

MERCER COUNTY COMMUNITY COLLEGE

Minutes of the 696th Meeting
of the Board of Trustees
March 16, 2023

The meeting was called to order by Chair Kevin Drennan at 6:33 p.m. at the Mercer County Community College West Windsor Campus. In addition to the Chair, the following members were in attendance: Kristin Appelget, Julie Blake, Daryl Minus-Vincent, Lawrence Nespoli, Greg Puliti, and Deborah Preston (MCCC President). Also present was Perry Lattiboudere, College Counsel. Absent were Blanca Berrios-Ohler, Shannon Mason, and Madelaine Benowitz (Alumni Trustee).

I. OPENING OF MEETING

A) FLAG SALUTE

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

B) STATEMENT OF NOTIFICATION

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

C) ADOPTION OF AGENDA

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

D) PUBLIC COMMENT

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

II. PRESIDENT'S UPDATE

Dr. Preston provided the following updates:

- The MCCC student newspaper, The College Voice, won 13 New Jersey Press Foundation awards for the 2022-2023 year, including top honors in arts & entertainment reporting, investigative reporting, opinion writing, features reporting, and photography. The College will recognize some of these students next month as part of the annual celebration of Community College Month.
- The students in the MCCC Horticulture Program won top honors in two categories, including the award for an educational exhibit showing outstanding horticultural skills and knowledge in a nationally-recognized flower show and the award for best use of Philadelphia Horticulture Society Gold Medal Plants. Some of the students will also be honored next month.

- Next month the Board of Trustees will vote to move the May Board Meeting to avoid Commencement.
- The Middle States team site visit is April 16-19. Trustees are encouraged to attend a review session to prepare: March 28, April 5 or April 10 from 6pm-7pm via Zoom.

III. APPROVAL OF MINUTES

A) APPROVAL OF MINUTES OF FEBRUARY 16, 2023 BOARD MEETING

Trustee Puliti moved to approve the minutes of the February 16, 2023 Board Meeting, Agenda Item III (A), which was seconded by Trustee Nespoli and adopted with Trustees Appelget, Blake, Drennan, Minus-Vincent, Nespoli, and Puliti voting aye.

BE IT RESOLVED, that the minutes of the February 16, 2023 meeting of the Board of Trustees are approved as presented.

IV. FINANCE & FACILITIES MATTERS

Chair Drennan presented Agenda Items IV (A) through (D) for ratification, which were second by Trustee Appelget. The items were ratified with Trustees Appelget, Blake, Drennan, Minus-Vincent, Nespoli, and Puliti voting aye.

A. MONTHLY FINANCIAL STATEMENT

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

B. INVESTMENT DETAIL

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

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

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

D. MONTHLY PAYMENTS LIST FOR FEBRUARY

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

Chair Drennan presented Agenda Items IV (E) through (H) for ratification, which were second by Trustee Puliti. The items were ratified with Trustees Appelget, Blake, Drennan, Nespoli, and Puliti voting aye. Trustee Minus-Vincent abstained from item (H).

E. ACCELERATED INFORMATION SYSTEMS RESOLUTION – AMENDMENT FOR COST

WHEREAS, Mercer County Community College has a need and has a current contract to acquire annual user licenses associated with its existing cloud-based document management system (Laserfiche), with the capability of migrating documents from existing legacy systems that are no longer supported by the College and maintaining records, transcripts and other documents for various departments College-wide (Financial Aid, Administration, Human Resources); and
WHEREAS, Mercer County Community College has a need and has a current contract to

renew the annual user licenses associated with its existing cloud-based document e-signature approval and routing software (formerly “HelloSign”, but as of January 1, 2023 “DropSign”); and

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

WHEREAS, Mercer County Community College Purchasing Policies and Procedures require 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 and is not available under an accepted cooperative purchasing agreement shall be made and awarded only after soliciting a Request for Quotation (RFQ) from at least three (3) bidders; and

WHEREAS, Mercer County Community College had identified Accelerated Information Systems Inc. of Hicksville, New York has the needed Laserfiche software available under the cooperative pricing agreement with the Educational Services Commission of New Jersey* pricing system which represents the best value for the College; and

WHEREAS, Mercer County Community College determined that its existing cloud-based document e-signature approval and routing software was not available for purchase under a nationally recognized and accepted cooperative purchasing agreement or New Jersey State contract and therefore solicited three (3) competitive quotes pursuant to MCCC RFQ-2101+ for e-signature software (HelloSign); and

WHEREAS, a previous resolution approved by the Board of Trustees on June 17, 2021 approved aggregate spending with this vendor for not to exceed amounts of \$76,000 in FY2022, \$76,000 in FY2023 and \$76,000 in FY2024, however, since the contract end date of March 9, 2024 and its corresponding annual invoice cycle requires payment of the final annual contract fee in March of 2023, the fiscal year 2023 not to exceed amount is being increase from \$76,000 to \$152,000 and the fiscal year 2024 not to exceed amount is being reduced from \$76,000 to zero dollars.

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to increase the fiscal year 2023 purchase order amount under the College’s contract with Accelerated Information Systems of Hicksville, New York to maintain and expand its use of the cloud-based document management software (Laserfiche), with the capability of migrating and maintaining documents from existing legacy systems that are no longer supported by the College and maintain documents for various departments College-wide (Financial Aid, Administration, Human Resources), and for its cloud-based document e-signature routing and approval software, (formerly “HelloSign”+, but as of January 1, 2023 “DropSign”) from July 1, 2021 through March 9, 2024 with aggregate spending for this vendor not to exceed \$76,000 in FY2022, \$152,000 in FY2023 and \$0 in FY 2024.

*Educational Services Commission of New Jersey 20/21-19 (#65MCECCPS)
+MCCC RFQ-2101

F. MID-STATE EQUIPMENT CO. CORP.

WHEREAS, Mercer County Community College has a need to acquire an SCL1000 Kubota Track Loader with 36" Bucket and 42" Pallet Forks, 73" Worx Duty Root Grapple and Front Hydraulic Kit for a Kubota M62 Tractor, and accessories including maintenance for the Facilities Department and Horticulture Program, including purchases funded with New Jersey Department of Education Carl D. Perkins grant program funds for FY 2023 and general operating funds; and

WHEREAS, the acquisition will be executed as a Political Contribution Disclosure contract pursuant to the provision of N.J.S.A. 19:44A-20.4; 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 \$7,500 but less than \$37,500 to solicit 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 \$37,500 that a Board of Trustee resolution is required, now therefore

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to increase the current fiscal year 2023 spending with Mid-State Equipment Co. Corp. of Pennington, New Jersey from the current amount of \$36,600 to a new not to exceed amount of \$55,000, to acquire an SCL1000 Kubota Track Loader with 36" Bucket and 42" Pallet Forks, 73" Worx Duty Root Grapple and Front Hydraulic Kit for a Kubota M62 Tractor, and accessories including maintenance for the Facilities Department and Horticulture Program, including purchases funded with New Jersey Department of Education Carl D. Perkins grant program funds for FY 2023 and general operating funds;

* MCCC RFQ #2321

* MCCC RFQ #2330

G. STOUT'S CHARTER SERVICE INC. - CHARTER BUS TRANSPORTATION SERVICES ATHLETIC DEPARTMENT RESOLUTION – AMMENDMENT FOR COST

WHEREAS, Mercer County Community College has a need to acquire charter bus transportation services for the athletic teams schedule for the Athletic Department's 2023 Spring and Fall Semester athletic schedule ; and

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

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

BE IT RESOLVED, that the President be authorized, on behalf of this Board, to extend the contract and to increase the contract amount with Stout's Charter Service Inc. of Trenton, New Jersey, as approved by the Board on March 18, 2021 and June 16, 2022, to provide Charter Bus services for the Athletic Department's Spring and Fall 2023 semester athletic event schedule by \$100,000 from \$135,000 to \$235,000 from April 1, 2022 through December 31, 2023. Paid by Student Athletic fees.

