

MERCER COUNTY COMMUNITY COLLEGE  
Minutes of the 660<sup>th</sup> Meeting  
of the Board of Trustees  
May 21, 2020

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

I. OPENING OF MEETING

A) FLAG SALUTE

Chair Matzen led those attending the meeting in the Pledge of Allegiance to the flag of the United States of America.

B) STATEMENT OF NOTIFICATION

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

C) ADOPTION OF AGENDA

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

D) PUBLIC COMMENT

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

II. APPROVAL OF MINUTES OF THE APRIL 16, 2020 BOARD MEETING

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

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

APPROVAL OF EXECUTIVE SESSION MINUTES OF APRIL 16, 2020

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

BE IT RESOLVED, that the Executive Session Minutes from April 16, 2020 are approved as presented.

### III. FINANCIAL MATTERS

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

#### A) MONTHLY FINANCIAL STATEMENT

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

#### B) INVESTMENT DETAIL

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

#### C) PURCHASE ORDERS AND CONTRACTS UNDER \$36,400

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

#### D) MONTHLY PAYMENTS LIST FOR APRIL

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

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

#### E) CDW GOVERNMENT – AMENDED RESOLUTION FOR COST

WHEREAS, Mercer County Community College has a need to purchase computer hardware, software, communication and other related equipment at both the James Kerney and West Windsor campuses in FY 2020; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.9, exempts the purchase of any materials, supplies, goods, services or equipment, pursuant to a contract for such equipment entered into on behalf of the State of New Jersey by the Division of Purchase and Property\*, from public advertising from bids but requires a resolution authorizing the award of such a contract; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to amend the contract with CDW Government of Verona, Illinois, in accordance with the resolution adopted by the Board of Trustees on June 20, 2019, by \$25,000 from \$100,000 to \$125,000 for the purchase computer hardware, software, communication and other related equipment at both the James Kerney and West Windsor campuses through June 30, 2020.

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

F) DYNAMIC SECURITY CARD ACCESS AND VIDEO SURVEILLANCE EQUIPMENT – AMENDED RESOLUTION FOR COST

WHEREAS, Mercer County Community College has a need to acquire a card reader access and surveillance system for the first floor of the Student Center, replacement of video camera surveillance system at the Library and the Maintenance Building on the West Windsor campus, and the parking gate conversion to the Genetic card access system at both the James Kerney and West Windsor campuses in FY 2020; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.9 (b), exempts the purchase of any materials, supplies, goods, services or equipment, pursuant to a contract for such equipment entered into on behalf of the Federal Supply Schedules of the General Services Administration\* as permitted by the Federal Acquisition Streamlining Act of 1994 (Pub.L. 103-355) from public advertising from bids but requires a resolution authorizing the award of such a contract; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to increase the contract with General Services Administration awarded vendor, Dynamic Security of Edison, New Jersey, in accordance with the resolution adopted by the Board of Trustees on January 16, 2020 and March 19, 2020, by \$320,000 from \$324,430 to \$644,430 to acquire a card reader access and surveillance system for the first floor of the Student Center, replacement of video camera surveillance system at the Library and the Maintenance Building on the West Windsor campus, and the parking gate conversion to the Genetic card access system at both the James Kerney and West Windsor campuses in using New Jersey Chapter 12 program funding through June 30, 2020

\* General Services Administration Contract #GS07F0251X9

G) FINANCIAL CONSULTING SERVICES

WHEREAS, Mercer County Community College has a need to acquire financial consulting services to insure sufficient oversight and management of the College's Facilities, Finance, Financial Aid and Purchasing Departments until a permanent Vice President of Administration and Finance is appointed; 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, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (1) exempts professional services from public advertising for bids but requires a resolution authorizing the award of such a contract; and

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

BE IT RESOLVED, the President is authorized, on behalf of the Board, to contract with Susan K. Perkins, LLC to acquire financial consulting services to insure sufficient oversight and management of the College's Facilities, Finance, Financial Aid and Purchasing Departments until a permanent Vice President of Administration and Finance is appointed at a cost not to exceed \$62,000 through June 30, 2020.

H) INDIANA PRINTING AND PUBLISHING COMPANY

WHEREAS, Mercer County Community College has a need to obtain printing services for the production and mailing of the Summer 2020 non-credit tabloid; and

WHEREAS, of the four (4) vendors which responded to the advertised bid for the Combined Mini Tabloids Printing and Mailing by the required due date of February 12, 2019, Indiana Printing and Publishing Company, Incorporated was evaluated to have the most responsible and cost-effective bid representing the best value for Mercer County Community College;

WHEREAS, the College requires that the Summer 2020 Non-Credit Summer Tabloid be produced in March 2020 so that it is available during the Non-Credit Program open enrollment period; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to amend the contract with Indiana Printing and Publishing Company, in accordance with the resolution adopted by the Board of Trustees on March 21, 2019 and July 18, 2019, by \$40,510 from \$155,427 to \$195,937 for the production and mailing of the Summer 2020 Non-Credit Tabloid.

