

MERCER COUNTY COMMUNITY COLLEGE
Minutes of the 681st Meeting
of the Board of Trustees
December 9, 2021

The public meeting was called to order by Chair Mark Matzen, at 6:32 p.m., via Zoom Conferencing. In addition to the Chair, the following members were in attendance: Blanca Berrios-Ohler, Angela Delli Santi, Kevin Drennan, Lenora Green, Yasmin Hernandez-Manno, Anthony Inverso, Larry Nespoli, Laura Ceras, Alumni Trustee, and Jianping Wang, President. Also present was Perry Lattiboudere, College Counsel. Absent were Winnifred Brown-Glaude and Dave 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 Ms. Delli Santi and adopted with Trustees Berrios-Ohler, Delli Santi, Drennan, Green, Hernandez-Manno, Inverso, Matzen, and Nespoli voting aye.

D) PUBLIC COMMENT

Professor Alvyn Haywood spoke, reporting that there is concern that the College does not have a direct and thorough COVID policy that follows CDC and WHO guidance to protect students and employees. He requested that the College create a policy that follows these guidelines. Dr. Heather Jennings agreed, saying there do not appear to be guidelines for those who test positive for COVID-19, to ensure a safe return to the campus, and there is very little information on the website. Chair Matzen thanked Professor Haywood and Professor Jennings for their input. He said the College is approving a resolution this evening for more rigorous testing to make sure everyone is safe. He said safety is the primary objective. Vice Chair Delli Santi echoed Trustee Matzen, saying the board came up with the fairest, safest way for the administration to carry out vaccination and testing requirements for the spring semester.

II. A) APPROVAL OF MINUTES OF THE NOVEMBER 18, 2021 BOARD MEETING

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

BE IT RESOLVED, that the minutes of the November 18, 2021 meeting of the Board of Trustees are approved as presented.

III. FINANCIAL MATTERS

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

A) MONTHLY FINANCIAL STATEMENT

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

B) INVESTMENT DETAIL

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

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

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

D) MONTHLY PAYMENT LISTS FOR NOVEMBER

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

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

E) A. WALSH IMAGING, INC.

WHEREAS, Mercer County Community College has a need to acquire a Del Medical FMT 18T Mounted Tube Stand, 800lb Four Way Float Top Table, VS300 Wall Stand, and Siemens Automatic Collimator for the Radiography program funded with New Jersey Department of Education Carl D. Perkins FY 2022 grant program funds; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.11 a. (b) authorizes a county college to make purchases and contract for services

through the use of a nationally recognized and accepted cooperative purchasing agreements*; and

WHEREAS, Mercer County Community College is a member of Premier/ Capstone Health Alliance for the procurement of goods and services at competitive pricing*; and

WHEREAS, Mercer County Community College Purchasing Policy states that when an individual vendor exceeds an annual, cumulative spending threshold exceeding \$37,500 that a Board of Trustee resolution is required, now therefore

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to contract with A. Walsh Imaging, Inc. of Pompton Lakes, NJ to acquire a Del Medical FMT 18T Mounted Tube Stand, 800 lb. Four Way Float Top Table, VS300 Wall Stand, and a Siemens Automatic Collimator for the Radiography program, paid by New Jersey Department of Education Carl D. Perkins FY 2022 grant program, in an amount not to exceed \$80,000 from December 9, 2021 to June 30, 2022. First-time purchase with this vendor for a good/service of this magnitude.

* Premier / Capstone Health Alliance contract #PP-IM-300

F) ELLUCIAN COMPANY, L.P.

WHEREAS, Mercer County Community College has a need to acquire professional and consulting services for redesign of the chart of accounts and subsequent implementation in Ellucian Colleague to streamline various Accounting processes; and

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

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

WHEREAS, Ellucian Company L.P. has completed and submitted a Business Entity Disclosure Certification which certifies that Ellucian Company L.P. has not made any reportable contributions to a political or candidate committee in Mercer County in the previous year, and the contract will prohibit Ellucian Company L.P. making any reportable contributions through the term of the contract; now therefore

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 amend the contract with Ellucian Company L.P. of Fairfax, Virginia, to acquire 350 additional hours of professional consulting services for redesign of the chart of accounts and subsequent implementation in Ellucian Colleague to streamline

various Accounting processes, through June 30, 2022, at a cost not to exceed \$80,000.

