

MERCER COUNTY COMMUNITY COLLEGE
Minutes of the 661st Meeting
of the Board of Trustees
June 18, 2020

The public meeting was called to order by Chair Mark Matzen, at 6:33 p.m., via Zoom Conferencing. In addition to the Chair, the following members were in attendance: Blanca Berrios-Ohler, Caitlin Clarke, Alumni Trustee, Angela Delli Santi, Kevin Drennan, Yasmin Hernandez-Manno, Anthony Inverso, Walt MacDonald, Larry Nespoli and Jianping Wang, President. Also present was Perry Lattiboudere, College Counsel. Absent was David Fried.

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

D) PUBLIC COMMENT

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

II. APPROVAL OF MINUTES OF THE MAY 21, 2020 BOARD MEETING

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

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

APPROVAL OF EXECUTIVE SESSION MINUTES OF MAY 21, 2020

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

BE IT RESOLVED, that the Executive Session Minutes from May 21, 2020 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, 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 MAY

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

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

E) ADAMS, GUTIERREZ & LATTIBOUDERE

WHEREAS, Mercer County Community College has a need to acquire legal service outside of the original contract scope assigned by the College's insurance carrier to provide legal representation involving employees and other related insurance claims in FY 2020; and

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

WHEREAS, the purchasing agent has determined and certified in writing that the value of this service will exceed \$17,500; and

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a contract with Adams, Gutierrez and Lattiboudere, LLC of Newark, New Jersey, to acquire legal service outside of the original contract scope assigned by the College's insurance carrier to provide legal representation involving employees and other related insurance claims in FY 2020 at a cost not to exceed \$70,557.

F) ADORAMA ELECTRONICS CORP

WHEREAS, the Mercer County Community College has a need to acquire three (3) broadcast cameras, converters, viewfinders and other related equipment for the Television and Film AAS programs funded with New Jersey Department of Education Carl D. Perkins FY 2020 program funds; and

WHEREAS, Mercer County Community College Purchasing Policy requires every contract or agreement for the performance of any work or the furnishing or hiring of any materials and supplies greater than \$7,280 but less than \$36,400 which is to be paid with or out of college funds, shall be made and awarded only after soliciting a Request for Quotation RFQ from at least three (3) bidders;

WHEREAS, Mercer County Community College Purchasing Policy states that when an individual vendor exceeds an annual, cumulative spending threshold exceeding \$36,400 that a Board of Trustee resolution is required, now therefore

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to enter into a contract with Adorama Electronics Corporation of New York, New York to acquire (3) broadcast cameras, converters, viewfinders and other related equipment for the Television and Film AAS programs, funded with New Jersey Department of Education Carl D. Perkins FY 2020 program in the amount of \$31,244.85 for a annual aggregate spending amount not to exceed \$59,245 for this vendor for the period from July 1, 2019 to June 30, 2020.

G) APPLE STORE FOR EDUCATIONAL INSTITUTIONS – FY20 AMENDED RESOLUTION FOR COST

WHEREAS, the Mercer County Community College has a need to acquire nine (9) additional Apple iMac computer workstations, software, communication and other related equipment for the Radio and Communications program at the West Windsor campus through June 30, 2020 and 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, software, communication and other related equipment for the Radio and Communications program and funded with New Jersey Department of Education Carl D. Perkins FY 2020 program funds increased by \$30,500 from \$65,000 to \$95,500.

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

H) APPLE STORE FOR EDUCATIONAL INSTITUTIONS – FY21

WHEREAS, the Mercer County Community College has a need to acquire twenty-six (26) Apple MacBook Pro computer workstations and software at both the James Kerney and West Windsor campuses during FY 2021; and

WEREAS, Mercer County Community College has prepared a COVID-19 Technology Plan for College re-opening support and has a need to purchase twenty-six (26) Apple MacBook Pro computer workstations and software from the Apple Store for Educational Institutions, whose costs are paid from the Coronavirus Aid, Relief and Economic Security (CARES) Act; 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 for an amount not to exceed \$51,948 to purchase twenty-six (26) Apple MacBook Pro computer workstations and software for the West Windsor and James Kerney campuses from July 1, 2020 through June 30, 2021.

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

I) BOLLINGER SPECIALTY GROUP

WHEREAS, the College has a need to acquire intercollegiate sports and student accident insurance coverage for FY2021; and

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

WHEREAS, the purchasing agent has determined and certified in writing that the value of this service will exceed \$17,500; and

WHEREAS, a provision of County College Contract Law, N.J.S.A 18A:64A-25.5 (a) (11) exempts insurance services from public advertising for bids, but requires a resolution authorizing the award of a contract; and

WHEREAS, Bollinger Specialty Group has completed and submitted a Business Entity Disclosure Certification which certifies that Bollinger Specialty Group 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 Bollinger Specialty Group from making any reportable contributions through the term of the contract; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to enter into a contract with Bollinger Specialty Group of Short Hills, New Jersey for intercollegiate sports and student accident insurance for an amount not to exceed \$47,300 for the period between July 1, 2020 and June 30, 2021.

J) BORDEN, PERLMAN, SALISBURY & KELLY

WHEREAS, Mercer County Community College has need to acquire property, liability and casualty insurance coverage for FY2021; 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) (11) exempts insurance services from public advertising for bids but requires a resolution authorizing the award of such a contract; and

WHEREAS, Mercer County Community College utilized the New Jersey Community College Insurance Pool pricing for property/liability/casualty insurance coverage; and

WHEREAS, Borden Perlman Salisbury & Kelly has completed and submitted a Business Entity Disclosure Certification which certifies that Borden Perlman Salisbury & Kelly 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 Borden Perlman Salisbury & Kelly 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 Borden Perlman Salisbury & Kelly of Lawrenceville, New Jersey to acquire

property/liability/casualty insurance coverage for the period from July 1, 2020 through June 30, 2021 for an amount not to exceed \$571,150.

K) CDW GOVERNMENT

WHEREAS, Mercer County Community College has a need to purchase computer hardware, software, communication and other related equipment at both the James Kerney and West Windsor campuses during FY 2021; and

WHEREAS, Mercer County Community College has prepared a COVID-19 Technology Plan for College re-opening support and has a need to purchase (350) Chromebook computers, whose costs are paid from the Coronavirus Aid, Relief and Economic Security (CARES) Act

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.9, exempts the purchase of 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 enter into a contract with CDW Government of Verona, Illinois for an amount not to exceed \$230,000 for the purchase of (350) Chromebook computers and various computer hardware, software, communication and other related equipment at both the James Kerney and West Windsor campuses from July 1, 2020 through June 30, 2021.

*Educational Services Commission of New Jersey Contract #18/19-03

L) DELL COMPUTER CORP

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 during FY 2021; and

WHEREAS, Mercer County Community College has prepared a COVID-19 Technology Plan for College re-opening support and has a need to purchase one hundred and twenty-five (125) laptop computers from Dell Computer Corporation of Round Rock, Texas, whose costs are paid from the Coronavirus Aid, Relief and Economic Security (CARES) Act

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 enter into a contract with Dell Computer Corporation of Round Rock, Texas, for an amount not to exceed \$366,450 for the purchase of one hundred and twenty-five (125) laptop computers and various computer software, hardware and other equipment at the James Kerney and West Windsor campuses from July 1, 2020 through June 30, 2021.

*New Jersey WSCA/NASPO Contract #89850

M) ELLUCIAN INCORPORATED ADVISE

WHEREAS, Mercer County Community College has a need to acquire Cloud-based “Ellucian Advise CRM” SaaS application hosting and maintenance services; and

WHEREAS, Mercer County Community College has prepared a COVID-19 Technology Plan for College re-opening support and has a need to purchase Cloud-based “Ellucian Advise CRM” SaaS services from Ellucian Incorporated of Fairfax, Virginia, whose costs are reimbursable under the Coronavirus Aid, Relief and Economic Security (CARES) Act; 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) (19) exempts the provision of goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development from an advertised solicitation 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 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 “Ellucian Advise CRM” SaaS application hosting and maintenance services for a period of three (3) years for July 1, 2020 through June 30, 2023 at a cost of \$173,100 in year 1 (includes initial year implementation services), \$88,100 in year 2 and \$88,100 in year 3.

N) ELLUCIAN INCORPORATED ELEVATE

WHEREAS, Mercer County Community College has a need to acquire Cloud-based “Ellucian Elevate” SaaS application hosting and maintenance services; and

WHEREAS, Mercer County Community College has prepared a COVID-19 Technology Plan for College re-opening support and has a need to purchase Cloud-based “Ellucian Elevate” SaaS services from Ellucian Incorporated of Fairfax, Virginia, whose costs are reimbursable under the Coronavirus Aid, Relief and Economic Security (CARES) Act

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) (19) exempts the provision of goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development from an advertised solicitation 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 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 “Ellucian Elevate” SaaS application hosting and maintenance services for a period of three (3) years for July 1, 2020 through June 30, 2023 at a cost of \$94,000 in year 1 (includes initial year implementation services), \$43,000 in year 2 and \$43,000 in year 3.

O) HONEYWELL BUILDING SOLUTIONS

WHEREAS, Mercer County Community College has a need to acquire building automation hardware and software maintenance for the HVAC control and fire alarm systems at the James Kerney and West Windsor campuses in FY 2020-21; and

WHEREAS, this 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 in and certified in writing that the value of the service will exceed \$17,500; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (19) exempts support or maintenance of proprietary computer hardware, software peripherals and system development for the hardware from public advertising for bids but requires a resolution authorizing the award of such a contract; and

WHEREAS, Honeywell Building Solutions has completed and submitted a Business Entity Disclosure Certification which certifies that Honeywell Building Solutions has not made any reportable contributions to a political or candidate committee in Mercer County in the previous year, and the contract will prohibit Honeywell Building Solutions 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 renew the annual contract with Honeywell Building Solutions of Mount Laurel, New Jersey, to acquire building automation hardware and software maintenance for the HVAC control and fire alarm systems at the James Kerney and West Windsor campuses at a cost not to exceed \$165,367 for the period between July 1, 2020 through June 30, 2021.