I) POSITIVE EXPECTATIONS

WHEREAS, Mercer County Community College has a need to acquire targeted internet advertisement services across all media sources to increase enrollment for the College's 2020 Summer and Fall semesters; and

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

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

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (20) exempts without limitation advertising seeking student enrollment from public solicitation for bids but requires a resolution authorizing the award of such a contract; and

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

BE IT RESOLVED, that President is authorized, on behalf of this Board, to enter into a contract with Positive Expectations of Belmar, New Jersey to acquire targeted internet advertisement services across all media sources to increase enrollment for the College's 2020 Summer and Fall semesters at a cost not to exceed \$38,000.

J) PRESIDIO NETWORKED SOLUTIONS GROUP

WHEREAS, Mercer County Community College has a need to purchase wireless communications, infrastructure and network equipment upgrades at both James Kerney and West Windsor campuses in FY 2020; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.9, exempts the purchase of equipment, pursuant to a contract for such equipment entered into on behalf of the State of New Jersey by the Division of Purchase and Property\*, from public advertising from bids but requires a resolution authorizing the award of such a contract; and

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to amend the contract with Presidio Networked Solutions Group, LLC, of Dallas, Texas, in accordance with the resolution adopted by the Board of Trustees on June 20, 2019, by \$90,000 from \$200,000 to \$290,000 for the purchase of wireless communications, infrastructure and network equipment upgrades at the James Kerney and West Windsor campuses through June 30, 2020.

\*New Jersey WSCA State Contract #M87720

K) TOWNSQUARE NEW JERSEY HOLDCO, LLC

WHEREAS, Mercer County Community College has a need to purchase radio spots on WPST and WNJE as part of the College's overall marketing plan to promote enrollment of the Summer and Fall 2020 semesters; and

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

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

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (20) exempts without limitation advertising seeking student enrollment from public solicitation for bids but requires a resolution authorizing the award of such a contract; and

WHEREAS, Townsquare New Jersey Holdco, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Townsquare New Jersey Holdco, LLC has not made any reportable contributions to a political or candidate committee in Mercer County in the previous year, and the contract will prohibit Townsquare New Jersey Holdco, LLC from making any reportable contributions through the term of the contract; now therefore

BE IT RESOLVED, that President is authorized, on behalf of this Board, to enter into a contract with Townsquare New Jersey Holdco, LLC of New York, New York to purchase radio spots on WPST and WNJE as part of the College's overall marketing plan to promote enrollment of the Summer and Fall 2020 semesters at a cost not to exceed \$41,000.

L) TURF EQUIPMENT AND SUPPLY, INCORPORATED

WHEREAS, Mercer County Community College has a need to purchase parts and repair services for the Facilities Department equipment used to maintain its athletic fields and ground maintenance at the West Windsor campus during FY 2020; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.9, exempts the purchase of any materials, supplies, goods, services or equipment, pursuant to a contract for such equipment entered into on behalf of the State of New Jersey by the Division of Purchase and Property\*, from public advertising from bids but requires a resolution authorizing the award of such a contract; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Turf Equipment and Supply, Incorporated of Jessup, Maryland to purchase parts and repair services for the Facilities Department equipment used to maintain its athletic fields and ground maintenance at the West Windsor campus at a cost not to exceed \$41,000 through June 30, 2020.

Educational Services Commission of New Jersey Contract #65MCESCCPS

M) BANKING SERVICES FOR THE FOUNDATION – AMENDED  
RESOLUTION FOR TIME PERIOD

WHEREAS, Mercer County Community College Foundation has a continuing need to acquire banking services during FY 2021; 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, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (1) exempts professional services from public advertising for bids but requires a resolution authorizing the award of such a contract; and

WHEREAS, of the two (2) vendors which responded to the advertised bid for banking services by the required due date of May 26, 2017, First Bank was evaluated to have the most responsible and cost effective bid representing the best value for Mercer County Community College; and

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to extend the contract with First Bank of Hamilton, New Jersey, in accordance with the resolution adopted by the Board of Trustees on June 15, 2017, to provide banking services to the Foundation from July 1, 2020 through June 30, 2021.

N) BANKING SERVICES – WELLS FARGO – AMENDED RESOLUTION FOR  
TIME PERIOD

WHEREAS, Mercer County Community College has a continuing need to acquire banking services during FY 2021; 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, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (1) exempts professional services from public advertising for bids but requires a resolution authorizing the award of such a contract; and

WHEREAS, of the two (2) vendors which responded to the advertised bid for banking services by the required due date of May 26, 2017, Wells Fargo Bank was evaluated to have the most responsible and cost effective bid representing the best value for Mercer County Community College; and

WHEREAS, Wells Fargo Bank has completed and submitted a Business Entity Disclosure Certification which certifies that Wells Fargo Bank has not made any reportable contributions to a political or candidate committee in Mercer County in the previous one year, and the contract will prohibit Wells Fargo Bank from making and reporting contributions through the term of the contract; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to extend the contract with Wells Fargo Bank of Summit, New Jersey, in accordance with the resolution adopted by the Board of Trustees on June 15, 2017, to provide banking services to the College from July 1, 2020 through June 30, 2021.

O) BLACKBOARD MANAGEMENT SYSTEM

WHEREAS, Mercer County Community College has need to re-new the licensing of an on-line course delivery hosting system software system Blackboard Learn SaaS, Blackboard Ally and Blackboard Collaborate for the period of FY2021-25; and

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

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (3) exempts materials or supplies which are not available from more than one potential bidder from public advertising for bids but requires a resolution authorizing the award of such a contract; and

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a contract with Blackboard, Incorporated of Washington, D.C. to obtain the licensing of an on-line course delivery hosting system software system Blackboard Learn SaaS, Blackboard Ally and Blackboard Collaborate for a period



of five (5) years beginning July 1, 2020 and ending June 30, 2025 at a fixed cost of \$186,500 annually.

