MASON COMPANY, INCORPORATED

WHEREAS, Mercer County Community College has a need to acquire furniture for the University Center; 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 (3) vendors which responded to the advertised bid for the University Center by the required due date of January 30, 2020, W.B. Mason Co. Inc. was

evaluated to have the most responsible and cost-effective bid representing the best value for Mercer County Community College; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a contract with W.B. Mason Co. Inc. of Cranbury, New Jersey, to acquire furniture for the University Center at the cost not to exceed \$342,916 funded from the Mercer County Capital Program.

MERCER COUNTY COMMUNITY COLLEGE

PURCHASE ORDER OVER \$36,400

REQUEST FOR BOARD APPROVAL: February 20, 2020

Budget lines beginning with "2" indicate grant funded

VENDOR

W.B. Mason Co. Inc.  
 300 Prospect Plains Rd.  
 Cranbury, NJ 08512

AMOUNT: \$342,916.16  
 BUDGET LINE: 70-07-01-03-700122-69420  
 DEPARTMENT: Mercer County Capital Program

TYPE OF PURCHASE:

Bid: 2005 Bids Distributed: 9 Bids Received: 3

DESCRIPTION: Furniture for new University Center

BID SUMMARY:

Vendor	BID
WB Mason Co. Inc.	\$342,916.16
Arbee Assoc	\$421,236.46
Innovative Comm. Inter.	\$425,924.66

K) VEHICLE DONATION – STUDENT SERVICES/ACADEMIC AFFAIRS DIVISION

WHEREAS, Mercer County Community College has a need for a Passenger Van vehicle to serve the Divisions of Student Services and Academic Affairs programs; and

WHEREAS, Brian Mason of CentraState Medical Center has a 2003 Ford E-450 Series Passenger Van (Vehicle ID# 1FDXE4FS4GDC49478) that they no longer need and want to donate to Mercer County Community College; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to accept the donation of a 2003 Ford E-450 Series Passenger Van with an approximate value of \$10,000.

L) APPROVAL TO ACCEPT THE CITY OF TRENTON'S COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING – MAKING AN INDUSTRY ATTAINABLE

WHEREAS, the City of Trenton Community Development Block Grant has available funding to assist to its underserved young adults attend non-credit classes at Mercer County Community College that will result in obtaining non-credit certificates in various allied health fields and other non-credit programs to improve student employability; and

WHEREAS, Mercer County Community College has submitted a grant proposal to provide income eligible students with tuition assistance, textbooks and other educational materials including transportation; and

WHEREAS, the program will initially focus on allied health programs including veterinarian technician, phlebotomy technician and floral design non-credit certificate programs; now therefore

BE IT RESOLVED, that the Mercer County Community College Board of Trustees approves the acceptance of the City of Trenton's Community Development Block Grant funding totaling \$75,000 to assist its students in attending non-credit classes at Mercer County Community College that will result in obtaining non-credit certificates in veterinarian technician, phlebotomy technician, floral design and other non-credit programs which will improve student employability for the period from January 1, 2020 to December 31, 2020 in the amount up to \$75,000.

M) REVISED TUITION RATES, TECHNOLOGY AND COLLEGE FEES RESOLUTION

BE IT RESOLVED, that this Board approves increasing the Tuition Rates, Technology and College Fees effective for the summer semester of 2020 and thereafter:

In-County student tuition:	\$6.25 per credit hour from \$134.25 to \$140.50
Technology fee:	\$1.00 per credit hour from \$ 24.50 to \$ 25.50
College fee:	\$1.00 per credit hour from \$ 23.75 to \$ 24.75
In-State student tuition:	\$9.25 per credit hour from \$233.00 to \$242.25

Out-of-State student tuition: \$10.25 per credit hour from \$327.50 to \$337.75

IV. HUMAN RESOURCES MATTERS

Ms. Delli Santi presented Agenda Items IV (A) through (B), which were seconded by Ms. Berrios-Ohler. The items were ratified with Trustees Berrios Ohler, Delli Santi, Drennan, Inverso, MacDonald, Matzen and Nespoli voting aye.

