

MCCC Board of Trustees
Meeting Minutes 05/19/2022
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MERCER COUNTY COMMUNITY COLLEGE
Minutes of the 686th Meeting
of the Board of Trustees
May 19, 2022

The public meeting was called to order by Chair Mark Matzen, at 6:35 p.m. in the Board Room at the West Windsor Campus of Mercer County Community College. In addition to the Chair, the following members were in attendance: Blanca Berrios-Ohler, Angela Delli Santi, Kevin Drennan, Shannon Mason, Larry Nespoli, Greg Puliti, Laura Ceras, Alumni Trustee, and Barbara Basel, Acting President. Also present was Perry Lattiboudere, College Counsel. Absent were Julie Blake, Winnifred Brown-Glaude and Roger Jinks.

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 REVISED AGENDA

Ms. Berrios-Ohler moved to approve the Revised Agenda, which was seconded by Ms. Delli Santi, and adopted with Trustees Berrios-Ohler, Delli Santi, Drennan, Mason, Matzen, Nespoli, and Puliti voting aye.

D) PUBLIC COMMENT

Professor Alvyn Haywood acknowledged Professors Beihl and Paluscio, who received Faculty Emeriti status, and Professor Dylan Wolfe, who received promotion to full Professor. He said the three have been an integral part of the work with students. He also thanked the board for their support during his time as President of the Faculty Union.

II. A) APPROVAL OF MINUTES OF THE APRIL 21, 2022 BOARD MEETING

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

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BE IT RESOLVED, that the minutes of the April 21, 2022 meeting of the Board of Trustees are approved as presented.

B) APPROVAL OF EXECUTIVE SESSION MINUTES OF APRIL 21, 2022

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

BE IT RESOLVED, that the executive session minutes of April 21, 2022 are approved as presented.

C) APPROVAL OF MINUTES OF THE APRIL 27, 2022 BOARD MEETING

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

BE IT RESOLVED, that the minutes of the April 27, 2022 meeting of the Board of Trustees are approved as presented.

III. FINANCIAL MATTERS

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

A) MONTHLY FINANCIAL STATEMENT

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

B) INVESTMENT DETAIL

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

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

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

D) MONTHLY PAYMENT LISTS FOR APRIL

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

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

E) GLOBAL INDUSTRIAL

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WHEREAS, the Mercer County Community College has a need to acquire furniture, furnishings, safety equipment, and other general supplies (e.g. water bottle filling stations) for the Facilities Department and the Kelsey Theatre; and

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

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

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to increase the FY 2022 purchase order with Global Industrial of Port Washington, New York to acquire furniture, furnishings, safety equipment and other general supplies for the Facilities department and the Kelsey Theatre as approved by the Board on March 17, 2022 for an annual aggregate spending amount not to exceed \$65,000, by \$25,000 to \$90,000 for this vendor for the period July 1, 2021 to June 30, 2022.

* TIPS Contract #200301 and #190101

F) LEADGOOD LLC CONSULTING

WHEREAS, Mercer County Community College has a need to acquire professional consulting services to perform independent investigations on behalf of the College's Human Resources department; 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) (15) exempts professional consulting services from public advertising for bids but requires a resolution authorizing the award of such a contract; and

WHEREAS, LeadGood LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Lead Good 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 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 LeadGood LLC of Pennington, New Jersey to provide professional human resources consulting services to perform independent internal investigations on behalf of the College's Human Resources department, at a cost not to exceed \$250,000 from November 1, 2021 through June 30, 2022.

G) NATIONAL PUBLIC RADIO

WHEREAS, Mercer County Communication College's radio station, WWFM, has a need to acquire exclusive radio programming content and other services, including the Public Radio Satellite System®, including the Interconnect System and National Public Radio (NPR) Digital services for its broadcast network in FY 2022; 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; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with National Public Radio, Inc. (NPR) to acquire exclusive radio programming content and other services, including the Public Radio Satellite System®, including the Interconnect System, and National Public Radio (NPR) Digital services for its broadcast network, for an amount not to exceed \$75,000 from June 1, 2021 through June 30, 2022. Paid for by WWFM listener donations.

H) SHERWIN WILLIAMS COMPANY

WHEREAS, Mercer County Community College has a need to acquire interior and exterior paint and paint supplies for the Facilities Department in FY 2022; and

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

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

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to contract with The Sherwin Williams Company of Cleveland, Ohio for an annual aggregate spending amount not to exceed \$70,000 for this vendor for the period July 1, 2021 to June 30, 2022.