P) ELECTRICAL SUPPLIES – FRANKLIN GRIFFITH ELECTRICAL SUPPLY

WHEREAS, Mercer County Community College has a need to purchase electrical supplies and light bulbs for the James Kerney and West Windsor campuses in FY 2021; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.9, exempts the purchase of equipment, pursuant to a contract for such equipment entered into on behalf of the State of New Jersey by the Division of Purchase and Property\* from public advertising from bids but requires a resolution authorizing the award of such a contract; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a contract with Franklin Griffith Electrical Supply Company, Trenton, New Jersey for the purchase of electrical supplies and light bulbs for the James Kerney and West Windsor campuses at a cost not to exceed \$50,000 for the period from July 1, 2020 to June 30, 2021.

\*New Jersey State Contract #85580

Q) FOX ROTHSCHILD, LLP ENVIRONMENTAL LEGAL SERVICES – AMENDED RESOLUTION FOR TIME PERIOD

WHEREAS, Mercer County Community College has need to acquire legal services in connection with possible claims for contributory cleanup and other response costs under the New Jersey Spill Compensation and Control Act (N.J.S.A. 58:10-23.11, et seq.); and

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

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

WHEREAS, the firm of Fox Rothschild, LLP has completed and submitted a Business Entity Disclosure Certification which certifies that Fox Rothschild, LLP has not

made any reportable contributions to a political or candidate committee in Mercer County in the previous one year, and the contract will prohibit Fox Rothschild, LLP from making any reportable contributions through the term of the contract; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to extend the contract, in accordance with the resolutions adopted by the Board of Trustees on July 19, 2018 and May 23, 2019, with Fox Rothschild, LLP of Lawrenceville, New Jersey to provide legal services for a one (1) year period starting on July 1, 2020 and ending June 30, 2021.

R) NEW JERSEY DIVISION OF PENSION AND BENEFITS – PUBLIC EMPLOYEE RETIREMENT SYSTEM

WHEREAS, Mercer County Community College has a need to obtain pension and benefit coverage for all current employees assigned to the Public Employee Retirement System in FY 2021; and

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to issue payments to the New Jersey Public Employee Retirement System administered by the New Jersey Division of Pensions and Benefits from July 1, 2020 through June 30, 2021 at a cost not to exceed \$1,355,000.

S) NEW JERSEY HEALTH BENEFIT – EMPLOYEE HEALTH, DENTAL AND PRESCRIPTION INSURANCE

WHEREAS, Mercer County Community College has a need to obtain health, dental and prescription insurance coverage for current and retired College employees in FY 2020; and

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to renew current and retired employee health, dental and prescription insurance coverage

through the State of New Jersey Health Benefit Program from July 1, 2020 through June 30, 2021 at a cost not to exceed \$7,237,000.

T) M AND M STAGE PRODUCTIONS

WHEREAS, Mercer County Community College has a need to acquire services from various production companies to produce theatrical and other entertainment events held at Kelsey Theater during FY 2021; and

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

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (16) exempts from public advertising entertainment, including without limitation theatrical presentations, band and other concerts, movies, and other audiovisual productions; and

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a contract with M and M Stage Productions of Mercerville, New Jersey to acquire stage production and design services for assigned theatrical productions held at Kelsey Theatre at a cost not to exceed \$57,000 for the period from July 1, 2020 to June 30, 2021.

U) PAPER MART, INCORPORATED – COOPERATIVE PRICING FOR STATIONARY SUPPLIES

WHEREAS, the County of Mercer conducts a voluntary Cooperative Pricing System with municipalities and board of education located in the County of Mercer, utilizing administrative purchasing services and facilities of the County of Mercer; and this Cooperative Pricing Agreement\* is to effect substantial economies in the purchase of stationary supplies, including envelopes and specialty/multi-part paper; and

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with County of Mercer's awarded vendor, Paper Mart, Incorporated of East Hanover, New Jersey for an amount not to exceed \$40,000 for stationary supplies for the period from July 1, 2020 to June 30, 2021.

\*Mercer County Contract CK09Mercer2017-12

V) TEACHERS INSURANCE ANNUITY ASSOCIATION

WHEREAS, Mercer County Community College has a need to obtain pension and benefit coverage for all current employees assigned to the Teachers Insurance Annuity Association in FY 2021; and

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to issue payments to the Teachers Insurance Annuity Association from July 1, 2020 through June 30, 2021 at a cost not to exceed \$455,000.

W) UNITED STATES POSTAL SERVICE – PITNEY BOWES

WHEREAS, Mercer County Community College has a need to acquire electronic payment processing services for its bulk mail delivery services for the James Kerney and West Windsor campuses in FY 2021; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.5, (b) exempts from public advertising services made or entered into with the United States of America, the State of New Jersey, a county or municipality or any board, body, or officer, agency or authority or any state or subdivision thereof; and but requires a resolution authorizing the award of such a contract; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to extend the contract with United States Postal Service– Pitney Bowes of Trenton, New Jersey for electronic payment processing to the United States Postal Service at \$120,000 to provide bulk mail delivery services for the period from July 1, 2020 through June 30, 2021.

