

MERCER COUNTY COMMUNITY COLLEGE  
Minutes of the 656<sup>th</sup> Meeting  
of the Board of Trustees  
January 16, 2020

The public meeting was called to order by Chair Mark Matzen, at 6:33 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: Caitlin Clarke, Alumni Trustee, Angela Delli Santi, Kevin Drennan, David Fried, Yasmin Hernandez-Manno (phone), Anthony Inverso, Walt MacDonald, Larry Nespoli and Jianping Wang, President. Also present was Perry Lattiboudere, College Counsel. Absent were Blanca Berrios-Ohler, and William Coleman.

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 Delli Santi, Drennan, Hernandez-Manno, Inverso, MacDonald, Matzen and Nespoli voting aye.

D) PUBLIC COMMENT

No one from the attending audience addressed the Board at this time.

II. APPROVAL OF MINUTES OF THE DECEMBER 12, 2019 BOARD MEETING

Mr. Drennan presented Agenda Item II, which was seconded by Dr. Nespoli. The item passed with Trustees Delli Santi, Drennan, Hernandez-Manno, Inverso, MacDonald, Matzen and Nespoli voting aye.

BE IT RESOLVED, that the minutes of the December 12, 2019 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 Mr. Drennan. The items were ratified with Trustees Delli Santi, Drennan, Hernandez-Manno, 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 DECEMBER

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

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

E) APPLE STORE FOR EDUCATIONAL INSTITUTIONS – COOPERATIVE PRICING FOR COMPUTER WORKSTATIONS

WHEREAS, the Mercer County Community College has a need to acquire nine (9) Apple iMac computer workstations and software for the Communications Department Lab and twenty-one (21) iPads and other related computer equipment for the Physical Therapy program funded with New Jersey Department of Education Carl D. Perkins FY 2020 program funds; and

WHEREAS, Mercer County Community College has identified that the Apple Store for Educational Institutions has the needed computer workstations and related equipment available under the Cooperative Pricing Agreement with the Educational Services Commission of New Jersey\* which represents the best value for the College; now therefore

BE IT RESOLVED, the President is authorized, on behalf of the Board, to enter into a contract with Apple Store for Educational Institutions of Austin, Texas to acquire nine (9) Apple iMac computer workstations and software for the Communications Department Lab and twenty-one (21) iPads and other related computer equipment

for the Physical Therapy program funded with New Jersey Department of Education Carl D. Perkins FY 2020 program funds in an amount not to exceed \$65,000.

\* Educational Services Commission of New Jersey contract #15/16-69

F) AVIATION ACADEMIC PROGRAM AUDIT

WHEREAS, Mercer County Community College has a need to acquire a consultant to conduct an independent safety audit of College's Aviation program to provide insight for the current status of FAR PART 141 compliance as well as the functionality and effectiveness of the Safety Management Systems (SMS); 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, The Aviation Consulting Group has completed and submitted a Business Entity Disclosure Certification which certifies that The Aviation Consulting Group has not made any reportable contributions to a political or candidate committee in Mercer County in the previous year, and the contract will prohibit The Aviation Consulting 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 the Aviation Consulting Group of Beaver Creek, Ohio, to conduct an independent safety audit of College's Aviation program to provide insight for the current status of FAR PART 141 compliance as well as the functionality and effectiveness of the Safety Management Systems (SMS) at a cost not to exceed \$30,000 through June 30, 2020.

G) DELL COMPUTER CORPORATION – AMENDED RESOLUTION FOR COST

WHEREAS, Mercer County Community College has a need to purchase various computer software, hardware and other equipment at both the James Kerney and West Windsor campuses funded with New Jersey Department of Education Carl D. Perkins FY 2020 program funds; and

WHEREAS, a provision of the 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 for such equipment 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; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to amend the contract with Dell Computer Corporation of Round Rock, Texas, in accordance with the resolution adopted by the Board of Trustees on June 20, 2019, by \$75,000 from \$218,800 to \$293,800 to purchase of various computer software, hardware and other equipment at the James Kerney and West Windsor campuses using New Jersey Department of Education Carl D. Perkins FY 2020 program funds.

\*New Jersey WSCA/NASPO Contract #89850

H) DYNAMIC SECURITY – CARD ACCESS AND VIDEO SURVEILLANCE EQUIPMENT

WHEREAS, Mercer County Community College has a need to acquire a card access system, video camera surveillance equipment and installation services for the Student Center on the West Windsor campus and a security surveillance system at 101 N. Broad Street on the James Kerney campus in FY 2020; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.9 (b), exempts the purchase of any materials, supplies, goods, services or equipment, pursuant to a contract for such equipment entered into on behalf of the Federal Supply Schedules of the General Services Administration\* as permitted by the Federal Acquisition Streamlining Act of 1994 (Pub.L. 103-355) from public advertising from 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 enter into a contract with General Services Administration awarded vendor, Dynamic Security of Edison, New Jersey to acquire a card access system, video camera surveillance equipment and installation services for the Student Center on the West Windsor campus, and a security surveillance system and installation services at 101 N. Broad Street on the James Kerney campus in an amount not to exceed \$124,200 using New Jersey Chapter 12 program funding through June 30, 2020

\* General Services Administration Contract #GS07F0251X9

I) ELLUCIAN, INCORPORATED – CLOUD SUBSCRIPTION AND MAINTENANCE SERVICES

WHEREAS, Mercer County Community College has an ongoing need to acquire Cloud-based “Colleague SaaS” application hosting and maintenance services; 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) (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, Ellucian, Incorporated is the only available vendor which can provide the Cloud-based “Colleague SaaS” application hosting and maintenance services to the College; 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 one year, and the contract will prohibit Ellucian, Incorporated 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 Ellucian, Incorporated of Fairfax, Virginia to acquire Cloud-based “Colleague SaaS” application hosting and maintenance services for a period of three (3) years beginning April 1, 2020 and ending March 31, 2023 at a fixed cost of \$624,070 in year 1, \$625,317 in year 2 and \$626,640 in year 3.

J) ELLUCIAN, INCORPORATED – MANAGED INFORMATION TECHNOLOGY SERVICES – AMENDED FOR COST AND TIME PERIOD

WHEREAS, Mercer County Community College has an need to acquire Managed Information Technology Services for a Central Help-Desk; and

WHEREAS, in accordance with the resolution adopted by the Board of Trustees on February 22, 2018, the President was authorized to amend the contract for Managed Information Technology Services from December 12, 2016 to March 31, 2019, with the option to extend two additional (1) one year periods based upon performance; and

WHEREAS, Mercer County Community College desires to extend the Managed Information Technology Services to provide for a Central Help-Desk for one (1) addition year; now therefore

BE IT RESOLVED, the President is authorized, on behalf of this Board, to extend the contract with Ellucian, Incorporated to acquire a Central Help-Desk, in accordance with the resolutions adopted by the Board of Trustees on March 17, 2016, December 8, 2016 and January 19, 2019, for a twelve (12) month period beginning April 1, 2020 to March 31, 2021 at a cost not to exceed \$84,991.