P) HORIZON DENTAL INSURANCE

WHEREAS, Mercer County Community College is contractually required to provide dental insurance coverage to all full-time employees and their dependents; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (11) exempts insurance services from public advertising for bids but requires a resolution authorizing the award of such a contract; and

WHEREAS, contracts with insurance companies that are the actual insurer are exempt from the application of N.J.S.A. 19:44A, Political Contribution Disclosure; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a two (2) year contract with Horizon Dental (BC/BS) of Newark, New Jersey to secure the required dental insurance coverage at a cost not to exceed \$253,346.77 annually from July 1, 2020 through June 30, 2022.

Q) INDIANA PRINTING AND PUBLISHING COMPANY

WHEREAS, Mercer County Community College has a need to acquire Non-credit Tabloid Printing and Mailing services; 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 (2) vendors which responded to the advertised bid for the Non-credit Tabloid Printing and Mailing by the required due date of May 22, 2020, Indiana Printing and Publishing Company 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 enter into a contract with Indiana Printing and Publishing Company Inc. of Indiana, Pennsylvania, to acquire Non-credit Tabloid Printing and Mailing services for the College, at the cost of \$30,739.00.

MERCER COUNTY COMMUNITY COLLEGE

PURCHASE ORDER OVER \$35,000

REQUEST FOR BOARD APPROVAL: June 18, 2020

Budget lines beginning with "2" indicate grant funded

VENDOR

Indiana Printing and Publishing
899 Water Street
P.O. Box 10

AMOUNT: \$30,739.00
BUDGET LINE: 38-03-01-02-207003-65011

Indiana, PA 15701

DEPARTMENT: Organizational Development
and Community Programs

TYPE OF PURCHASE:

Low Bid: 2006

Bids Distributed: 11

Bids Received: 2

DESCRIPTION: Non-Credit Tabloid Printing and Mailing

BID SUMMARY:

VENDOR	BID
Indiana Printing and Publishing	\$30,739.00
Trumbell Printing	\$85,779.00

R) MERCER COUNTY PUBLIC LIBRARY

WHEREAS, Mercer County Community College has participated in an integrated and automated library system with Mercer County Public Library since 1994 to provide on-line web access to all branches of the joint library system to facilitate student and faculty access to information; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.10, allows for one or more county colleges to provide for such purchases by joint agreement with the governing of the municipality or of the county within whose boundaries any such college or colleges is or are wholly or partly located and may enter agreements with other institutions of higher education or with other units of government pursuant to Local Public Contracts Law, P.L.1971, c.198 (C.40A:11-1, et seq); and

WHEREAS, Mercer County has included Mercer County Community College in the next scheduled equipment and software upgrade to the integrated library system; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to continue to participate in the annual agreement with Mercer County Public Library to offset the costs associated with the integrated and automated library system for an amount not to exceed \$80,000 for the period between July 1, 2020 and June 30, 2021.

S) NJEDGE.NET

WHEREAS, Mercer County Community College has a need to acquire internet services for data and video communication, VM Ware maintenance, and payments for the Virtual Academic Library Environment (VALE) of New Jersey for Library on-line database periodical subscriptions in FY 2021; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.10, allows for one or more county colleges to provide for such purchases by joint agreement with the governing of the municipality or of the county within whose boundaries any such college or colleges is or are wholly or partly located and may enter agreements with other institutions of higher education or with other units of government pursuant to Local Public Contracts Law, P.L.1971, c198 (C.40A:11-1, et seq); and

WHEREAS, NJEDge.Net is a non-profit technology consortium of New Jersey colleges and procures reduced rates for internet services for consortium members; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a contract with NJEdge.Net of Newark, New Jersey for an amount not to exceed \$209,000 to acquire internet services for data and video communication, VM Ware maintenance, and payments for the Virtual Academic Library Environment (VALE) of New Jersey for the College Library's on-line database periodical subscriptions from July 1, 2020 to June 30, 2021.

T) PRESIDIO NETWORKED SOLUTIONS GROUP, LLC

WHEREAS, Mercer County Community College has a need to purchase wireless communications, infrastructure and network equipment hardware and maintenance services such as the annual SmartNet contract at both James Kerney and West Windsor campuses in FY 2021; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.9, exempts the purchase of 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; and

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a contract with Presidio Networked Solutions Group, LLC, of Dallas, Texas, for

the purchase of wireless communications, infrastructure and network equipment and maintenance services such as the annual SmartNet contract at the James Kerney and West Windsor campuses at a cost not to exceed \$215,000 for the period from July 1, 2020 to June 30, 2021.

*GSA GS-35F-333GA

U) U.S. FOOD SERVICES

WHEREAS, Mercer County Community College has a need to acquire food supplies to support the Conference Center and the Hotel Restaurant and Institution Management (HRIM) Program for FY2021; and

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

WHEREAS, the purchasing agent has determined and certified in writing that the value of this service will exceed \$17,500; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (7) exempts food supplies and related services from public advertising for bids but requires a resolution authorizing the award of such a contract; and

WHEREAS, US Foodservice has completed and submitted a Business Entity Disclosure Certification which certifies that US Foodservice 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 US Foodservice 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 US Foodservice of Philadelphia, Pennsylvania for an amount not to exceed \$60,000 for the period between July 1, 2020 and June 30, 2021.

V) W.B. MASON

WHEREAS, Mercer County Community College has a continuing need to acquire general office supplies in FY 2021; 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; and

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to extend the contract with State of New Jersey's and County of Mercer's awarded vendor, W.B. Mason of Boston, Massachusetts for the purchase of office supplies for an amount not to exceed \$100,000 annually for the period from July 1, 2020 to June 30, 2021.

* New Jersey Contract #A88839

* Mercer County Contract CK09Mercer2017-19

W) ACCEPTANCE OF CARES ACT AWARD TITLE III

WHEREAS, the U.S. Department of Education has made resources available to educational institutions through the Coronavirus Aid, Relief and Economic Security (CARES) Act; and

WHEREAS, the CARES Act awards Mercer County Community College up to \$189,527 for Title III funding; and

WHEREAS, the Board has determined that the distribution of the CARES Act Relief funds is consistent with the mission of the College to ensure student success; now therefore

BE IT RESOLVED, that the Mercer County Community College Board of Trustees accept the U.S. Department of Education acceptance of Coronavirus Aid, Relief and Economic Security CARES Act Relief estimated funding amount of \$189,527 for Title III for the period from May 29, 2020 through May 29, 2021 and authorizes the President to draw down and distribute the funds in accordance with the U.S. Department of Education (USDOE) guidelines.

X) ACCEPTANCE OF FY21 CONSOLIDATED AUDIT BASIC SKILLS,
ENGLISH LITERACY AND CIVICS GRANT

WHEREAS, Mercer County Community College Board of Trustees hereby certifies that permission has been granted to apply for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Discretionary Grant Programs for the purposes described in the application for an amount up to \$814,523; and

WHEREAS, this grant will allow Mercer County Community College to continue serving as the lead agency for the Mercer County Literacy Consortium; and

WHEREAS, the current Mercer County Literacy Consortium includes Literacy Volunteers in Mercer County, Lutheran Social Ministries, Mercer Street Friends, and YWCA of Princeton; and

WHEREAS, this consortium will provide Adult Basic Education (ABE) and English-as-a- Second Language (ESL) instruction to county residents; and

WHEREAS, the creation of this education partnership will allow consortium participants to make a seamless transition into Mercer County Community College; now therefore

BE IT RESOLVED, that the Board of Trustees approve the acceptance of the grant award totaling \$814,523, contingent upon the State of New Jersey's confirmation of this amount, for the period from July 1, 2020 through June 30, 2021.

Y) ACCEPTANCE OF CARL D. PERKINS GRANT ALLOCATIONS CAREER
AND TECHNICAL EDUCATION (CTE) FY2021

WHEREAS, the New Jersey Department of Education, Office of Grants Management, has approved Mercer County Community College's application for Carl D. Perkins Career and Technical Education Grant for FY2021; and

WHEREAS, the New Jersey Department of Education requires that this Board formally accept the grant funds; now therefore

BE IT RESOLVED, that the Mercer County Community College Board of Trustees accept the New Jersey Department of Education Carl D. Perkins Career and Technical Education Grant estimated funding amount of \$499,577 for the period from July 1, 2020 through June 30, 2021.