X) WORKERS COMPENSATION INSURANCE POOL

WHEREAS, Mercer County Community College has a need to obtain workers' compensation insurance in FY 2021; and

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to renew the placement of workers' compensation insurance coverage through the New Jersey County College Workers' Compensation Insurance Pool from July 1, 2020 through June 30, 2021 at a cost not to exceed \$235,000.

Y) YARDLEY PLAYERS THEATRE COMPANY

WHEREAS, Mercer County Community College has a need to acquire services from various production companies to produce theatrical and other entertainment events held at Kelsey Theater during FY 2021; and

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

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (16) exempts from public advertising entertainment, including without limitation theatrical presentations, band and other concerts, movies, and other audiovisual productions; and

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a contract with Yardley Players Theatre Company of Langhorne, Pennsylvania to acquire stage production and design services for assigned theatrical productions held at Kelsey Theatre at a cost not to exceed \$47,500 for the period from July 1, 2020 to June 30, 2021.

IV. HUMAN RESOURCES MATTERS

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

A) APPOINTMENTS AND STAFF SEPARATION REPORT

BE IT RESOLVED, that this Board approves the 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)

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

B) PROMOTIONS IN ACADEMIC RANK

BE IT RESOLVED, that this Board approves promotions in academic rank as indicated below, with salary increases as approved by the Faculty contract, effective for the 2020-2021 academic year, as recommended by the President.

To Associate Professor

Matthew Kochis  
Adena Romeo-Ratliff  
Daniel Schermond

To Professor

Lisa Dunn  
Kenneth Horowitz  
Ken Howarth  
John Kalinowski

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

C) EMERITUS RANK FOR RETIRED FACULTY MEMBERS

BE IT RESOLVED, that this Board approves the award of emeritus rank to the following retired faculty members of Mercer County Community College, as recommended by the President in accordance with established policy

Jerry Kuhl – Professor Emeritus, Aviation  
Eric Perkings – Professor Emeritus, Paralegal  
Robert Pugh – Professor Emeritus, Physical Fitness  
Jeffrey Weichert – Professor Emeritus, Information Technology

V. OPERATIONS MATTERS

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

A) APRIL 2020 CLERY REPORT

The members of the Board noted receipt and review and ratified the April 2020 Clery Report, which is attached. (Attachment #5)

VI. OTHER MATTERS

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

A) BOARD MEETING SCHEDULE FOR FY 2021

BE IT RESOLVED, that this Board adopts the meeting schedule for FY 2021, as indicated on the attached, which will be made a part of the minutes of this meeting. (Attachment #6)

VII. PRESIDENT'S UPDATE

Enrollment

- Normally we would begin the May meeting of the Board of Trustees with recollections of the previous week, celebrating the most recent graduating class. But due to social distancing and the prohibition of large gatherings, that was not possible. Nevertheless, please join me in congratulating the Mercer Class of 2020, which will go down in history as a class that overcame unimaginable challenges to complete their college degree. It is noteworthy that this year's class of 913 graduates is down only slightly over last year's, indicating our graduates made the transition to remote learning and put in the work to complete their degree.
- The pending uncertainty, both social and economic, continues to result in a negative impact on our enrollment, but thanks to a lot of dedication and hard work by our faculty and staff, those numbers are much better. Last month summer enrollment was down more

than 50%. This week, it is just down 2.3%. Fall enrollment is also trending in the right direction, still down 43 percent, but we believe we can repeat our summer success for the fall.

- We attribute our success in turning around enrollment on several key factors:
  - We recently received distribution of \$1.9 million in federal CARES Act funding for direct aid to students, and immediately began distribution based on an equitable, need-based formula. Dean Gonzalo Perez, along with the Mercer CARES Team, is reaching out to the 1,800 students who have applied to accurately assess their needs. More than \$451,000 has been distributed to 496 students.
  - Our recruitment, communications, and marketing teams continue to target and reach out to existing students, as well as local students who were going away to college, but now desire to stay closer to home.
  - Admissions and enrollment has been innovative in providing virtual resources for existing and prospective students, including virtual open office hours, an online talk show, “The Virtual Viking Hour,” and a series of virtual open houses, held earlier this week.

#### COVID Response

- Just as we acted early, responsibly and collectively in the early days of the pandemic, we must do likewise as we look toward the eventual reopening. Earlier this month I appointed a cross-divisional task force to develop a plan to guide us when the time comes to reopen. We are holding virtual public forums to share and finalize the plan. The Task Force did an outstanding job and team leaders and all members will receive acknowledgement from our board chair as well.
- The college continues to take steps to assure the safety, and success, of our students, reaching out and making ourselves available to students in need:
  - We have, to date, distributed more than 120 grocery store gift cards to needy students;
  - Thanks to our partnership with TDI Connect, we have supplied more than 255 refurbished computers, free of charge, to students in need;
  - We launched a Student Emergency Fund Campaign and to date, we have raised more than \$40,000.
  - We continue to keep students engaged socially, as well as academically. Student Life and Leadership continues to provide virtual webinars, TED talks, virtual field trips, cooking workshops, movie nights, and more.
- We remain committed to the communities we serve during these uncertain times, doing what we can to support those on the front lines, and to extend a hand to those in need:
  - Our Advanced Manufacturing lab continues to produce protective face shields for our medical professionals. The college recently received a \$40,000 laser cutting machine donated by the Tuchman Foundation, enabling faster production. To date, the college has produced more than 1,800 shields, which have been



distributed to area healthcare and senior facilities. We expanded our distribution to include grocery store workers and other essential businesses.

