

MERCER COUNTY COMMUNITY COLLEGE
Minutes of the 658th Meeting
of the Board of Trustees
March 19, 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, Yasmin Hernandez-Manno, Anthony Inverso, Walt MacDonald, Larry Nespoli and Jianping Wang, President. Also present was Perry Lattiboudere, College Counsel.

I. OPENING OF MEETING

A) FLAG SALUTE

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

B) STATEMENT OF NOTIFICATION

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

C) ADOPTION OF AGENDA

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

D) PUBLIC COMMENT

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

II. APPROVAL OF MINUTES OF THE FEBRUARY 20, 2020 BOARD MEETING & JULY 18, 2019 EXECUTIVE SESSION

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

BE IT RESOLVED, that the minutes of the February meeting of the Board of Trustees and the July 19 Executive Session are approved as presented.

III. FINANCIAL MATTERS

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

A) MONTHLY FINANCIAL STATEMENT

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

B) INVESTMENT DETAIL

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

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

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

D) MONTHLY PAYMENTS LIST FOR FEBRUARY

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

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

E) ALLEGRA PRINTING – INTERIOR WAYFINDING AND SIGNAGE

WHEREAS, Mercer County Community College has a need to acquire interior wayfinding and signage to update offices, classroom labs and lecture halls for all buildings at the James Kerney and West Windsor campuses in FY 2020; and

WHEREAS, Mercer County Community College is a member of the Educational Services Commission of New Jersey Cooperative Pricing Agreement for the procurement of goods and services at competitive pricing; and

WHEREAS, Mercer County Community College has identified that Allegra Printing of Princeton, New Jersey has the needed new interior wayfinding and signage to update offices, classroom labs and lecture halls available under the Cooperative Pricing Agreement with the Educational Services Commission of New Jersey* which represents the best value for the College; now therefore

BE IT RESOLVED, that the President is authorized, on behalf on this Board to enter into a contract with Allegra Printing of Princeton, New Jersey to acquire interior wayfinding and signage to update offices, classroom labs and lecture halls for all

buildings at the James Kerney and West Windsor campuses at a cost not to exceed \$235,000 through June 30, 2020 using New Jersey Chapter 12 program funding.

* Educational Services Commission of New Jersey Contract #18/19-10

F) CONOVER BUILDING MAINTENANCE – JANITORIAL SERVICES

WHEREAS, Mercer County Community College has an on-going need to acquire janitorial services for the James Kerney and West Windsor campuses in FY 2020-21; and

WHEREAS, the work performance by the current vendor, ABM Industries, has not improved and remained substandard and unacceptable which has resulted in their contract termination effective on February 29, 2020; and

WHEREAS, a provision of County Contracts Law, N.J.S.A 18A:64A-25.6 authorizes the award of any purchase, contract or agreement by a County College without public advertising when an emergency affecting the health, safety or welfare of occupants of college property requires the immediate delivery of materials, supplies or the performance of work; and

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

WHEREAS, Conover Building Maintenance of North Brunswick, New Jersey is able to meet the work specifications beginning March 1, 2020 and provide the necessary janitorial services for a three (3) month period at a competitive price, at which time the College will issue an advertised Request for Proposal for Janitorial Services; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to award an emergency contract with Conover Building Maintenance of North Brunswick, New Jersey to provide janitorial services at a monthly rate of \$68,475 and janitorial supplies at \$2,708 at the James Kerney and West Windsor campuses from March 1, 2020 to May 31, 2020, with the option to extend the contract by three (3) additional months to enable the College to issue an advertised Request for Proposal for Janitorial Services.

G) DYNAMIC SECURITY – CARD ACCESS AND VIDEO SURVEILLANCE EQUIPMENT

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, by \$200,230 from \$124,200 to \$324,430 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

H) NUTANIX/ASPIRE TECHNOLOGY PARTNERS – AMENDED
RESOLUTION FOR TIME PERIOD

WHEREAS, Mercer County Community College has a need to replace its aging and unsupported server infrastructure by moving the servers to the cloud to improve functionality and system management in FY 2020; and

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

WHEREAS, NJEdge.Net offers voluntary participation in the EdgeMarket Cooperative Pricing System (ID-269EMCPS) for the purchase of goods and services; and

WHEREAS, the Board of Trustees approved Mercer County Community College participation in the EdgeMarket Cooperative Pricing System on April 19, 2018; and

WHEREAS, Aspire Technology Partners is an approved participant in the EdgeMarket Cooperative Pricing System*; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to amend the start date of the sixty (60) month lease contract with Aspire Technology Partners of Eatontown c/o Winthrop Technology Resources, in accordance with the resolution adopted by the Board of Trustees on November 21, 2019 for the replacement of the College's aging and unsupported server infrastructure by moving the servers to the Cloud to improve functionality and system management at a cost not to exceed \$83,916 annually beginning March 1, 2020 through February 28, 2025.