G) KARASCH ASSOCIATES

WHEREAS, Mercer County Community College has a need to acquire real-time captioning and sign language interpreter services for special need students enrolled in instructional classes in Fiscal Years FY 2022 and FY 2023; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A 18A:64A-25.4 requires every contract or agreement for the performance of any work or the furnishing or hiring of any materials and supplies which is to be paid with or out of college funds, shall be made and awarded only by the County College after public advertising for bids and bidding and therefore, the requirements to a fair and open contract process were met; now therefore

WHEREAS, of the three (3) vendors which responded to the November 3, 2020 advertised bid* for communication access real-time translation (CART) services and sign language interpretation services for special need students, Karasch and Associates was considered the most overall responsible and best value for the College; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to extend the contract with Karasch and Associates of West Chester, Pennsylvania, by exercising the one year extension option, in accordance with the resolution adopted by the Board of Trustees on January 21, 2021, to provide sign language interpreters at a cost of \$110 per hour, an evening rate of \$120 per hour and a weekend (Saturday) rate of \$120 per hour in addition to real-time captioning services at a day rate of \$115 per hour, an evening rate of \$125 per hour and a weekend (Saturday) rate of \$125 per hour, in an amount not to exceed \$110,000 from January 2022 to January 2023.

*MCCC Request for Proposal RFP #2009

H) TRANE U.S., INC.

WHEREAS, Mercer County Community College has a need to purchase material, supplies and equipment for HVAC replacement projects in the LA and AD buildings at the West Windsor campus, paid by New Jersey Chapter 12 program funds; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.11(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 has joined the Omnia Partners, Public Sector* cooperative pricing system for the procurement of goods and services at competitive pricing and offers competitively solicited and awarded service

agreements by public agencies and governmental units to insure that industry best practices, processes and procedures are applied to obtain the most cost-effective bids representing the best value for its membership; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Trane U.S. Inc., Piscataway, NJ to purchase material, supplies and equipment for HVAC replacement projects in the LA and AD buildings at the West Windsor campus for an amount not to exceed \$950,000. Paid by New Jersey Chapter 12 program funds.

First-time purchase with this vendor for any good/service of this magnitude.

*OMNIA Partners Public Sector contract #15-JLP-023

IV. HUMAN RESOURCES MATTERS

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

A) APPOINTMENTS, RATIFICATION OF APPOINTMENTS, AND STAFF SEPARATION REPORT

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

B) TENURE APPOINTMENTS

BE IT RESOLVED, That this Board hereby approves the offering of tenure appointments effective with the 2022-2023 academic year to faculty members in their fifth year of service as recommended by the President as indicated in the attached which is to be made part of the minutes of this meeting. (Attachment #5)

C) REAPPOINTMENT OF FOURTH-YEAR FACULTY MEMBERS

BE IT RESOLVED, That this Board hereby approves the offering of new appointments effective with the 2022-2023 academic year to certain faculty members currently in their fourth year of service, as recommended by the President as indicated in the attached which is to be made part of the minutes of this meeting. (Attachment #6)

V. OPERATIONS MATTERS

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

A) COVID-19 VACCINATION AND TESTING REQUIREMENT RESOLUTION

WHEREAS, the College desires to take steps to implement a new College-wide COVID-19 vaccination or weekly testing requirement effective beginning January 3, 2022, through December 31, 2022;

WHEREAS, OMB 989 sets forth the authority of the College leadership to act to maintain safe operations during the declaration of a serious public health threat; and

WHEREAS, a vaccination or weekly testing requirement was developed collectively in consultation with faculty, staff, and students through a college-wide Task Force, and with the guidance from the CDC, and has been endorsed by the President's Leadership Team ("PLT"); now therefore

BE IT RESOLVED that the Board of Trustees supports the implementation of a new, College-wide COVID-19 vaccination and testing requirement for students and staff, effective beginning January 3, 2022, through December 31, 2022, and renewable at the Board's discretion; and

BE IT FURTHER RESOLVED that the Board of Trustees supports the requirement that all students and staff of the College be either fully vaccinated against COVID-19 or provide weekly negative COVID-19 tests in order to attend in-person or hybrid classes, or participate in athletics, theatre, or other in-person activities; and

BE IT FURTHER RESOLVED that the Board of Trustees supports the continuation of the mask requirement indoors in all public places and outdoors when people are congregating.