K) ONE STOP AT THE WEST WINDSOR CAMPUS – J.H. WILLIAMS ENTERPRISES – AMENDED RESOLUTION FOR COST

WHEREAS, Mercer County Community College has a need to renovate and re-program existing space to improve the student experience with enrollment, admissions, counseling and retention with other critical student support functions through technology integration funded under the FY 2018-19 New Jersey Chapter 12 program; 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 five (5) vendors which responded to the advertised bid for the One Stop at the West Windsor Campus by the required due date of June 11, 2019, J.H. Williams Enterprises, Incorporated was evaluated to have the most responsible and cost-effective bid representing the best value for Mercer County Community College; and

WHEREAS, it was identified during the renovations that asbestos removal and daily monitoring is required on the second floor at the One Stop that must be completed prior to the installation of new flooring over the existing tile which contains the asbestos; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to amend the contract with J.H. Williams Enterprises, Incorporated of Moorestown, New Jersey, in accordance with the resolution adopted by the Board of Trustees on June 20, 2019, by increasing the contract by \$39,115 from \$3,197,000 to \$3,236,115 for asbestos removal and daily air monitoring on the second floor at the One Stop that must be completed prior to the installation of new flooring over the existing tile containing the asbestos.

## ONE STOP AT THE WEST WINDSOR CAMPUS

### Change Order History

<u>Date</u>	<u>Vendor Name</u>	<u>Charge Order</u>	<u>Amount</u>	<u>New Amount</u>	<u>Description</u>
12/19/19	J.H.Williams	CO#1	\$3,197,000	\$3,236,115	Unanticipated asbestos removal and daily air monitoring required on the second floor at the One Stop that needs to be completed prior to the installation of new flooring over the existing tile which contains the asbestos.

L) APPROVAL TO APPLY FOR A TRIO/STUDENT SUPPORT SERVICES U.S. DEPARTMENT OF EDUCATION FEDERAL GRANT

WHEREAS, the U.S. Department of Education is soliciting applications to assist students with basic college requirements and to motivate students towards the successful completion of their post-secondary education to increase college retention and graduation of its participants; and

WHEREAS, Mercer County Community College will submit an grant proposal to provide up to 140 students with academic tutoring, study skills, instructional reading, information locating public and private scholarships and completing financial aid applications and;

WHEREAS, the program will additionally focus on assisting students enrolled in two-year institutions with applying for admission to and obtaining financial assistance in four-year programs; now therefore

BE IT RESOLVED, that the Mercer County Community College Board of Trustees approves the application submission to the U.S. Department of Education for a TRIO/Student Support Services competitive federal grant to provide up to 140 students with academic tutoring, study skills, instructional reading, information locating public and private scholarships and completing financial aid applications in four-year programs in the amount up to \$253,032.

IV. HUMAN RESOURCES MATTERS

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

A) APPOINTMENTS, PROMOTIONS/SALARY ADJUSTMENTS, STIPENDS, CONTRACTUAL OBLIGATIONS AND SEPARATION REPORT

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

B) REAPPOINTMENT OF THIRD 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 third 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)

C) SABBATICAL RECOMMENDATION

WHEREAS, this Board approves the granting of a sabbatical leave for Professor Padhraig Higgins during the academic year 2020-2021. Professor Higgins will be released from teaching duties during the fall of 2020 and the spring of 2021; now therefore

BE IT RESOLVED, that Professor Higgins will submit a detailed sabbatical report to the President and Vice President for Academic Affairs detailing the manner in which the project enhances his teaching practice in service to student success, as well as preparing students for artistic growth and successful admission to programs beyond the associate degree level; and

BE IT FURTHER RESOLVED, that Professor Higgins will teach a full course load during the fall of 2021 and return to full-time employment for at least two (2) years following completion of sabbatical leave.

D) ADVISORY COMMISSION APPOINTMENTS

BE IT RESOLVED, that this Board approves the appointments to the advisory commission as recommended by the President and as outlined on the attached, which will be made a part of the minutes of this meeting. (Attachment #6)

V. OPERATIONS MATTERS



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

A) APPROVAL OF 2020-2021 ACADEMIC CALENDAR

BE IT RESOLVED, that this Board hereby approves the proposed Academic Calendar for academic year 2020-21 as recommended by the President and the Operations Committee of the Board, and as outlined in the attached, which will be made part of the minutes of this meeting. (Attachment #7)

Mr. Drennan presented Agenda Items V (B) and (C), for ratification, which were seconded by Dr. MacDonald. The items were ratified with Trustees Delli Santi, Drennan, Hernandez-Manno, Inverso, MacDonald, Matzen and Nespoli voting aye.

B) NOVEMBER 2019 CLERY REPORT

The members of the Board noted receipt and review and ratified the November, 2019 Clery Report, which is attached. (Attachment #8)

C) DECEMBER 2019 CLERY REPORT

The members of the Board noted receipt and review and ratified the December, 2019 Clery Report, which is attached. (Attachment #9)

VI. PRESIDENT'S UPDATE

- Welcome to the first meeting of 2020, and another year of academic excellence at Mercer County Community College! Spring 2020 classes begin next week, and we are closely monitoring the new registration process designed by our employees. We will provide a detailed report at the February board meeting when we will have more accurate comparative data.
- The semester is set to get underway next week, but there is already activity on both Mercer campuses. On Wednesday, the faculty-led Faculty Convocation focused exclusively on Open Education Resources. Faculty members actively engaged in discussions as part of the collaborative process of developing Mercer's OER Plan, which is mandated by the State. Special thanks go to Professors Kathi Paluscio, Betty Peterson and Pam Price, who worked tirelessly in the past semesters and over the winter break to put the college in a great position to meet the State mandated deadline of May 1 to submit our institutional plan on OER. We are aiming to submit the best plan.
- This morning, the Human Resources Department and the College Counsel are teaming up with the College shared governance body CGC subcommittee on Professional

Development help a training session on Title VII and Title IX. Over 200 college employees participated. We are really excited about the high level of participation and will be offering similar training in the future on a regular basis.