MCCC RFB 2101A

H. CARL D. PERKINS CAREER AND TECHNICAL EDUCATION (CTE) GRANT – AMENDED RESOLUTION

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 FY2023; and

WHEREAS, the New Jersey Department of Education, Office of Grants Management, notified the College on July 22, 2022 that it is approving its Carl D. Perkins Career and technical Grant application for FY 2023; and

WHEREAS, the Mercer County Community College Board of Trustees in a resolution adopted on September 15, 2022 approved the acceptance of the New Jersey Department of Education Carl D. Perkins Career and Technical Education Grant, for \$611,727 for the period from July 1, 2022 through June 30, 2023 (FY2023); and

WHEREAS, the college has the necessity to modify the Perkins' budget due to the cost savings generated from the purchasing process;

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

BE IT RESOLVED, that the Mercer County Community College Board of Trustees hereby approves the budget modifications of the New Jersey Department of Education Carl D. Perkins Career and Technical Education Grant due to cost savings generated from the purchasing process, for the period from July 1, 2022 through June 30, 2023 (FY2023).

V. HUMAN RESOURCE MATTERS

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

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

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

B) PROMOTIONS IN ACADEMIC RANK

BE IT RESOLVED that this Board hereby approves promotions in academic rank as indicated below, with salary increases as approved by the Faculty contract, effective for the 2023-2024 academic year, as recommended by the President.

<u>Name</u>	<u>Division</u>	<u>From</u>	<u>To</u>
Ellen Genovesi	Math, Science & Health Professions	Associate Professor	Professor

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

C) FIRST YEAR FACULTY REAPPOINTMENTS

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

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Date of Hire</u>
Katie Carnevale	Assistant Professor	Liberal Arts	8/29/2022
Wan-Ning Yeh	Assistant Professor	Liberal Arts	8/29/2022
Nicole Hall	Assistant Professor	Liberal Arts	8/29/2022
Deanna Lawson	Assistant Professor	Business, Technology & Professional Studies	8/29/2022
Shianling Wu	Assistant Professor	Business, Technology & Professional Studies	8/29/2022

D) SABBATICAL RECOMMENDATION RESOLUTION

WHEREAS, that this Board approves the granting of a sabbatical leave for Professor Nicole Homer during the Spring 2023 Semester, Professor Homer will be released from one half course load from her teaching duties during the Spring 2023 and will teach a full load in the Fall 2023 semester; and,

WHEREAS, that this Board approves the granting of a sabbatical leave for Professor Jack Tabor during the Spring 2024 Semester, Professor Tabor will be released from teaching duties during the Spring 2024 and will teach a full load in the Fall 2023 semester; now therefore

BE IT RESOLVED, that Professor Homer will research, outline, revise, and begin the submission process for a full length book of poetry, tentatively title Fast Trail.; and

BE IT RESOLVED, that Professor Tabor will research and develop a series of podcast designed to focus on the important aspect of the reading/writing curriculum and related pedagogy spanning ENG 023 through 200 level literature.; and

BE IT FURTHER RESOLVED, that Professor Homer and Professor Tabor will return to full-time employment for at least two (2) years following completion of sabbatical leave.

VI. OPERATIONS MATTERS

Trustee Blake presented Agenda Item VI (A) through (C), for ratification, which were second by Trustee Nespoli. The resolution was read as amended and a motion to accept the resolution as read. The items were ratified with Trustees Appelget, Blake, Drennan, Minus-Vincent, Nespoli, and Puliti voting aye.

A-C) OPERATIONS AD-HOC COMMITTEE GOVERNANCE RECOMMENDATIONS RESOLUTION

WHEREAS, The Mercer County Community College Board of Trustees (“Board”) required independent investigations to be performed by LeadGood LLC Consulting (“LeadGood”) in 2021 and 2022 on behalf of the College’s Human Resources Department. LeadGood also provided the Board with governance recommendations involving selected Board Policies and Bylaws designed to foster ethical leadership, improve workplace conditions as well as culture and climate issues; and

WHEREAS, an Operations Ad-Hoc Committee was created by the Board on December 8, 2022 and reviewed the proposed governance recommendations and outlined steps to improve, enhance and/or revise all appropriate College policies. The Ad-Hoc Committee provided an initial report on its deliberations, activities, and recommendations to the full Board at the February 16, 2023, Trustee meeting; and

WHEREAS the Ad-Hoc Committee now makes the following recommendations to the Board for approval, and in doing so, has completed its charge. Moving forward, any remaining tasks related to these Governance recommendations will be undertaken by Operations Committee members:

- A. College policies are currently housed in a document referred to as the “Operating Manual of the Board.” The Ad-Hoc Committee recommends changing this title and related acronym. Moving forward, College policy and Trustee bylaw documents will be referred to as the Policy Manual of the Board with the acronym “PMB”; and
 - 1a. The Ad-Hoc Committee considered revisions to policies that support a speak-up culture including, but not limited to, the College’s anti-retaliation policy. The Ad-Hoc Committee further recommended that Trustees are governed by the Code of Ethics detailed in Article Section 4(F) of the bylaws and recommend that the Board approve the attached revisions to Policy 380 to remove any reference to the word “Trustees” to confirm that Policy 380 only applies to College officers; and
 - 1b. The Ad-Hoc Committee hereby recommends that the Board direct College Counsel to review the College’s existing Anti-retaliation (C.E.PA. or whistleblower) policy and outline revisions to the Operations Committee which clarify and reaffirm the College’s commitment to protecting its staff who come forward with reports; and
 - 1c. The Ad-Hoc Committee hereby recommends that the Board direct the College President to provide anti-retaliation training to members of the Board, College

Officers, and staff members which focuses on creating a lawful and healthy workplace environment and respect in interacting with all members of the College community; and

- 1d. The Ad-Hoc Committee further hereby recommends that the Board direct the College President to provide training to College Leadership on how to communicate candidly while understanding and complying with confidentiality obligations; and
- 2 a/b. The Ad-Hoc Committee recommends that the Board direct the Operations Committee to work with College Counsel to clarify Article III, Section 4(A)'s definition of respect and to develop a more fulsome code of conduct.
- 2c. The Ad-Hoc Committee recommends that the Board direct the Operations Committee to work with College Counsel to review and identify existing policies that would protect against harassment and bullying.
- 3a. The Ad-Hoc Committee recommends that the Board direct the Operations Committee to work with College Counsel to provide reminders of the confidentiality obligation to Trustees during meetings that involve a closed or executive session as defined by New Jersey's Sunshine law. The Ad-Hoc Committee further directs the President, in her Board Secretary role to facilitate annual in-house training and education for Trustees designed to foster a better understanding of confidentiality and privacy obligations and laws.
- 3b. The Ad-Hoc Committee recommends that the Board direct the Operations Committee, in the spirit of shared governance and implementing best practices, directs the Human Resource Department and President to develop and recommend changes to the President's annual performance evaluation. The Ad-Hoc Committee further recommends that the Board direct the College President and the Human Resources Department to develop and implement policies and training to ensure that College staff follow the highest standards in the College's hiring, retention and promotion practices.
4. The Ad-Hoc Committee recommends that the Board direct the Operations Committee to review, prioritize and recommend other policies that support a speak up culture and the best practices and considerations identified at the August 19, 2022 Board retreat; now therefore

BE IT RESOLVED, that the Board of Trustees hereby approves the above recommendations of the Ad-Hoc Committee and directs the Operations Committee, College President and College Counsel to implement the above recommendations.

- D) FEBRUARY 2023 REPORTABLE CRIMES, FIRES, AND OTHER EMERGENCIES
The members of the Board noted receipt and review and ratified the report, which is attached. (Attachment #5)

E) COLLEGE COPYRIGHT POLICY

BE IT RESOLVED, that the Board hereby approves the proposed College Copyright Policy 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 #6)

F) OMB 470 – GENERAL EDUCATION POLICY

BE IT RESOLVED, that the Board hereby approves the proposed revised General Education Policy (OMB 470) 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 #7)

G) OMB 701 – ADVISORY COMMISSIONS

BE IT RESOLVED, that the Board hereby approves the proposed revised policy on Advisory Commissions (OMB 701) 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 #8)

VII. AUDIT REPORT

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

WHEREAS, Suplee, Clooney & Company LLP has completed the audit for the College for FY 2022; and

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

BE IT RESOLVED, that the Board of Trustees hereby accepts the audit report for the College for the fiscal year ending June 30, 2022.

Trustee Puliti inquired about the billed and uncollected amounts for capital projects. Mr. Robert Butvilla of Suplee Clooney noted the Chapter 12 funds are for capital projects and receivable is on the books for \$10 million dollars. Chair Drennan asked how many years back has the college not received the Chapter 12 funding, which Mr. Butvilla confirmed to be 2018. Trustee Puliti was concerned on how this effected the college. Ms. Laura Schepps, Vice President of Finance & Administration, explained that the college approves capital projects, lays out the money and then asks the county for reimbursement. Ms. Schepps further explained that the college made a decision to put on hold Chapter 12 funded projects, except for those that relate to safety. Chair Drennan asked if any non-Chapter 12 money is used for capital projects and how was the college covering the costs. Ms. Schepps explained that ARP funds and other budget were used.