- Our faculty and staff, led by Bursar Lucia Brown-Joseph, is organizing a community service project to donate clothes and food to be distributed via drive-thru at JKC while marketing Mercer educational services to the people who come to our campus.
- And our employees continue to volunteer in the battle against COVID, including Nursing Professor Lisa Dunn, who has been working in the RWJ-Hamilton intensive care unit – along with five former students.

### Partnerships

- I would like to thank Chairman Matzen for hosting for our virtual agreement signing with William Paterson University President Dr. Richard Helldobler. We now have a signed agreement for a new 3+1 program with WPU. This is particularly important during this time of economic uncertainty, as it will allow our students to complete a third year at Mercer before transferring to a WPU bachelor's degree program. This will help dozens who might otherwise have to abandon or defer their pursuit of a four-year degree. Several of our student athletes are already taking advantage of the program.

### Student Success

- Two of our 2020 graduates, Jessica Bookholdt, of Hamilton, and Trenton resident Ivania Ascencio both have been accepted as transfers to Princeton University for the fall semester! Out of 1,500 community college transfers who applied nationwide, only 13 were accepted, and two of those are from Mercer. And it is important to note that Jessica was able to come back to college when Governor Murphy launched the Community College Opportunity Grant program. We are very proud of our students and we know that our dedicated faculty and staff made it possible for our students to succeed. For example, Physics Professor Jingrong Huang, like many other faculty and staff members did whatever necessary to help students to complete the semester. As a result, the Physics 1 and 2 class reached the “Leave No One Behind” goal of 100 percent completion! That is truly an accomplishment worth celebrating.
- We also received an uplifting note from an alumnus, which was sent to Biology Professor Laura Blinderman this past month. Sairah Johnson, a 2013 graduate, let us know she has graduated from medical school, and started her Family Medicine Residency at CentraState Medical Center in Freehold. She speaks highly of the support she received at Mercer from the faculty and staff. We congratulate Dr. Johnson on her achievement.
- Our Automotive Technology program successfully received reaccreditation by National Institute for Automobile Service Excellence in Master Automobile Service Technology, the premier standard for auto service and repair programs, for the next 10 years. Our Nursing program, under the leadership of Director of Nursing Elizabeth Mizerek, was notified of the program's continued accreditation through 2027. I am also pleased to report that the first quarter NCLEX pass rate for our Nursing program is 96.3 percent, nearly 10 percent higher than the national pass rate. Congratulations to our Automotive

Technology and Nursing faculty and staff.

- I received a note of thanks from Dr. Jake Farbman at the New Jersey Council of County Colleges regarding two of our staff members, Vincente Erazo and Robert Obermeier, analysts with MercerOnline. Both played leadership roles in the launching of the NJCCC Distance Education Affinity Group, serving as featured presenters during a webinar on assessments in a virtual environment. We appreciate Vincente and Robert's contribution to the higher education community.
- I would also like to acknowledge the contribution of another faculty member, Exercise Science Professor John Kalinowski, who took a unique approach for a course that is quite challenging in a virtual environment. Professor Kalinowski personally paid the registration fee for each of the students in his Health and Physical Fitness class to attend the National High School Strength Coaches Association conference, a symposium dedicated to discussing program design, competitions, and conditioning technology. Professor Kalinowski's gesture was much appreciated by his students and, is an excellent example of how Mercer faculty and staff goes above and beyond to assure the success of our students during these challenging times.
- Thank you, and that concludes my report. Stay healthy and safe!

## VIII. NEW JERSEY COUNCIL OF COMMUNITY COLLEGE REPORT

### 1. STATE FUNDING

- States are experiencing unprecedented drops in revenue, and most have already announced substantial cuts to higher education funding, with more likely to come later this year. This is perhaps not surprising, but the magnitude of the cuts is almost surreal.
- New Jersey's story is much the same, with revenue losses expected to top \$10 billion.
- Important dates:
  - May 22 – The Governor will announce a spending plan for July-September.
  - August 25 – The Governor will submit the new FY2021 state budget.
- Many colleges and universities have already announced layoffs, with more likely.
- MCCC's current FY2021 budget does not include layoffs. This was possible because of strong fiscal stewardship at the college. However, the MCCC budget assumes only a 15% cut in state funding. Other NJ colleges are now projecting state funding cuts could be as high as 50%.
- The federal CARES funding, while very important and greatly appreciated, will not offset MCC's lost revenue (and increased costs) due to COVID.
- MCCC will have to revise its budget if deeper state funding cuts occur.

### 2. FALL 2020 SCENARIOS

- Most community colleges are considering hybrid approaches for the Fall that include both face-to-face and online classes.
- Many NJ community colleges are requesting "waivers" from the state in order to offer face-to-face instruction in programs that require lab and clinical components for graduation.