IV. HUMAN RESOURCES MATTERS

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

A) APPOINTMENTS PROMOTIONS, INTERIM APPOINTMENTS, REVISED EFFECTIVE DATE AND STAFF SEPARATION REPORT

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

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

B) REAPPOINTMENT OF ADMINISTRATIVE AND PROFESSIONAL PERSONNEL ELIGIBLE FOR MULTIPLE YEAR CONTRACTS (3 YEAR)

BE IT RESOLVED, that certain members of the administrative and professional staff whose current contract expire on June 30, 2021 are hereby reappointed for two additional year as recommended by the President and shall be issued three-year contracts for the period July 1, 2020 through June 30, 2023 as indicated in the attached which is to be made part of the minutes of this meeting. (Attachment #5)

C) REAPPOINTMENT OF ADMINISTRATIVE AND PROFESSIONAL PERSONNEL ELIGIBLE FOR MULTIPLE YEAR CONTRACTS (2 YEAR)

BE IT RESOLVED, that certain members of the administrative and professional staff whose current contract expire on June 30, 2021 are hereby reappointed for one additional year as recommended by the President and shall be issued two-year contracts for the period July 1, 2020 through June 30, 2022 as indicated in the attached which is to be made part of the minutes of this meeting. (Attachment #6)

D) REAPPOINTMENT OF FIFTH YEAR ADMINISTRATIVE AND PROFESSIONAL PERSONNEL

BE IT RESOLVED, That certain members of the administrative, professional and teaching assistant staff currently in their fifth year of service are hereby reappointed as recommended by the President and shall receive two-year

contracts for the period July 1, 2020 through June 30, 2022 as indicated in the attached which is to be made part of the minutes of this meeting. (Attachment #7)

E) REAPPOINTMENT OF FOURTH YEAR ADMINISTRATIVE AND PROFESSIONAL PERSONNEL

BE IT RESOLVED, that certain members of the administrative, and professional staff currently in their fourth year of service are hereby reappointed as recommended by the President and shall receive one-year contracts for the period July 1, 2020 through June 30, 2021 as indicated in the attached which is to be made part of the minutes of this meeting. (Attachment #8)

F) REAPPOINTMENT OF THIRD YEAR ADMINISTRATIVE AND PROFESSIONAL PERSONNEL

BE IT RESOLVED, that certain members of the administrative and professional staff currently in their third year of service are hereby reappointed as recommended by the President and shall receive one-year contracts for the period July 1, 2020 through June 30, 2021 as indicated in the attached which is to be made part of the minutes of this meeting. (Attachment #9)

G) REAPPOINTMENT OF SECOND YEAR ADMINISTRATIVE AND PROFESSIONAL PERSONNEL

BE IT RESOLVED, that certain members of the administrative and professional staff currently in their second year of service are hereby reappointed as recommended by the President, and shall receive one-year contracts for the period of July 1, 2020 through June 30, 2021, as indicated in the attached which is to be made part of the minutes of this meeting. (Attachment #10)

H) REAPPOINTMENT OF FIRST YEAR PROBATIONARY ADMINISTRATIVE AND PROFESSIONAL PERSONNEL

BE IT RESOLVED, that certain members of the administrative and professional staff currently in their first year of probationary service are hereby reappointed as recommended by the President, and shall receive one-year contracts for the period of July 1, 2020 through June 30, 2021, as indicated in the attached which is to be made part of the minutes of this meeting. (Attachment #11)

I) ADVISORY COMMISSION REAPPOINTMENTS

BE IT RESOLVED, that this Board approves the reappointments 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 #12)

- AUTOMOTIVE ADVISORY COMMISSION

- CRIMINAL JUSTICE ADVISORY COMMISSION

V. OPERATIONS MATTERS

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

A) INSTITUTIONAL SURVEYS POLICY – NEW OMB 987

BE IT RESOLVED, that the Board hereby approves the proposed policy on Institutional Surveys (OMB 987) as recommended by the President and Operations Committee of the Board, and as outlined in the attached, which will be made part of the minutes of this meeting. (Attachment #13)

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

B) MAY 2020 CLERY REPORT

The members of the Board noted receipt and review and ratified the May 2020 Clery Report, which is attached. (Attachment #14)

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

C) NAMING OF JAMES KERNEY COMMON IN HONOR OF RETIRING EMPLOYEE DR. L. DIANE CAMPBELL

WHEREAS, Mercer County Community College employee Dr. L. Diane Campbell is retiring as Vice President for Student Affairs after 44 years of service to the College; and

WHEREAS, Dr. Campbell has served as Coordinator of Placement Services, Director of Cooperative Education and Placement Services, Director of Career Services, Associate Professor of Psychology, Assistant Dean for Student Development, Assistant Dean for Liberal Arts, Director of Virtual Campus, Assistant Dean for Academic and Student Affairs, Dean for Student and Academic Services, Dean for Enrollment and Student Services, Executive Dean for Student Affairs and Vice President for Student Affairs during her tenure at Mercer County Community College; and

WHEREAS, Dr. Campbell generously and passionately contributed her time and expertise to the United Way of Greater Mercer County Board of Directors, Henry

J. Austin Health Center as Board Chair and to the Trenton Board of Education, including two years as President; and

WHEREAS Dr. Campbell served as an Evaluator for the Middle States Commission on Education, as the NJ Virtual Community College Consortium Chair and as President of the New Jersey Dean of Students; and

WHEREAS, the Board seeks to honor Dr. Campbell for the years of distinguished service provided to the College and to the communities in Trenton and her devotion to student success, which reflects the highest value and ideal of the College; and

WHEREAS, OMB 690 section P authorizes the Trustees, upon recommendation of the President, to confer the privilege of name association with the physical aspect of the College as particular acts and circumstances warrant; now therefore

BE IT RESOLVED, that the Board hereby approves the naming of James Kerney Campus Common in honor of the distinguished service of Dr. Diane Campbell and that the James Kerney Campus Common shall hereafter be known as the Dr. L. Diane Campbell Hall.

Chair Matzen said Dr. Campbell has been an institution to this college and this county. He thanked her for her service and said he hopes she continues to visit the College and be part of it. Chair Matzen said her service will be missed. Other trustees added their thanks and appreciation for Dr. Campbell's service, saying she has been a statewide community college leader and will always be a part of the Mercer family.

Dr. Campbell thanked the College for so many opportunities in her life. She thanked the Board for honoring her in this way and said she is looking forward to celebrating the opening of the JKC Common when everyone can be together.

VI. OTHER MATTERS

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

A) RESOLUTION OF APPRECIATION FOR MS. CAITLIN CLARKE

WHEREAS, Ms. Caitlin Clarke, Alumni Representative to the Board of Trustees at Mercer County Community College for the time July 2019 through June 2020, has served the college faithfully for her term; and

WHEREAS, Ms. Clarke provided assistance in her capacity as alumni representative in shaping the policy of Mercer County Community College, having represented the alumni and student body with passion and dedication; and

WHEREAS, Ms. Clarke earned distinction among her colleagues for dedication to the students; and

WHEREAS, Ms. Clarke brought recognition to the college as an active member of the Board of Trustees; now therefore

BE IT RESOLVED, that this Board extends its grateful appreciation to Ms. Clarke for her contribution and service; and

BE IT FURTHER RESOLVED, that this Board wishes Ms. Caitlin Clarke many years of health, prosperity, and personal fulfillment in the future.

Chair Matzen said that Caitlin's service to the Board has been exceptional, that she was an active participant and gave students a voice. Caitlin said it has been an amazing experience and that she has learned a lot. She said the experience has provided her with a lot more perspective. She thanked the Board and wished everyone the best

VII. PRESIDENT'S UPDATE

- Thanks to the dedication and hard work of many, our summer enrollment has dramatically improved from negative 52.9% to the current 3.7% positive. While our fall enrollment is still significantly negative, our team is working hard to reverse that and have shrunk the deficit to 28.9%. A number of factors are affecting our fall enrollment. For example, many students and their families are simply not sure what they want to do for the fall and their decisions are dependent on the overall COVID-19 trend. Others are truly struggling with their financials. The college is actively marketing all resources available to those students and their families.

College's Response

- In the wake of the tragic death of Mr. George Floyd, the college released a statement, joining the movement to call for action to advance diversity, equity, and justice.
- A college-wide task force was charged this week to develop a plan with three specific goals to be achieved in the next three years by the entire college community to promote diversity, equity, and justice. The task force consists of more than 40 volunteer faculty, staff, community members and students. They have already begun their work and are expected to deliver their recommendations by the end of July.

COVID Response

- The CARES Team, led by Dean Gonzalo Perez, has been working tirelessly to connect with our neediest students to distribute the \$1.9 million in federal CARES Act funding for direct aid to students. To date, 2,041 students have applied, with more than 830 having received funds based on an equitable, need-based formula. Students have received \$722,424 in CARES Act funding. More than 300 who applied are not eligible, and an additional 950 are not yet eligible according to guidance from the Department of Education. The college is

carefully examining their needs and to find other sources of support for them whenever possible.

- And we continue to respond to student needs and provide easy accessibility to all of our services via remote platforms – more than 300 students have taken advantage of Enrollment Service’s virtual office hours, and dozens have utilized virtual Tutoring Services and sessions made available through The Writing Center via Zoom.
- We have also provided e-diplomas to our May graduates, a first for our institution. As of this morning, 351 have been issued out of the 493 May graduates, with 150 students sharing their e-diploma image on social media.
- We also provided students concerned with the transition to remote learning a “Pass/No Credit” option, with 569 students choosing this option. Of these, 33.7 percent had one course request and 66.3 percent had a request for two or more.
- With Governor Murphy announcing the allowance of limited reopening of colleges and universities, the college will soon submit our plan to gradually and responsibly open the campus to faculty, staff, and students. Last week we released the college reopening plan to the public, which was created by a 23-member cross-functional task force, made up of faculty, staff, and students from all aspects of college instruction and operations. The information gathering phase concluded with two college-wide open virtual forums, which were attended by more 250 from the college community. Based on the current information available, we are preparing to offer fall semester classes in three formats, based on enrollment trends: remote (52 percent), online (32 percent), hybrid (9 percent), and other (internships and clinicals: 7 percent). As of this writing, all administrative operations that can be done remotely will continue to be offered remotely. Essential operations such as safety and facilities will return to full on-site in person operations soon while enforcing all safety and health measures in full compliance with the CDC and state guidelines. We will continue to monitor the Governor’s directives, and adjust our plans accordingly.
- With regard to summer camps at Mercer, we have distributed a survey to our communities to identify the needs, with more than 230 responses. Guided by the data from the survey and the state guidelines, we are now investigating the feasibility of offering a combination of limited on-site camps in the later part of July as well as virtual camps throughout the summer.
- In addition, our faculty and staff, led by Bursar Lucia Brown-Joseph, is organizing a community service project, encouraging the donation of clothes and food for families hit hardest by the pandemic, to be distributed via drive-thru at JKC. The distribution will take place June 24-25. The response and outpouring of donations has been tremendous: Thus far, the Center City Café in Trenton is completely full of donated items.