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

B) NOVEMBER 2021 CLERY REPORT

The members of the Board noted receipt and review and ratified the November 2021 Clery Report, which is attached. (Attachment #7)

VI. PRESIDENT'S UPDATE

First and foremost, this is our last board meeting for 2021. I wish the full board, all staff and students and your families a safe and happy holiday season. We encourage everyone to be cautious as you celebrate the holiday season with your families and friends. We have a lot to be grateful and proud for the past year. We also have a tough road ahead in 2022, as we continue to battle the pandemic and face multiple challenges for the college in particular, and for the public higher education in general. We appreciate your contribution in 2021 and look forward to your continued dedication to this institution in 2022 and beyond.

Enrollment

Thanks to collective and innovative efforts of the entire college community, we are seeing some very positive trends in the spring enrollment. While it is still very early to predict the final numbers, we are happy to say that our spring enrollment is up 37%.

Financial Health

The College continues to find creative ways to balance its budget while dealing with increasing pressure from the rising cost of doing business and from the competitive workforce market. While we encounter unprecedented attrition from existing workforce, we are also facing the mounting pressure to hire replacements at higher salaries. We even see the departure of our tenured faculty in the middle of the semester, a phenomenon rarely seen in higher education. The college must continue to find creative ways to generate alternative revenues while reducing operating costs wherever possible. One bright spot continues to be the facilities rentals, which are now exceeding \$230,000.

COVID-19 Responses

We continue to strongly encourage all employees and students to get vaccinated and upload their vaccine information onto the self-service portal. As of this morning, 646 full and part-time employees, and 3,843 students have uploaded their vaccine information. We want to remind everyone that effective January 3, 2022, the college will require all staff and students to be fully vaccinated or test negative weekly in order to be on campus in person.

I attended a virtual vaccine mandate open forum held for students last week. The forum, led by our SGA, gave students a chance to ask questions they may have regarding the vaccine and weekly testing mandates. Overwhelming number of students are fully supportive of the college's mandates and are very appreciative of the no out-of-pocket cost on campus testing services the college is planning to roll out in January. We also held a similar open forum with staff and received very supportive and appreciative feedback as well.

College News

In the fall of 2020, the CGC-Professional Development Committee embarked on a new initiative to offer more comprehensive and ongoing training to the college community. They came up with the idea of short trainings called Weekly Training Tidbits, 30 minutes maximum, and narrow topics covering one or two concepts for a software program or a singular training topic, such as the ABC's of MCCC, essential skills like email etiquette, meaningful virtual meetings, stress management, technology and unconscious bias. We have held 28 sessions, with 470 attendees and 570 YouTube views.

Last night I attended the President's Reception at Mercer Oaks to recognize the 2020 Spring into Student Success honorees and our most loyal and generous donors. ETS was recognized for the Spirit of Education Award, Investors Bank for the Distinguished Corporate Partner Award and County Commissioner Nina Melker for the Distinguished Service Award. Thank you to all of our generous donors.

The NJ GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) State Project grant has been submitted to the US Department of Education of Postsecondary

Education/NJ Office of the Secretary of Higher Education for \$350,000. If awarded, this will allow for the staff at the JKC campus to provide mentoring, outreach, and supportive services to Trenton area select middle (starting at 7th grade) and high schools. The services that will be provided are designed to educate participants on financial aid for postsecondary education, encourage students to enroll in rigorous curricula and coursework to avoid remedial education, and help to improve the number of students receiving a HS diploma and applying for admission into postsecondary schools.

Student Successes

On Tuesday night, PTK held its annual induction for our spring 2021 PTK inductees. Seventy-three students from very diverse backgrounds have joined our chapter. The ongoing pandemic has been a challenge, but this fall our PTK officers (Maddie Benowitz, Sukhdeep Sudan, Mykhalo Yanchyk, Nardelly Ferreira, and Nicole Gregorio) have worked hard to host two meetings per month. They used a Smart classroom to make the meetings available to students both on campus and remotely. They are an excellent example of student leaders working hard to rebuild a sense of togetherness and community on campus in spite of challenges.

In an act of community service, the Mercer Marketing Club (MMC) presented Eric Maywar, the owner of the Trenton-based bookstore, [Classics Books and Gifts](#), with an “Integrated Marketing Plan.” Classics Books and Gifts is a community-driven bookstore that sells rare and vintage books in Trenton. The Mercer Marketing Club’s president, Elijah Parkman-Williams, students Minhal Mir, Kara Jonsson, Joao Okamoto, and Maryna Zhelezneva have been creating this plan throughout the semester to help this business to prosper. It is part of the “Better Business Initiative,” that allows Mercer students to use classroom marketing techniques to real life business settings. Dr. Andrea Lynch is the club advisor.