VIII. NEW JERSEY COUNCIL OF COUNTY COLLEGES REPORT

Dr. Nespoli shared current New Jersey and federal updates.

- New Jersey Statehouse Update – Governor Murphy delivered his proposed FY2024 state budget on February 28th. It contains some good news for community colleges, but some not so good news as well.

- We are grateful that the Governor has proposed another expansion to the Community College Opportunity Grant (CCOG) program. When first created, CCOG provided free community college tuition for students with income up to \$60,000. It later was expanded to provide 50 percent of tuition costs for students with income of \$60,000-\$80,000. The Governor has now proposed a further expansion of CCOG to provide 1/3 of tuition costs for students with income from \$80,000-\$100,000
- On the other hand, we are disappointed that the Governor has proposed level operating aid for community colleges. This is the funding that helps support the programs, services, and infrastructure necessary to run a college. By way of comparison, the Governor has again proposed a significant increase in basic formula funding to K-12, which is of course very important. Community college leaders believe that similar ongoing operating support for community colleges should be a similar priority.
- Federal Update – President Biden released his proposed federal budget for FY2024. The Biden Administration continues to make increases to the Pell student aid grants a top priority. Specifically, the White House has proposed an \$800 increase in the maximum Pell award to \$8,200/year. These student grants cover tuition plus related costs to attend college like books, housing, and transportation – which are considerable even for commuting students.

IX. Chair's Report

- Chair Drennan acknowledged Woman's History month and the Girl Scouts' birthday on March 12th.

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

Respectfully submitted,



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



Attachment #1

Agenda Item IV (A)

27-Feb-23

	FY2023		Feb-23	Over/(Under)	Actual %	Expected %	Variance %
	Annual Budget	YTD Budget	YTD Actual	YTD Budget	Used/Earned	Used/Earned	Used/Earned
Revenues:							**
State of New Jersey	7,344,000	4,896,000	4,960,736	64,736	67.55%	66.67%	0.88%
Mercer County	18,963,840	12,642,560	11,062,240	(1,580,320)	58.33%	66.67%	-8.33%
Tuition & Fees Total	26,726,240	26,010,740	25,643,167	(367,573)	95.95%	97.32%	-1.38%
Non-Credit Tuition & Fees	450,000	300,000	425,768	125,768	94.62%	66.67%	27.95%
Other*	3,040,500	2,027,000	3,447,702	1,420,702	113.39%	66.67%	46.73%
Total Revenue	56,524,580	45,876,300	45,539,614	(336,686)	80.57%	81.16%	-0.60%
<i>** Negative variance in the expected revenue equates to unfavorable anticipated earnings</i>							
Salaries - 59.28% of total Budget	33,509,501	21,910,058	22,598,186	688,127	67.44%	65.38%	2.05%
Benefits - 20.75% of total Budget	11,728,336	7,668,527	6,616,477	(1,052,050)	56.41%	65.38%	-8.97%
Total Salary and Benefits - 80.03% of total Budget	45,237,837	29,578,586	29,214,663	(363,923)	64.58%	65.38%	-0.80%
<i>- Salaries and Benefits allocated below</i>							
Expenses:							
Instruction	26,035,344	17,356,896	16,877,918	(478,978)	64.83%	66.67%	-1.84%
Academic Support	3,294,617	2,196,411	1,844,011	(352,400)	55.97%	66.67%	-10.70%
Student Services	5,322,559	3,548,373	3,958,604	410,232	74.37%	66.67%	7.71%
Institutional Support	15,256,169	10,170,779	10,741,319	570,539	70.41%	66.67%	3.74%
Plant Operations	6,615,891	4,410,594	3,853,405	(557,189)	58.24%	66.67%	-8.42%
	56,524,580	37,683,053	37,275,258	(407,795)	65.95%	66.67%	-0.72%
<i>** Negative variance in the expected expense equates to favorable cost savings</i>							
Key Budget Items (Included Above):							
Utilities	1,880,000	1,253,333	1,172,625.2	(80,708)	62.37%	66.67%	-4.29%
Custodial Contract	895,000	596,667	572,722	(23,944)	63.99%	66.67%	-2.68%
Maintenance, Grounds and Equipment	2,100,000	1,400,000	1,077,184	(322,816)	51.29%	66.67%	-15.37%
IT Management, Computer Software and Hardware	2,300,000	1,533,333	885,004	(648,330)	38.48%	66.67%	-28.19%
	7,175,000	4,783,333	3,707,536	(1,075,798)	51.67%	66.67%	-14.99%
Total Expenditures	56,524,580	37,683,053	37,275,258	(407,795)	65.95%	66.67%	-0.72%
Surplus/(Deficit)	-	8,193,247	8,264,356	71,109			
Other Revenue Key Items*:							
WWFM Listener Donations	503,000	335,333	244,624	(90,709)	48.63%	66.67%	-18.03%
Conference Center and Food Commissions	174,600	116,400	234,884	118,484	134.53%	66.67%	67.86%
Partner Schools (Rutgers, William Patterson, FDU)	260,000	173,333	117,749	(55,584)	45.29%	66.67%	-21.38%
Mercer Institute	200,000	133,333	276,548	143,215	138.27%	66.67%	71.61%
Kelsey Theater	230,000	153,333	187,526	34,192	81.53%	66.67%	14.87%
Tower Rentals	225,000	150,000	259,657	109,657	115.40%	66.67%	48.74%
Facility Rentals	450,000	300,000	499,127	199,127	110.92%	66.67%	44.25%
Bookstore	150,000	100,000	66,218	(33,782)	44.15%	66.67%	-22.52%
Summer Camps (Tomato Patch/Athletics/Camp Colle	500,000	500,000	322,503	(177,497)	64.50%	100.00%	-35.50%

**MERCER COUNTY COMMUNITY COLLEGE
 FINANCE OFFICE**

**INVESTMENT DETAIL
 FOR THE PERIOD ENDING FEBRUARY 28, 2023**

<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>TERM & INTEREST</u>		<u>AMOUNT</u>
		<u>RATE</u>	<u>DUE</u>	
02/28/23	BANK OF PRINCETON	3.50%	N/A	591,141.20
02/28/23	BANK OF PRINCETON	4.00%	1/23	537,239.10
02/28/23	FIRST BANK	3.85%	N/A	1,060,073.06
02/28/23	WELLS FARGO BANK BALANCE	1.85%	N/A	4,882,639.83
02/28/23	CASH MANAGEMENT FUND-NJ	4.37%	N/A	<u>10,644,869.64</u>
				<u>\$ 17,715,962.83</u> *
	<u>LONG TERM INVESTMENTS</u>			
02/28/23	WELLS FARGO BANK - UNEMPLOYMENT TRUST	3.30%		<u>\$ 504,782.33</u>

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

MCCC PURCHASE ORDER REPORT
 \$7,500.00 - \$37,500.00
 DATE OF BOARD MEETING: March 16, 2023

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

P. O. #	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P16028	1/25/23	Ricoh USA Philadelphia, PA	\$35,484.61	10-07-01-03-301404-69330	NJ State Contract #40467
Ricoh printing equipment for the Print Shop.					
B7722	1/26/23	Trenton Parking Authority Trenton, NJ	\$9,750.00	10-04-02-02-208001-62134	Exemption: Public Entity
Five (5) months' rent for parking at Trenton Parking Authority lot.					
B7725	1/26/23	Open Systems Integrators Hamilton, NJ	\$12,437.12	70-07-01-03-701511-76101	ESCNJ 21/22-41
AD Building Fire Alarm Renovations. Paid by Chapter 12.					
P16356	1/26/23	Middle States Commission on Higher Education Philadelphia, PA	\$7,980.00	10-06-01-03-301001-63000	Exemption: Professional Services
Middle States Commission on Higher Education Self-Study Evaluation fees.					
P16361	1/26/23	Arc Mercer Ewing, NJ	\$12,384.90	10-06-01-03-301001-62335	MCCC RFB #1815
December 2022 JKC and Quakerbridge Shuttle fees.					
P16382	1/30/23	Ripken Experience Myrtle Beach, SC	\$11,068.00	61-05-01-04-402001-62210	Exemption: Unspecifiable Services
Final payment for Spring Training for the Baseball team.					
P16383	1/30/23	Adams, Gutierrez & Lattiboudere, LLC Iselin, NJ	\$9,899.50	10-06-01-03-301001-64105	Exemption: Professional Services
Professional Legal Services.					
B7727	1/31/23	Pitney Bowes Reserve Account Salt Lake City, UT	\$30,000.00	10-07-01-03-301404-65031	NJ State Contract #40467
Bulk mailing services for FY 2023.					