- On Monday, Martin Luther King Jr. Day, Mercer faculty and staff will be organizing an MLK Day of Service, and we are once again inviting the community to participate. The day begins at 9 a.m. this coming Monday at the James Kerney Campus with an opening address from the Reverend Dr. Alyn Waller from the Enon Tabernacle Baptist Church in Philadelphia, followed by a series of community service projects: preparing bag lunches for the Rescue Mission of Trenton; a children's book fair in conjunction with First Book; a Trenton community cleanup project; and Sewing for Service in conjunction with MCCC's Fashion Design Program. Last year we had more than 150 individuals from Mercer and the community sign up.
- In addition, the college is preparing for its annual observance of Black History Month in February. More than a dozen presentations and activities are scheduled, including President's Round Table discussions on diversity and inclusion, a fashion show scholarship event on February 1 and opening ceremonies on February 5, both at JKC; a celebration of song and dance at Kelsey Theatre February 22, and closing ceremonies on 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.
- Mercer is honored to serve as host next week to the French Ambassador to the U.S., who will be visiting our West Windsor Campus on Tuesday afternoon to discuss the role of community college in higher education, dual enrollment, our agreements with other institutions, study abroad, internationalization, and promoting the international visibility of MCCC. We are the first visit on his list of tours, as afterwards he will be visiting Princeton, Rutgers, and meeting with Governor Murphy. We are excited about this visit, and are hopeful it will result in yet more opportunities for this institution and our students.
- On Thursday of next week, our Culinary program will be hosting a workshop on plant-based foods in conjunction with the Humane Society of the United States. The organization is sending Chef Amy Webster to lead the three-hour session, which includes the preparation of an entire plant based meal. This workshop originated from a workshop attended by Mercer Culinary faculty member Doug Fee and Chef Frank Benowitz at Rutgers last year. The chefs have been able to secure what will hopefully lead to a nationwide culinary workshop to be offered at schools. It is my understanding that our college will be the first for this particular training agenda, which is focused specifically on Culinary students rather than working professionals. Please join me in congratulating Chefs Doug Fee and Frank Benowitz for organizing this innovative approach to meal preparation, and congratulations to Chef Benowitz for being honored by the Humane Society of the United States for his promotion of greater health and sustainability through plant-strong menus and meals.

- This coming Sunday, we will be honoring our first graduates of the academic year, with the Nursing program pinning ceremony celebrating the January class of 2020. The ceremony begins at 7 p.m. The next step for these ambitious, hard-working students will be taking the Nursing licensure examination, or NCLEX, and we have just received a report from the NJ Board of Nursing on how Mercer students performed on this test over the past year. I am pleased to report that 95.95 percent of all Mercer students passed the exam on their first attempt, and that five of Sunday's graduates have already completed the exam and are now qualified as Registered Nurses! This is a tremendously inspirational event, and I hope you can join us.
- I would like to congratulate our students who recently concluded MCCC's third Entrepreneurial Master Class, a series of four workshops held throughout the fall that focused on preparing participants for careers. This year, we were honored to have four MCCC alumni share their stories to help our students navigate the world of entrepreneurship and develop leadership skills. I would like to thank our alumni instructors for selflessly giving back to Mercer and its students, and Jill Marcus, project manager for the Division of Innovation, Online Education and Student Success, for organizing the class.
- I would also like to congratulate a member of the MCCC staff, Jigna Rao, our director for the Center of Continuing Studies, for being selected to participate in the Lead New Jersey Leadership Program, which brings together a highly select group of leaders to learn about the cutting-edge issues facing New Jersey, links them with talented leaders throughout the state, and helps them develop the tools to champion their own initiatives. Jigna will participate through the recently-created Princeton Mercer Regional Chamber of Commerce Scholarship Program, created to fund Lead NJ fellows. NJM Insurance Group, PSE&G, LeadNJ and the Princeton Regional Chamber Foundation have partnered to make this scholarship possible. Congratulations, Jigna, and we look forward to hearing more about your experience at a future board meeting.
- Speaking of partnerships, we have reached yet another milestone in our exciting new partnership with the American Physical Therapy Association of New Jersey, which is in the process of moving into their new offices at 101 North Broad Street on the James Kerney Campus. As a key tenant in our new health and wellness center, APTANJ will be hosting continuing education courses, and members will be using the new space to engage in volunteer initiatives in the City of Trenton. Our thanks go out to Dan Klim, executive director of APTANJ, who is also a Mercer alumnus and a member of our Foundation board, as a key contributor in making this partnership a reality.
- Our men's and women's basketball teams have resumed regular season play, and will be in action next week for a worthy cause during the 10<sup>th</sup> annual Think Pink Breast Cancer Awareness Night on January 21. Mercer's Chapter of the American Association for Women in Community Colleges hosts the event to benefit the Breast Cancer Research Center at the Princeton YWCA each year during a men's and women's basketball

doubleheader. Last year the event set a new fundraising record, collecting more than \$1,000 for breast cancer research. There are a lot of great items being raffled off, so I hope you can attend.

- Kelsey Theatre is ready for 2020, and is already preparing to offer its second production of the calendar year with “12 Angry Men,” which runs tomorrow through January 26, followed by the musical “Cabaret” January 31 through February 9. On January 27, The Gallery at Mercer opens a multi-sensory exhibit by Uzbekistan artist Zahar Vaks, “Searching for the Cultural Plumb Bob,” with an artist’s reception on February 5. For times and other upcoming events, please consult your weekly M-Newsletter.

## VII. CHAIR’S REPORT

Chair Matzen reminded everyone that the Nursing Pinning will be held on Sunday, January 19 at 7:00 p.m. in Kelsey Theatre. He then asked Trustee Larry Nespoli to give a quick update on key state legislation for this year. Dr. Nespoli reported that a bill was passed encouraging stronger partnerships between community colleges and vocational technical schools. He also reported that the Governor’s State of the State Address reported that a college education is within reach for all students and the Community College Opportunity Grant offers free community college to many students. Lastly, Dr. Nespoli reported that college presidents and trustees from NJ will gather for the annual ACCT Legislative Summit in Washington, DC in February. Chair Matzen closed by asking trustees to mark their calendars for May 15 for Convocation and Commencement.

There being no further business to discuss, Mr. Inverso moved to adjourn the meeting. The motion was seconded by Dr. MacDonald and passed unanimously. The meeting adjourned at 7:32 p.m.