A) APPOINTMENTS, AND SEPARATION REPORT

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

B) REAPPOINTMENT OF SECOND YEAR FACULTY MEMBERS

BE IT RESOLVED, that this Board hereby approves the offering of new appointments effective with the 2020-2021 academic year to certain faculty members currently in their second 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)

V. OPERATIONS MATTERS

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

A) JANUARY 2020 CLERY REPORT

The members of the Board noted receipt and review and ratified the January 2020 Clery Report, which is attached. (Attachment #6)

VI. AUDIT REPORT

Mr. Inverso presented Agenda Item VI (A), which was seconded by Dr. MacDonald. The item was ratified with Trustees Berrios-Ohler, Delli Santi, Drennan, Inverso, MacDonald, Matzen and Nespoli voting aye.

A) AUDIT REPORT

WHEREAS, Bowman & Company LLP has completed the audit for the College for FY'2019; and

WHEREAS, Bowman & Company LLP has rendered an unmodified opinion; now therefore



BE IT RESOLVED, that the Board of Trustees hereby accepts the audit report for the College for the fiscal year ending June 30, 2019.

VII. PRESIDENT'S UPDATE

- Spring 2020 registration is mostly complete. This is the first semester that we rolled out a new registration process. We have the results. While both head-counts and credit hours are down 5 percent and 6 percent, respectively, our tuition payments are up 20.38 percent. That means our account receivables are significantly down. In other words, our revenue is positive. This satisfactory outcome is the result of dedication and hardworking of the entire college community, especially Enrollment Services, Advisors, Financial Aid, Bursar, Marketing, Student Affairs, and Academic Affairs. To recognize their contribution, I have invited those employees to be here tonight. Each will introduce herself or himself and briefly comment on the new process.

*Dr. Latonya Ashford-Ligon, Savita Bambhrolia, Lisa Bogdziewicz and Nicole Hover all shared brief comments. They said the new process allows for efficiencies and has reduced lines tremendously. Students are not being recycled and are becoming more accountable. They reported that the process is working for students and that faculty know, because of this process, that their seat numbers are accurate.*

- On January 31, as a group, we gathered to discuss the success and improvement areas. We intend to make fall semester registration process even better.
- One area where we are seeing strong enrollment growth is through our dual enrollment program with area high schools, due primarily to aggressive outreach by our admissions staff and an enthusiastic reception by our dual enrollment partners. Our staff recently held an open house for Robbinsville High School students, with more than 100 individuals attending. The attendees were very impressed with our programs, and Robbinsville has told us they would like to start discussions immediately for the upcoming Fall 2020 semester. A huge thanks to Professors Cavit Cooley, Barry Levy, and Steve Voorhees for participating, and making this event a tremendous success.
- It's that time of the year for me to remind you to mark your calendars for Mercer's premier scholarship fundraising event, scheduled for April 17 at the Stone Terrace. This year's theme is "Parisian Soirée," which is very interesting considering we recently hosted a visit by the French Ambassador to the U.S. The evening will include a French-inspired menu, along with music from Franklin-Alison Music. Opportunities for sponsorship, advertising, and tickets are now available, with more information at [www.mccc.edu/asc](http://www.mccc.edu/asc). I look forward to seeing everyone there.
- A little more on the French Ambassador visit. We had a very productive meeting with the Ambassador and his staff, where he emphasized the importance of a community college

education in workforce development, and expressed a strong interest in cultural exchanges between Mercer and French institutions. Teams on both sides are following up.