Mercer’s baseball team took a photo last week along with baseball teams nationally to honor the young child who died in the Wisconsin Parade Tragedy. The child was in his team baseball shirt marching with his youth team in the parade. The parents of the child requested that as a tribute to their son, baseball teams throughout the country wear their jerseys during the funeral. The photo is on a national social media site along with other teams throughout the country.

VII. NEW JERSEY COUNCIL OF COUNTY COLLEGES REPORT

Dr. Nespoli reported on recent high-priority federal and state issues important to community colleges throughout the state.

1. FEDERAL UPDATE

The Build Back Better Act (BBBA) has passed the House, but the Senate has not yet taken up this legislation. While the BBBA does not include the proposed federal America College Promise program, which would have expanded free community college tuition programs throughout the country, it does contain other important community college priorities including \$6 billion for new job training programs. Community college trustees from throughout the country will be convening in Washington DC on Feb 6-9 to advocate for passage of the BBBA and other federal priorities like expanding the Pell student financial aid program to include short-term training programs.

2. STATE LEGISLATIVE PRIORITIES

The New Jersey Legislature is now in its “lameduck” session, which is the period after the November elections through the conclusion of the two-year legislative session in mid-January. Since the NJ Council of County Colleges achieved its highest priority legislative priorities earlier in 2021, it does not have any priorities that require action in the lameduck session. Dr. Nespoli did note, for the record, that Mercer County Community College is joining with community college leaders throughout the state in commending Senate President Sweeney for his many contributions to our colleges and to our students over his years of service in the NJ Senate.

VIII. CHAIR’S REPORT

Chair Matzen reported that the ACCT National Legislative Summit will be held in Washington, DC from February 6-9. Trustees should let Beth Brower know by Monday if they are interested in attending. He then introduced Foundation Board Chair, Dr. Aamir Rehman for an update.

Dr. Rehman expressed his gratitude to those who attended the President’s Reception the evening before. Several County Commissioners attended and three awards were given; The Spirit of Education Award went to ETS, The Distinguished Corporate Partners Award to Investors Bank, and the Distinguished Service Award went to the Honorable Nina Melker.

Chair Matzen then introduced Dr. Yannick Ladson, who joined the MCCC Counseling staff in September 2020, at the height of the pandemic. Dr. Ladson shared a brief update on the Counseling department. Dr. Ladson reported that the demand for counseling is high at this time and thanked Dr. Tonia Conley and Mr. John Simone for their advice and support. Chair Matzen thanked Dr. Ladson and said the Board appreciates all of the work the Counseling Department.

Trustee Drennan then gave an update on the Presidential Search process. He said the search committee convened as a group with the consultants for training. The group will begin evaluating candidates after the December 13 application deadline.

Chair Matzen closed the meeting by wishing Happy Holidays to everyone.

There being no further business to discuss, Mr. Drennan moved to adjourn the meeting. The motion was seconded by Ms. Delli Santi and passed unanimously. The meeting adjourned at 7:55 p.m.