* NJEdge Contract #00278834

I) ONE STOP INTERIOR RENOVATION PROJECT – INNOVATION COMMERCIAL INTERIORS

WHEREAS, Mercer County Community College has a need to acquire furniture for the One Stop Interior Renovation Project at the West Windsor campus; 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 enter into a contract with Innovation Commercial Interiors of West Trenton, New Jersey, to acquire furniture for the One Stop Interior Renovation Project on the West Windsor campus at a cost not to exceed \$385,000 funded from FY 2020 New Jersey Chapter 12 program and other available funding sources.

*New Jersey State Contract #A81635

*Omnia Partners, Public Sector Contract #R142214

*New Jersey State/TIPS Contract #190401

* Educational Services Commission of New Jersey Contract #17/18-16

* New Jersey State Contract #81711

* New Jersey State Contract #81640

* New Jersey State Contract #19-Food-00927

J) SECURITY VULNERABILITY ASSESSMENT – STONEGATE ASSOCIATES, LLC

WHEREAS, Mercer County Community College has a need to acquire a consultant to conduct a security vulnerability assessment to examine ways a potential adversary might exploit its vulnerabilities and to develop countermeasures to address adversarial outcomes for facilities located at the James Kerney and West Windsor campuses; and

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

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

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

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Stonegate Associates, LLC of Middletown, New Jersey, to conduct a security vulnerability assessment to examine ways a potential adversary might exploit its vulnerabilities and to develop countermeasures to address adversarial outcomes for facilities located at the James Kerney and West Windsor campuses at a cost not to exceed \$28,200 through June 30, 2020.

K) BOWMAN AND COMPANY/COLLEGE AUDITING SERVICES –
AMENDED RESOLUTION FOR TIME PERIOD

WHEREAS, the Higher Education Reorganization Act of 1994 requires that there be a comprehensive audit of the financial condition of Mercer County Community College by a certified public accounting firm and be performed in accordance with generally accepted auditing standards; 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, the cost or contract price of 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; and

WHEREAS, of the four (4) vendors which responded to the advertised bid for Foundation Auditing Services by the required due date of April 4, 2018, Mercadian P.C. was considered the most overall responsible and best value 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 Bowman and Company of Voorhees, New Jersey, in accordance with the resolution adopted by the Board of Trustees on May 24, 2018, by twelve (12) months to provide the required College auditing services for FY 2020 at a cost not to exceed \$63,000 through the period ending June 30, 2021.

L) CMD SOLUTIONS – AMENDED RESOLUTION FOR TIME PERIOD

WHEREAS, Mercer County Community College has an on-going need to acquire a Call Center to provide comprehensive customer services to current and potential students and their parents on inquiries related to the FAFSA applications, financial aid verification, tuition payments and student loans; 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-25.4 requires every contract or agreement for the performance of any work or the furnishing or hiring of any materials and supplies, the cost or contract price of 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; and

WHEREAS, of the six (6) vendors which responded to the advertised bid for Call Center Services, CMD Solutions was evaluated as the most responsive and representing the best overall value for the College; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to extend the contract with CMD Solutions of Baltimore, Maryland, in accordance with the resolutions adopted by the Board of Trustees on April 13, 2017 and May 23, 2019, to provide comprehensive customer services to current and potential students and their parents on inquiries related to FAFSA applications, financial aid verification, tuition payments and student loans at a cost not to exceed \$56,000 for the period from May 1, 2020 to April 30, 2021, funded by the Federal Title III- Strengthening Institutions Grant.

M) GREENLEAF LANDSCAPE SYTEMS, INCORPORATED – COOPERATIVE PRICING FOR LAWN CUTTING SERVICES

WHEREAS, Mercer County Community College has a need to acquire lawn cutting and trimming services in FY 2020-2021; and

WHEREAS, the County of Mercer conducts a voluntary Cooperative Pricing System with municipalities and the Boards of Education located in Mercer County, utilizing administrative purchasing services and facilities of the County of Mercer; and this Cooperative Pricing Agreement* is to effect economies in the purchase of lawn cutting and trimming services; 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 enter into a contract with the County of Mercer's awarded vendor, Greenleaf Landscape Systems and Services, Incorporated of Eatontown, New Jersey, for an amount not to exceed \$95,882 to acquire lawn cutting and leaf removal services at the West Windsor campus from April 1, 2020 through March 30, 2021, with the option to renew for one (1) additional year based upon performance.