- The Center for Continuing Studies of the Division of Life Long Learning is leading on three new grants: the Career Advance USA Apprenticeship Program; the HealthWorks Apprenticeship Scaling Grant; and a Community Development Block Grant, in collaboration with the City of Trenton. These grants not only bring revenue to the college, they provide valuable services to our regional economy. Those services are crucial part of our mission.
- The college also recently received approval from the State of New Jersey to offer pre-licensing as well as continuing education credits as part of the new Insurance Academy at Mercer. This involves a brand new partnership with the insurance companies of the state, and allows us to play a key role for those new to the field, or looking to bolster their careers. I wish to thank Dean Christian Mdeyway for his strong leadership to make it happen.
- This month, MCCC and Trenton High School entered an agreement to start a P-TECH Early College High School STEM Engineering Academy at Trenton High School. This initiative is funded by a \$200,000 state grant over two years to serve 150 Trenton High School students. The program will target the incoming 9<sup>th</sup>-grade students for the 2020-2021 school year and will focus on mathematics, science and technology. Students will have the opportunity to graduate with an Associate-level degree (at no cost) and will be first in line for a job with participating businesses. M&S Centerless Grinding, Inc. is a partner in this program. We thank Professor Michael Hanna and Dean Bennani for their efforts to make this program a reality.
- The college held two President's Open Forums on Diversity and Inclusion on Monday and Wednesday of this week. Forty-five people attended West Windsor session and 19 attended the JKC session. Attendees from both sessions were enthusiastic and highly engaged. We celebrated what we do well and identified what we can improve. Major areas identified for improvement are: Environment, facilities, access, faculty and staff, and HR. Every attendee signed up to work on one of these areas. All attendees gave very positive feedback on the forum and asked for continuous sessions like those. We plan to ride on this momentum and produce report cards by next semester in each of these five areas. A special thanks to Tricia Mayers and Barbara Basel in assisting me to set these sessions up. We were a great team!
- Congratulations are in order for our Theatre, Dance, and Entertainment Technology students, who recently performed the original stage production, "Desires of a Criminal," at the Kennedy Center American College Festival, earning an Award for Excellence for ensemble work! In addition, a representative from Ramapo College at the festival specifically sought out our students, and asked them to apply to the Theatre program at Ramapo after they completed their Mercer degree. In addition, the students received

enthusiastic support from the community, with thousands of dollars in donations coming in to offset travel expenses to the festival. Please join me in congratulating our performing arts students, and Theatre, Dance, and Entertainment Technology Coordinator Jody Gazenbeek-Person for a job well done.

- Mercer County Community College's celebration of Black History Month continues, which started with a spectacular international fashion show at JKC on the first of the month and will continue this weekend with "A Celebration of Song and Dance" at 3 p.m. Saturday in Kelsey Theatre. On February 26 we will host a karaoke fundraiser in the Student Center, with closing ceremonies to be held February 27 here on the West Windsor Campus, with Lt. Governor Sheila Oliver as the keynote speaker. We hope you will be able to attend one of the many events as we celebrate our cultural diversity at Mercer.
- Yesterday, we received a \$25,000 contribution check from a donor, which will go into the College's Completion Fund.
- On January 24, the Foundation Board of Directors held a one-day retreat. After some enthusiastic discussions, the Foundation Board unanimously agreed on the two strategic goals for the next three years: To award one million dollars annually and to raise 8 million dollars for a multi-purpose center to better showcase the college and serve our communities. Please welcome Foundation Board Chair Ms. Lori Danko to share with us some highlights of the retreat.

*Ms. Danko stated that she was honored to be reporting to the Board. She said that the January 24 Foundation Retreat was held as a strategic planning session. Two outcomes of this were that a capital campaign will be held, and the scholarship fundraising goal will increase from \$750,000 to \$1 million. Ms. Danko thanked the Board and added that she hopes the entire College community will help support these ventures.*

- It has been a challenging season for both our men's and women's basketball teams, with both seasons drawing to a close this week. But that can only mean that our spring teams will begin play in the upcoming weeks, with lacrosse, baseball, softball, and women's set to begin competition. Baseball will open on the road February 29, softball begins play at home March 3, and lacrosse opens at home March 4. Women's tennis opens March 18 at home against Wilmington University.
- Special congratulations are in order for Vikings softball player Paige Metz, a sophomore Math major who earlier this month was honored for excellence in academics and athletics at Seton Hall University by the National Association for Girls and Women's Sports. Congratulations, Paige, and our thanks to all of our student athletes for their hard work and dedication.