MCCC PURCHASE ORDER REPORT
 \$7,500.00 - \$37,500.00
 DATE OF BOARD MEETING: February 26, 2023

Purchases over \$7,500 require three (3) quotes or over \$37,500 require Publically Advertised Bids unless specifically exempted by New Jersey County College Contract Law N.J.S.A. 18A:64A-25.5(a)

Budget lines beginning with "2" indicate grant funded

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
B7728	1/31/23	United States Postal Service Philadelphia, PA	\$30,000.00	10-07-01-03-301404-65020	Exemption: Public Entity

First Class Mail postage for FY 2023.

P15448	1/31/23	Shakespeare 70 Lawrenceville, NJ	\$8,803.55	33-03-01-02-209001-42518	Exemption: Entertainment
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Box Office Split for "An Ideal Husband" and "Romeo and Juliet" at the Kelsey Theatre.

P16424	2/6/23	Insight Public Sector, Inc. Dallas, TX	\$14,472.00	10-01-01-03-301306-69642	NJ State Contract #20-TELE-01512
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Quest KACE help desk software for IT for FY 2023.

P16427	2/6/23	Lindenmeyer Munroe Moonachie, NJ	\$10,900.00	10-06-01-03-301001-61002	MCCC RFQ #2326
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Copy paper order for the Mailroom.

B7687	2/13/23	Kucker Haney Paint Hamilton, NJ	\$11,000.00	10-07-01-03-301401-61580	MCCC RFQ #2322
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Paint supplies for FY 2023.

P15444	2/13/23	Theater to Go Lawrenceville, NJ	\$12,586.56	33-03-01-02-209001-42518	Exemption: Entertainment
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Box Office Split for "Other Desert Cities" and "Fantasticks" at the Kelsey Theatre.

P16461	2/14/23	Copyright Clearance Center, Inc. Danvers, MA	\$8,287.50	10-04-01-02-200300-64540	Exemption: Library Materials
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Copyright Clearance agreement renewal for the Library for training and securing copyrights for resources used by instructors.

P16476	2/16/23	Township of Hamilton Hamilton, NJ	\$22,367.50	10-07-01-03-301401-68130	Exemption: Public Utilities
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West Windsor Campus sewer supply for FY 2023 (6 month time period).

MCCC PURCHASE ORDER REPORT
\$7,500.00 - \$37,500.00
DATE OF BOARD MEETING: March 16, 2023

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

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P16511	2/21/23	Decotiis, Fitzpatrick Cole, LLC Paramus, NJ	\$25,000.00	10-06-01-03-301001-64105	Exemption: Professional Services

Contract negotiation fees for College Unions.

B7738	2/21/23	Karas Enterprises West Chester, PA	\$26,370.00	10-05-01-02-200207-64105	MCCC RFP #2305
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CART closed-captioning services for Center for Inclusion, Transition and Accessibility. Mandated by the Americans with Disabilities Act (ADA).

MCCC

Attachment #4
Agenda Item V (A)

MERCER COUNTY COMMUNITY COLLEGE

Appointment, Ratification of Appointments, Stipends, and Receipt of Staff Separation Report

RESOLUTION

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

Board of Trustees Meeting
March 16, 2023



Human Resources Office

To: Deborah Preston, Ph.D.
From: Barbara Basel, Vice President for Human Resources
Date: March 1, 2023 (Revised 3/6/23)
Re: Ratification of Appointments

The following appointment has been made since February 1, 2023.

Effective Date of /Hire	Department	Name	Title	Salary	Range	FLSA
2/20/23	Academic Affairs	Elizabeth Bristia	Counselor, Gear-up/Youth College	\$42,500.00	\$42,451.00 - \$64,461.00	Exempt
3/6/23	College Advancement	Tatiana Dodge	Director of Development & Alumni Relations	\$80,000.00	\$54,110.00 - \$86,922.00	Exempt
3/6/23	College Advancement	Jenna Lawson	Development Specialist - Special Projects	\$55,000.00	\$42,872.00 - \$67,305.00	Exempt
3/6/23	Academic Affairs	Summer Patterson	Administrative Specialist II, Community Education and Training (CET)	\$41,900.00	\$35,295 - \$61,345	Non-Exempt, Hourly
3/6/23	Student Affairs/Financial Aid	Carolina Perez	Financial Aid Advisor	\$61,500.00	\$42,451.00 - \$64,461.00	Exempt
2/20/23	Academic Affairs - Business, Technology and Professional Studies	Janien Rosenberger	Department Specialist, Aviation	\$47,500.00	\$36,512.00 - \$64,346.00	Non-Exempt, Hourly



Human Resources Office

March 1, 2023

To: Deborah Preston, PhD., President
From: Barbara Basel, Vice President for Human Resources
Date: March 1, 2023
Re: Promotions/Reclassifications/Equity Adjustments/Pay

The following Promotions/Reclassifications have been made since February 1, 2023.

Effective Date of Promotion/ Salary Adjustment	Department	Name	Current Title/New Title	Current Base Salary	Adjusted Base Salary
3/5/2022	Student Affairs - Registrar	Jeff Cooper	Current Title: Assistant Registrar New Title: Registrar	\$68,709.00	\$88,709.00



Human Resources Office

To: Deborah Preston, Ph.D., President

From: Barbara Basel, Vice President for Human Resources

Date: March 1, 2023

Re: Ratification of Stipends

The following stipends have been made since March 4, 2023.

Effective Date of Stipend	Department	Name	Title	Stipend Based on Additional Duties	Purpose
3/20/2023	Human Resources	Jeby Matthew	Business Partner	\$290.05 paid bi-weekly through June 30, 2023 or until the Department hires an HRIS Coordinator whichever comes first	Additional duties for a vacancy in the department
3/20/2023	Human Resources	Audrey Mostrowski	Benefits Coordinator	\$252.68 paid bi-weekly through June 30, 2023 or until the Leave Specialist return from leave.	Additional duties for due to extended leave in the department
2/20/2023	Facilities and Maintenance	Jonathan Bogdan	Craftsman, HVAC	\$246.12 bi-weekly, February 20, 2023 – May 1, 2023, or until the vacancy is filled.	Additional duties for a vacancy in the department
2/20/2023	Facilities and Maintenance	Robert Bowman	Craftsman, HVAC	\$343.87 bi-weekly, February 20, 2023 – May 1, 2023, or until the vacancy is filled.	Additional duties for a vacancy in the department
1/3/2023	Facilities and Maintenance	Raymond Andrejczik	Team Leader, Warehouse and Office Services	\$229.71 bi-weekly, January 3, 2023 – May 1, 2023, or employee returns from leave or whichever is first	Additional duties for due to extended leave in the department
1/3/2023	Facilities and Maintenance	Jerry Simicsak	Messenger Driver II	\$250.18 bi-weekly, January 3, 2023 – May 1, 2023, or employee returns from leave or whichever is first	Additional duties for due to extended leave in the department



Human Resources

March 1, 2023

To: Barbara Basel, Vice President of Human Resources
From: Jeby Mathew, Coordinator HRIS Operations, Human Resources
Subject: **Separation Report for February 2023**

Date	Name	Title	Division	Type*
02/02/2023	Brian Cody	Assistant Director	Upward Bound/JKC	RS

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



To: Dr. Simmons
Interim Vice President- Student Affairs

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

Date: March 01, 2023

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 please accept the following information:

For the calendar month of February 2023, there were no reported Clery related offenses or occurrences reported through College Safety and Security.

End of report



Office of Academic Affairs
Business Process

College Copyright Policy

OVERVIEW:

Under the direction of the Vice President for Academic Affairs all MCCC faculty, staff and students shall ensure compliance with this policy:

- This policy applies to all MCCC faculty, staff, and students.
- This policy covers all copyrighted works of others that are incorporated in college documents, publications, courses, computer, or electronically formatted files of origin.
- Use of copyrighted works under this policy includes, but are not limited to:
 - Reproduction of the work.
 - Distribution of the work to others by sale, rental, lease, or broadcasting.
 - Performance of the work in the case of performing arts, audio, and audiovisual work.
 - Displaying the copyrighted work, including audiovisual works by broadcasting and on Web sites. Written permission from the owner of the copyright is required in all these instances.