Partnerships

- Immediately before this meeting, I attended a virtual open house for two of Mercer’s 3+1 programs, which allow our students to complete a third year at Mercer before transferring to

one of our 3+1 partner schools: William Paterson University and Thomas Edison State University. These programs have been growing in popularity in this pandemic environment. We are marketing these programs vigorously focusing on affordable and accessible quality education. the 3+1 programs are particularly appealing to our student athletes, who can continue to compete at Mercer if they have a year of athletic eligibility remaining.

- I met with eight faith leaders in the greater Trenton area and the acting superintendent Lee of Trenton to explore ways for partnerships at this time of national movement of diversity, inclusion, and justice. We came up with many specific ideas to move the needle. Dr. Tonia Conley and Dean Savita Bambhrolia are working closely with each house of worship and the Trenton School District to implement those ideas. We will report back to you in the near future.

Student Success

- We received some exciting news last month regarding one of our students. Photography student Kyle Lang won the Thomas George Artists Fund, an annual award that provides an artist the financial freedom to focus on their preferred medium. The award, which is part of the Princeton Area Community Foundation, focuses on supporting artists from Mercer, The College of New Jersey, and Rider University. Congratulations to Kyle.
- Eleven Vikings student athletes were named as Academic All Americans, a record for a single year at Mercer County Community College. Seven of Mercer's 10 sports teams were represented. This is yet another demonstration that our student athletes are true to the expectation that they are students first, and athletes second. Congratulations to all.
- Radiography Professor Debbie Greer has been elected to the New Jersey Educators in Radiologic Imaging. She will be sworn in in July. This is a great honor, and Debbie will continue to serve the radiography profession and Mercer with the same enthusiasm.
- And one more sports related item: The newly-formed Athletics Committee of the MCCC Foundation has announced the inaugural class of the new Mercer Athletics Hall of Fame, with 18 inductees that includes three national championship teams, eight All-Americans, two Major League Baseball players, and legendary coach Howie Landa. The induction and reception will be Nov. 14 at the Trenton Country Club. Ticket information will be announced at a later date; proceeds will fund athletic scholarships and upgrade of athletic facilities.

VIII. NEW JERSEY COUNCIL OF COMMUNITY COLLEGE REPORT

1. COVID IMPACT ON COLLEGE BUDGETS

- The following NJ colleges and universities have recently announced layoffs and/or furloughs: Atlantic Cape Community College, County College of Morris, Drew University, Fairleigh Dickinson University, Kean University, Montclair State University, Rider University, Rutgers University, and Seton Hall University.

- Over 200 higher education institutions nationally have had layoffs and/or furloughs, affecting over 50,000 employees.
- MCCC's proposed FY2021 budget does not include layoffs. This was possible because of strong fiscal stewardship at the college over the past several years. However, MCCC will have to revise its budget if deeper state funding cuts occur.

2. RECENT NEWS ON FUNDING – STATE AND FEDERAL

- The Legislature is currently considering a proposal from the Governor for NO operating aid to colleges and universities in July-September. If approved, this will mean a \$33.5 million cut for community colleges (including about \$1.8 million for MCCC).
- This would be on top of the \$17.75 million cut in operating aid to community colleges (including about \$900,000) that occurred in April-June.
- The federal CARES stimulus funding, while very important and greatly appreciated, will not offset MCC's lost revenue (and increased costs) due to COVID. Furthermore, USDOE guidelines currently include restrictions on the use of these funds that are very challenging.

3. CALL FOR ACTION ON STATE BUDGET

- The NJ Council of County Colleges (NJCCC), the state organization for NJ's 18 community colleges, is asking the colleges to join together in a statewide campaign over the next two weeks to advocate for at least a partial restoration (\$16.5 million, including \$900,000 for MCCC) to community colleges for July-September. This call to action is in three parts:
 - Presidents and board chairs to contact state legislators – For MCCC, this means legislators in Legislative District 14 (Senator Greenstein plus Assembly Members Benson and DeAngelo), Legislative District #15 (Senator Turner plus Assembly Members Reynolds-Jackson and Verelli), and Legislative District #16 (Assembly Member Zwicker).
 - Presidents and board chairs to write op-eds – For MCCC, this means the Trenton Times, the Trentonian, nj.com, and perhaps other media outlets.
 - Trustees and perhaps others to send emails to state legislators – This can be accomplished by going to the NJCCC website at <https://www.njccc.org/legislative-action-center>

IX. CHAIR'S REPORT

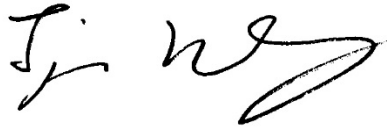
Chair Matzen reminded trustees to take a look at the list of board meetings for FY2021. He said that, for the new fiscal year, meetings will be held at JKC once a quarter. He said that, as of now, there will be no Board meeting in August, however there will be committee meetings. He then introduced the Chair of the Foundation Board Dr. Aamir Rehman. He thanked the Foundation Board for raising money for student scholarships.

Dr. Rehman reported that the Foundation Board is as committed as ever to the College. He said the goal for this year is to raise \$800,000 for scholarships. Dr. Rehman reported that the Foundation has shown great resilience and currently has an \$11.4 million endowment, even in

these difficult times. Last year, they netted \$131,000 for the Spring Into Student Success fundraiser. This year, due to COVID-19, they were unable to hold the event, but still raised \$90,000 through creativity and resilience. He said the Foundation Board looks forward to supporting the College even more in the future.

There being no further business to discuss, Mr. Drennan moved to adjourn the meeting. The motion was seconded by Dr. MacDonald and passed unanimously. The meeting adjourned at 7:49 p.m.

Respectfully submitted,

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

Dr. Jianping Wang
President, Mercer County Community College

/bb
Attachments



**Preliminary
 May 2020 Draft YTD Financial Statement**

	FY2020 Budget	May 2020 YTD	(Over)/Under Budget	Actual % Used/Earned	Expected % Used/Earned	Variance % Used/Earned **
Revenues:						
State of New Jersey	7,250,000	5,944,000	1,306,000	81.99%	91.67%	-9.68%
Mercer County	17,870,000	16,380,837	1,489,163	91.67%	91.67%	0.00%
Tuition & Fees	31,177,000	28,950,163	2,226,837	92.86%	99.00%	-6.14%
Non -Credit Tuition & Fees	2,225,000	1,214,000	1,011,000	54.56%	90.00%	-35.44%
Other **	5,682,000	5,923,000	(241,000)	104.24%	96.50%	7.74%
Total Revenue	64,204,000	58,412,000	5,792,000	90.98%	96.00%	-5.02%
Salaries - 54.9% of total Budget						
	35,275,000	31,643,000	3,632,000	89.70%	95.35%	-5.65%
Benefits - 18.6% of total Budget						
	11,970,000	10,582,000	1,388,000	88.40%	95.35%	-6.95%
Total Salary and Benefits - 73.5% of total Budget	47,245,000	42,225,000	5,020,000	89.37%	95.35%	-5.98%
<i>- Salaries and Benefits allocated below</i>						
Expenses:						
Instruction	28,175,000	26,135,000	2,040,000	92.76%	96.00%	-3.24%
Academic Support	3,646,000	3,293,750	352,250	90.34%	96.00%	-5.66%
Student Services	5,955,000	5,237,250	717,750	87.95%	96.00%	-8.05%
Institutional Support	19,101,000	16,554,000	2,547,000	86.67%	96.00%	-9.33%
Plant Operations	7,327,000	6,530,000	797,000	89.12%	96.00%	-6.88%
	64,204,000	57,750,000	6,454,000	89.95%	96.00%	-6.05%
KEY BUDGET ITEMS (included above):						
Utilities	1,950,000	1,150,500	799,500	59.00%	90.00%	-31.00%
Custodial Contract	855,000	700,750	154,250	81.96%	91.00%	-9.04%
Maintenance, Grounds and Equipment	2,071,000	1,922,000	149,000	92.81%	91.50%	1.31%
IT Management, Computer Software and Hardware	4,031,000	3,588,000	443,000	89.01%	90.00%	-0.99%
	8,907,000	7,361,250	1,545,750	82.65%	90.00%	-7.35%
Total Expenditures	64,204,000	57,750,000	6,454,000	89.95%	97.00%	-7.05%
Surplus/Deficit	-	662,000	(662,000)			
** Other Revenue Key Items:						
WWFM Listener Donations	630,000	893,000	\$\$\$ (263,000)	141.75%	91.25%	50.50%
Conference Center and Food Commissions	695,500	436,000	259,500	62.69%	89.50%	-26.81%
Partner Schools (Rutgers, Felician, William Patterson, FDU)	330,000	243,000	87,000	73.64%	100.00%	-26.36%
Mercer Institute	975,000	467,000	508,000	47.90%	91.25%	-43.35%
Kelsey Theater	260,000	295,000	(35,000)	113.46%	96.00%	17.46%
Tower Rentals	445,000	423,000	22,000	95.06%	92.50%	2.56%
Facility Rentals	249,000	262,500	(13,500)	105.42%	92.50%	12.92%
Bookstore	350,000	188,000	162,000	53.71%	97.50%	-43.79%
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

\$\$\$ Unexpected beneficiary from estate of WWFM listener, \$431,000

MCCC

Attachment #2

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

		TERM & INTEREST			
<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>RATE</u>	<u>DUE</u>	<u>AMOUNT</u>	
05/31/20	Bank of Princeton	1.75%	N/A	3,590,303.73	
05/31/20	Bank of Princeton	2.00%	1/22/2021	522,127.80	
05/31/20	FIRST BANK	0.35%	N/A	1,048,811.24	
05/31/20	WELLS FARGO BANK BALANCE	0.50%	N/A	<u>11,349,709.81</u>	###
				<u>16,510,952.58</u>	***
 <u>LONG TERM INVESTMENTS</u> 					
05/31/20	WELLS FARGO BANK - UNEMPLOYMENT TRUST FUND	N/A		<u>521,056.69</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: June 18, 2020
 Budget lines beginning with "2" indicate grant funded

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P12206	5/5/20	CareerAmerica, LLC Boulder, CO	\$9,500.00	10-01-01-03-301304-69713	

Annual payment for GetAnswers VALUE service which provides financial aid customer service 24/7.