- Kudos to the 20-member MCCC COVID Reopening Task Force. What it has accomplished in such a short amount of time is extraordinary. The MCCC reopening plan recommends phases, which dovetail with the phases included in the Governor's statewide plan. The initial emphasis is on remote classes followed by increasing transitions to face-to-face classes and activities as downward COVID trends continue.

### 3. COMMUNITY COLLEGES CAN HELP LEAD NEW JERSEY OUT OF THIS CRISIS

- NJ's community colleges are working together, through the NJ Council of County Colleges, to promote and advance community colleges as leaders in the statewide response to and recovery from the COVID crisis.
- One priority of this collective statewide effort will be building the health care workforce. This means nursing education of course. Fifty-seven percent of the nurses in the U.S. got their initial degrees at a community college – 57 percent! But it's also more than nurses. Respiratory therapists and many other front-line health care workers are in great demand right now and will be in the future. NJ's community colleges will play a key role in meeting this need.
- Another priority will be supporting the unemployed. Over a million New Jersey workers have lost their jobs over the past eight weeks. The state's unemployment rate jumped to a staggering 15 percent in April. Our community colleges are working together to assist these individuals by connecting them to new skills and new jobs that are important to the state's economic recovery. This will include degree programs plus short-term credit and noncredit training certificates.

## IX. CHAIR'S REPORT

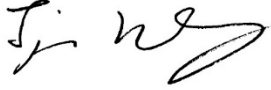
Chair Matzen recognized the members of the College's Reopening Task Force. He said the report they created is thorough, well thought out and executable. He said he appreciates the hard work of the group. He also thanked faculty and staff for their part in the successes of all of our graduates. Chair Matzen reported that the College had its annual Board of School Estimates meeting with the County. He said the County stepped up tremendously once again. Our County recognizes the good work we do, and has committed to another 2% increase in funding as well as full funding of our Chapter XII projects for 2021. He said he doesn't know of another county that is as supportive as ours. Chair Matzen thanked County Executive Brian Hughes and the Board of Chosen Freeholders for their continued support, especially in this time of need. He asked that if anyone sees one of them, please thank them for their support.

BE IT RESOLVED, that this Board adjourns to Executive Session at 7:25 p.m. to discuss personnel and contract matters. Circumstances under which these discussions will be disclosed to the public when necessary actions are taken at public session

The public session reconvened at 7:50 p.m.

There being no further business to discuss, Mr. Drennan moved to adjourn the meeting. The motion was seconded by Mr. Inverso and passed unanimously. The meeting adjourned at 7:51 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. Wang". The signature is fluid and cursive, with a long horizontal stroke at the end.

Dr. Jianping Wang  
President, Mercer County Community College

/bb  
Attachments



**Preliminary  
 April 2020 Draft YTD Financial Statement**

	<b>FY2020 Budget</b>	<b>Apr 2020 YTD</b>	<b>(Over)/Under Budget</b>	<b>Actual % Used/Earned</b>	<b>Expected % Used/Earned</b>	<b>Variance % Used/Earned **</b>
<b>Revenues:</b>						
State of New Jersey	7,250,000	5,598,000	1,652,000	77.21%	83.33%	-6.12%
Mercer County	17,870,000	14,891,670	2,978,330	83.33%	83.33%	0.00%
Tuition & Fees	31,177,000	26,550,330	4,626,670	85.16%	88.00%	-2.84%
Non -Credit Tuition & Fees	2,225,000	1,160,000	1,065,000	52.13%	80.00%	-27.87%
Other **	5,682,000	5,222,000	460,000	91.90%	86.50%	5.40%
<b>Total Revenue</b>	<b>64,204,000</b>	<b>53,422,000</b>	<b>10,782,000</b>	83.21%	85.50%	-2.29%
<b>Salaries - 54.9% of total Budget</b>	35,275,000	28,108,000	7,167,000	79.68%	84.00%	-4.32%
<b>Benefits - 18.6% of total Budget</b>	11,970,000	9,432,000	2,538,000	78.80%	84.00%	-5.20%
<b>Total Salary and Benefits - 73.5% of total Budget</b>	<b>47,245,000</b>	<b>37,540,000</b>	<b>9,705,000</b>	79.46%	84.00%	-4.54%
<i>- Salaries and Benefits allocated below</i>						
<b>Expenses:</b>						
Instruction	28,175,000	23,835,000	4,340,000	84.60%	87.00%	-2.40%
Academic Support	3,646,000	3,028,750	617,250	83.07%	87.00%	-3.93%
Student Services	5,955,000	4,867,250	1,087,750	81.73%	87.00%	-5.27%
Institutional Support	19,101,000	15,204,000	3,897,000	79.60%	87.00%	-7.40%
Plant Operations	7,327,000	6,080,000	1,247,000	82.98%	87.00%	-4.02%
	64,204,000	53,015,000	11,189,000	82.57%	87.00%	-4.43%
<b>KEY BUDGET ITEMS (included above):</b>						
Utilities	1,950,000	1,098,500	851,500	56.33%	75.00%	-18.67%
Custodial Contract	855,000	628,250	226,750	73.48%	80.00%	-6.52%
Maintenance, Grounds and Equipment	2,071,000	1,816,500	254,500	87.71%	82.00%	5.71%
IT Management, Computer Software and Hardware	4,031,000	3,310,500	720,500	82.13%	79.00%	3.13%
	8,907,000	6,853,750	2,053,250	76.95%	77.50%	-0.55%
<b>Total Expenditures</b>	<b>64,204,000</b>	<b>53,015,000</b>	<b>11,189,000</b>	82.57%	88.50%	-5.93%
<b>Surplus/Deficit</b>	<b>-</b>	<b>407,000</b>	<b>(407,000)</b>			
<b>** Other Revenue Key Items:</b>						
WWFM Listener Donations	630,000	859,000	\$\$\$ (229,000)	136.35%	82.00%	54.35%
Conference Center and Food Commissions	695,500	424,000	271,500	60.96%	77.50%	-16.54%
Partner Schools (Rutgers, Felician, William Patterson, FDU)	330,000	230,000	100,000	69.70%	86.00%	-16.30%
Mercer Institute	975,000	453,000	522,000	46.46%	77.50%	-31.04%
Kelsey Theater	260,000	295,000	(35,000)	113.46%	88.00%	25.46%
Tower Rentals	445,000	386,000	59,000	86.74%	85.00%	1.74%
Facility Rentals	249,000	248,500	500	99.80%	85.00%	14.80%
Bookstore	350,000	188,000	162,000	53.71%	88.00%	-34.29%
Summer Camps (Tomato Patch/Athletics/Camp College)	1,169,000	1,106,000	63,000	94.61%	100.00%	-5.39%