* Educational Services Commission of New Jersey #ESC NJ 19/20-14

I) SHI INTERNATIONAL CORP.

WHEREAS, Mercer County Community College has a continuing need to purchase computer hardware, software, communications and other related equipment for the James Kerney and West Windsor campuses in FY 2022; 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

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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 the Board, to increase the FY 2022 purchase order with SHI International Corporation of Somerset, New Jersey to purchase computer hardware, software, communications and other related equipment for the James Kerney and West Windsor campuses as approved by the Board on July 15, 2021 for an annual aggregate spending amount not to exceed \$75,000, by \$60,000 to \$135,000 from August 1, 2021 through July 31, 2022.

* New Jersey State Contract #89851 and/or Omnia Contract # RFP2018011-02

J) BLACK ROCKET PRODUCTIONS

WHEREAS, Mercer County Community College has a need to provide instructional digital arts programs for Camp College during the 2022 – 2023 academic year(s); and

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

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

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

WHEREAS, Black Rocket Productions has completed and submitted a Business Entity Disclosure Certification which certifies that Black Rocket Productions 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 Black Rocket 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 refresh the annual purchase order with Black Rocket Productions of Navesink, New Jersey to provide instructional digital arts programs for an amount not to exceed \$80,000 for the period July 1, 2022 to June 30, 2023

K) MAD SCIENCE OF NJ

WHEREAS, Mercer County Community College has a need to provide instructional science programs for Camp College during the 2022-2023 academic year; 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

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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, Mad Science of New Jersey has completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate committee in Mercer County in the previous one year, and the contract will prohibit Mad Science of New Jersey 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 Mad Science of New Jersey, Pennington, NJ to provide instructional arts & science programs for an amount not to exceed \$40, 000 for summer camp for the period July 1, 2022 through June 30, 2023. Paid by Camp fees.

L) SUPER SCIENCE PROGRAM FOR KIDS

WHEREAS, Mercer County Community College has a need to provide instructional science programs for Camp College during the 2022-2023 academic year; and

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

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

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

WHEREAS, Super Science Program for Kids has completed and submitted a Business Entity Disclosure Certification which certifies that Super Science Program for Kids 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 Super Science Program for Kids 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 Super Science Program for Kids of Hackettstown, New Jersey for instructional science programs for an amount not to exceed \$40,000 during the period between July 1, 2022 and June 30, 2023.

M) WINDSTREAM SERVICES LLC

WHEREAS, Mercer County Community College has a need to obtain digital landline telephone services in FY2023; and

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

WHEREAS, the New Jersey colleges selected NJEdge.Net to act as purchasing agent with respect to the purchase of digital landline telephone services; and

WHEREAS, Windstream Services LLC (formerly Broadview Networks Inc.) is an approved affiliate with NJEdge.Net to provide digital landline telephone services at reduced pricing; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to issue a FY 2023 purchase order to Windstream Services LLC (formerly Broadview Networks Inc.) of Philadelphia, Pennsylvania, for twelve (12) months, to provide digital landline telephone services for FY 2023 at a cost not to exceed \$178,000 from July 1, 2022 through June 30, 2023.

N) NJ DEPT. OF LABOR BRIDGES TO EMPLOYING YOUTH CONTINUATION GRANT

Whereas, the State of New Jersey, Department of Labor has approved Mercer County Community College's application for the Bridges to Employing Youth – Continuation Grant Project beginning February 1, 2022 and ending on January 31, 2023; and

WHEREAS, the State of New Jersey, Department of Labor is providing funds to the college to support the college's ability to bridge special populations into employment, vocational, or postsecondary training; and

WHEREAS, Mercer County Community College will work to expand the capacity of NJDOL's workforce system through an influx of specialized providers to adequately address the career development needs of the following special populations 1) Youth with disabilities 2) Justice-involved youth 3) Youth who are or have aged out of Foster Care 4) Pregnant or parenting youth; and

WHEREAS, the State of New Jersey, Department of Labor requires that this Board formally accept the grant funds but requires a resolution authorizing acceptance; now therefore

Be it resolved, that the Mercer County Community College Board of Trustees accept the State of New Jersey, Department of Labor grant estimated funding amount of \$185,115 for the period from February 1, 2022 through January 31, 2023.