*Mercer County Contract CK09Mercer2020-03

N) MERCADIAN P.C./FOUNDATION AUDITING SERVICES – AMENDED RESOLUTION FOR TIME PERIOD

WHEREAS, the Higher Education Reorganization Act of 1994 requires that there be a comprehensive audit of the financial condition of Mercer County Community College Foundation by a certified public accounting firm and be performed in accordance with generally accepted auditing standards; 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, the cost or contract price of 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; and

WHEREAS, of the four (4) vendors which responded to the advertised bid for Foundation Auditing Services by the required due date of April 4, 2018, Mercadian P.C. was considered the most overall responsible and best value best value for the Foundation; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to extend the contract with Mercadian, P.C. of Hamilton, New Jersey, in accordance with the resolution adopted by the Board of Trustees on May 24, 2018, by twelve (12) months to provide the required Foundation auditing services for FY 2020 at a cost not to exceed \$16,350 through the period ending June 30, 2021.

O) ACCEPTANCE OF FY 2020 FUNDS/CARL D. PERKING CAREER AND TECHNICAL EDUCATION GRANT – AMENDED RESOLUTION FOR COST

WHEREAS, the New Jersey Department of Education, Office of Grants Management, has approved Mercer County Community College's application for Carl D. Perkins Career and Technical Education Grant for FY2020; and

WHEREAS, the New Jersey Department of Education notified the College on October 26, 2019 that is is increasing its Carl D. Perkins Career and technical Grant by \$3,878 in FY 2020 to \$413,156; now therefore

BE IT RESOLVED, that the Mercer County Community College Board of Trustees accepts the increase in the New Jersey Department of Education Carl D. Perkins Career and Technical Education Grant, in accordance with the resolution adopted by the Board of Trustees on April 19, 2019, from \$409,278 to \$413,156 for the period from July 1, 2019 through June 30, 2020.

P) APPROVAL TO APPLY AND ACCEPT JEAN KRAUSE YOUTH LEADERSHIP AND CAREER DEVELOPMENT FORUM FEDERAL GRANT FUNDING

WHEREAS, the Juvenile Justice Commission within the New Jersey Department of Law Public Safety solicited applications for federal funding under the Jean Krause Youth Leadership and Career Development Forum Federal Grant; and

WHEREAS, Mercer County Community College submitted an application and was awarded \$30,000 under the Jean Krause Youth Leadership and Career Development Forum Grant (Sub Award Number J-J:27:16-16) to provide up to 200 court-involved and at-risk youth with educational information on local vocational schools, county and/or four year colleges and employment information on local unions or industrial trades; and

WHEREAS, the New Jersey Department of Law and Public Safety requires Board of Trustee approval and acceptance of funds awarded under the Jean Krause Youth Leadership and Career Development Forum Federal Grant of \$30,000 including the in-kind match of \$8,720; now therefore

BE IT RESOLVED, that the Mercer County Community College Board of Trustees accepts

grant funds totaling \$30,000 awarded under the Jean Krause Youth Leadership and Career Development Forum (Award Number J-J:27:16-16) including the in-kind match of \$8,720 for the purposes described in the approved application for the service period from May1, 2020 to September 30, 2020.

Q) SETTLEMENT OF LAWSUIT

WHEREAS, Mercer County Community College and its President were named as defendants by James Brandon Shaw in a lawsuit filed in Superior Court of New Jersey, Law Division, Mercer County, Docket No. 856-19 (collectively “the parties”); and

WHEREAS, court ordered mediation was held on March 2, 2020 in an effort to resolve this matter without a trial; and

WHEREAS, the parties agreed to a settlement with James Brandon Shaw for a total sum of \$125,000.00, inclusive of attorneys’ fees and costs, without the admission of liability; and

WHEREAS, as part of the agreed-upon settlement, James Brandon Shaw has furnished a full release of all claims and will not seek reemployment with the College; and

WHEREAS, the Board wishes to accept the terms of the settlement and settle and resolve this; now therefore

BE IT RESOLVED, that the Board hereby approves the terms of the settlement and the President is authorized, on behalf of this Board, to implement the terms of the Settlement/Release Agreement with James Brandon Shaw.

R) CONTRACT MODIFICATIONS FOR THE PRESIDENT

WHEREAS, the Board of Trustees previously approved a contract to appoint Dr. Jianping Wang as President of the Mercer County Community College (“MCCC”) for the period covering July 1, 2018 through June 30, 2021; and

WHEREAS, the Board of Trustees desires to retroactively increase the 2019-20 contribution to Dr. Jianping Wang’s pension by 1.5% based upon her performance evaluation; now therefore

BE IT RESOLVED that the Board of Trustees approves a pension contribution increase for Dr. Jianping Wang retroactively for the 2019-20 academic year at the rate of 1.5%, retroactive to July 1, 2019, which contribution shall continue at that amount for the 2019-20 academic year.