This Policy has been drafted with the intent to not be inconsistent with applicable provisions of copyright law and negotiated agreements involving a bargaining unit (e.g., between the State of New Jersey and the Council of New Jersey State College Locals, AFT, AFL-CIO, the “AFT Contract”) and to the extent feasible, this Policy is to be interpreted consistent with applicable provisions of copyright law and negotiated agreements. In cases in which that is not feasible, the contradictory provisions of this Policy shall be deemed inapplicable to the extent required to remove the inconsistency and the applicable provisions of copyright law and negotiated agreements shall prevail in that order of precedence.

The College does not condone copyright infringement by any faculty, staff or student; individuals who violate copyright are not protected by the College and may be subject to college disciplinary actions, civil litigation and/or criminal prosecution. Files belonging to the College or any College employee and containing copyrighted material may be subject to subpoena.

PURPOSE:

To provide guidance and a framework for administration, faculty, staff, and students in creating, licensing, and making use of copyrighted materials.



Office of Academic Affairs
Business Process

DEFINITIONS:

Copyrighted content is an original work of authorship regardless of its format or the medium in which it is published.

Copyright Owner: “Copyright owner”, with respect to any one of the exclusive rights comprised in a copyright, refers to the owner of that particular right.

Copyrighted academic content: Use is defined as learning objects of any kind- print or electronic, course readings and literature- print or electronic, visual reproductions- print or electronic including streaming media, and audio recordings – vinyl, CD, electronic, or streaming.

Administrative copyrighted content: Use is defined as MCCC created copyrighted content published in college publications or made available on college or college-affiliated web sites.

The United States Copyright Law of 1976 (Title 17 of the United States Code, hereinafter referred to as the “Copyright Act”): This policy applies only to copyrighted materials. Works authored by the United States Government or by some states are not copyrighted. Works published after March 1, 1989, are presumed to be under copyright protection. States and their instrumentalities are liable for violations of the Copyright Act and all remedies for copyright infringement applies to states as well as to private individuals (See P.L. 101-553, amending chapters 5 and 9 of title 17).

Fair Use: The doctrine of fair use represents an attempt to strike a balance between the constitutional provisions for free speech and appropriate compensation to authors, as protected by copyright law. The Copyright Act, specifically subsection 107, states that copyrighted materials may be reproduced under special circumstances which constitute fair use. The following factors are to be considered in determining fair use. Review fair use guides such as this example: <https://guides.lib.utexas.edu/fairuse/home> University of Texas at Austin (utexas.edu)

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes
2. The nature of the copyrighted work
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole
4. The effect of the use upon the potential market for or value of the copyrighted work. (17 U.S.C. 107)

As a non-profit, publicly supported institution of higher learning, Mercer County Community College exists to advance knowledge through research, study and teaching, and to provide services to its students and learning community for instruction and the public good. Therefore, reproductions or copies made in compliance with Fair Use stipulations can be assumed to be for non-commercial educational purposes.

Takedown Request: Any request received by anyone at the college in writing or by email from an owner of copyrighted work or their designated agent claiming there is reason to believe their copyrighted content is being infringed upon.



Office of Academic Affairs
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Copyright Clearance Center: Helps organizations integrate, access, and share information through licensing, content, software, and professional services.

PROCEDURE AND GUIDELINES:

The following procedures and guidelines have been adopted by Mercer County Community College to provide faculty, staff, and students with general guidance on the use of copyrighted works and to reduce the risk of copyright infringement.

Copyright infringement is a criminal act, as well as a civil violation and may result in grave consequences to the College and to the individual:

- Mercer County Community College faculty, staff and students must comply with all provisions of United States Copyright Law of 1976, as amended (Title 17, United States Code).
- Submit general copyright questions to the MCCC director of library services. The Copyright Clearance Center provides guidance and assistance on detailed copyright concerns.
- Takedown requests should be directed to the college's Chief Information Technology officer, the college Webmaster with a copy to the requestor's supervisor and the Director of Libraries.
- Faculty and staff are required to comply with The TEACH Act – US Copyright Law, Chapter 1, section 110(2).
- Except as allowed US Copyright Law and the TEACH ACT, it is a violation of law to copy, distribute, perform, digitally transmit (in the case of sound recordings), or to create a new work based upon a copyrighted work without the permission of the copyright owner.



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Business Process**

Any copying of copyrighted material which exceeds these limits must have the written permission of the copyright holder or royalty fees must be paid:

1. Examples of “brevity” are:
 - Prose: either a complete article, story or essay of less than 2,500 words or an excerpt from any prose work of not more than 1,000 words or 10 percent of the work, whichever is less, but, in any event, a minimum of 500 words. Each of these numerical limits may be expanded to permit the completion of an unfinished line of an unfinished prose paragraph.
 - Illustration: one chart, graph, diagram, drawing, cartoon or picture per book or periodical issue.
 - Special works: Certain works in prose often combine language and illustration and fall short of 2,500 words in their entirety. Such special works may not be copied in their entirety, but an excerpt comprising not more than two pages and containing not more than 10 percent of the words found in the text may be copied.

2. Examples of “spontaneity” are:
 - The copying is an immediate need as a result of the inspiration of the individual faculty member.
 - The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission to copy from the copyright holder.

3. Examples of “cumulative effect” are:
 - The copying is for only one course in the school.
 - Not more than one short article, story or essay or two excerpts is copied from the same author, nor more than three from the same collective work or periodical volume during one class semester.
 - There are not more than nine instances of such multiple copying for one course during one class semester.

4. Examples of prohibitions based on brevity and spontaneity are:
 - Copying used to create, replace or substitute for anthologies, compilations or collective works, regardless of whether copies of various works or excerpts therefrom are accumulated or are reproduced and used separately;
 - Copying of or from works intended to be “consumable” in the course of study or of teaching. These include workbooks, exercises, standardized tests, test booklets, answer sheets and similar consumable materials.



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- Copying to substitute for the
 1. to substitute for the purchase of books, publishers' reprints or periodicals;
 2. that is directed by higher authority (e.g., a faculty member directing students to copy an article);
 3. which is repeated with respect to the same item by the same faculty member from semester to semester.
 4. where costs and charges for copying are charged to the student beyond the actual cost of the photocopying.

Quick Guide for Audio-Visual Copying and Use: Audio-visual copying (including videotapes and DVDs) must meet the standards of fair use. Generally, copying material to another format is not acceptable without permission.

Classroom Use: Face-to-Face: In-classroom use of copyrighted audio visual materials is permissible if the performance or display of a work by instructors or pupils is in the course of face-to-face teaching activities of a non-profit educational institution, in a classroom or similar place devoted to instruction, unless, in the case of a motion picture or other audio visual work, the performance, or display of individual images, is given by means of a copy that was not lawfully made under this title, and that the person responsible for the performance knew or had reason to believe was not lawfully made. (17 U.S.C. Section 110)

Transmission of Audio-Visual Materials to the Classroom: By definition, transmission of AV materials to classrooms, homes or work sites constitutes public performances and requires appropriate licenses. Educational institutions have special exemptions allowing transmission of performances of a nondramatic literary or musical work or display of a work, by or in the course of a transmission if: a. the performance or display is a regular part of the systematic instructional activities of a governmental body or a nonprofit educational institution; and b. the performance or display is directly related and of material assistance to the teaching content of the transmission; and c. the transmission is made primarily for reception in classroom or similar places normally devoted to instruction. (17 U.S.C Section 110)

Off-Air Recording of Broadcasts for Classroom Use:

1. Broadcast programs may be recorded and retained by a nonprofit educational institution for a period not to exceed forty-five calendar days after the date of recording. At the end of the forty-five-day retention period, all off-air recordings must be erased or destroyed immediately. Broadcast programs are television programs transmitted by television stations and cable companies for reception by the general public without charge. (PBS has negotiated varying degrees of extended



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taping rights, which differ from this standard federal guideline; please consult their extended taping rights policy for further information.