The second half of the Kelsey Theatre season is underway, and continues this weekend with the Neil Simon comedy “Last of the Red Hot Lovers.” Next week, our own Tomato Patch Workshop begins a three-day run with Disney’s “Frozen Jr.” The Gallery at Mercer show by artist Zahar Vaks, “Searching for the Cultural Plumb Bob,” continues through March 5. For times and other upcoming events, please consult your weekly M-Newsletter.

## VII. CHAIR’S REPORT

Chair Matzen thanked the Foundation Board Chair, Ms. Danko for speaking and for all that the Foundation does for the College. He said that the Foundation is tremendous and helps students every day. Chair Matzen also reported that there was an NSF Grant presentation given to the Board before the meeting. He said it is truly amazing what has been done, including the 75% retention of students in the program. Chair Matzen closed by reminding trustees to take a look at the dates for future board events.

Chair Matzen then asked Trustee Dr. Larry Nespoli to give an update on the recent ACCT National Legislative Summit, which he attended in Washington, DC. Dr. Nespoli reported that more than 1,000 community college trustees and presidents gathered to take their passion for community colleges to Congress. He reported that this was especially good timing, considering it is an election year. His overall takeaways from the conference were that it is a coming of age for community colleges, as students who attend community colleges are more likely to have professors that truly care about them, that students are also more likely to report having a mentor, and that their coursework is more relevant to their future careers.

BE IT RESOLVED, that this Board adjourns to Executive Session at 8:11 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 8:46 p.m.

There being no further business to discuss, Mr. Drennan moved to adjourn the meeting. The motion was seconded by Mr. Inverso and passed unanimously. The meeting adjourned at 8:47 p.m.

Respectfully submitted,



Dr. Jianping Wang  
President, Mercer County Community College

/bb  
Attachments



**Preliminary  
 January 2020 Draft YTD Financial Statement**

	<b>FY2020 Budget</b>	<b>Jan 2020 YTD</b>	<b>(Over)/Under Budget</b>	<b>Actual % Used/Earned</b>	<b>Expected % Used/Earned</b>	<b>Variance % Used/Earned</b>
<b>Revenues:</b>						
State of New Jersey	7,250,000	4,229,169	3,020,831	58.33%	58.33%	0.00%
Mercer County	17,870,000	10,424,169	7,445,831	58.33%	58.33%	0.00%
Tuition & Fees	33,402,000	20,650,662	12,751,338	61.82%	65.00%	-3.18%
Other **	5,682,000	3,519,000	2,163,000	61.93%	62.00%	-0.07%
<b>Total Revenue</b>	<b>64,204,000</b>	<b>38,823,000</b>	<b>25,381,000</b>	60.47%	62.00%	-1.53%
<b>Salaries - 54.9% of total Budget</b>	35,275,000	20,318,000	14,957,000	57.60%	60.50%	-2.90%
<b>Benefits - 18.6% of total Budget</b>	11,970,000	6,936,000	5,034,000	57.94%	60.50%	-2.56%
<b>Total Salary and Benefits - 73.5% of total Budget</b>	47,245,000	27,254,000	19,991,000	57.69%	60.50%	-2.81%
<i>- Salaries and Benefits allocated below</i>						
<b>Expenses:</b>						
Instruction	28,175,000	17,145,000	11,030,000	60.85%	63.00%	-2.15%
Academic Support	3,646,000	2,208,750	1,437,250	60.58%	63.00%	-2.42%
Student Services	5,955,000	3,567,250	2,387,750	59.90%	63.00%	-3.10%
Institutional Support	19,101,000	11,012,000	8,089,000	57.65%	63.00%	-5.35%
Plant Operations	7,327,000	4,505,000	2,822,000	61.48%	63.00%	-1.52%
	64,204,000	38,438,000	25,766,000	59.87%	63.00%	-3.13%
<b>KEY BUDGET ITEMS (included above):</b>						
Utilities	1,868,000	818,000	1,050,000	43.79%	51.00%	-7.21%
Custodial Contract	855,000	498,722	356,279	58.33%	58.33%	0.00%
Maintenance, Grounds and Equipment	2,071,000	1,274,000	797,000	61.52%	62.00%	-0.48%
IT Management, Computer Software and Hardware	4,031,000	2,410,000	1,621,000	59.79%	58.00%	1.79%
	8,825,000	5,000,722	3,824,279	56.67%	55.00%	1.67%
<b>Total Expenditures</b>	<b>64,204,000</b>	<b>38,438,000</b>	<b>25,766,000</b>	59.87%	63.00%	-3.13%
<b>Surplus/Deficit</b>	<b>-</b>	<b>385,000</b>	<b>(385,000)</b>			
<b>** Other Revenue Key Items:</b>						
WWFM Listener Donations	630,000	312,000	318,000	49.52%	53.00%	-3.48%
Conference Center and Food Commissions	695,500	312,500	383,000	44.93%	47.50%	-2.57%
Partner Schools (Rutgers, Felician, William Patterson, FDU)	330,000	180,000	150,000	54.55%	60.00%	-5.45%
Mercer Institute	975,000	393,000	582,000	40.31%	45.00%	-4.69%
Kelsey Theater	260,000	274,000	(14,000)	105.38%	63.00%	42.38%
Tower Rentals	445,000	282,000	163,000	63.37%	63.00%	0.37%
Facility Rentals	249,000	223,000	26,000	89.56%	63.00%	26.56%
Bookstore	350,000	159,000	191,000	45.43%	55.00%	-9.57%
Summer Camps (Tomato Patch/Athletics/Camp College)	1,169,000	1,106,000	63,000	94.61%	100.00%	-5.39%