Respectfully submitted,



Dr. Jianping Wang
President, Mercer County Community College

/bb
Attachments



Preliminary

30-Nov-21

	FY2022 Budget	Nov-21 YTD Actual	(Over)/Under Annual Budget	Actual % Used/Earned	Expected % Used/Earned	Variance % Used/Earned
Revenues:						
State of New Jersey	7,000,000	3,054,910	3,945,090	43.64%	41.67%	1.97%
Mercer County	18,592,000	7,422,419	11,169,581	39.92%	41.67%	-1.75%
Tuition & Fees	27,511,000	11,917,828	15,593,172	43.32%	46.00%	-2.68%
Non -Credit Tuition & Fees	450,000	202,022	247,978	44.89%	46.00%	-1.11%
Other **	3,840,500	1,674,134	2,166,366	43.59%	45.00%	-1.41%
Total Revenue	57,393,500	24,271,312	33,122,188	42.29%	44.00%	-1.71%
Salaries - 56.93% of total Budget	32,676,286	13,458,217	19,218,069	41.19%	44.00%	-2.81%
Benefits - 19.07% of total Budget	10,946,025	4,090,434	6,855,591	37.37%	44.00%	-6.63%
Total Salary and Benefits - 76.00% of total Budget	43,622,311	17,548,651	26,073,660	40.23%	44.00%	-3.77%
<i>- Salaries and Benefits allocated below</i>						
Expenses:						
Instruction	26,293,263	11,874,275	14,418,988	45.16%	44.00%	1.16%
Academic Support	3,327,896	1,091,663	2,236,233	32.80%	44.00%	-11.20%
Student Services	5,477,331	2,014,548	3,462,783	36.78%	44.00%	-7.22%
Institutional Support	15,612,292	6,570,145	9,042,147	42.08%	44.00%	-1.92%
Plant Operations	6,682,718	1,834,046	4,848,672	27.44%	44.00%	-16.56%
	57,393,500	23,384,677	34,008,823	40.74%	44.00%	-3.26%
KEY BUDGET ITEMS (included above):						
Utilities	1,870,000	532,176	1,337,824	28.46%	35.00%	-6.54%
Custodial Contract	892,500	116,696	775,804	13.08%	42.67%	-29.59%
Maintenance, Grounds and Equipment	2,035,429	665,016	1,370,413	32.67%	46.00%	-13.33%
IT Management, Computer Software and Hardware	2,400,000	673,909	1,726,091	28.08%	40.00%	-11.92%
	7,197,929	1,987,796	5,210,133	27.62%	40.00%	-12.38%
Total Expenditures	57,393,500	23,384,677	34,008,823	40.74%	44.50%	-3.76%
(Surplus)/Deficit	-	(886,635)	(886,635)			
** Other Revenue Key Items:						
WWFM Listener Donations	503,000	138,823	364,177	27.60%	38.00%	-10.40%
Conference Center and Food Commissions	174,600	29,604	144,996	16.96%	40.00%	-23.04%
Partner Schools (Rutgers, Felician, William Patterson, FI	260,000	116,707	143,293	44.89%	44.00%	0.89%
Mercer Institute	650,000	-	650,000	0.00%	33.00%	-33.00%
Kelsey Theater	230,000	2,035	227,965	0.88%	40.00%	-39.12%
Tower Rentals	225,000	70,500	154,500	31.33%	40.00%	-8.67%
Facility Rentals	317,400	231,475	85,926	72.93%	40.00%	32.93%
Bookstore	150,000	47,186	102,814	31.46%	48.00%	-16.54%
Summer Camps (Tomato Patch/Athletics/Camp College)	500,000	478,855	21,145	95.77%	100.00%	-4.23%

** Negative variance in the expected revenue equates to unfavorable anticipated earnings

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

MCCC

Attachment #2

**MERCER COUNTY COMMUNITY COLLEGE
 FINANCE DIVISION**

***INVESTMENT DETAIL
 FOR THE PERIOD ENDING NOVEMBER 30, 2021***

<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>RATE</u>	<u>DUE</u>	<u>AMOUNT</u>
11/30/21	BANK OF PRINCETON	0.20%	N/A	3,587,760.47
11/30/21	BANK OF PRINCETON	0.35%	1/11/2022	534,391.96
11/30/21	FIRST BANK	0.35%	N/A	1,047,278.36
11/30/21	WELLS FARGO BANK BALANCE	0.25%	N/A	6,140,508.75
11/30/21	CASH MANAGEMENT FUND-NJ	0.33%	N/A	<u>6,000,806.53</u>
				<u>\$ 17,310,746.07</u> ***
 <u>LONG TERM INVESTMENTS</u>				
11/30/21	WELLS FARGO BANK - UNEMPLOYMENT TRUST FUND	N/A		<u>\$ 543,879.01</u>

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

MCCC PURCHASE ORDER REPORT
 \$7,500 - \$37,500

DATE OF BOARD MEETING: December 9, 2021
 Budget lines beginning with "2" indicate grant funded