Respectfully submitted,

Dr. Jianping Wang  
President, Mercer County Community College

/bb  
Attachments



**Preliminary  
 December 2019 Draft YTD Financial Statement**

	<b>FY2020 Budget</b>	<b>Dec 2019 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	3,625,002	3,624,998	50.00%	50.00%	0.00%
Mercer County	17,870,000	8,935,002	8,934,998	50.00%	50.00%	0.00%
Tuition & Fees	33,402,000	18,099,996	15,302,004	54.19%	56.00%	-1.81%
Other **	5,682,000	2,877,000	2,805,000	50.63%	50.00%	0.63%
<b>Total Revenue</b>	<b>64,204,000</b>	<b>33,537,000</b>	<b>30,667,000</b>	52.24%	53.00%	-0.76%
<b>Salaries - 54.9% of total Budget</b>	35,275,000	17,995,000	17,280,000	51.01%	54.00%	-2.99%
<b>Benefits - 18.6% of total Budget</b>	11,970,000	6,179,000	5,791,000	51.62%	54.00%	-2.38%
<b>Total Salary and Benefits - 73.5% of total Budget</b>	<b>47,245,000</b>	<b>24,174,000</b>	<b>23,071,000</b>	51.17%	54.00%	-2.83%
<i>- Salaries and Benefits allocated below</i>						
<b>Expenses:</b>						
Instruction	28,175,000	14,633,000	13,542,000	51.94%	54.00%	-2.06%
Academic Support	3,646,000	1,883,750	1,762,250	51.67%	54.00%	-2.33%
Student Services	5,955,000	3,032,250	2,922,750	50.92%	54.00%	-3.08%
Institutional Support	19,101,000	9,637,000	9,464,000	50.45%	54.00%	-3.55%
Plant Operations	7,327,000	3,950,000	3,377,000	53.91%	54.00%	-0.09%
	64,204,000	33,136,000	31,068,000	51.61%	55.00%	-3.39%
<b>KEY BUDGET ITEMS (included above):</b>						
Utilities	1,868,000	728,000	1,140,000	38.97%	45.00%	-6.03%
Custodial Contract	855,000	427,500	427,500	50.00%	50.00%	0.00%
Maintenance, Grounds and Equipment	2,071,000	1,118,000	953,000	53.98%	54.00%	-0.02%
IT Management, Computer Software and Hardware	4,031,000	1,969,000	2,062,000	48.85%	48.00%	0.85%
	8,825,000	4,242,500	4,582,500	48.07%	48.00%	0.07%
<b>Total Expenditures</b>	<b>64,204,000</b>	<b>33,136,000</b>	<b>31,068,000</b>	51.61%	54.00%	-2.39%
<b>Surplus/Deficit</b>	<b>-</b>	<b>401,000</b>	<b>(401,000)</b>			
<b>** Other Revenue Key Items:</b>						
WWFM Listener Donations	630,000	264,000	366,000	41.90%	44.00%	-2.10%
Conference Center and Food Commissions	695,500	255,000	440,500	36.66%	45.00%	-8.34%
Partner Schools (Rutgers, Felician, William Patterson, FDU)	330,000	146,000	184,000	44.24%	48.00%	-3.76%
Mercer Institute	975,000	289,000	686,000	29.64%	35.00%	-5.36%
Bookstore	350,000	147,500	202,500	42.14%	55.00%	-12.86%
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 December 31, 2019**

<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>TERM &amp; INTEREST</u>		<u>AMOUNT</u>	
		<u>RATE</u>	<u>DUE</u>		
12/31/19	Bank of Princeton	1.75%	N/A	3,565,255.22	###
12/31/19	Bank of Princeton	2.45%	12/31/2019	518,446.73	
12/31/19	FIRST BANK	1.00%	N/A	1,044,741.65	
12/31/19	WELLS FARGO BANK BALANCE	0.55%	N/A	<u>6,566,064.46</u>	
				<u>11,694,508.06</u>	***
	<b><u>LONG TERM INVESTMENTS</u></b>				
12/31/19	WELLS FARGO BANK - UNEMPLOYMENT TRUST FUND	1.43%		<u>539,599.22</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: January 16, 2020  
 Budget lines beginning with "2" indicate grant funded

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
B5466	11/26/19	Delaware Valley Floral Group Sewell, NJ	\$7,448.90	38-03-01-02-207003-61100	Exemption: Instructional Supplies

Purchase of floral supplies for Division of Lifelong Learning Floral Design courses.

P11499	11/26/19	Mastergraphx Monmouth Jct., NJ	\$8,480.00	10-06-01-05-500110-65010	Exemption: Printing
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Payment for the addition of Foundation donation inserts to the Kelsey Theatre Brochure.

B5828	11/27/19	CMD Outsourcing Solutions Baltimore, MD	\$9,000.00	21-01-01-02-302059-64105	Exemption: Student Loan Collection
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Payment for CMD Call Center Services, payable from the Title III –Strengthening Institutions federal program funds.

P11525	12/3/19	B&H Photo-Video New York, NY	\$19,062.25	22-01-01-02-302025-62111	MCCC Request for Quotation #2028
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Purchase of student Wacom Interactive Artboard Tablets, payable by the New Jersey Department of Education Carl D Perkins FY 2020 program funds.

P11540	12/6/19	Reuter Hanney, Inc. Ivyland, PA	\$23,586.92	70-07-01-03-700102-69320	Exemption: Emergency Declaration
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Rental payment for the transformer at the ET Building by the Facilities Department, payable by the College's insurance carrier.

P11578	12/11/19	Snap-On Industrial Pleasant Prairie, WI	\$32,583.20	22-01-01-02-302025-61100	MCCC Request for Quotation #2026
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Purchase of Educational Automotive Diagnostic Equipment for students enrolled in the Automotive Technology program, payable by the payable by the New Jersey Department of Education Carl D Perkins FY 2020 program funds.

P11579	12/11/19	National Business Furniture Milwaukee, WI	\$25,475.94	70-07-01-03-700102-69420	ESCNJ/AEPA #018-D
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Purchase of furniture for the Faculty/Staff Dining Room by the Facilities Department.

P11585	12/13/19	Medline Industries Northfield, IL	\$15,714.31	22-01-01-02-302025-61100 22-01-01-02-302025-69310	NJCC FY19JPC-45
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Purchase of equipment and supplies for the Physical Therapy Program, payable by the New Jersey Department of Education Carl D Perkins FY 2020 program funds.

P11619	12/17/19	MGT of America Consulting Tampa, FL	\$31,866.00	70-00-00-00-000000-15001	Exemption: Professional Services
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Required P3 program feasibility study, payable by the awarded developer from a publically advertised RFP.

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

DATE OF BOARD MEETING: January 16, 2019  
Budget lines beginning with "2" indicate grant funded

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P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P10666	12/17/19	Dance Connection Hillsborough, NJ	\$10,279.53	33-03-01-02-209001-42518 33-03-01-02-209001-64550	Exemption: Entertainment

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Payment from box office sales for the production of "Nutcracker."