P12207	5/5/20	Patch Management, Inc. Fairless Hills, PA	\$7,400.00	10-07-01-03-301401-68550	NJ State Contract #18-GNSV2-00428
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Payment for Spray Injection Pothole Repair services by the Facilities Department.

P12211	5/12/20	Energy Transfer Solutions, LLC West Chester, PA	\$7,530.00	10-07-01-03-301401-68550	Exemption: Emergency Declaration
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Payment for the repair of the compressor at the Engineering Sciences building by the Facilities Department.

P12218	5/12/20	EMSI Moscow, ID	\$9,500.00	21-01-01-02-302059-64105	Exemption: Proprietary Software
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Payment for the renewal of Career Coach software for the Division of Retention and Completion, payable from Title III Federal Grant.

P12219	5/12/20	Hannon Hill Corp. Atlanta, GA	\$28,043.00	10-06-01-05-500120-64110 21-01-01-02-302059-64105	Request for Quotes
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Annual payment for the renewal of Cascade CMS web content management system for the Publications Department, partially payable from the Title III Federal Grant.

P12220	5/12/20	ICI, Inc. West Trenton, NJ	\$9,686.80	70-07-01-03-701260-69420	
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Purchase of sixty one (61) HON mesh mid-back chairs for the One Stop Center, payable from FY 2019 New Jersey Chapter 12 program.

P12224	5/19/20	Entrinsik, Inc Raleigh, NC	\$11,132.00	10-01-01-03-301304-64110	
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Annual payment for Informer software and related support for the Information Technology Services Department.

P12228	5/19/20	Atrion Communications Resources, Inc. Branchburg, NJ	\$11,881.30	10-01-01-03-301303-69614	
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Payment for the renewal of Exinda software support for the Information Technology Services Department.

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

DATE OF BOARD MEETING: June 18, 2020
 Budget lines beginning with "2" indicate grant funded

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P12239	5/21/20	OmniGo Software, LLC St. Louis, MO	\$7,450.00	10-01-01-03-301304-69713	

Annual payment for licenses to access the ReportExec software package for the College Safety Office.

P12240	5/21/20	Zoom Video Communications, Inc. San Jose, CA	\$8,546.40	10-06-01-03-301001-67210	Exemption: Emergency Declaration
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Additional licenses for access to Zoom videoconferencing system. Paid from CARES Act Funds

P12242	5/21/20	CMD Outsourcing Solutions Baltimore, MD	\$9,000.00	21-01-01-02-302059-64105	
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Payment for CMD Call Center Services, payable from the Title III –Strengthening Institutions federal grant.

P12243	5/21/20	Honorlock, LLC Boca Raton, FL	\$9,000.00	10-06-01-03-301001-67210	Exemption: Professional Services
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Payment for online proctored exam services. Paid from CARES Act Fund.

P12244	5/21/20	Carolina Biological Supply, Co. Charlotte, NC	\$10,718.00	10-06-01-03-301001-67210	NJCC FYJPC-45
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Purchase of lab kits for use by the Chemistry Department for Online Summer Courses. Paid from CARES Act Funds.

P12255	5/26/20	Enco Systems Inc. Southfield, MI	\$14,980.00	32-03-01-03-301501-69320	
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Replacement of computers and related software for the ENCO Digital Audio Delivery System at WWFM.

B5398	5/29/20	Lowe's Home Centers, LLC Princeton, NJ	\$7,500.00	10-07-01-03-301401-61500 10-07-01-03-301401-61510 10-07-01-03-301401-61510	
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Purchase of Building Supplies for the Facilities Department.

**APPOINTMENT, INTERIM APPOINTMENTS, PROMOTION & REVISED
EFFECTIVE DATE**

1. Savita Bambhrolia, Assistant Dean of Strategic Enrollment Services, to be promoted to Dean of Student Enrollment Management & Student Experience, with a salary increase from \$88,666 to \$97,533, effective June 22, 2020.
2. Mark Carmichael, appointment as Vice President for Finance & Administration, at an annual salary of \$163,200, effective June 22, 2020 revised from June 8, 2020.
3. Dr. Robert Kleinschmidt Dean of Liberal Arts, to be appointed as Interim Assistant Vice President of Academic Affairs and Dean of Faculty, with a salary increase from \$116,216 to \$127,838, effective June 22, 2020.
4. Dr. Gonzalo Perez, Dean IOESS, to be appointed as Dean of IOESS and the Division of Lifelong Learning, with a salary increase from \$95,000 to \$104,500, effective June 22, 2020.
5. Dr. Tonia Perry-Conley, Dean of JKC, to be appointed as Interim Executive Dean of Student Support services & JKC, with a salary increase from \$95,000 to \$106,590, plus a stipend of \$5,339 for PLT duties, effective June 22, 2020.
6. Dr. Dylan Wolfe, Associate Professor of Arts & Communication, to be appointed as Interim Dean of Liberal Arts, with a salary increase from \$68,400 plus overload pay to \$116,178, effective June 22, 2020.



Human Resources Office

To: Jianping Wang, President
From: Barbara Basel, Vice President for Human Resources
Date: June 1, 2020
Re: Ratification of Appointments

The following appointments have been made since May 21, 2020.

Effective Date of Hire	Department	Name	Title	Salary	Range	FLSA
June 1, 2020	College Advancement	Laura Richards	Specialist, Development & Special Projects	\$55,000	\$48,872 - \$76,364	Exempt
June 15, 2020	Academic Affairs	Sean Dobeck	Director, Aviation Technology Program	\$90,000	\$54,788 - \$97,199	Exempt
June 15, 2020	Academic Affairs	Jill Marcus	Interim Sr. Project Manager IOESS	\$52,570	\$48,872 - \$76,364	Exempt
June 15, 2020	Academic Affairs	F. Christian Mdeway	Project Manager and Director of Perkins	\$55,000 Base salary, plus annual stipend of \$30,000 from Perkins Grant	\$48,872 - \$76,364	Exempt
June 15, 2020	Academic Affairs	Vicente Erazo	Interim LMS Manager	\$54,570	\$48,872 - \$76,364	Exempt
June 15, 2020	Academic Affairs	Jessica Mulkey	Interim Operations and Events Manager	\$57,775	\$48,872 - \$76,364	Exempt



Human Resources

June 2, 2020

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

Date	Name	Title	Division	Type*	EEO
05/22/2020	Imani McNeil	Security Officer, College Safety		TR	F B
05/22/2020	Jonathan Sofo	Purchasing Coordinator, Purchasing		RS	M W
05/27/2020	Tricia Mayers	Senior Counselor Specialist,		RS	F B
05/31/2020	Valarie Daniels	Video Producer, Public Relations		RT	F B
05/31/2020	Guy Davis	System Analyst/Programmer, ITS		RT	M W
05/31/2020	Deanne Smith-Johns	Academic Counselor, Business and STEM		RT	F W

- *
NR - Non-Reappointment
RS - Resigned
RT - Retired
TR - Termination

Recommended and approved for presentation to the Board of Trustees

 Barbara Basel, Vice President of Human Resources

 Date

 Jianping Wang, President

 Date

**REAPPOINTMENT OF ADMINISTRATIVE AND PROFESSIONAL PERSONNEL ELIGIBLE
FOR MULTIPLE - YEAR CONTRACTS (3 YEAR)**

Last Name	First Name	Title/Department	Date of FT Hire	Total Salary
Archer	Margaret	Academic Counselor Arts and Communication	10/1/2001	\$ 66,116.00
Ashford	Ligon Latonya	Project Director for Title III Grant Center for Retention and Completion	09/06/2005	\$ 73,750.00
Bambhrolia	Savita	Assistant Dean Strategic Enrollment Services	01/07/2002	\$ 88,666.00
Benowitz	Frank	Senior Teaching Assistant Business and Technology	9/22/2003	\$ 57,842.00
Bowser	Kimberly	Coordinator Enrollment and Student Service	06/21/2004	\$ 49,563.00
Cao	Ha	Accountant Finance and Accounting	09/26/2004	\$ 63,125.00
Carella ^{*1}	Frederick	Supervising Team Leader Facilities	01/22/2002	\$ 70,890.00
Chung	Alice	Financial Aid Officer Financial Aid	01/30/2006	\$ 57,137.00
Cortes	Rafael	Manager Network Services/ITS	03/05/2001	\$ 103,166.00
Farmer ^{*2}	AL Lateef	EOF Recruiter/Counselor Student Support Services/EOF	06/21/2004	\$ 49,578.00
Garruba	Danielle	Director Student Life and Leadership	06/24/2002	\$ 61,453.00
Getlik	Marguerite	Manager Kelsey Theatre Arts and Communication	9/5/1978	\$ 94,350.00
Katz	Rachel	Production Manager, WWFM	04/05/2010	\$ 56,228.00