\*\* Negative variance in the expected revenue equates to less than anticipated earnings

\*\* Negative variance in the expected expense equates to cost savings

MCCC

Attachment #2

**INVESTMENT DETAIL**  
**FOR THE PERIOD ENDING January 31, 2020**

		<b>TERM &amp; INTEREST</b>			
<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>RATE</u>	<u>DUE</u>	<u>AMOUNT</u>	
1/31/20	Bank of Princeton	1.75%	N/A	3,569,984.12	###
1/31/20	Bank of Princeton	2.00%	1/22/2021	518,768.39	
1/31/20	FIRST BANK	0.85%	N/A	1,045,572.80	
1/31/20	WELLS FARGO BANK BALANCE	0.55%	N/A	<u>5,016,207.83</u>	
				<u>10,150,533.14</u>	***
 <b><u>LONG TERM INVESTMENTS</u></b>					
1/31/20	WELLS FARGO BANK - UNEMPLOYMENT TRUST FUND	1.43%		<u>532,964.54</u>	

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

### Includes \$3 million of advanced capital funding from the County

MCCC PURCHASE ORDER REPORT  
 \$7,280.00 - \$36,400.00  
 DATE OF BOARD MEETING: February 20, 2020  
 Budget lines beginning with "2" indicate grant funded

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P11621	12/19/19	Krueger Intl. Green Bay, WI	\$11,170.53	70-07-01-03-700102-69420	ESCNJ 17/18-16
Purchase of Furniture for the Liberal Arts Building Faculty Room, purchased by the Facilities Department.					
P11643	12/20/19	Apple Computer Austin, TX	\$29,907.00	10-01-01-03-301302-69611	ESCNJ 18/19-67
Purchase of nine (9) Apple iMac Computers and Apple Care Warranties for the Communications Studio Lab, purchased by Information Technology Services Department.					
P11654	1/2/20	Zatuchni and Associates, LLC Lambertville, NJ	\$12,000.00	10-06-01-03-301001-60130	Exemption: Professional Services
Payment for a settlement claim approved by the Board of Trustees on November 21, 2019.					
P11656	1/3/20	Lighthouse Consulting Coos Bay, OR	\$12,500.00	10-06-01-03-301001-64105	Exemption: Professional Services
Year 3 contractual payment for vendor services associated with obtaining U.S. Department of Education Title III Grant.					
P11657	1/3/20	New York Camera Princeton, NJ	\$22,330.00	10-01-01-02-205212-69320	MCCC RFQ# 2020
Purchase of Cameras and related equipment for the Photography Department.					
P11512	1/6/20	Orbital Media Networks, Inc. Englewood, CO	\$14,952.00	32-03-01-03-301501-64110	Exemption: Sole Source
Payment for the Satellite uplink between WWFM to Steamboat Springs, CO, funded by WWFM listener donations.					
P11668	1/14/20	Spiezle Architectural Group Hamilton, NJ	\$29,287.35	70-07-01-03-700122-64105	MCCC RFP #1606
Payment of architectural fees for the University Center construction project on the West Windsor Campus, payable from the Mercer Country Capital Program.					
P11712	1/22/20	Gaudelli Bros., Inc. Millville, NJ	\$10,891.20	70-07-01-03-700121-76101	MCCC BID #1903
Payment for the Physical Education Building HVAC Upgrades, payable by the Mercer County Capital Program.					