2. Videotaped recordings of broadcast programs may be shown to students only within the first ten school days of the forty-five-day retention period, and they may only be shown two times: once by the teacher(s) in the course of relevant teaching activities and repeated once only when instructional reinforcement is necessary. They may be shown in classrooms and other places devoted to instruction within one building, cluster, or campus or in the homes of students receiving formalized home instruction. After the ten-day period, teachers may use the off-air recordings to the end of the forty-five-day retention period only to determine whether to purchase the videotapes or DVDs.
3. Off-air recordings may be made only at the request of and used by an instructor. They may not be recorded in anticipation of such requests. No broadcast program may be recorded off the air more than once at the request of the same teacher, regardless of the number of times that the program is broadcast.
4. A limited number of copies may be made from each off-air recording to meet legitimate teacher needs. For example, if several teachers request tapes of the same program, duplicate copies are permitted to fulfill requests. This is not a duplication license. All copies are subject to the same limitations as the original.
5. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded. Off-air recordings need not be shown in entirety, but they may not be altered or physically or electronically combined or merged into anthologies or compilations. Educational institutions are expected to establish appropriate control procedures to maintain these guidelines' integrity. (Guidelines For Off-air Recording of Broadcast Programming For Educational Purposes, 1981)

Recording Television Programs from Satellite: According to the Federal Communications Act (U.S.C., Title 47), satellite programming and transmission falls under the jurisdiction of the Federal Communications Commission. Recording from satellite requires a license and is not covered by fair use guidelines.

Guidelines: Streaming Media Company End User Agreements and Copyright:

Netflix: Netflix is the only streaming media company as of this date, see below, allowing educational use of “some” of their original educational documentaries and for the one-time educational screenings. Additional information from Netflix is here: <https://help.netflix.com/en/node/57695>:

Hulu: Hulu owns and retains all rights to the Services, and the Content is owned or controlled by Hulu and Hulu's content programmers. The Services and the Content are also protected by copyright, trademark, and other intellectual property laws. Additional information from Hulu can be found at https://www.hulu.com/subscriber_agreement.



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Disney+: <https://www.disneyplus.com/legal/subscriber-agreement>: No educational use is allowed under the User Eligibility and Registration terms by Disney+.

Amazon Prime Video: <https://www.primevideo.com/help?nodeId=202095490>: No educational use is allowed under the User Eligibility and Registration terms by Amazon Prime Video.

Paramount +: <https://www.paramountmovies.com/legal/termsofuse.php>:

NOTE: Any streaming media service or company not listed here should be verified as copyright compliant before using it for classroom instruction. Please consult a librarian.

Electronic copies of copyrighted material placed online: Copies of copyrighted materials for use in the classroom, for an assignment, or for a discussion may be posted online by a faculty member for access by students of the class, provide that:

1. Posting of journal articles, magazine articles, book passages or other copyrighted material is on a password protected website;
2. There is a limited period of time allowed for which students may access the password protected website in order to retrieve the article or copyrighted material;
3. Purpose and the character of the use is educational and noncommercial;
4. Nature of the copyrighted works being posted is predominately factual (such as a paper from a scientific journal);
5. Effect of the use will not be substantially adverse to the potential market for or value of the copyrighted works; and
6. Good faith attempt was made to limit the use of the copyright works for educational purposes.

Digitizing Images for Educational Purposes:

1. Lawfully acquired analog images may be digitized for educational purposes unless such images may be acquired by purchase or licensing at a fair cost in digital form. If the material is readily available in digital form, permission is required to digitize such analog images.
2. Low-resolution thumbnail images may be created from lawfully acquired images for use by students currently enrolled in courses. Access to these images must be terminated at the end of the academic term.



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3. Students may download images and print them for their own study and completion of assignments, and they may publicly display these images in their assignments. Images displayed in assignments may also be kept in students' portfolios after the academic term has ended.
4. The college may display these digitized images through its own secure electronic network, and access is not allowed beyond this network.
5. Instructors lawfully acquired digital images may be displayed for classroom use through the college's secure electronic network. Instructors may also use these images when participating in academic conferences.
6. Instructors may have existing, lawfully acquired analog images digitized without permission if an immediate need arises in the classroom. However, permission should still be sought for this digitization.
7. Older analog material which was lawfully acquired may be digitized for immediate educational use. However, simultaneously, an attempt must be made to identify the copyright holders and to seek permission for both immediate use and continued use.

Web Based, Public Learning Material: College materials that are posted for public educational use are subject to normal copyright restrictions. Copyrighted material should not be posted unless permission has been granted by the copyright holder. If the material has been created for educational purposes or has relied substantially upon the use of college resources, the College shall be the holder of the copyright.

Copyrighted Material Incorporated into Articles, Books, Courseware, and Videos: Faculty, staff and students shall carefully consider the use of copyrighted material in all works prepared by them. This includes any copyrighted work of others incorporated in journal articles, books, courseware, software, video and conference material created for academic research as well as educational purposes. Faculty and staff are required to obtain permission and/or licenses from the copyright owner in order to reproduce, publish, distribute or display the copyrighted work.

Seeking Permissions: Permissions for copyrighted materials may be obtained through a variety of mechanisms. For most of the journal literature, permissions information is available at the Copyright Clearance Center, Inc. (CCC), 222 Rosewood Drive, Danvers, MA 01923, telephone (508)750-8400, fax (508) 750-4744. Many book publication permissions may be obtained at CCC as well. Publishers of books frequently provide addresses for their authors.

Non-compliance with this policy may result in disciplinary actions under, college employee and student policies and procedures, civil litigation, and/or criminal prosecution.

Responding to a Cease and Desist Letter: When a published item or recording has been infringed on, the copyright holder of the published item or recording might choose to file a takedown request under the Digital Millennium Copyright Act, 1998 enacted H.R. 2281 (P.L. 105-304). It is possible that a copyright infringement notice will be sent directly to the person who has posted the item. This notice usually comes in



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the form of a copyright infringement notice letter / email.

If you are in receipt of such a notice, immediately contact the office of the Assistant Vice-President for Academic Affairs. Each instance requires an appropriate response, which the Assistant Vice-President's office will determine.

Training: The Copyright Clearance Center will provide training and online tutorials as well as online assistance. In addition, the college will offer intermittent training sessions.

*Updated 3.3.22
Academic Affairs*



Academic Affairs

March 3, 2023

To: Dr. Deborah Preston, President
From: Dr. Robert Schreyer, Vice President for Academic Affairs
Subject: OMB 470– General Education Policy

The Curriculum Committee is pleased to present a revision to OMB470 – General Education Policy of Mercer County Community College Shared Governance System.

Attached please find the revisions to match the State, marked with R2023 in the file name. The second file GenEd Chart displays the comparison of changes to OMB470. These changes were limited to the Academic Program Requirements chart as shown in the attached. The changes are highlighted on the second page.

The changes that were made are in the credit distribution for AA and the removal of the note for the AS, since that is no longer mentioned in the State document. I also added another note to the table for science. This has always been in the footnote from the state. We have included it on our Curriculum documents, but it never made it in the OMB and it should be included.

We are requesting submission to the March Board of Trustees meeting for final approval.

Recommended and approved for presentation to the Board of Trustees:

A handwritten signature in blue ink, appearing to read "R. Schreyer", written over a horizontal line.

Robert Schreyer, Vice President of Academic Affairs

03/03/2023

Date

A handwritten signature in blue ink, appearing to read "Deborah E. Preston", written over a horizontal line.

03 / 02 / 2023

Deborah Preston, President

Date



Curriculum Committee

February 23, 2023

To: Dr. Robert Schreyer, Vice President Academic Affairs

From: Betty Peterson, Curriculum Committee Chair *BP*

Subject: Revisions to OMB470 – General Education Policy

The Curriculum Committee is pleased to present a revision to OMB470 – General Education Policy of Mercer County Community College Shared Governance System.

Attached please find the revisions to match the State, marked with R2023 in the file name. The second file GenEd Chart displays the comparison of changes to OMB470. These changes were limited to the Academic Program Requirements chart as shown in the attached. The changes are highlighted on the second page.

The changes that were made are in the credit distribution for AA and the removal of the note for the AS, since that is no longer mentioned in the State document. I also added another note to the table for science. This has always been in the footnote from the state. We have included it on our Curriculum documents, but it never made it in the OMB and it should be included.

We are requesting submission to the March Board of Trustees meeting for final approval.

A handwritten signature in black ink, appearing to read "Rob Schreyer", is positioned above a horizontal line.

Dr. Robert Schreyer
Vice President, Academic Affairs

MCCC

OMB 470

GENERAL EDUCATION POLICY

Mercer County Community College is committed to providing each student with an educational experience that is shaped by the best traditions of higher learning as it addresses the demands of the modern world. For all graduates of degree and credit-bearing certificate programs, this experience includes general education.