IV. HUMAN RESOURCES MATTERS

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

A) PROMOTION AND SEPARATION REPORT

BE IT RESOLVED, that this Board approves the Promotion, 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) REAPPOINTMENT OF FIRST YEAR FACULTY MEMBERS

BE IT RESOLVED, that this Board hereby approves the offering of new appointments effective with the 2020-2021 academic year to certain faculty members currently in their first 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)

V. OPERATIONS MATTERS

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

A) AMENDMENT TO BYLAWS OF THE BOARD OF TRUSTEES – FIRST READING

WHEREAS, Article VI of the Board By-Laws sets forth the authority for the Board to establish committees and identifies specific committees and the roles thereof; and

WHEREAS, Article VI, Section 7 of the By-Laws identifies the Committee on Finance and sets forth the committee’s roles and responsibilities; and

WHEREAS, the Board of Trustees desires to change the name of the Committee on Finance in order to more accurately reflect the committee’s roles and responsibilities;”

WHEREAS, the Board of Trustees desires to change the name of the “Committee on Finance” to the “Committee on Finance and Facilities;” now therefore

BE IT RESOLVED that the Board of Trustees approves changing the name of the “Committee on Finance” to the “Committee on Finance and Facilities;” and

BE IT FURTHER RESOLVED that the Board of Trustees approves amending the By-Laws changing the name of the “Committee on Finance” to the “Committee on Finance and Facilities” each time it appears in the By-Laws.

B) APPROVAL OF NEW PROGRAM OF STUDY

WHEREAS, the College faculty recommends the following New Program of Study for academic programs:

1. Legal Studies Pre Law – A. A.

WHEREAS, the President and Vice President for Academic Affairs have reviewed and approve the recommendation; now therefore

BE IT RESOLVED, that the Board of Trustees approves the recommendation for the new listed program.

C) APPROVAL OF REVISED PROGRAMS OF STUDY

WHEREAS, the College faculty recommends the following Revised Program of Study for academic programs:

1. Digital Film – A. A. S.
2. Liberal Arts – Global Studies Concentration – L.A.GLOB.A. A.

WHEREAS, the President and Vice President for Academic Affairs have reviewed and approve the recommendations; now therefore

BE IT RESOLVED, that the Board of Trustees approves the recommendations for the revision to the listed programs.

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

D) FEBRUARY 2020 CLERY REPORT

The members of the Board noted receipt and review and ratified the February 2020 Clery Report, which is attached. (Attachment #6)

VI. OTHER ACTIONS

A) APPOINTMENT OF THE BOARD OF SCHOOL ESTIMATE MEMBERS

Chair Matzen appointed the Board of School Estimate Members as follows:

Dr. MacDonald
Chair Matzen
Co-Chair Drennan (1st alternate)
Trustee Delli Santi (2nd alternate)

VII. PRESIDENT'S UPDATE

- Due to the unprecedented COVID-19 crisis we are currently facing, the college has shifted its focus to the safety and health of all of our students and employees. I am pleased to report that, thanks to weeks of advance planning and through the hard work of our dedicated employees, we have moved into remote operations starting this week. Faculty are fully engaged in preparing for remote instruction, scheduled to begin next Monday. Yesterday, I sent out a thank you note to the entire campus to extend our appreciation to all employees for their hard work and dedication to make this transition possible.
- For Mercer, we began with an information campaign on January 28, which continued with regular updates during the following weeks. On March 3, a multi-departmental team met to develop a three-phase action plan, and on March 4, a campus-wide open forum was held to discuss the plan, solicit input, and address any concerns. A survey was also distributed to faculty, staff, and students to help us better assess the situation. On March 9, all college-related travel was suspended, and on March 11, we announced all face-to-face instruction would be moved to remote platforms on March 23 following Spring Break. On March 12 we suspended all public activities on campus, including Kelsey Theatre performances and athletics events, and this past Friday, March 13, we made the decision to close our physical campuses, but maintain college services via remote access. In order to facilitate the transition from face-to-face to remote instruction, our online team has done an outstanding job providing Blackboard training for both students and faculty. To date, 192 faculty (156

unduplicated headcount) and 61 students have been trained. The training will continue.