MCCC PURCHASE ORDER REPORT  
 \$7,280.00 - \$36,400.00

DATE OF BOARD MEETING: February 20, 2020  
 Budget lines beginning with "2" indicate grant funded

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P11717	1/23/20	Dynamic Security Edison, NJ	\$28,466.56	70-07-01-03-701260-76101	GSA Contract 07F-0251X

Payment for the installation of a camera surveillance system at the One Stop Center, payable from FY 2019 New Jersey Chapter 12 program.

P11727	1/24/20	The IRIS Co. Fleetwood, PA	\$19,650.00	10-06-01-03-301407-68210	MCCC RFQ# 2034
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Purchase of Student, Staff, and Faculty ID Badges by the College Safety Office.

P11743	1/24/20	Willrich Precision Instruments Creskill, NJ	\$7,726.00	10-01-01-02-202102-61101	MCCC RFQ# 2038
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Purchase of a Precision Measurement Machine and Equipment for the Advanced Manufacturing program.

P11208	1/29/20	CDW Government Shelton, CT	\$36,321.77	10-01-01-03-301303-69611	ESCNJ# 18/19-03
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Purchase of backup power units for use in the Data Center for the Information and Technology Services Department.

P11766	1/29/20	SHI Intl. Corp Somerset, NJ	\$8,798.40	10-01-01-03-301303-69713	NJ State Contract# 89851
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Purchase of annual Veeam Software Standard Support maintenance program by the Information and Technology Services Department.

P11786	1/31/20	Indiana Printing Indiana, PA	\$8,186.00	38-03-01-02-207005-15111	MCCC BID #1911
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Printing of the 2020 Summer Camp Catalog by the Division of Lifelong Learning.

P11787	1/31/20	Allegra Princeton Cranbury, NJ	\$10,331.54	70-07-01-03-701263-64105	ESCNJ 18/19-10
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Purchase of wayfinding signage for the Communications Building, payable from FY 2019 New Jersey Chapter 12 program.







*Human Resources Office*

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**To: Jianping Wang, President**

**From: Barbara Basel, Vice President for Human Resources**

**Date: February 20, 2020**

**Re: Ratification of Appointments**

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The following appointments have been made since January 16, 2020.

Effective Date of Hire	Department	Name	Title	Salary	Range	FLSA
12/16/19	Finance	Mercene, Delia	Grants Accountant	\$60,424	\$37,695 - \$67,305	Non-Exempt
1/27/20	Human Resources	Butchley, Scott	Deputy Director	\$91,000	\$62,542 - \$110,787	Exempt
1/13/20	Health Services	Rodriquez, Joana	Nursing Program Specialist	\$36,512	\$36,512 - \$64,346	Non-Exempt
2/10/20	Information Technology	Cuccia, Dominic	Manager, Records & Information Management	\$80,000	\$54,778 - \$104,084	Exempt
4/1/20	Information Technology	Carter, Jared	Director, Enterprise Applications	\$120,000	\$72,807 - \$129,620	Exempt



**Human Resources**

**February 5, 2020**

**To:** Barbara Basel, Vice President of Human Resources  
**From:** Jeby Mathew, Coordinator HRIS Operations, Human Resources  
**Subject:** **Separation Report for January 2020**