PO#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P14248	10/25/21	RH Perry Assoc. Asheville, NC	\$16,750.00	10-06-01-03-301001-64102	Exemption: Professional Services
First payment of retainer for Presidential Search Firm.					
P14249	10/25/21	FastSigns Lawrenceville, NJ	\$25,480.00	10-06-01-05-500120-66350	Exemption: Advertising
Building signage viewable from streets on James Kerney campus by Marketing department.					
P14253	10/25/21	ArcMercer Ewing, NJ	\$16,644.15	10-06-01-03-301001-62335	MCCC Bid #1815
September 2021 shuttle services for students.					
P14258	10/26/21	KSI Consulting Engineers LLC Farmingdale, NJ	\$10,075.00	10-07-01-03-301401-64105	Exemption: Professional Services
Professional engineering consulting services for September 2021 by Facilities department.					
B6995	10/26/21	ECMC St. Paul, MN	\$10,500.00	10-05-01-04-400120-64105	Exemption: Professional Services
Student default prevention services for Financial Aid department.					
P14281	10/28/21	Allegra Princeton Cranbury, NJ	\$18,560.00	70-07-01-03-701507-76101	ESCNJ #21/22-2
Aluminum signs for wayfinding project by Facilities department. Paid by Chapter 12.					
P14282	10/28/21	Kyocera Fairfield, NJ	\$17,560.32	10-06-01-03-301001-69350	NJSC #G-2075
Payment for fixed amount maintenance fees for all college copiers for July 2021 – June 2022 (FY2022).					
P14301	11/3/21	Dynamic Security Edison, NJ	\$8,845.94	10-06-01-03-301407-68220	GSA #07F-0251X
Repair of Student Center access controls and doors by Facilities department.					

P14302 11/3/21 Kyocera \$26,158.20 10-06-01-03-301001-69350 NJSC # G-2075
Fairfield, NJ

Lease payments for college copiers Quarters 3 and 4 FY2022.

P14303 11/3/21 Financial Aid \$9,827.79 10-05-01-04-400120-64105 Exemption: Professional Services
Services
Atlanta, GA

Interim director of Financial Aid for August 2021 for Financial Aid department.

P14312 11/4/21 Eastern Lift \$17,900.00 10-07-01-03-301401-72100 MCCC RFQ #2216
Trucks Co. Inc.
Maple Shade, NJ

Electric forklift for Facilities department.

P14313 11/4/21 Proquest LLC \$11,205.00 10-04-01-02-200300-69724 Exemption: Library Supplies
Ann Arbor, MI

Library search tool for simultaneous query of all resources for students by Library.

P14322 11/5/21 Trenton Country \$10,801.00 91-00-01-05-59031-63200 Exemption: Fundraising
Club
West Trenton, NJ

Final payment for Golf fundraiser event. Paid by MCCC Foundation.

P14325 11/9/21 Gambler Ridge \$7,532.46 61-05-01-04-402001-64110 MCCC RFQ #2156
Golf Club
Cream Ridge, NJ

Baseball team golf outing fundraising event. Paid by Student Athletic fees.

B7010 11/9/21 Science Interactive \$9,234.06 10-01-01-02-206100-61101 MCCC RFQ # 2108
Yulee, FL

Biology supplies for students by Biology department. Paid by Biology lab fees.

P14326 11/9/21 Decotiis, \$12,500.00 10-06-01-03-301001-64105 Exemption: Professional Services
Fitzpatrick, Cole LLP
Paramus, NJ

Legal services for Contract negotiations for Professional Staff Federation AFT/AFL-CIO and AFSCME.

P14331 11/9/21 Dynamic Security \$25,272.74 70-07-01-03-701532-76101 GSA #07F-0251X
Edison, NJ

Card access control for JKC by Facilities department. Paid by Chapter 12.

P14341 11/10/21 Zack Painting Co \$34,525.00 70-07-01-03-701518-76101 MCCC RFQ #2207
Ford, NJ

Interior painting for Kelsey Theatre renovation project. Paid by Chapter 12.

P14342 11/10/21 Allstate Office \$24,846.56 70-07-01-03-701260-76101 NJSC # 81754
Interiors
Robbinsville, NJ

Baseboards for Student Center floors and bathroom floors for Student Center renovation project. Paid by Chapter 12.

B7012 11/10/21 Ellucian Co. LLP \$10,490.00 10-01-01-03-301304-64102 Exemption: Professional Services
Fairfax, VA

Programming services to implement Ellucian Elevate system by IT department.

P14355 11/15/21 KFT Fire Trainer \$21,569.00 37-09-04-02-203009-64110 Exemption: Sole Source
Montvale, NJ

Annual payment for preventative and corrective maintenance on then Fire Training equipment. Paid by Fire Academy.

P14356 11/15/21 Allstate Office \$13,234.76 70-07-01-03-700102-69240 NJSC # 81754
Interiors
Robbinsville, NJ

Flooring for AD second floor renovations performed by Facility department.

P14357 11/15/21 Elsevier Inc. \$9,190.35 10-01-01-02-206200-64110 Exemption: Sole Source
Maryland Heights, MO

Final installment billing for December 2021 graduates of NextGen RN online testing software. Paid by nursing fees.