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

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

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

MCCC

Attachment #2

**INVESTMENT DETAIL  
 FOR THE PERIOD ENDING April 30, 2020**

<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>TERM &amp; INTEREST</u>		<u>AMOUNT</u>	
		<u>RATE</u>	<u>DUE</u>		
04/30/20	Bank of Princeton	1.75%	N/A	3,585,227.20	
04/30/20	Bank of Princeton	2.00%	1/22/2021	521,294.62	
04/30/20	FIRST BANK	0.85%	N/A	1,048,013.10	
04/30/20	WELLS FARGO BANK BALANCE	0.55%	N/A	<u>13,373,576.61</u>	###
				<u>18,528,111.53</u>	***
 <b><u>LONG TERM INVESTMENTS</u></b>					
04/30/20	WELLS FARGO BANK - UNEMPLOYMENT TRUST FUND	N/A		<u>520,729.51</u>	

\*\*\* Cash Balances are gross, current Liabilities are not netted against these balances  
 ### Includes \$4 million of advanced capital funding from the County

MCCC PURCHASE ORDER REPORT  
 \$7,280.00 - \$36,400.00  
 DATE OF BOARD MEETING: May 21, 2020  
 Budget lines beginning with "2" indicate grant funded

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P12119	3/31/20	Elsevier, Inc. Maryland Hts, MO	\$14,296.80	10-01-01-02-206200-64110	Exemption: Sole Source

Annual payment for NextGen RN online package for use by students participating in the Nursing Program.

P12120	3/31/20	Dynamic Security Edison, NJ	\$27,049.26	70-07-01-03-701261-76101	GSA Contract #07F-0251X
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Purchase of a Genetec Camera Surveillance System at the Maintenance Building, payable from FY 2019 New Jersey Chapter 12 program.

P12128	3/31/20	Accruent, LLC Austin, TX	\$7,393.46	34-09-01-03-301601-69721	Exemption: Sole Source
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Payment for EMS event management software package for the Conference Center.

B5367	4/3/20	SiteOne Landscape Robbinsville, NJ	\$8,000.00	10-07-01-03-301401-68510	CKMERCER2019-25
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Purchase of landscaping supplies for the Facilities Department.

P12131	4/7/20	Science Interactive Group, LLC Yulee, FL	\$9,297.00	10-01-01-02-206100-61101	NJCC FY19NG-20
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Purchase of science kits for BIO113 for the Biology Department.

P12133	4/7/20	Allstate Office Interiors Robbinsville, NJ	\$8,897.92	70-07-01-03-700100-69240	NJ State Contract # 81754
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Replacement of bathroom flooring associated with the Liberal Arts Building Fire, payable by Philadelphia Insurance Company.

B5906	4/14/20	Whitman Cranbury, NJ	\$15,000.00	10-07-01-03-301401-68550	Exemption: Emergency Declaration
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Payment for the assessment of mold at 101 North Broad Street at the James Kerney Campus.

P12145	4/14/20	Scrip, Inc Bolingbrook, IL	\$8,727.10	22-01-01-02-302025-69310	MCCC RFQ #2025
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Purchase of a Traction Table and accessories for the Physical Therapy program, payable by the New Jersey Department of Education Carl D Perkins FY 2020 program funds.

P12148	4/14/20	J.H. Williams Moorestown, NJ	\$27,400.00	70-07-01-03-700113-71100	MCCC RFQ #2018
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Payment for renovations at 101 North Broad Street at the James Kerney Campus, payable by the Mercer Capital Fund

MCCC PURCHASE ORDER REPORT  
 \$7,280.00 - \$36,400.00  
 DATE OF BOARD MEETING: May 21, 2020  
 Budget lines beginning with "2" indicate grant funded

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P12151	4/14/20	TouchNet, Inc. Lenexa, KS	\$21,300.00	10-06-01-03-301001-64313	RFP #1905

Purchase of Student Payment Plan Licensing Software.