May	Nina	Senior Director Institutional Effectiveness	10/11/2004	\$ 85,305.00
Mehta	Divyang	Senior Accountant Finance and Accounting	03/27/2006	\$ 78,512.00
Osenberg	David	Music Director, WWFM	02/08/2010	\$ 66,362.00
Paixao	Francis	Director Marketing and Public Information	08/06/2000	\$ 80,535.00
Simone	John	Assistant Dean/Director of Athletics Student Services	07/01/1997	\$ 121,239.00
Stinson	Arlene	Director Academic Support Services Academic Support Services	7/25/1999	\$ 98,048.00
Van Exel	Jami	Disbursements Manager Finance and Accounting	06/07/2010	\$ 63,190.00
Von Rhine	Cynthia	Database Administrator Enterprise Applications Services/ ITS	11/17/1997	\$ 97,714.00
Wilkerson	Leroy	Academic Counselor Center for Retention and Completion	10/29/2001	\$ 53,435.00
Zaka	Bilquis	Associate Director Financial Aid	10/01/2001	\$ 63,926.00
Zegarski	Ryan	Assistant Director Student Services/Athletics and Recreation	09/26/2005	\$ 52,533.00

(*1) Employees of other units who are promoted into the PSF:
Carella, F: Original FT Hire Date 01/22/02; Reclassified 04/27/09

(*2) Contingent upon grant funding:
Farmer, A: EOF Article IV Admin.

Board of Trustees Meeting

June 18, 2020

**REAPPOINTMENT OF ADMINISTRATIVE AND PROFESSIONAL PERSONNEL ELIGIBLE FOR
MULTIPLE –YEAR CONTRACTS (2 YEAR)**

Last Name	First Name	Title/Department	Date of FT Hire	Total Salary
Cody* ¹	Brian	Assistant Director Youth College- Upward Bound	04/25/2011	\$ 46,371.00
Crabtree	Martin	Reference and Information Literacy Librarian, Library Services	10/4/2010	\$ 51,119.00
Faheem	Yasir	Technical Support Specialist User Service, ITS	02/21/2011	\$ 45,002.00
Flaherty	Michael	Commanding Officer College Safety	05/23/2011	\$ 63,408.00
Freihaut	Christopher	Recruiter Admissions and Outreach	01/03/2012	\$ 43,989.00
Gardner	James	Director Public Relations	10/10/2012	\$ 67,790.00
Gasparro	Dorothy	Senior Counselor Student Support Services	01/22/2013	\$ 69,796.00
Hover	Nicole	Coordinator and International Student Advisor-Admissions and Outreach	07/26/2013	\$ 45,493.00
Jones	Rashaun	Office Manager Financial Aid	11/17/2014	\$ 41,891.00
McCloskey	Brian	Executive Director Finance and Accounting Services	06/02/2014	\$ 121,551.00
Natale	Patrick	Teaching Assistant Business and STEM	6/25/2012	\$ 44,189.00
Owen	Lois	Teaching Assistant Business and STEM	1/2/2013	\$ 42,989.00
Paone	Deborah	Sr. Purchasing Agent Purchasing	04/16/2012	\$ 51,478.00

Pollard	Clifford	Second in Commander College Safety	07/19/2010	\$ 48,096.00
Rzasa	Elizabeth	Teaching Assistant I Arts and Communication	3/25/2013	\$ 42,189.00
Srinath	Lavanya	Library Associate Library Services	11/18/2013	\$ 42,989.00
St. Omer ^{*1}	Jade	Education Specialist I Community Education and Training	09/23/2013	\$ 42,989.00
Walters ^{*1}	Tashell	Education Specialist I Youth College- Talent Search	09/22/2014	\$ 42,173.00

(*1) Contingent upon grant funding:
Cody, B: Upward Bound
St. Omar, J: NJ Youth Corps
Walters, T: Talent Search

Board of Trustees Meeting
June 18, 2020

**REAPPOINTMENT OF FIFTH-YEAR ADMINISTRATIVE AND PROFESSIONAL
PERSONNEL**

Last Name	First Name	Title/Department	Date of FT Hire	Total Salary
Anderson	Elizabeth	Dean Institutional Effectiveness	9/21/2015	\$ 93,158.00
Becker	John	Director of Veterans Services	8/24/2015	\$ 59,184.00
Herrick	Courtney	Accounting Manager Finance & Accounting	4/13/2015	\$ 53,394.00
Kaklamanis	Jennifer	Account Executive ODCP - Mercer Institute	11/16/2015	\$ 61,337.00
Nellums	Olivia	Acquisitions Librarian Library Services	9/21/2015	\$ 46,134.00
O'Neill	Kerri	Teaching Assistant Arts and Communication	1/20/2015	\$ 42,173.00
Ward	Lisa	Learning Disabilities Specialist Academic Support Services	8/3/2015	\$ 49,445.00

Board of Trustees Meeting
June 18, 2020

REAPPOINTMENT OF FOURH-YEAR ADMINISTRATIVE AND PROFESSIONAL PERSONNEL

Last Name	First Name	Title/Department	Date of FT Hire	Total Salary
Bogdziewicz	Lisa	Admissions Recruiter and Advisor Admissions and Outreach	1/25/2016	\$ 43,043.00
Dalce	Widmarc	Coordinator Student Services Men's Soccer Coach, Student Services	6/1/2016	\$ 47,846.00
Edu* ¹	Nwasha	Education Specialist II Community Education Training	7/25/2016	\$ 39,904.00
Haas	Charles	Director Testing and Learning Center	8/8/2016	\$ 65,280.00
Johnson* ¹	Ashley	Education Specialist Community Education Training	8/22/2016	\$ 39,904.00
Keck* ¹	Bernadine	Education Specialist Community Education Training	9/19/2016	\$ 39,904.00
Killian* ¹	Nichol	Success Coach Center for Retention & Completion	1/3/2017	\$ 44,227.00
Kleinschmidt	Robert	Dean Liberal Arts	6/6/2016	\$ 116,216.00
Livingston	Keir	Associate Athletic Director/Trainer Student Services - Athletics	9/20/2016	\$ 63,516.00
Mizerek	Elizabeth	Director for Nursing Health Professions	1/3/2017	\$ 101,368.00
Mohamed* ¹	Jehan	Success Coach Center for Retention & Completion	10/24/2016	\$ 44,227.00
Rabideau	Ronald	Teaching Assistant Business and STEM - Horticulture	9/19/2016	\$ 46,818.00
Walsh	Carolyn	System Analyst ITS-Enterprise Applications Systems	04/17/2017	\$ 76,220.00

Waniak	Stephen	Student Advocate Enrollment & Student Services	03/20/2017	\$ 39,904.00
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(*1) Contingent upon grant funding:
Edu, N: CET-Enrollment & Grant
Johnson, A: CET- Enrollment & Grant
Keck, B: CET-Enrollment & Grant
Killian, N: Title III
Mohamed, J: Title III

Board of Trustees Meeting
June 18, 2020

**REAPPOINTMENT OF THIRD-YEAR ADMINISTRATIVE AND PROFESSIONAL
PERSONNEL**

Last Name	First Name	Title/Department	Date of FT Hire	Total Salary
Bowman ^{*1}	Victoria	Success Coach Center for Retention and Completion	02/26/2018	\$ 43,535.00
Collins	Amy	Coordinator Academic Testing Center	07/24/2017	\$ 39,218.00
Frader	Edward	Technology Support Specialist ITS- user Services	02/26/2018	\$ 43,697.00
Frumin	Angela	Coordinator JKC Learning Center	09/07/2017	\$ 41,096.00
Harris	Cedric	Head Chef, Conference Center	02/26/2018	\$ 44,737.00
Tarr	Mary Ann	Financial Aid Advisor Financial Aid	07/31/2017	\$ 39,218.00
Williams ^{*1,2}	Stefanie	Student Advocate EOF	10/23/2017	\$ 43,146.00

*1 Contingent upon grant funding:

Bowman, V: Title III

Williams, S: EOF Article IV admin

*2 Employees of other units who are promoted into the PSF:

Williams, S: Original Hire Date 05/19/2008; Appointed 10/23/2017

Board of Trustees Meeting
June 18, 2020

REAPPOINTMENT OF SECOND-YEAR ADMINISTRATIVE AND PROFESSIONAL PERSONNEL

Last Name	First Name	Title/Department	Date of FT Hire	Total Salary
Bash	Andrea	Coordinator Continuing Studies	10/01/2018	\$ 47,685.00
Bennani	Farah	Dean Business and STEM	01/10/2019	\$116,178.00
Cahill-Wetzel* ²	Erin	Coordinator Fitness Center Student Affairs-Athletics	11/19/2018	\$ 48,930.00
Duffy	Kevin	Dean Health Professions	03/25/2019	\$ 116,178.00
Johnson* ¹	Alan	Education Specialist I Community Education Training	5/25/2018	\$ 39,218.00
Juran	Jennifer	Assistant to the Dean Liberal Arts	07/23/2018	\$ 45,900.00
Klaus	Rachel	Biology Laboratory Coordinator Business and STEM	09/04/2018	\$ 43,729.00
Obermeier	Robert	Analyst IOESS	01/28/2019	\$ 53,040.00
Perry-Conley	Tonia	Dean JKC	02/25/2019	\$ 96,900.00
Quinn	Andrew	Assistant Chief Pilot Business and STEM	09/17/2018	\$ 67,000.00
Thomas* ²	Letrice	Coordinator Career Services Transfer and Career Service	05/28/2018	\$ 43,232.00
Wolfe	Danielle	Transfer Counselor Specialist Transfer and Career Service	07/23/2018	\$ 40,800.00