- Thanks to aggressive planning, we were fully prepared for Governor Murphy's Executive Order 104 and the County Executive Order earlier this week. We remain fully prepared to fulfill our responsibilities to deliver quality educational services to our students, while still safeguarding the health and safety of the campus community, and the community at large. In light of the Center for Disease Control recommending to be prepared to limit gatherings of 50 or more for eight weeks, we have already begun preparations accordingly, including the annual commencement.
- Our advance planning is making this transition smoother for our students. Through our partnership with the Trenton Digital Initiative, or TDI, we continue to distribute free refurbished computers – on an appointment only basis, in accordance with social distancing practices – to students without computer access. We have distributed a total of 178 computers. And this week we learned that Comcast was offering free internet access to students in need who had no internet connection at home. After sending a broadcast email to students announcing this Comcast offer, a student sent a message of thanks after receiving his internet connection less than 24 hours later. I want to thank our team for getting word out, and Comcast for this generous, responsible program during this time of need.
- As reported last month, Mercer has followed the nationwide enrollment trend, with headcount down by approximately 7 percent as of the last reporting. The good news is that, thanks to the implementation of our new enrollment process, student tuition payments are up. That means a significant reduction in accounts receivable.
- Registration for summer classes opened on Monday, and we fully anticipate the current public health crisis to have a negative impact on both summer and fall registration. But we are stepping up efforts with our remote services, with all of our admissions and financial aid staff working remotely to address all of our students' needs. In spite of the challenges on hand and with our diligence, vigilance, hard work and dedication, we are confident that the college will be able to come through this crisis stronger.
- Even in the midst of this emergency, we have some significant good news to report. I hope you have seen in media reports that the Mercer County Community College Horticulture program brought home its third medal from the Philadelphia Flower Show in the past four years – and this one is gold, topping some four-year institutions in the education category. In fact, Horticulture Program Coordinator Amy Ricco tells us that after reading about the award, two landscape companies contacted her, offering internships and employment opportunities for our students. I would like to congratulate Professor Ricco, her students, and professors and students from the Graphic Design, Visual Arts, and Digital Media Arts programs for this outstanding accomplishment.
- We also received some great news regarding our Medical Laboratory Technologist program, and a new partnership with Robert Wood Johnson. Back in June, Dean of Health Professions Kevin Duffy was contacted by the director of workforce development at RWJ,

seeking a partnership for RWJ employees. As the result of a grant from the New Jersey Department of Labor, RWJ launched a program to train a small number of employees through our Medical Laboratory Technologist program this summer. But the interest has been overwhelming, with more than 140 applications for this program! We are now looking to bring in approximately 35 students into the MLT program this summer, which will expand our Medical Laboratory Technologist program by approximately 200 percent. This relationship will expand our total number of clinical sites, as well as our reach, providing clinical education opportunities for students further north in the state. Our thanks go out to Dean Duffy and his team for their hard work in cultivating this innovative partnership with Robert Wood Johnson.

- One of our students, Jessica Bookholdt, received a high honor just a few weeks ago. She is accepted into the Science Undergraduate Laboratory Internship (SULI) program at the Princeton Plasma Physics Lab for this summer. The program lasts 10 weeks and students receive a \$6,000 stipend. Congratulations, Jessica!
- The College continues to move forward with automation process in many of our operations. One area is in Employee Self-Service Time Entry. 77 employees, a combination of full-time and part-time staff attended last month's Self-Service Time Entry training sessions. Jeby Mathew conducted all of the sessions, and worked collaboratively with the Ellucian Team and MCCC's IT staff to resolve the handful of minor set-up and security issues for this new time entry system. The feedback from the attendees was positive: they said they appreciated the training, and hoped to see more training in the future. My thanks to Chuck Keeler and Jared Carter for their patience with moving HR forward.
- Special thanks go to Mercer Online team under the leadership of Dean Gonzalo Perez, who just recently joined the college. He and his team have and will continue to provide valuable training for all faculty and students in preparation to move our instruction to remote modality.
- Sadly, there is no sports news to report, as colleges have suspended their seasons due to the current health crisis. Prior to the suspension of games, our baseball team had won eight games against only three losses, and our softball team had won four games with no losses. But I am pleased to report that one of our baseball players, William Tennent, earned Garden State Athletic Conference Player of the Week honors after batting 514 in the first 10 games of the season, and I am also pleased to report that a former Viking baseball player, pitcher Andrew DiPiazza, recently signed a professional baseball contract with the Colorado Rockies. At Mercer, Andrew was named national Pitcher of the Year as a freshman after posting a 12 and 1 record with 109 strikeouts and a 1.50 earned run average.
- With Andrew signing his Major League Baseball contract, that brings the total to seven Mercer baseball players who have signed a Major League Baseball contract over the last 8 years, which brings me to one more piece of good news: The MCCC Foundation, under the direction of the newly-formed MCCC Athletics Committee, has announced the establishment of the MCCC Athletics Hall of Fame. Backed by more than a half century of

sports excellence, this hall of fame will honor those who have distinguished themselves as athletes, and in the community. Foundation Board member and committee chair Dan Klim has been instrumental in guiding this effort. The public has been invited to submit nominations for the Mercer Hall of Fame inaugural class by April 19, with an induction ceremony planned for this fall.

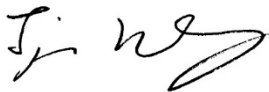
VIII. CHAIR'S REPORT

Chair Matzen thanked all members of MCCC for their collaboration and hard work during this time, and for keeping the College functioning remotely. He gave special thanks to security and maintenance staff for being on the front lines. He also thanked full-time and adjunct faculty for stepping up and working together to serve our students. Together, everyone continues to offer the quality education we have always delivered. He then thanked the administration for taking this crisis seriously from the beginning, making difficult challenges as unchallenging as possible. He gave a special thanks to the Coronavirus Task Force, which has been meeting daily. He said this crisis looks like it will get worse before it gets better.