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B5639	12/18/19	World Class Hospitality Staffing Jersey City, NJ	\$27,000.00	34-09-01-03-301601-68550	MCCC RFQ #2027
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Payment for temporary staffing at the Conference Center, payable from Conference Center revenues.

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P11634	12/19/19	Pocket Nurse Hospitality Staffing Jersey City, NJ	\$9,586.00	22-01-01-02-302025-61100	NJCC FY19JPC-45
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Purchase of nursing supplies for students enrolled in the Nursing Program, payable by the New Jersey Department of Education Carl D Perkins FY 2020 program funds.

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**APPOINTMENT**

1. Gonzalo Perez  
Flagstaff, AZ

Dean, IOESS  
Academic Affairs

Appointment as Dean of IOESS in the Division of Academic Affairs, at an annual salary of \$95,000, effective January 27, 2020.



**Human Resources Office**

**To: Jianping Wang, President**  
**From: Barbara Basel, Vice President for Human Resources**  
**Date: January 16, 2020**  
**Re: Ratification of Appointments**

The following appointments have been made since November 21, 2019.

Effective Date of Hire	Department	Name	Title	Salary	Range	FLSA
<b>December Appointments</b>						
12/16/19	Facilities & College Safety	Roberson, Tammy	Security Officer I	\$26,900	\$26,900-\$54,001	Non-Exempt
12/16/19	Facilities & College Safety	McNeil, Imani	Security Officer I	\$26,900	\$26,900-\$54,001	Non-Exempt
12/16/19	Facilities & College Safety	Yem, Nathan	Security Officer I	\$26,900	\$26,900-\$54,001	Non-Exempt
12/16/19	Facilities & College Safety	King, Michael	Security Officer I	\$26,900	\$26,900-\$54,001	Non-Exempt
<b>January Appointments</b>						
1/6/2020	Facilities & College Safety	Fitzpatrick, Liam	Security Officer I	\$26,900	\$26,900-\$54,001	Non-Exempt
1/6/2020	Library - JCK	Bogdzio, Brielle	Library Technician	\$37,695	\$37,695-\$67,305	Non-Exempt
1/6/2020	Academic Affairs, Center for Retention & Completion	Mok, Eugene	Success Coach	\$45,500	\$37,695-\$67,305	Exempt

\_\_\_\_\_  
 Dr. Jianping Wang, President

\_\_\_\_\_  
 Date



*Human Resources Office*

**To: Jianping Wang, President**  
**From: Barbara Basel, Vice President for Human Resources**  
**Date: January 16, 2020**  
**Re: Ratification of Promotion/Salary Adjustments - Revised**

The following promotions or salary adjustments have been made since November 21, 2019.

Effective Date of Promotion/Salary Adjustment	Department	Name	Title	Current Salary	Adjusted Salary
11/25/2019	Innovation, Online Education & Student Success	Onaitis, Susan Counseling Specialist	New Title: Manager DREAM Program & Ancillary Support Services	\$52,318.00	\$57,549.90
12/16/19	VP College Advancement	Adbala, Kami Coordinator of Grant Development	New Title: Director of Institutional and Corporate Grants.	\$65,380.00	70,250.00
1/6/2020	Academic Affairs, Center for Retention & Completion	Bowman, Victoria	Success Coach	\$39,535.00	\$43,535.00
1/6/2020	Academic Affairs, Center for Retention & Completion	Killian, Nichol	Success Coach	\$40,227.00	\$44,227.00
1/6/2020	Academic Affairs, Center for Retention & Completion	Mohamed, Jehan	Success Coach	\$40,227.00	\$44,227.00

\_\_\_\_\_  
 Dr. Jianping Wang, President

\_\_\_\_\_  
 Date



***Human Resources Office***

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**To: Jianping Wang, President**  
**From: Barbara Basel, Vice President for Human Resources**  
**Date: January 16, 2020**  
**Re: Ratification of Stipends**

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The following stipends have been made since November 21, 2019.

Effective Date of Stipend	Department	Name	Title	Stipend	Purpose	End Date of Stipend
07/01/19	EOF	Mayers, Tricia	Sr. Counselor Specialist	\$250 per month	Title IX investigator	6/30/2020
07/01/19	Strategic Enrollment Services	Waniak, Stephen	Student Advocate	\$250 per month	Title IX investigator	6/30/2020
12/16/19	Mercer Institute	Smith, Elizabeth	Administrative Specialist II	\$350 per month	Additional duties resulting from a vacancy	2/28/2020
12/16/19	Mercer Institute	Vono-Perez, Lorelei	Administrative Specialist II	\$350 per month	Additional duties resulting from a vacancy	2/28/2020

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Dr. Jianping Wang, President

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Date



*Human Resources Office*

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**To: Jianping Wang, President**  
**From: Barbara Basel, Vice President for Human Resources**  
**Date: December 23, 2020**  
**Re: Ratification of Contractual Obligations**

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The following appointments have been made since November 21, 2019. Based on the new language in the Administrative Professional, Article 41, Section 1, the following personnel are eligible for promotion to Sr. Administrative Specialist. Criteria for promotion is having 15+ years' service and a satisfactory annual evaluation from their immediate Supervisor. The following personnel meet with longevity and performance criteria and are hereby recommended for promotion per the Union Contract.

Effective Date of Contract Adjust.	Employee Name	Current Salary	Current Longevity	Contractual Base Increase	Contractual Base Increase Additional Years > 15	New Base Salary including Longevity
7/1/2019	Trotman, Sheryl	\$54,679	\$2,300	\$2,000	\$2,600	\$61,579
7/1/2019	Sult, Florence	\$51,286	\$2,300	\$2,000	\$2,200	\$57,786
7/1/2019	Tomasetti, Judy	\$45,516	\$3,000	\$2,000	\$1,200	\$51,716
7/1/2019	Popescu, Alexandra	\$49,529	\$2,000	\$2,000	\$800	\$54,329
7/1/2019	Burnett, Shana	\$47,566	\$2,000	\$2,000	\$600	\$52,166
7/1/2019	Bessellieu, Amy	\$47,328	\$2,000	\$2,000	\$600	\$51,928
7/1/2019	Gordon, Elizabeth	\$43,779	\$2,000	\$2,000	\$600	\$48,379
7/1/2019	Grant, Reginald	\$43,440	\$2,000	\$2,000	\$200	\$47,640
7/1/2019	Reid, Christine	\$53,618	\$2,000	\$2,000	----	\$57,618