(*1) Contingent upon grant funding:

Jackson-Butler, N: 21st Century VIP

Johnson, A: CET- Enrollment & Grant

(*2) Full time prior to promotion, they will receive a one year appointment after completing their

Cahill-Wetzel, E: Original Hire Date 01/26/2009; Appointed 11/19/2019

Thomas, L: Original Hire Date 1/10/2011; Appointed 5/28/2018

Board of Trustees Meeting
June 18, 2020

REAPPOINTMENT OF FIRST-YEAR PROBATIONARY ADMINISTRATIVE AND PROFESSIONAL PERSONNEL

Last Name	First Name	Title/Department	Date of FT Hire	Total Salary
Abdala *2	Kamil	Director of Institutional and Corporate Grants/College Advancement	08/26/2013	\$ 70,250.00
Banyacki*1	Mark	Controller/Finance	11/25/2019	\$ 90,000.00
Bledsoe*2	Floyd	Media Technician/ITS	06/29/1998	\$ 48,058.00
Barbu *2	Marinela	Senior Technical Support Specialist, User Services/ITS	01/02/2007	\$ 53,867.00
Basel*1	Barbara	Vice President Human Resources	10/07/2019	\$ 135,000.00
Bercaw*1	Shan	Program Coordinator Continuing Studies	9/30/2019	\$ 46,750.00
Bogdzio *1	Brielle	Library Technician Library Services	1/6/2020	\$ 37,695.00
Butchley*1	Scott	Deputy Director Human Resources	01/27/2020	\$ 91,000.00
Carter*1	Jared	Director Enterprise Applications ITS	04/01/2020	\$ 120,000.00
Claffey	Joseph	Vice President College Advancement	02/25/2019	\$ 132,600.00
Cuccia*1	Domenico	Manager Records/ITS	02/10/2020	\$ 80,000.00
Diecidue*1	Lori	Office Administrator and Graphic Artist, Marketing and Public Information	06/24/2019	\$ 43,000.00
Erazo	Vicente*2	Manager, Mercer Online Innovation, Online Education and Student Success	8/24/2015	\$ 51,000.00
Hannawacker *1	Stacie-Anne	Manager, Registration Operations Continuing Studies	7/22/2019	\$ 45,000.00

Hylton *2	Levar	Manager, Academic Testing Center	11/20/2006	\$ 52,041.00
Johnson *1	Brandon	Associate Coordinator Marketing and Public Information	09/23/2019	\$ 40,000.00
Johnson *2	Joshua	Manager Facilities Operations Facilities	7/23/2018	\$ 55,000.00
Kashmer *1	John	Coordinator Tutoring Services Tutorial Center	11/25/2019	\$ 37,695.00
Kim *1&*3	Moses	Research Analyst Institutional Research and Assess Planning	07/22/2019	\$ 62,000.00
Krause *2	Shannon	Coordinator Academic Operations	2/28/2005	\$ 65,463.00
Lopez *1	Edith	Accountant I Finance and Accounting	07/22/2019	\$ 37,695.00
Marcus *2	Jill	Project Manager Innovation, Online Education and Student Success	8/24/2015	\$ 51,009.00
Marks *1	Irwin	Technical Support Specialist User Services/ITS	06/24/2019	\$ 42,000.00
Marshall *2	Bryon	Executive Director Facilities and College Safety	10/22/2007	\$ 123,143.00
McCann *2	James	Senior Director, Fire Academy Business and STEM - Fire Academy	8/1/2011	\$ 76,745.00
Mercene *2&*3	Delia	Grant Accountant Finance and Accounting	03/08/2010	\$ 61,224.00
Mok *1	Eugene	Honors Program Success Coach Innovation, Online Education and Student Success	1/6/2020	\$ 45,500.00
Muka *2	Trisha	Assistant Director Financial Aid	08/28/2017	\$ 51,000.00
Neagu *2	Florin	Senior Technical Support Specialist, User Services/ITS	09/26/2005	\$ 55,313.00

Neilson ^{*2}	Cheryl	Payroll Accountant &Coordinator Finance and Accounting	04/16/2012	\$ 47,300.00
Perez ^{*1}	Gonzalo	Dean for Innovation, Online Education and Student Success	1/27/2020	\$ 95,000.00
Richards ^{*1}	Laura	Coordinator Scholarship and Donor Program/College Advancement	06/24/2019	\$ 48,000.00
Rogers ^{*1}	Nina	Analyst LMS Administrator Mercer Online	10/28/2019	\$ 51,000.00
Onaitis ^{*2}	Susan	Manager Dream Program And Ancillary Support Services	9/26/2005	\$ 57,549.00
Schreyer ^{*2}	Robert	Vice President Academic Affairs	6/20/2016	\$ 152,929.00
Scipio ^{*1}	Fatima	Recruiter Admissions and Outreach	01/06/2020	\$ 40,000.00
Singh ^{*1}	Inder	Vice President/CIO Information Technology Services	03/23/2020	\$ 155,000.00
Stoyanova ^{*1}	Eugenia	Financial Aid Advisor Financial Aid	07/22/2019	\$ 40,449.00
Taylor ^{*1}	Jason	Director Financial Aid	11/04/2019	\$ 91,000.00

(*1) Probationary period end date:
 Banyacski, M: One year thru 11/25/2020
 Basel, B: One year thru 10/07/2020
 Bercaw, S: One year thru 09/30/2020
 Bogdzio, B: One year thru 01/06/2021
 Butchley, S: One year thru 01/27/21
 Carter, J: One year thru 04/01/2021
 Cuccia, D: One year thru 02/10/2021
 Diecidue, L: One year thru 06/24/2020
 Hannawacker, S: One year thru 07/22/2020
 Johnson, B: One year thru 09/23/2020
 Kashmer, J: One year thru 11/25/2020
 Kim, M: One year thru 07/22/2020
 Lopez, E: One year thru 07/22/2020
 Marks, I: One year thru 06/24/2020
 Mok, E: One year thru 01/06/2021
 Perez, G: One year thru 01/27/2021
 Richard, L: One year thru 06/24/2020
 Rogers, N: One year thru 10/28/2020
 Scipio, F: One year thru 01/06/2021

Singh, I: One year thru 03/20/2021
Stoyanova, E: One year thru 07/22/2020
Taylor, J: One year thru 11/04/2020

(*2) Full time prior to promotion/reclassification, they will receive a one year appointment after completing their probationary period.

Abdala, K: One-year appointment, probationary period end date 12/16/2020
Barbu, F: One year appointment, probationary period end date 10/28/2020
Bledsoe, F: One year appointment, probationary period end date 12/02/2020
Erazo, V: One year reappointment, probationary period end date 05/27/2020
Hylton, L: One year appointment, probationary period end date 07/22/2020
Johnson, J: One year appointment, probationary period end date 10/28/2020
Krause, S: One year appointment, probationary period end date 12/02/2020
Marcus, J: One year reappointment, probationary period end date 05/27/2020
Marshall, B: One year appointment, probationary period end date 02/23/2021
McCann: One year reappointment, probationary period end date 07/01/2020
Mercene, D: One year appointment, probationary period end date 12/16/2020
Muka, T: One year appointment, probationary period end date 10/28/2020
Neagu, F: One year appointment, probationary period end date 10/28/2020
Neilson, C: One year appointment, probationary period end date 11/25/2020
Schreyer, R: One year appointment, probationary period end date 05/25/2021

(*3) Contingent upon grant funding:

Mercene, D: NJ DOL /Workforce ABS
Kim, M: Title III

Board of Trustees Meeting
June 18, 2020



**ADVISORY COMMISSION
RECOMMENDATION FOR REAPPOINTMENT**

COMMISSION: AUTOMOTIVE TECHNOLOGY	
NOMINEE: BRIAN LEVITT	
HOME ADDRESS: 42 ALBEMARLE AVENUE TRENTON, N.J. 08638	EMAIL ADDRESS: BRIAN_LEVITT@MKSD.STATE.NJ.US
BUSINESS NAME: MARIE KATZENBACH NEW JERSEY SCHOOL FOR THE DEAF	TELEPHONE: 973-715-1626 TELEPHONE: 609-530-3130
BUSINESS ADDRESS: P.O. BOX 535, TRENTON, N. J. 08625-0535	EDUCATION: GLOUCESTER COUNTY COLLEGE- FORD ASSET PROGRAM THE COLLEGE OF NEW JERSEY- ALTERNATE ROUTE PROGRAM
OCCUPATION: AUTOMOTIVE TECHNOLOGY INSTRUCTOR	
EXPERIENCE: 8 YEARS AT VARIOUS FORD, JEEP, CHRYSLER, LINCOLN, AND SUBARU NEW-CAR DEALERSHIPS AS A TECHNICIAN OR SERVICE MANAGER. NINE YEARS AS AN INSTRUCTOR.	
INTERESTS: ANYTHING WITH AN ENGINE OR ELECTRONICS, METAL FABRICATION, HOT RODS, JEEPS OR MOTORCYCLES.	
REASON FOR WANTING TO SERVE: INTERESTED IN HELPING YOUNG ADULTS ACHIEVE THEIR AUTOMOTIVE CAREER GOALS.	
CATEGORY: (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 6/30/2023