Dr. Nespoli asked if there are any extraordinary actions the board can take during this time to help. He said these are especially challenging times for community colleges and their students because they deal with issues like food insecurities and lean staffs. Dr. Wang said our students mostly need financial support. Eighty students are delinquent on their payment plans, and she said she went to the Foundation Board to ask for emergency funds. She said, down the road, she may need to request a withdrawal from the reserve funds to help keep operations going. Chair Matzen said the Board will help wherever needed to get through this.

There being no further business to discuss, Mr. Drennan moved to adjourn the meeting. The motion was seconded by Dr. MacDonald and passed unanimously. The meeting adjourned at 7:25 p.m.

Respectfully submitted,



Dr. Jianping Wang
President, Mercer County Community College

/bb
Attachments



**Preliminary
 February 2020 Draft YTD Financial Statement**

	<u>FY2020 Budget</u>	<u>Feb 2020 YTD</u>	<u>(Over)/Under Budget</u>	<u>Actual % Used/Earned</u>	<u>Expected % Used/Earned</u>	<u>Variance % Used/Earned</u> **
Revenues:						
State of New Jersey	7,250,000	4,849,336	2,400,664	66.89%	66.67%	0.22%
Mercer County	17,870,000	11,913,336	5,956,664	66.67%	66.67%	0.00%
Tuition & Fees	31,177,000	22,036,328	9,140,672	70.68%	73.40%	-2.72%
Non -Credit Tuition & Fees	2,225,000	1,106,000	1,119,000	49.71%	60.00%	-10.29%
Other **	5,682,000	3,879,000	1,803,000	68.27%	68.00%	0.27%
Total Revenue	64,204,000	43,784,000	20,420,000	68.20%	69.00%	-0.80%
Salaries - 54.9% of total Budget	35,275,000	22,976,000	12,299,000	65.13%	69.00%	-3.87%
Benefits - 18.6% of total Budget	11,970,000	7,787,000	4,183,000	65.05%	69.00%	-3.95%
Total Salary and Benefits - 73.5% of total Budget	47,245,000	30,763,000	16,482,000	65.11%	69.00%	-3.89%
<i>- Salaries and Benefits allocated below</i>						
Expenses:						
Instruction	28,175,000	19,195,000	8,980,000	68.13%	70.00%	-1.87%
Academic Support	3,646,000	2,508,750	1,137,250	68.81%	70.00%	-1.19%
Student Services	5,955,000	4,067,250	1,887,750	68.30%	70.00%	-1.70%
Institutional Support	19,101,000	12,592,000	6,509,000	65.92%	70.00%	-4.08%
Plant Operations	7,327,000	5,055,000	2,272,000	68.99%	70.00%	-1.01%
	64,204,000	43,418,000	20,786,000	67.63%	70.00%	-2.37%
KEY BUDGET ITEMS (included above):						
Utilities	1,868,000	853,000	1,015,000	45.66%	56.00%	-10.34%
Custodial Contract	855,000	555,750	299,250	65.00%	65.00%	0.00%
Maintenance, Grounds and Equipment	2,071,000	1,434,000	637,000	69.24%	67.50%	1.74%
IT Management, Computer Software and Hardware	4,031,000	2,773,000	1,258,000	68.79%	65.00%	3.79%
	8,825,000	5,615,750	3,209,250	63.63%	62.50%	1.13%
Total Expenditures	64,204,000	43,418,000	20,786,000	67.63%	70.50%	-2.87%
Surplus/Deficit	-	366,000	(366,000)			
** Other Revenue Key Items:						
WWFM Listener Donations	630,000	377,000	253,000	59.84%	62.00%	-2.16%
Conference Center and Food Commissions	695,500	380,000	315,500	54.64%	55.00%	-0.36%
Partner Schools (Rutgers, Felician, William Patterson, FDU)	330,000	195,000	135,000	59.09%	66.50%	-7.41%
Mercer Institute	975,000	423,000	552,000	43.38%	50.00%	-6.62%
Kelsey Theater	260,000	284,000	(24,000)	109.23%	75.00%	34.23%
Tower Rentals	445,000	313,000	132,000	70.34%	70.00%	0.34%
Facility Rentals	249,000	230,000	19,000	92.37%	70.00%	22.37%
Bookstore	350,000	165,500	184,500	47.29%	61.00%	-13.71%
Summer Camps (Tomato Patch/Athletics/Camp College)	1,169,000	1,106,000	63,000	94.61%	100.00%	-5.39%