The extent to which approved general education courses are required in the various degree and certificate programs is specified in the chart entitled **Academic Program Requirements for General Education**. These requirements may be met through general education courses specified in the design of the program, or through elective choices (from the approved list) afforded to the student in consultation with his or her advisor. These are the minimum requirements; as appropriate to the program, more general education courses may be required. Exceptions may be approved by the President when these requirements are inconsistent with external requirements for program accreditation or student transfer.

The faculty and administration share responsibility for assessing the General Education Institutional Learning Goals and Objectives. Based on the assessment outcomes, courses, programs and this policy should be modified in response.

Academic Program Requirements for General Education

General Education Goals Category	A.A. Credits	A.S. Credits		A.A.S. A.F.A. A.S. Nursing Credits	Certificate Credits
Goal 1: Communication - <i>Written and Oral Communication</i>	9 Must be 6 credits of Composition	6	6	6 Must be 3 credits of Composition	3 Must be 3 credits of Composition
Goal 2: Mathematics - <i>Quantitative Knowledge and Skills</i> 3 - 8 cr.	6	9	3	3	3
Goal 3: Science - <i>Scientific Knowledge and Reasoning</i> 3* - 8 cr. *At least 3 credits of a Lab Science					
Goal 4: Technology - <i>Technological Competency</i> 0 - 4 cr.					
Goal 5: Social Science - <i>Society and Human Behavior</i>					
Goal 6: Humanities - <i>Humanistic Perspective</i>	6	3	3	3	
Goal 7: History - <i>Historical Perspective</i>	3				
Goal 8: Diversity courses - <i>Diversity and Cultural Awareness</i>	3				
Unassigned Gen Ed		6		8 <i>Note 1</i>	
Total	33	30		20	6

Note 1 – The 8 credits of unassigned Gen Ed must not exceed the category limits for the AS degree.

General Education – Institutional Learning Goals and Objectives

Institutional Learning Goal 1.

Written and Oral Communication in English: Students will communicate effectively in both speech and writing.

- 1.1. Students will read, write, and/or speak critically in formal American English.
- 1.2. Students will generate messages suitable to the appropriate setting and purpose.
- 1.3. Students will analyze and assess nonverbal, cultural, and gender communication in both small group and public communication settings.

Institutional Learning Goal 2.

Mathematics: Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.

- 2.1. Students will use the precise language of mathematics to develop graphical, numerical, analytical and verbal models describing quantitative relationships that exist in the world.
- 2.2. Students will investigate and interpret these models using the mathematical skills, tools and reasoning appropriate to each type of model.
- 2.3. Students will draw logical conclusions by applying a variety of mathematical problem-solving strategies.

Institutional Learning Goal 3.

Science: Students will use the scientific method of inquiry, through the acquisition of scientific knowledge.

- 3.1. Students will demonstrate an understanding of the basic facts, principles, theories, and methods of modern science.
- 3.2. Students will explain how the scientific method is used to obtain new data and advance knowledge.
- 3.3. Students will evaluate the potential of the natural sciences in human society and everyday life.

Institutional Learning Goal 4.

Technology: Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.

- 4.1. Students will demonstrate proficiency with technological devices and applications in academic and professional settings.
- 4.2. Students will analyze the impact of emerging technologies on modern society.

Institutional Learning Goal 5.

Social Science: Students will use social science theories and concepts to analyze human behavior and social and political institutions and to act as responsible citizens.

- 5.1. Students will critically evaluate behavioral or societal issues using theories and concepts from a social science discipline.
- 5.2. Students will demonstrate an understanding of the ways social scientists gather and analyze data, integrate knowledge, and draw conclusions.
- 5.3. Students will analyze influences on human development and behavior in individual and institutional contexts.

Institutional Learning Goal 6.

Humanities: Students will analyze works in the fields of art, music, or theater; literature; philosophy and/or religious studies; and/or will gain competence in the use of a foreign language.

- 6.1. Students will draw upon the visual, literary and performing arts and/or the study of philosophical and religious systems of thought and practice in order to analyze themes and contexts, articulating their connections, meanings, and values.
- 6.2. Students will use project-based learning to critically analyze a range of historical and contemporary artifacts including performances and visual and literary works.
- 6.3. Students will demonstrate communicative competence in a language other than their own and an appreciation of that language's cultural and historical context.

Institutional Learning Goal 7.

History: Students will understand historical events and movements in World, Western, non-Western or American societies and assess their subsequent significance.

- 7.1. Students will demonstrate an understanding of the causes of major historical events and analyze the impact of those events on a nation or civilization.
- 7.2. Students will critically interpret primary and secondary historical documents and critically evaluate the influence of perspective, time, and culture on the writers' point of view.
- 7.3. Students will explain major ideas, movements, and technological discoveries, and their impact on the people and society of the United States, the West, and the world.

Institutional Learning Goal 8.

Diversity and Global Perspective: Students will understand the importance of a global perspective and culturally diverse peoples.

- 8.1. Students will recognize how geographical, social, economic, and/or historical conditions shape cultural perspectives.
- 8.2. Students will examine the behaviors and beliefs of individuals and social groups within a diverse society.
- 8.3. Students will analyze the impact of globalization on the social, economic, and political structures of various nations and cultures.

Institutional Learning Goal 9.

Ethical Reasoning and Action: Students will understand ethical frameworks, issues, and situations.

- 9.1. Students will identify the strengths, weaknesses, and relevance of different ethical perspectives and their features.
- 9.2. Students will determine a position on an ethical issue or situation using facts and logical arguments [framed within a common set of terms appropriate to the discipline].
- 9.3. Students will evaluate the morality and implication of considered action and their possible outcomes.

Institutional Learning Goal 10.

Information Literacy: Students will recognize when information is needed and have the knowledge and skills to locate, evaluate, and effectively use information for college level work.

- 10.1. Students will identify resources needed and develop appropriate search strategies.
- 10.2. Students will recognize factors that affect credibility, quality, and relevance of information.
- 10.3. Students will use information in order to communicate it to the appropriate audience.
- 10.4. Students will use information ethically regarding privacy, security, and ownership with a focus on preventing plagiarism.

Institutional Learning Goal 11.

Critical Thinking: Students will use critical thinking skills understand, analyze, or apply information or solve problems.

- 11.1. Students will distinguish among opinions, facts, values, and inferences.
- 11.2. Students will identify and evaluate diverse perspectives and underlying considerations.
- 11.3. Students will make informed judgments by focusing on relevant logical and empirical issues.
- 11.4. Students will assess and solve problems by applying general and discipline-appropriate methods and standards.

Approved: Board of Trustees December 17, 1998

Revised: April 27, 2005
October 16, 2008
July 20, 2009
September 19, 2019

Comparison of changes to OMB470. These changes were limited to the Academic Program Requirements chart as shown below. The changes are highlighted on the second page.

Original Chart from OMB 470:

Academic Program Requirements for General Education

General Education Goals Category	A.A. Credits	A.S. Credits		A.A.S. A.F.A. A.S. Nursing Credits	Certificate Credits
Goal 1: Communication - <i>Written and Oral Communication</i>	9 Must be 6 credits of Composition	6 Must be 6 credits of Composition		6 Must be 3 credits of Composition	3 Must be 3 credits of Composition
Goal 2: Mathematics - <i>Quantitative Knowledge and Skills</i> 3 - 8 cr. Goal 3: Science - <i>Scientific Knowledge and Reasoning</i> 3 - 8 cr. Goal 4: Technology - <i>Technological Competency</i> 0 - 4 cr.	12	9		3	3
Goal 5: Social Science - <i>Society and Human Behavior</i>	6	3	3	3	
Goal 6: Humanities - <i>Humanistic Perspective</i>	9	3			
Goal 7: History - <i>Historical Perspective</i>	6				
Goal 8: Diversity courses - <i>Diversity and Cultural Awareness</i>	3				
Unassigned Gen Ed		6 <i>Note 1</i>		8 <i>Note 2</i>	
Total	45	30		20	6

Note 1 – The 6 credits of unassigned Gen Ed must not exceed the category limits for the AA degree.

Note 2 – The 8 credits of unassigned Gen Ed must not exceed the category limits for the AS degree.