REPLACEMENT FOR:

ORIGINALLY RECOMMENDED BY: JASON EVANS

APPROVED:

DIVISION DEAN

DATE

VP ACADEMIC AFFAIRS

DATE

PRESIDENT

DATE

BOARD MEETING DATE: JUNE 18, 2020



**ADVISORY COMMISSION
RECOMMENDATION FOR REAPPOINTMENT**

COMMISSION: AUTOMOTIVE TECHNOLOGY	
NOMINEE: PATRICK SCHROEDER	
HOME ADDRESS: 595 SOUTH STUMP TAVERN RD JACKSON, N.J. 08527	EMAIL ADDRESS: PSCHROEDER@MCTS.EDU TELEPHONE: 609-439-6141
BUSINESS NAME: MERCER COUNTY TECHNICAL SCHOOL- ASSUNPINK CAMPUS	TELEPHONE: 609-586-5144
BUSINESS ADDRESS: 1085 OLD TRENTON ROAD, TRENTON, N.J. 08690	EDUCATION: 1800HR DIESEL CERTIFICATION PROGRAM AT OHIO DIESEL TECHNICAL SCHOOL
OCCUPATION: DIESEL TECHNOLOGIES INSTRUCTOR- SECONDARY LEVEL	
EXPERIENCE: RYDER TRANSPORTATION SERVICES: SHIFT FOREMAN-11 YRS, MCTS DIESEL INSTRUCTOR-20 YEARS.	
INTERESTS: FISHING, NATURE AND THE OUTDOORS	
REASON FOR WANTING TO SERVE: TO ENHANCE LEARNING OPPORTUNITIES FOR BOTH MCTS STUDENTS AND MCCC COLLEGE PROGRAM STUDENTS.	
CATEGORY: (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 06/30/2023

REPLACEMENT FOR:

ORIGINALLY RECOMMENDED BY: JASON EVANS

APPROVED:	_____	_____
	DIVISION DEAN	DATE
	_____	_____
	VP ACADEMIC AFFAIRS	DATE
	_____	_____
	PRESIDENT	DATE

BOARD MEETING DATE: JUNE 18, 2020



**ADVISORY COMMISSION
RECOMMENDATION FOR *REAPPOINTMENT***

COMMISSION: CRIMINAL JUSTICE	
NOMINEE: CHARLES ELLIS	
HOME ADDRESS: 61 ARDEN AVENUE EWING, NJ 08638	EMAIL ADDRESS: CELLIS@MERCERCOUNTY.ORG TELEPHONE: 609-839-4373
BUSINESS NAME: MERCER COUNTY CORRECTION CENTER	TELEPHONE: 609-583-3553
BUSINESS ADDRESS: PO BOX 8068 TRENTON, NJ 08650	EDUCATION:
OCCUPATION: WARDEN	
EXPERIENCE: CURRENTLY WARDEN AT MERCER COUNTY CORRECTION CENTER	
INTERESTS:	
REASON FOR WANTING TO SERVE: CONTINUE SUPPORTING THE CRIMINAL JUSTICE PROGRAM AND ASSISTING STUDENTS	
CATEGORY: (CHECK ALL THAT APPLY) <input type="checkbox"/> ALUMNI/STUDENT <input checked="" type="checkbox"/> BUSINESS/INDUSTRY <input type="checkbox"/> EDUCATORS FROM OTHER INSTITUTIONS	

TERM IN YEAR(S) 3 TO EXPIRE ON 6/30/2023

REPLACEMENT FOR:

ORIGINALLY RECOMMENDED BY: CAVIT COOLEY

APPROVED: _____

DIVISION DEAN

_____ DATE

_____ VP ACADEMIC AFFAIRS

_____ DATE

_____ PRESIDENT

_____ DATE

BOARD MEETING DATE: JUNE 18, 2020

Upon completion, please **email** electronic copy of Reappointment form, in word format, to 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.



**ADVISORY COMMISSION
RECOMMENDATION FOR *REAPPOINTMENT***

COMMISSION: CRIMINAL JUSTICE	
NOMINEE: STEVE ORTMAN	
HOME ADDRESS: 50 NEW ROAD	EMAIL ADDRESS: SORTMAN@BUCKSCOUNTY.ORG
LAMBERTVILLE, NJ 08530	TELEPHONE:
BUSINESS NAME: BUCKS COUNTY DISTRICT ATTORNEY'S OFFICE	TELEPHONE: 215-348-6345
BUSINESS ADDRESS: 100 NORTH MAIN STREET DOYLESTOWN, PA 18901	EDUCATION: BACHELORS OF ARTS, CRIMINAL JUSTICE, GLASSBORO STATE COLLEGE
OCCUPATION: COUNTY DETECTIVE, NARCOTIC STRIKE FORCE	
EXPERIENCE: RETIRED SUPERVISORY SPECIAL AGENT, DRUG ENFORCEMENT ADMINISTRATION SPECIAL AGENT, DRUG ENFORCEMENT ADMINISTRATION COUNTY INVESTIGATOR MERCER COUNTY PROSECUTOR'S OFFICE CORRECTIONS OFFICER CAPE MAY COUNTY SHERIFF'S DEPARTMENT SEASONAL POLICE OFFICER WILDWOOD POLICE DEPARTMENT	
INTERESTS: SPORTS, MOTORCYCLE RIDING, GOLF, FAMILY AND FRIENDS	
REASON FOR WANTING TO SERVE: TO ASSIST/ENHANCE THE EDUCATION OPPORTUNITIES OF STUDENTS UTILIZING MY KNOWLEDGE, TRAINING, AND EXPERIENCE	
CATEGORY: (CHECK ALL THAT APPLY) <input type="checkbox"/> ALUMNI/STUDENT <input checked="" type="checkbox"/> BUSINESS/INDUSTRY <input type="checkbox"/> EDUCATORS FROM OTHER INSTITUTIONS	

TERM IN YEAR(S) 3 TO EXPIRE ON 6/30/2023

REPLACEMENT FOR:

ORIGINALLY RECOMMENDED BY: CAVIT COOLEY

APPROVED:

DIVISION DEAN

DATE

VP ACADEMIC AFFAIRS

DATE

PRESIDENT

DATE

BOARD MEETING DATE: JUNE 18, 2020

Upon completion, please **email** electronic copy of Reappointment form, in word format, to 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.**



OPERATING MANUAL OF THE BOARD

Institutional Surveys

- A. **APPLICABILITY.** All employees and officers of the College.
- B. **POLICY.**
1. The policy aims to manage the number of surveys that our students, faculty, and staff are asked to participate; to better generate data in order to advance the College's mission and priorities; safeguard privacy; and to ensure that projects are conducted in a manner that are consistent with survey best practices; and to make data-informed decisions.
 2. This policy describes a process and protocol for administering surveys to faculty, students, administrators, and staff. The Vice President over the division is the owner of the survey and the Office of Institutional Effectiveness (OIE) is responsible for the administration of this policy.
 3. The purpose of this policy is threefold: to protect the community members' privacy, to monitor survey frequency to avoid survey fatigue, and to ensure the safety of data collection, usage, and disposal.
 4. Exclusions of this policy include Course Evaluations, Student Evaluations, Faculty and Adjunct Evaluations, Institutional Review Board (IRB), Department Personnel Committee (DPC) requests, and/or externally accreditation programmatic data requests, and other collective bargaining units surveys designed, administered by and intended for the association members.
 5. Surveys must state clearly in the invitation message or introduction to the survey whether the survey is confidential or anonymous. An anonymous survey is one where responses are not associated with an individual unless the respondent answers the survey questions in a way that uniquely identifies them. If a survey is referred to as "anonymous" it must be the case that all information is explicitly provided by the respondent.

With a confidential survey, each survey respondent receives an individualized survey link that enables the College to associate the response with the respondent. The College will ensure that data is stored and transmitted securely. In the normal course of events, data is not shared with

anyone outside the project and results won't be reported or transmitted in a way that could identify individual respondents.

C. SURVEY PROCESS.

1. Survey administration

- a. OIE will administer all college surveys.

2. Survey development

- a. The requestor will work through OIE to understand if the survey is needed. It may be that the data the requestor requires is already available through existing institutional surveys or have been collected recently through some other process or instrument. OIE will advise the requestor if a survey is the best way to answer the requestor's question.
- b. Content and quality of the survey should include, but is not limited to:
 - i. The purpose of the survey
 - ii. Linage of action plan to strategic priorities
 - iii. Survey design and appropriateness of target population
 - iv. Timing of the survey
 - v. Collection, dissemination, and storage of survey data
- c. OIE will work with the requestor to ensure the survey will meet college standards for approval. OIE will determine what assessment tool meets the requestor's need and provides survey design, administration, and analysis.

3. Survey analysis and data storage

- a. OIE will conduct all survey analysis and be responsible for storing all data generated from a survey.
- a. Data should be disposed properly when the survey process is completed (see OMB 692 "[Record Management](https://mlink.mccc.edu/omb/OMB692.pdf)" (<https://mlink.mccc.edu/omb/OMB692.pdf>)).



To: Sue Perkins,
Vice President of Finance and Administration

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

Date: June 01, 2020

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

In accordance with S-485/A-1976 law the Cunningham/ Ruiz Bill requiring Presidents of public institution of higher education to regularly report on-campus criminal and fire events to the institution's governing board I have the following to report.

For the calendar month of May 2020 there were no (0) Reportable Offense-Crime(s), fires, and other emergencies occurred on campus during the reporting period which were recorded by College Safety and Security

Respectfully Submitted.

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