P14358 11/15/21 Mastergraphx \$9,075.00 33-03-01-02-209001-66330 MCCC RFQ #2220
Monmouth Junction, NJ

Printing, processing, and mailing of Kelsey Theatre brochure by Theatre department.

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Attachment #4

APPOINTMENTS

1. Desiree Allison Assistant Professor, Nursing
 Science, Math & Health Professions

Appointment as Assistant Professor, Nursing, in Science, Math & Professions, at an annual salary of \$67,977, effective January 10, 2022.

2. Mark Banyacski Executive Director of Finance
 Finance & Administration

Appointment as Executive Director of Finance, in Finance & Administration, at an annual salary of \$115,000, effective December 13, 2021.



Science, Math, and Health Professions

11/23/2021

To: Robert Schreyer, Vice President Academic Affairs
From: Kevin Duffy, Dean, Science, Math and Health Professions
Subject: **Desiree Allison – Faculty Appointment Recommendation**

Based upon the recommendation of the Search Committee, I recommend the appointment of Desiree Allison to the position of Assistant Professor in the Nursing Education department.

A search committee was convened and interviewed several candidates. The position of Assistant Professor of Nursing has responsibility to deliver instructional materials, evaluate students, and facilitate learning for a diverse group of students. This position is replacing Angelique Simmonds.

Ms. Allison has been working with the nursing students on the community college level as an adjunct faculty for the past three years, including with MCCC. Her nursing experience includes maternal child health, pediatrics, and critical care nursing. In addition, she is a board certified nurse educator and emergency nurse. Ms. Allison's background in maternal health nursing helps to fill a gap in our current faculty.

TITLE:	Assistant Professor
DIVISION:	Science, Math, and Health Professions
UNION AFFILIATION:	Faculty
FLSA STATUS:	Exempt
SALARY RANGE:	Faculty Association Contract Level A3 – FY 2021-2022
RECOMMENDED SALARY:	\$67,977
BUDGET CODE:	10-01-01-02-206200-50300
EFFECTIVE DATE:	January 10, 2022

Recommended and approved for presentation to the Board of Trustees

Barbara Basel, Vice President, Human Resources

Date

Dr. Jianping Wang, President

Date

DESIREE ALLISON BIOGRAPHICAL SKETCH

Name: Desiree Allison

Position: Assistant Professor

Education: Thomas Edison State College, Trenton, NJ, 2005
Masters of Science in Nursing Education 2005

Felician University, Lodi, NJ, 2008
Bachelors of Science in Nursing 2008

Related Experience:

2018 – present
Rowan College of Burlington College, Burlington, NJ
Adjunct Nursing Educator

2018 – present
Mercer County Community College, West Windsor, NJ
Adjunct Nursing Educator

2017
Chamberlain University, North Brunswick, PA
Visiting Professor

2012 – present
Robert Wood Johnson University Hospital
Registered Nurse

Licensure & Certifications:

2015 – present
Certified Nurse Educator – National League for Nursing

2021-2025
Certified Emergency Nurse – Emergency Nurses Association

2012 – present
Forensic Nurse CSA – New Jersey State Board of Nursing

2011-2013
Registered Professional Nurse – Pennsylvania State Board of Nursing

2008 – Present
Registered Professional Nurse – New Jersey State Board of Nursing



Finance and Administration

November 23, 2021

To: Dr. Jianping Wang, President
From: Laura Schepps, Vice President for Finance
Subject: Appointment Recommendation – Executive Director of Finance

Based upon the recommendation of the Search Committee, I recommend the appointment of Mark Banyacski to the position of Executive Director of Finance in the Finance Department.

The Executive Director of Finance position has been vacant since September of 2020. In his role as Controller, Mark has been filling the vacated leadership role in addition to his regular responsibilities. Mark was recommended as the top candidate by the search committee, which included peers, customers, and a direct report of this role. His over 30 years of experience in academic finance, including over a year with Mercer unofficially acting in this role, makes Mark the best candidate to fulfill the responsibilities.

CURRENT TITLE:	Controller
NEW TITLE:	Executive Director of Finance
DIVISION:	Finance and Administration
CURRENT SALARY:	\$91,800
UNION AFFILIATION:	Non-Affiliated
FLSA STATUS:	Exempt
SALARY RANGE:	\$72,807 - \$131,531
RECOMMENDED SALARY:	\$115,000
BUDGET CODE:	10_06_01_03_301101_50100
EFFECTIVE DATE:	December 13, 2021

Recommended and approved for presentation to the Board of Trustees

Barbara Basel, Vice President, Human Resources

Date

Dr. Jianping Wang, President

Date

BIOGRAPHICAL SKETCH

Name: Mark Banyacski

Position: Executive Director of Finance

Summary: Seasoned college administrator with 30+ years of experience in Educational Financial Compliance, Enrollment Management and Financial Reporting and Budget Management.