P12155	4/14/20	HonorLock, LLC Boca Raton, FL	\$10,000.00	10-01-01-02-200403-64110	Exemption: Professional Services
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Payment for online proctored exam services for Mercer Online.

P12157	4/14/20	OnSolve, LLC Orlando, FL	\$11,250.00	10-01-01-03-301307-64110	NJEdge Consortium
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Payment for M-Alert notification system by the Information Technology Services Department.

P12158	4/14/20	allRisk, Inc. Somerdale, NJ	\$19,227.07	70-07-01-03-700102-71100	ESCNJ #17/18-34
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Completion of emergency clean-up services associated with the Liberal Arts Building Fire, payable by Philadelphia Insurance Company.

P12160	4/14/20	Exemplis Corp. Cypress, CA	\$16,841.30	70-07-01-03-701260-69420	NJ State Contract #81711
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Purchase of furniture for the One Stop Center, payable from the FY 2019 New Jersey Chapter 12 program.

P12162	4/14/20	Global Industries Marlton, NJ	\$16,860.48	70-07-01-03-701260-69420	ESCNJ #17/18-16
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Purchase of furniture for the One Stop Center, payable from the FY 2019 New Jersey Chapter 12 program.

P12168	4/20/20	SHI International Somerset, NJ	\$13,785.00	10-06-01-03-301001-67210	NJ State Contract #40121
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Purchase of fifty (50) Lenovo Chromebooks and related accessories for student usage.

P12178	4/20/20	Teknion, LLC Mt. Laurel, NJ	\$20,604.16	70-07-01-03-701260-69420	NJ State Contract #81640
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Purchase of furniture for the One Stop Center, payable from the FY 2019 New Jersey Chapter 12 program.

P12185	4/21/20	SHI International Somerset, NJ	\$24,639.00	10-01-01-03-301303-69614	NJ State Contract #89851
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Annual payment for Proofpoint Email Spam Security software by the Information Technology Services Department.



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

DATE OF BOARD MEETING: May 21, 2020  
Budget lines beginning with "2" indicate grant funded

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P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P12188	4/27/20	Allegra Princeton Cranbury, NJ	\$9,945.00	10-06-01-05-500120-65010	ESCNJ #18/19-10

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Payment for the printing and mailing of Non-Credit Summer Course postcard advertisements by the Publications Department.

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## APPOINTMENTS

1. Mark Carmichael                      Vice President for Finance & Administration  
Princeton, NJ                              Finance & Administration

Appointment as Vice President for Finance & Administration, at an annual salary of \$163,200, effective June 8, 2020.

2. Dr. Edwin Crane                      PTA Assistant Professor / Academic Coordinator of Clinical Education  
Philadelphia, PA                              Health Professions

Appointment as PTA Assistant Professor/Academic Coordinator of Clinical Education, in the Health Professions Division, at an annual salary of \$65,419 annually – plus 15% for Clinical Coordinator duties based on a 12-month contract, effective August 3, 2020.

3. Steven Quattro                      Purchasing Director  
Hamilton, NJ                                  Finance & Administration

Appointment as Purchasing Director, in Finance & Administration, at an annual salary of \$101,100 effective April 27, 2020.

4. Dr. Robert Schreyer                      Vice President for Academic Affairs  
West Windsor, NJ                              Academic Affairs

Appointment as Vice President for Academic Affairs, at an annual salary of \$163,786, effective May 25, 2020



**Human Resources**

**May 4, 2020**

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

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<b>Date</b>	<b>Name</b>	<b>Title</b>	<b>Division</b>	<b>Type *</b>	<b>EEO</b>
04/17/2020	Jigna Rao	Director	Center for Continuing Studies	RS	F A

\* RS - Resigned

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

MCCC

Attachment #5



To: Sue Perkins,  
Vice President of Finance and Administration

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

Date: May 1, 2020

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

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

For the calendar month of April 2020- One (1) Reportable Offense-Crime(s), fires, and other emergencies occurred on campus during the reporting period which were recorded by campus security at this time.

**Incident #1: Burglary- Motor Vehicle Theft-Recovered (Golf Cart)**

April 11, West Windsor Campus: An unknown person entered the secured PE Building storage garage and removed a golf cart. Video surveillance was reviewed and confirmed the burglary theft did occurred however it was inconclusive in identifying the suspect.

The golf cart was recovered on campus abandoned by the cellular tower area closet to the soccer field. No additional solvable factors or witnesses could be located at this time. Assistant Dean of Student Services, John Simone, and the Coordinator of Student Development, Widmarc Dalce, were advised.

Respectfully Submitted.

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

MCCC

Attachment #6

MERCER COUNTY COMMUNITY COLLEGE

Schedule of Board of Trustees Meetings

2020-2021

July 16, 2020 - JKC

August 20, 2020 (if needed) - WWC

September 17, 2020 - WWC

October 15, 2020 - JKC

November 19, 2020 - WWC

December 10, 2020 - WWC

January 21, 2021 - WWC

February 18, 2021 - JKC

March 18, 2021 - WWC

April 15, 2021 - JKC

May 20, 2021 - WWC

June 17, 2021 - WWC

All meetings are scheduled to begin at 6:30 p.m.  
West Windsor Campus (WWC)  
James Kerney Campus (JKC)