\_\_\_\_\_  
 Dr. Jianping Wang, President

\_\_\_\_\_  
 Date



**Human Resources**

**January 2, 2020**

**To:** Barbara Basel, Vice President of Human Resources  
**From:** Jeby Mathew, Coordinator HRIS Operations, Human Resources  
**Subject:** Separation Report for December 2019

<b>Date</b>	<b>Name</b>	<b>Title</b>	<b>Division</b>	<b>Type*</b>	<b>EEO</b>
12/04/2019	Jorge Maldonado	Culinary Coordinator,	Community Education and Training/JKC	RS	M H
12/31/2019	Kay Eaton	Director of Corporate and Foundation Relations	College Advancement	RT	F W

\*  
**RS** - Resigned  
**RT** - Retired

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

\_\_\_\_\_  
 Barbara Basel, VP of Human Resources

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Dr. Jianping Wang, President

\_\_\_\_\_  
 Date

MCCC

Attachment #5

**REAPPOINTMENT OF THIRD-YEAR FACULTY MEMBERS**

<b>Name</b>	<b>Title</b>	<b>Division</b>	<b>Date of FT Hire</b>	<b>Total Salary</b>	
Edward	Avery-Natale	Assistant Professor	Liberal Arts	8/21/2017	\$ 58,762.00
Barbara	Dudycz	Instructor	Business and STEM	1/09/2018	\$ 50,634.00
Deborah	Greer	Assistant Professor Clinical Coordinator	Health Professions	1/09/2018	\$ 78,767.00
Whitfield* <sup>1</sup>	Harris	Assistant Professor	Business and STEM	1/09/2018	\$ 71,891.00
Katina	Lindsey	Assistant Professor	Liberal Arts	8/21/2017	\$ 70,015.00
Erin	Rybicki	Assistant Professor	Business and STEM	8/21/2017	\$ 73,766.00
Tracy	Scaletti	Assistant Professor	Health Professions	8/21/2017	\$ 68,139.00
Mauro	Zamora	Assistant Professor	Liberal Arts	8/21/2017	\$ 63,139.00

\*1) Full-time professional staff effective 3/20/2017

VISUAL ARTS ADVISORY COMMISSION

First	Last	Title	Comm	Company	Address	E-Mail	Exp	Comments	Gen	Race
Thomas	Agans	Graphic Arts Instructor	Visual Arts	Mercer County Technical	Sypek Center 129 Bull Run Road Pennington, NJ 08534	<a href="mailto:tomagans@mac.com">tomagans@mac.com</a>	6/30/20		M	W
Aditi	Kapoor Pathak	Senior Materials Technical Director	Visual Arts	Blue Sky Studios	13 Walworth Terrace White Plains, NY 10606	<a href="mailto:Aditi.kapoor@gmail.com">Aditi.kapoor@gmail.com</a>	6/30/20		F	A
Tina	LaPlaca	Coordinator Advertising Design & Graphic Design	Visual Arts	MCCC		<a href="mailto:laplacat@mccc.edu">laplacat@mccc.edu</a>		Secretary		
Jim	Lebbad	Graphic Designer	Visual Arts	Lebbad Design	26 Seabrook Road Stockton, NJ 8559	<a href="mailto:Jim@lebbadesign.com">Jim@lebbadesign.com</a>	6/30/21	Pending BOT Approval 10/21/19	M	W
Kai	McBride	Adjunct, Manager of Photography Facilities	Visual Arts	Columbia University	137 Starr Street 3R Brooklyn, NY 11237	<a href="mailto:KC2420@columbia.edu">KC2420@columbia.edu</a>	6/30/20		M	W
Carolyn	Perlman	Teacher Graphic Design	Visual Arts	Sypek Center Mercer Co. Vocation Schools	Sypek Center 129 Bull Run Road Pennington, NJ 08534	<a href="mailto:cperlman@mcats.edu">cperlman@mcats.edu</a>	6/30/21 (New Appt)	Pending BOT Approval 10/21/19	F	W
Diane	Webster	Creative Director	Visual Arts	Creative Marketing Alliance	191 Clarksville Road Princeton Junction, NJ 08550	<a href="mailto:info@cmasolutions.com">info@cmasolutions.com</a>	6/30/20		F	W





**ADVISORY COMMISSION  
 RECOMMENDATION FOR *APPOINTMENT*  
 Please attach a short biographical sketch to this form**

<b>COMMISSION:</b> VISUAL ARTS ADVISORY COMMISSION	
<b>NOMINEE:</b> JIM LEBBAD	
HOME ADDRESS: 26 SEABROOK ROAD	EMAIL ADDRESS: JIM@LEBBADESIGN.COM
Stockton, NJ 08559	TELEPHONE: 609-462-1796
BUSINESS NAME: LEBBAD DESIGN	TELEPHONE:
BUSINESS ADDRESS: Same as above	EDUCATION: BFA KUTZTOWN UNIVERSITY
OCCUPATION: GRAPHIC DESIGNER	
EXPERIENCE: ART DIRECTOR BERKLEY PUBLISHING / OWNER LEBBAD DESIGN	
INTERESTS: MUSIC, DRUMS, RUNNING	
REASON FOR WANTING TO SERVE: TO HELP OUT THE COLLEGE WHEN I CAN WITH MY EXPERIENCE.	
<b>CATEGORY:</b> (CHECK ALL THAT APPLY) <input type="checkbox"/> ALUMNI/STUDENT <input checked="" type="checkbox"/> BUSINESS/INDUSTRY <input checked="" type="checkbox"/> EDUCATORS FROM OTHER INSTITUTIONS	

TERM IN YEAR(S) 3 TO EXPIRE ON 6/30/2021

ORIGINALLY RECOMMENDED BY: TINA LAPLACA \_\_\_\_\_

APPROVED: DIVISION DEAN \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
 VP ACADEMIC AFFAIRS \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
 PRESIDENT \_\_\_\_\_ DATE \_\_\_\_\_

BOARD MEETING DATE: JANUARY 16, 2020

Upon completion, please **email** electronic copy of Appointment and BIO, in word format, to [munnr@mccc.edu](mailto:munnr@mccc.edu) **(please be sure to complete the Term in years (1, 2 or 3))**. Print out a copy, have your Division Dean sign it, and have the **signed original copy sent to Roxanne Munn, MS161**.

## BIO

Jim Lebbad is a graphic designer specializing in typographic design and handlettering. He has created award-winning designs for domestic and international clients including: NBC, CBS, Arista Records, Campbell's Soup Company, Viacom and Random House Publishing to name a few.