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

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

MCCC

Attachment #2

**INVESTMENT DETAIL
 FOR THE PERIOD ENDING February 29, 2020**

		TERM & INTEREST			
<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>RATE</u>	<u>DUE</u>	<u>AMOUNT</u>	
2/29/20	Bank of Princeton	1.75%	N/A	3,575,073.00	###
2/29/20	Bank of Princeton	2.00%	1/22/2021	519,615.00	
2/29/20	FIRST BANK	0.85%	N/A	1,046,400.81	
2/29/20	WELLS FARGO BANK BALANCE	0.55%	N/A	<u>5,379,975.08</u>	
				<u>10,521,063.89</u>	***
 <u>LONG TERM INVESTMENTS</u>					
2/29/20	WELLS FARGO BANK - UNEMPLOYMENT TRUST FUND	1.43%		<u>533,599.66</u>	

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

Includes \$3 million of advanced capital funding from the County

MCCC PURCHASE ORDER REPORT
 \$7,280.00 - \$36,400.00
 DATE OF BOARD MEETING: March 19, 2020
 Budget lines beginning with "2" indicate grant funded

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
B5519	2/6/20	Data Recognition Corp. Indianapolis, IN	\$10,000.00	10-01-02-02-208002-63999	Exemption: Instructional Supplies

Payment for 2020 Test Assessing Secondary Completion (TASC) testing fees for the Learning Center at the James Kerney Campus.

P10665	2/6/20	Forte Dramatic Productions, Inc. Hamilton, NJ	\$12,096.63	33-03-01-02-209001-42518 33-03-01-02-209001-64550	Exemption: Entertainment
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Payment from box office sales for the production of "12 Angry Men."

P11821	2/6/20	Dell Marketing, LP Round Rock, TX	\$8,259.41	22-01-01-02-302049-61100	NJ State Contract #19-TELE-00656
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Purchase of twenty-four (24) Chromebooks and a related software applications package for usage by the Liberal Arts program, payable from the U.S. Department of Education College Readiness grant.

P11831	2/6/20	Adams, Gutierrez & Lattiboudere, LLC Newark, NJ	\$7,412.00	10-06-01-03-301001-64103	Exemption: Professional Services
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Payment for legal services rendered.

P11847	2/6/20	Clarke Caton Hintz Trenton, NJ	\$14,883.56	70-07-01-03-701260-64105	Exemption: Professional Services
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Payment for architectural services for the One Stop Center, payable from FY 2019 New Jersey Chapter 12 program.

P11848	2/6/20	Presidio Networked Solutions LLC Iselin, NJ	\$29,860.00	70-07-01-03-701261-76101	NJ State Contract #87720
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Payment for the installation of a surveillance system at the Maintenance Building, payable from the FY 2020 New Jersey Chapter 12 program.

P11856	2/10/20	OmniGo Software LLC St. Louis, MO	\$7,748.00	10-01-01-03-301304-69713	Exemption: Sole Source
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Payment for Report Exec Security and Safety Management Software for the College Safety Office.

P10659	2/11/20	Theater to Go Lawrenceville, NJ	\$19,186.79	33-03-01-02-209001-42518 33-03-01-02-209001-64550	Exemption: Entertainment
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Payment from box office sales for the production of "Annie, the Movie Sing-Along" and "Cabaret."

MCCC PURCHASE ORDER REPORT
 \$7,280.00 - \$36,400.00
 DATE OF BOARD MEETING: March 19, 2020
 Budget lines beginning with "2" indicate grant funded

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P11866	2/11/20	Heath Lumber Ewing, NJ	\$17,750.98	38-03-01-02-207003-60001	CK09MERCER2018-03

Replacement of bathroom hardware associated with the Liberal Arts Building Fire, payable by the Philadelphia Insurance Companies.

P11888	2/13/20	Energy Transfer Solutions, LLC West Chester, PA	\$15,310.00	10-07-01-03-301401-72100	MCCC RFQ #2039
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Purchase of two (2) Multistack Heat Exchangers to replace unrepairable equipment by the Facilities Department.

P11895	2/14/20	Kamco Building Supply Corp. Trenton, NJ	\$7,612.40	70-07-01-03-700100-69240	MCCC RFQ #2042
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Replacement of wall panels associated with the Liberal Arts Building Fire, payable by the Philadelphia Insurance Companies.

P11896	2/14/20	Graybar Electric Newark, NJ	\$9,783.71	70-07-01-03-700100-69240	NJ State Contract #85151
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Replacement of electrical equipment associated with the Liberal Arts Building Fire, payable by the Philadelphia Insurance Companies.

B5887	2/14/20	LeadGood, LLC Pennington, NJ	\$11,400.00	10-06-01-06-600100-64110	Exemption: Professional Services
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Payment for professional investigative services needed by the Department of Human Resources.