Education: RUTGERS- The State University of NJ, New Brunswick, NJ
Bachelor of Arts, Business Administration

Upsala College, East Orange, NJ
Master of Arts, Human Resource Management

Related Experience: 2019 - present
Mercer County Community College, West Windsor, NJ
Controller

2003 – 2018
Middlesex County College, Edison, NJ
Director, Financial and Student Account Services

1998 – 2003
Middlesex County College, Edison, NJ
Controller

1995 – 1998
Middlesex County College, Edison, NJ
Bursar

1995 – 2017
Middlesex County College, Edison, NJ
Adjunct Instructor, Department of Mathematics

1989 – 1994
Upsala College, East Orange, NJ
Bursar/Registrar



Human Resources Office

To: Jianping Wang, President

From: Barbara Basel, Vice President for Human Resources

Date: November 24, 2021

Re: Ratification of Appointments

The following appointments have been made since October 29, 2021.

Effective Date of Hire	Department	Name	Title	Salary	Range	FLSA
11/15/2021	Academic Affairs/ EMSE	Cooper, Jeffrey	Assistant Registrar	\$67,000	\$42,872 - \$76,364	Exempt
11/15/2021	Academic Affairs/ EMSE	Waniak, Stephen	Financial Aid Advisor	\$62,000	\$37,695 – \$67,305	Exempt
11/29/2021	Information Technology Services	Moore, Jonathan	Technical Support Analyst	\$43,006	\$37,695 - \$67,305	Non-Exempt
11/29/2021	Administration / Maintenance	Dilatush, David	Maintenance Specialist I	\$41,600	\$31,402 - \$68,890	Non-Exempt



Human Resources

November 26, 2021

To: Barbara Basel, Vice President of Human Resources
From: Jeby Mathew, Coordinator HRIS Operations, Human Resources
Subject: **Separation Report for November 2021**

Date	Name	Title	Division	Type*
11/05/2021	Judith Stillwagon,	Assistant Professor	Aviation, Business and Technology Professions	RS
11/11/2021	Adena A Romeo-Ratliff,	Associate Professor	Nursing, Math, Science & Health Profession	RS
11/19/2021	Victoria Beltra,	Administrative Specialist II,	Enrollment Management & Student Experience	RS
11/19/2021	Joana Rodriguez,	Nursing Program Specialist,	Math, Science & Health Profession	RS
11/26/2021	Michael Flaherty,	Commanding Officer,	College Safety	RT

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

REAPPOINTMENT OF FIFTH YEAR (TENURE) FACULTY MEMBERS

Name	Title	Division	Date of FT Hire	
Edward	Avery-Natale	Assistant Professor	Liberal Arts	8/21/2017
Barbara	Dudycz	Instructor	Business and STEM	1/09/2018
Deborah	Greer	Assistant Professor Clinical Coordinator	Health Professions	1/09/2018
Whitfield* ¹	Harris	Assistant Professor	Business and STEM	1/09/2018
Katina	Lindsey	Assistant Professor	Liberal Arts	8/21/2017
Erin	Rybicki	Assistant Professor	Business and STEM	8/21/2017
Tracy	Scaletti	Assistant Professor	Health Professions	8/21/2017
Mauro	Zamora	Assistant Professor	Liberal Arts	8/21/2017

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

MCCC

Attachment #6

REAPPOINTMENT OF FOURTH-YEAR FACULTY MEMBERS

Name	Title	Division	Date of FT Hire
Michael Hanna	Assistant Professor	Business and STEM	07/30/2018
Harry Bittner ^{*1}	Assistant Professor	Business and STEM	08/28/2018
Christopher Cruz-Cullari	Assistant Professor	Liberal Arts	08/28/2018
Michael DeAngelis ^{*2}	Assistant Professor	Health Professions	08/28/2018

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

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



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

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

Date: December 01, 2021

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

Dr. Conley,

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

For the calendar month of November 2021, there were zero (0) Reportable Offense-Crime(s), fires, and other emergencies occurred on campus during the reporting period which were recorded by campus security at this time.