Jim's artistic genes came from his Dad, Anthony, who was a Pratt alumni. Ever since he can remember Jim had a pencil in his hand drawing away. Even in grade school he was designing and drawing art pieces for friends and relatives. While in college, on summer breaks, he was the art department for the local newspaper. Upon graduating from Kutztown University, Jim headed straight to New York where he started his career at New American Library as a book cover designer. While at NAL, Jim's handlettering skills won awards from the Type Directors Club. He then moved on to Berkley Putnam Publishing where he was named Art Director.

Jim created Lebbad Design in 1981. His work has won numerous awards from The NY Art Directors Club, The Society of Illustrators and The Type Directors Club, including the International Typeface Design Award. He continues creating work for a variety of clients both large and small.

To view work [www.lebbadesign.com](http://www.lebbadesign.com)



**ADVISORY COMMISSION  
 RECOMMENDATION FOR *APPOINTMENT*  
 Please attach a short biographical sketch to this form**

<b>COMMISSION:</b> VISUAL ARTS ADVISORY COMMISSION	
<b>NOMINEE:</b> CAROLYN (CARRIE) PERLMAN	
HOME ADDRESS: 3 PEBBLE DR Tabernacle, NJ 08088	EMAIL ADDRESS: CPERLMAN@MCTS.EDU
BUSINESS NAME: SYPEK CENTER	TELEPHONE: 609.502-8017
BUSINESS ADDRESS: MERCER CO. VOCATION SCHOOLS 129 BULL RUN ROAD, PENNINGTON, NJ 080534	TELEPHONE: 609.737.9785 X4237
EDUCATION: BA TRENTON STATE COLLEGE	
OCCUPATION: TEACHER OF GRAPHIC DESIGN	
EXPERIENCE: 1 YEAR TEACHER, 35+ INDUSTRY EXPERIENCE	
INTERESTS: ART, QUILTING, PAINTING, ANTIQUES	
REASON FOR WANTING TO SERVE: HELP MAKE TRANSITION OF OUR STUDENTS TO MCCC	
<b>CATEGORY: (CHECK ALL THAT APPLY)</b> <input type="checkbox"/> ALUMNI/STUDENT <input type="checkbox"/> BUSINESS/INDUSTRY <input checked="" type="checkbox"/> EDUCATORS FROM OTHER INSTITUTIONS	

TERM IN YEAR(S) 3 TO EXPIRE ON 6/30/2021

ORIGINALLY RECOMMENDED BY: TINA LAPLACA

APPROVED: <u>DIVISION DEAN</u>	<u>DATE</u>
<u>VP ACADEMIC AFFAIRS</u>	<u>DATE</u>
<u>PRESIDENT</u>	<u>DATE</u>

BOARD MEETING DATE: JANUARY 16, 2020

Upon completion, please **email** electronic copy of Appointment and BIO, in word format, to [munnr@mccc.edu](mailto:munnr@mccc.edu) (please be sure to complete the Term in years (1, 2 or 3)). Print out a copy, have your Division Dean sign it, and have the **signed original copy sent to Roxanne Munn, MS161.**

<b>Academic Calendar - 2020/2021</b>				
<b>Semester</b>	<b>Event</b>	<b>Day</b>	<b>Begin Date</b>	<b>End Date</b>
<b>Fall 2020</b>	Pre-Class Activities	Mon	31-Aug	
	Classes Begin	Tue	8-Sep	
	10 week Term Begins	Tue	6-Oct	
	7 Week A Term Begins	Tue	8-Sep	
	7 Week A Term Ends	Mon	26-Oct	
	7 Week A Term Grades Due 10am	Wed	28-Oct	
	7 Week B Term Begins	Tue	27-Oct	
	Recess-Thanksgiving	Th-F	26-Nov	27-Nov
	Classes End	Wed	16-Dec	
	Final Exams/Optional Sessions	Thu	17-Dec	23-Dec
	Grades Due	Wed	23-Dec	
<b>Winter Break</b>			<b>24-Dec</b>	<b>3-Jan</b>
<b>Winter 2020</b>	Online Classes Begin	Mon	14-Dec	
	On Campus Classes Begin	Sat	2-Jan	
	On Campus Classes End	Sun	10-Jan	
	On Campus Grades Due by 10am	Tue	12-Jan	
	Online Classes End	Mon	25-Jan	
	Online Grades Due by 10:00am	Wed	27-Jan	
<b>Spring 2021</b>	Pre-Class Activities	Mon	11-Jan	15-Jan
	Classes Begin	Tue	19-Jan	
	10 week Term Begins	Tue	16-Feb	
	7 Week A Term Begins	Tue	19-Jan	
	7 Week A Term Ends	Mon	8-Mar	
	7 Week A Term Grades Due 10am	Wed	10-Mar	
	7 Week B Term Begins	Tue	9-Mar	
	Recess-Spring Break, M-Su	Mon	22-Mar	28-Mar
	Classes End	Mon	3-May	
	Final Exams/Optional Sessions	Tue	4-May	11-May
	Grades Due by 10:00am	Wed	12-May	
<b>Commencement</b>	<b>Fri</b>	<b>14-May</b>		
<b>Summer 2021</b>	Classes Begin	Mon	17-May	
	Memorial Day Recess	Mon	31-May	
	Summer A Ends	Wed	23-Jun	
	Final Exams TH & F	Thu	24-Jun	25-Jun
	Summer A Grades Due by 4pm	Mon	28-Jun	
	Summer B Begins	Mon	28-Jun	
	July 4th Recess	Mon	5-Jul	
	Classes End	Mon	9-Aug	
	Final Exams F & M	Tue	10-Aug	13-Aug
Grades Due by 4:00pm	Mon	16-Aug		

MCCC

Attachment #8



To: Sue Perkins,  
Vice President of Finance and Administration

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

Date: November 04, 2019

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

Director Marshall,

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 November 2019, eight (8) 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: Trespassing-Improper Behavior**

November 5, James Kerney Campus: A former student was found to be trespassing on campus. When advised to leave campus, the student began to act improperly requiring assistance from the Trenton Police Department. The matter was referred to Kimberly Bowser, Student Services, Discipline Officer; John Simone, Assistant Dean of Student Services, and Widmarc Dalce, Coordinator of Student Development for review and action.

**Incident #2: Trespassing-Improper Behavior**

November 5, James Kerney Campus: A former student whom had been advised against trespassing on campus earlier in the day returned to campus in violation of a no trespass order. When advised to leave campus a second time, the student began to act improperly requiring assistance from the Trenton Police Department. Matter was referred to Kimberly Bowser,

Student Services; John Simone, Assistant Dean of Student Services and Discipline Officer and Widmarc Dalce, Coordinator of Student Development for review and action

### **Incident #3: Simple Assault Trespassing-Improper Behavior**

November 6, James Kerney Campus: A former student was found to be trespassing on campus in violation of a no trespass order. When advised to leave campus the student began to act improperly. During the encounter the student assaulted security personnel. The Trenton Police Department responded and the combatant was taken into custody. Criminal Charges were filed with the outcome pending a future court date. Matter was referred to Kimberly Bowser, Student Services, Discipline Officer and John Simone, Assistant Dean of Student Services and Widmarc Dalce, Coordinator of Student Development for review and action.