P11919	2/18/20	United Collegiate Umpires Bedminster, NJ	\$12,956.00	61-05-01-04-402001-64110 61-05-01-04-402009-64110	NJCCC RFQ #18/19Q-491
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Payment for 2019-2020 Baseball Season Umpire Services.

P11947	2/20/20	Touch Net Info Systems Bedminster, NJ	\$20,625.00	10-00-00-00-000000-40208	MCCC BID #1905
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Purchase of Student Payment Licensing Software.

P11955	2/24/20	The Aviation Consulting Group Myrtle Beach, SC	\$30,000.00	10-06-01-03-301001-63000	Exemption: Consulting Services
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Payment for a consultant to conduct an academic audit of the Aviation Department.

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

DATE OF BOARD MEETING: March 19, 2020
Budget lines beginning with "2" indicate grant funded

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P11974	2/25/20	CMD Outsourcing Solutions Baltimore, MD	\$19,002.00	21-01-01-02-302059-64105	Exemption: Enrollment Services

Payment for CMD Call Center Services, payable from the Title III –Strengthening Institutions federal grant.

P11981	2/25/20	Stanley Convergent Security Solutions Langhorne, PA	\$11,265.00	70-07-01-03-700113-71100	Exemption: Emergency Declaration
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Payment for installation of a Fire and Burglar Alarm at 101 North Broad Street at the James Kerney campus, payable from the FY 2020 New Jersey Chapter 12 program.

PROMOTION

1. Bryon Marshall to receive a promotion from Director of Facilities & Safety to Executive Director of Facilities & Safety, with a salary increase from \$115,087 to \$123,143, effective March 23, 2020.



Human Resources

March 2, 2020

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

Date	Name	Title	Division	Type*	EEO
01/25/2020	Lee Ewashko**	Painter	Facilities, Maintenance & Grounds	TR	M W
02/05/2020	Kelli Young	Education Specialist	Community Education & Training	RS	F W
02/29/2020	Viola Baulkman	Education specialist	Career Training Institute	RT	F B

*
RS - **Resigned**
RT - **Retired**
TR - **Termination**

** - **January Separation**

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

REAPPOINTMENT OF FIRST-YEAR FACULTY MEMBERS

Name	Title	Division	Date of FT Hire	Base Salary
Natalie Leigh Boyd	Assistant Professor	Liberal Arts	08/27/2019	\$ 62,512.00

MCCC

Attachment #6



To: Sue Perkins,
Vice President of Finance and Administration

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

Date: March 04, 2020

Subj: Reportable Crimes, Fires, and Other Emergencies for January 2020 as Required By S-485/A-1976 - 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 February 2020, seven (7) Reportable Offense-Crime(s), fires, and other emergencies occurred on campus during the reporting period which were recorded by campus security at this time.

Incident #1: Theft of Property- Lost / Misplaced / Mistaken Delivery-

February 11, West Windsor Campus: A student left their I Phone 5 charging unattended in an electrical outlet in the MS Building. Upon returning to the building their phone it was missing. No solvable factors or witnesses could be located at the time of the recording of this offense.

Incident #2: Theft of Property- Lost / Misplaced / Mistaken Delivery-

February 12, West Windsor Campus: A student left their jacket unattended in AD 120. Inside of the jacket was the student's wallet. When the student returned to AD 120 to retrieve the jacket, the jacket was present however his/her wallet containing currency and various items were missing. No solvable factors or witnesses can be located at the time of the recording of this offense.

Incident #3: Harassment-Stalking Title IX Offense-

February 18 West Windsor Campus: A student reported being stalked and harassed by another student. The matter was referred to the Office of the Title IX Coordinator for review and action.

John Simone, Assistant Dean of Student Services, and Widmarc Dalce, Coordinator of Student Development, were advised of the matter.

Incident #5: Criminal Mischief Vehicle-

February 19, West Windsor Campus: A student reported damage to their vehicle. The owner of the vehicle had been involved in a Title IX matter the previous day. The matter was referred to the Office of the Title IX Coordinator for review. John Simone, Assistant Dean of Student Services, and Widmarc Dalce, Coordinator of Student Development, were advised of the matter.

Incident #6: Criminal Mischief to Building-

February 21, James Kerney Campus: An unknown/unidentified person(s) broke a window on the Hanover Street side of the building at 101 N Broad Street. No entry was gained. Replacement value was \$225.00. No solvable factors or witnesses could be located at the time of the recording of this offense.

Incident #7: Harassment-Title IX Offense-

February 20, James Kerney Campus: A student reported being stalked and harassed by a former partner. The matter was referred to the Office of the Title IX Coordinator for review. Student Services Kimberly Bowser Discipline Officer and John Simone, Assistant Dean of Student Services, and Widmarc Dalce, Coordinator of Student Development, were advised.

Respectfully Submitted.

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