Proposed Chart from OMB 470 to match the new state requirements.
 Changes are highlighted below:

Academic Program Requirements for General Education

General Education Goals Category	A.A. Credits	A.S. Credits		A.A.S. A.F.A. A.S. Nursing Credits	Certificate Credits
Goal 1: Communication - <i>Written and Oral Communication</i>	9 Must be 6 credits of Composition	6 Must be 6 credits of Composition		6 Must be 3 credits of Composition	3 Must be 3 credits of Composition
Goal 2: Mathematics - <i>Quantitative Knowledge and Skills</i> 3 - 8 cr. Goal 3: Science - <i>Scientific Knowledge and Reasoning</i> 3* - 8 cr. *At least 3 credits of a Lab Science Goal 4: Technology - <i>Technological Competency</i> 0 - 4 cr.	6	9		3	3
Goal 5: Social Science - <i>Society and Human Behavior</i>	6	3	3	3	
Goal 6: Humanities - <i>Humanistic Perspective</i>	6	3			
Goal 7: History - <i>Historical Perspective</i>	3				
Goal 8: Diversity courses - <i>Diversity and Cultural Awareness</i>	3				
Unassigned Gen Ed		6		8 <i>Note 1</i>	
Total	33	30		20	6

Note 1 – The 8 credits of unassigned Gen Ed must not exceed the category limits for the AS degree.

Rationale:

The state adjusted the General Education requirements to aid our students in transfer dropping the overall number of credits from 45 to 33 for AA degrees.

The comment added to Goal 3: Science is to reflect the notes attached to the state document.

The restriction of Unassigned Gen Ed credits for the AS has been removed in the latest state document. This required the removal of the original Note 1.

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ADVISORY COMMISSIONS
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STATEMENT ON ADVISORY COMMISSIONS

I. INTRODUCTION

The Community College is a unique institution in higher education in that it is inextricably linked to the community it serves. Advisory Committees allow for community involvement from a wide-range of stakeholders that impact program development, student success, and the use of best practices. Advisory Commissions can also serve as a critical advocate and mechanism for securing resources for the academic or community program it serves. A vital and evolving College must maintain and nourish useful and productive sources of communication and feedback within the community.

Successful academic, career, training and departmental commissions result from cooperative efforts between industry and education. Advisory Commissions shall be established at Mercer County Community College to ensure student success, industry standards, workforce development and preparation, fundraising, alumni and community engagement with educational partners.

II. TYPES OF ADVISORY COMMISSIONS

The College shall recognize and establish the following types of Advisory Commissions. Every effort should be made to reflect the diversity of the College and its programs:

A. Academic Advisory Commissions

Includes: Career, Technical, Education (C.T.E.) and Externally Accredited programs

The Academic Advisory Commissions should consist of community representatives from at least one of each of the categories:

1. Public Representative: A member of the community who is not professionally involved with the discipline of the Advisory Commission and who assumes the role of a supporting taxpayer and ultimate consumer.
2. Alumni or Current Student (enrolled in program the commission serves): A part-time or full-time MCCC student or former student with an academic or career interest in the work of the Advisory Commission.
3. Industry: A member of the local business/industrial community who is a practitioner or otherwise is directly involved professionally in the discipline, service area, or products reflected by the Advisory Commission.
4. Professional and/or related organizations: A professional who is directly involved in the work, discipline or service area of the Advisory Commission and whose opinion may be indicative of the orientation of that profession.
5. Educational Partners: A recognized member of the educational community who has direct interest and involvement in the career or service area of the Advisory Commission.

*Externally Accredited Programs should meet program requirements and use this as this as a minimum threshold of representation of the committee.

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B. Community Advisory Commissions

Community Advisory Commissions shall be created, as required, on either an ad hoc or permanent basis with representatives to hold roles in which are appropriate for the purpose of the commission. These commissions may develop in accordance with needs of the College, program or department and must be appointed and approved by the President of the College. Recommendations for ad-hoc commissions may be made to the President by department heads/ division deans to be reviewed at his or her discretion.

III. FUNCTIONS OF THE ADVISORY COMMISSIONS

The functions of each advisory commission shall meet the stated mission approved by the College President and in accordance with accreditation standards to the extent of the following:

- A. Serve as a communication link between the College and community
- B. Communicating Industry standards and trends
- C. Identify community resources, opportunities for growth and financial opportunities
- D. Promote Strategic Goals of the College
- E. Identify the specific skills and suggest technical information, equipment, and facilities necessary for a program or special services;
- F. Advice on skills knowledge and attitudes required for occupations
- G. Reviews and makes recommendations for program curriculum, operations or development
- H. Identify community and or financial resources that would help to support or contribute to the success of the program or service;
- I. Keep the College informed on changes in the economy and the labor market, including specific workforce needs and surpluses;
- J. Assess program and services needs in terms of entire community served by the College;
- K. Assist in recruiting students;
- L. Provide work experience and cooperative education opportunities for students and job opportunities for graduates;

IV. MEMBERSHIP

A. Size of Advisory Commissions

Each Advisory Commission shall consist of no fewer than five and no more than twenty members.

B. Method of Appointment

A list of recommended appointments shall be compiled through referrals of the MCCC community. Recommendations for appointment shall include a professional profile, affiliation and reasons for appointment on the approved appointment commission appointment form. Recommendations are made by the academic/department head to the Division Dean or to the appropriate College leadership member. That recommendation will be submitted to the President of the College who will make the final appointment and inform the advisory member, the department head, dean/department head and College leadership member.

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C. Term of Appointment

The term of appointment for membership shall be for a minimum of one (1) year and a maximum of three (3) years on a rotating basis unless otherwise noted by the external accrediting organization which must be noted in the appointment process. Members who do not participate, fulfill the mission of the commission or represent MCCC positively can be removed by authority of the President or his/her designee.

D. Qualifications

Candidates for appointment as members to Advisory Commission shall possess the following qualifications:

Competence in the special area being served:

- Interest in the academic, career, technical, or services area and in the College;
- Willingness to accept responsibility for the commitments of time required for the appointment;
- A sense of civic and educational responsibility and a desire to contribute to the College.

V. OFFICERS & DUTIES

Each Advisory Commission will have a Chairperson who shall be an employee of MCCC and in most cases, the department or program head appointed by the President.

Their duties shall include:

1. Chairing the meetings of the Advisory Commission
2. Attend update, training and planning meeting at least twice per year or once per semester with College leadership
3. Keep minutes, schedule dates and agenda and works collaboratively with the department in which the commission is housed. Works with the Secretary on planning dates, times, places and agenda of meetings of the Commission
4. Follows College criteria for management of commission and works with the College administrative support as needed to discharge the function of the advisory commission as described in the handbook or administrative guidelines of the College
5. Recommending candidates for new or replacement appointments to the Commission
6. Welcoming new members to the Advisory Commission.
7. Ensuring information is update to date, readily and publicly available (included strengths, success and needs established by the commission)
8. Ensure Commissions meet on a regular basis at least twice per academic year or as established by the collective commission, needs of the College/program or as designated by the external accreditor. The schedule for commission meetings will be sent to the Office of Academic Affairs for community posting

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VI. MEETINGS

There shall be an annual formal meeting of all the College Advisory Commissions hosted by the President and members of the College community and members of the College Leadership Team.

There shall be a minimum of two other meetings of each Advisory Commission held each academic year. Ensure Commissions meet on a regular basis at least twice per year or as established by the collective commission, needs of the College/program or as designated by the external accreditor.

VII. COLLEGE RESPONSIBILITY

The Advisory Commission shall be provided with information regarding the purpose and function of the Commissions and the Philosophy, Mission and Goals of the College. Commission charges are done in collaboration with program or department leadership and all relevant MCCC stakeholders and approved by the College President. The College shall provide the necessary information and the opportunity for the Commissions to make recommendations and contributions to the College's programs and services.

VIII. RECOGNITION OF MEMBERS

The College shall render the following recognition of the Advisory Commissions and of Commission members:

1. The members of each Advisory Commission shall receive invitations to announcements of College events and special activities.
2. Each member shall receive an invitation to the Annual Advisory Commission Meeting (Annual Formal Meeting) which is held in their honor and to provide updates among all commissions and the MCCC community. The College will budget for and support the commission accordingly.
3. Certificate of Appreciation is presented to Commission members who are retiring or are not being reappointed. Certificates are also awarded to members who have completed five (or a multiple of five) years of service on a Commission.

Approved: Board of Trustees
November 14, 1974

Revised:

April 20, 1978

September 14, 1978

August 2, 1979

July 31, 1980

March 16, 2023