### **Incident #4: Harassment-Stalking**

November 7, West Windsor Campus: A student reported being stalked and harassed by another student. Matter was referred to John Simone, Assistant Dean of Student Services and Widmarc Dalce, Coordinator of Student Development for review and action.

### **Incident #5: Arson:**

November 14, West Windsor Campus: A fire of unknown origin was started in LA (Liberal Arts Room) 221. District fire apparatus from West Windsor and Hamilton Township Fire Departments responded along with the West Windsor Police Department.

The investigation revealed that the point of origin for the fire was the toilet paper holder located in the bathroom stall of the women's restroom LA-221. No accelerants were detected. There was graffiti on the door of the stall in which the fire started. It is unclear at this time if the graffiti had been there previously or written by the party that started the fire.

The Mercer County Prosecutor's Office was notified and responded. Based on the lack of a suspect(s), witnesses or video in support of the investigation the incident was deemed Arson and will be continued as open and active at this time. Damage from the origin of the incident was contained to LA-221 and LA-223. However due to the smoke that emanated from the two room the ceiling tiles in the corridor of the second floor of the LA building and the bridge that connects from LA Building to the MS Building sustained smoke damage.

The tiles were all removed and will need to be replaced due to the smoke. A total estimate for the damage is still ongoing at this time. The origin of the incident remains as an open and active Arson Investigation at this time.

**Incident #6: Improper Behavior-Harassment**

November 14, West Windsor Campus: A student was acting improperly by harassing a staff member. The matter was referred to John Simone, Assistant Dean of Student Services and Widmarc Dalce, Coordinator of Student Development for review and action.

**Incident #7: Theft (Strong Armed Robbery)**

November 21, West Windsor Campus: A student reported that while exiting the BS Building, two parties approached the victim and asked the victim for a "donation for their music studio." The student reported feeling intimidated and took out his/her wallet to make a small donation. At this point the suspects grabbed the wallet and removed money from the victim then left campus traveling toward the East parking lot. The victim delayed reporting the incident to security by several hours.

The West Windsor Police Department was contacted and responded and is continuing the investigation.

**Incident #8: Simple Assault-Domestic Violence**

November 25, James Kerney Campus: A party (former student-current program attendee) at the James Kerney Campus was physically assaulted by their significant other. The matter was referred to the Office of The Title IX Coordinator and to Kimberly Bowser, Student Services; John Simone, Discipline Officer and Assistant Dean of Student Services and Widmarc Dalce, Coordinator of Student Development for review and action.

Respectfully Submitted-

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



To: Bryon K Marshall  
Director of Facilities and College Safety  
Mercer County Community College

From: Michael Flaherty  
Commanding Officer College Safety  
Mercer County Community College

Date: January 2, 2020

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

Director Marshall,

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 December 2019. Seven (7) Reportable Offense-Crime(s), fires, and other emergencies occurred on campus during the reporting period which were recorded by campus security at this time. This report does not reflect any offenses that were reported directly to the Office of the Title IX Coordinator.

**Incident #1: Theft by Deception.**

December 4, West Windsor Campus: Unknown person(s) hacked an MCCC employee's email account and order \$51, 595.00 in assort computer Dell and Apple computer components. The West Windsor Police Department was contacted and is continuing the investigation.

**Incident #2: Civil Unrest on Campus.**

December 5, West Windsor Campus: Reverend Aden Rusfeldt and members of his congregation arrived on campus to protest/preach. His comments were rude and offensive to



the Mercer County Community particularly the LGBTQ students (lesbian, gay, bisexual, transgender, and questioning).

The West Windsor Police Department was notified and responded to maintain order. VP J. Claffey responded and attempted to speak with Aden Rusfeldt to insure a peaceful demonstration would take place. Aden Rusfeldt was allowed to remain on campus to “preach.”

During this time the West Windsor Police Department remained on campus to insure a peaceful assembly. Rusfeldt’s “sermon” greatly offended the LGBTQ students and many of them contacted the Office of the Title IX Coordinator to file a complaint against Rusfeldt suspecting his “hate sermon” was a violation of their rights under Title IX. The matter was referred to the Office of the Title IX Coordinator for review and action. Student Services Assistant Dean of Student Services John Simone and Widmarc Dalce Coordinator of Student Development were also advised of the matter.

**Incident #3: Harassment-Title IX Offense.**

December 6, West Windsor Campus: A professor reported being romantically harassed by a student. The matter was referred to the Office of the Title IX Coordinator for review and action. Student Services Assistant Dean of Student Services John Simone and Widmarc Dalce Coordinator of Student Development were also advised of the matter.

**Incident #4: Theft.**

December 9, West Windsor Campus. A professor related that he/she had left items unattended for a brief period in the classroom. Upon returning to the class room various instructional materials were discovered to be missing. No witnesses or suspects. The professor was advised to contact the West Windsor Police Department for additional investigation-follow up.

**Incident #5: Criminal Mischief to Motor Vehicle.**

December 9, West Windsor Campus. A party reported damage (broken passenger side window) to their motor vehicle while the vehicle was parked on campus property. No items were taken from the vehicle. Estimate of damage unknown. A review of the video surveillance camera was conducted and proved negative for suspect(s). Owner-operator of the vehicle was advised to follow up with the West Windsor Police Department for further investigation.

**Incident #6: Sexual Harassment- Title IX Offense**

December 13, West Windsor Campus. A responsible party (professor) reported that a student is making sexually inappropriate comments to classmates. The matter was referred to the Office of the Title IX Coordinator for review and action. Student Services Assistant Dean of Student Services John Simone and Widmarc Dalce Coordinator of Student Development were also advised of the matter.

**Incident #7: Criminal Mischief to Motor Vehicle.**

December 17, West Windsor Campus. A party reported damage (broken window) to their motor vehicle while the vehicle was parked on campus property. No items were taken from the vehicle. Estimate of damage unknown. A review of the video surveillance camera was conducted and proved negative for suspect(s). Owner-operator was advised to follow up with the West Windsor Police Department for further investigation-follow up and declined additional police assistance.

Respectfully Submitted.

Michael Flaherty  
Commanding Officer College Safety and Security  
Mercer County Community College