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<b>Date</b>	<b>Name</b>	<b>Title</b>	<b>Division</b>	<b>Type*</b>	<b>EEO</b>
01/03/2020	Yasmin Robinson	Counselor	Upward Bound/JKC	RS	F B
01/24/2020	Ami Rivera	Assistant Professor of Biology	Business and STEM	RS	F W
01/24/2020	Vito Armenti	Assistant Chief Pilot	Business and STEM	RS	M W

\*  
RS - Resigned

**Recommended and approved for presentation to the Board of Trustees**

\_\_\_\_\_  
Barbara Basel, Vice President of Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jianping Wang, President

\_\_\_\_\_  
Date

MCCC

Attachment #5

**REAPPOINTMENT OF SECOND-YEAR FACULTY MEMBERS**

<b>Name</b>	<b>Title</b>	<b>Division</b>	<b>Date of FT Hire</b>	<b>Total Salary</b>
Michael Hanna	Assistant Professor	Business and STEM	07/30/2018	\$ 68,766.00
Harry Bittner <sup>*1</sup>	Assistant Professor	Business and STEM	08/28/2018	\$ 58,137.00
Christopher Cruz-Cullari	Assistant Professor	Liberal Arts	08/28/2018	\$ 58,762.00
Michael DeAngelis <sup>*2</sup>	Assistant Professor	Health Professions	08/28/2018	\$ 59,762.00

\*1) Full-time professional staff effective 1/25/2016

\*2) Full-time professional staff effective 03/19/2007



To: Sue Perkins,  
Vice President of Finance and Administration

From: Bryon K Marshall,  
Director of Facilities and College Safety

Date: February 6, 2020

Subj: Reportable Crimes, Fires, and Other Emergencies for January 2020 as Required By S-485/A-1976 - 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 the following to report:

For the calendar month of January 2020, five (5) Reportable Offense-Crime(s), fires, and other emergencies occurred on campus during the reporting period which were recorded by campus security at this time.

**Incident #1: Fire Department Response - Fire Alarm**

January 11, West Windsor Campus: Maintenance workers accidentally “tripped” the fire alarms while working inside of the MS Building. The alarm required the West Windsor Fire Department to respond. Buildings and grounds were checked and the alarm panels were reset without incident.

**Incident #2: Criminal Mischief**

January 20, West Windsor Campus: a person(s) caused damage to ceiling tiles and lighting fixtures in the PE men's locker room. Photographs of the damage were taken and submitted for evidentiary purposes. No suspects or witness were located at the scene. A review of surveillance video prove negative. This was an isolated incident.

**Incident #3: Theft**

January 22, West Windsor Campus: Follett Book Store Manager, Robert Hughes, reported observing a male shopper placing a textbook inside of his jacket. The matter was deemed theft

of a History text book valued at \$98.00. As the person attempted to leave the store, Mr. Hughes approached and requested the person paid for the item. The person denied having the item in his possession. Mr. Hughes challenged the person and the book was produced and returned. Mr. Hughes requested that the person accompanied him to security to file a report. The person ran away in the direction of the Communications Building. A check for the person was unproductive. The person's identity remains unknown.

**Incident #4: Criminal Mischief to Motor Vehicle / Theft**

January 23, West Windsor Campus: Unknown person(s) removed the lug bolts from all four (4) wheels of a student's vehicle. Absent the lug nuts, the vehicle sustained damage while being operated. The vehicle was towed to G & E Auto Body for inspection and repairs. Estimate of replacement bolts and repairs to vehicle were approximately \$800.00. A search of the area proved negative for the suspect(s). This was an isolated event and there are no suspects.

**Incident #5: Theft**

January 28, West Windsor Campus: A faculty member reported that between January 9, 2020 and January 10, 2020, unknown person(s) entered LA 171 and removed a box of MCCC business envelopes value at \$25.00. Due to the length of time between the occurrence and the date reported, there were no solvability factors or witnesses to this incident. This was an isolated incident.

Respectfully Submitted-

Bryon K. Marshall, Director  
Facilities and College Safety,  
Mercer County Community College