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IV. HUMAN RESOURCES MATTERS

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

A) APPOINTMENT, RATIFICATION OF APPOINTMENTS, PROMOTIONS, STIPENDS, AND STAFF SEPARATION REPORT

BE IT RESOLVED, that this Board approves the Appointments, Ratification of Appointments, Promotions, Stipends, 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. Berrios-Ohler presented Agenda Items IV (B) through (D), which were seconded by Ms. Delli Santi. The items passed with Trustees Berrios-Ohler, Delli Santi, Drennan, Mason, Matzen, Nespoli, and Puliti voting aye.

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

BE IT RESOLVED, that certain members of the administrative and professional staff whose current contract expire on June 30, 2023 are hereby reappointed for two additional years as recommended by the President and shall be issued three-year contracts for the period July 1, 2022 through June 30, 2025 as indicated in the attached which is to be made part of the minutes of this meeting. (Attachment #5)

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

BE IT RESOLVED, that certain members of the administrative and professional staff whose current contracts expire on June 30, 2022 are hereby reappointed for two years as recommended by the President, and shall be issued contracts for the period July 1, 2022 through June 30, 2024 as indicated in the attached which is to be made part of the minutes of this meeting. (Attachment #6)

D) REAPPOINTMENT OF ADMINISTRATIVE AND PROFESSIONAL PERSONNEL ELIGIBLE FOR ONE-YEAR CONTRACTS

BE IT RESOLVED, That certain members of the administrative, professional and teaching assistant staff are hereby reappointed as recommended by the President and shall receive one-year contracts for the period July 1, 2022 through June 30, 2023 as indicated in the attached which is to be made part of the minutes of this meeting. (Attachment #7)

Ms. Berrios-Ohler presented Agenda Item IV (E), which was seconded by Ms. Delli Santi. The item passed with Trustees Berrios-Ohler, Delli Santi, Drennan, Mason, Matzen, Nespoli, and Puliti voting aye.

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E) PROMOTIONS IN ACADEMIC RANK

BE IT RESOLVED that this Board hereby approves promotions in academic rank as indicated below, with salary increases as approved by the Faculty contract, effective for the 2022-2023 academic year, as recommended by the President.

To Associate *Professor*

Kyle Anderson
Edward Avery-Natale
Mitchell Canter
Erin Rybicki
Mauro Zamora

To *Professor*

Alison Becker-Moses
Jamie Fleischner
Meimei Gao
Nicole Homer
Dylan Wolfe

Ms. Berrios-Ohler presented Agenda Item IV (F), which was seconded by Ms. Delli Santi. The item was passed with Trustees Berrios-Ohler, Delli Santi, Drennan, Mason, Matzen, Nespoli, and Puliti voting aye.

F) EMERITUS STATUS 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 accord with established policy.

- Michael Beihl
- Kathi Paluscio

V. OPERATIONS MATTERS

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

A) APRIL 2022 CLERY REPORT

The members of the Board noted receipt and review and ratified the April 2022 Clery Report, which is attached. (Attachment #8)

VI. OTHER MATTERS

A) MCCC FY2023 BOT MEETING SCHEDULE

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BE IT RESOLVED, that this Board adopts the meeting schedule for FY 2023, as indicated on the attached, which will be made a part of the minutes of this meeting. (Attachment #9)

VII. PRESIDENT'S UPDATE

Enrollment

Fall enrollment is currently down 6.6%. As with the entire higher education sector, we continue to see challenges in this area. We are hopeful that continued outreach to students will result in improvements in the coming weeks.

Grant Updates

The Title III Higher Education Agency Relief Fund Cares Act budget period has been extended to 06/30/23. This fund assists with outstanding balances and helps CCOG students fund their summer classes.

MCCC Educational Opportunity Fund (EOF) received an 83% increase in Article III funding for FY23 (to \$700,800) for student grants. This will allow service to 600-700 students. An \$8000 increase in summer funding will allow an additional 15 renewal students to enroll in summer classes.

Grants in Development

Below are some grants that are currently in development:

- The Trio Upward Bound Math & Science Grant –This grant prepares high school students for postsecondary programs leading to careers in math and science. (The maximum amount is \$287,537)
- The Perkins FY 2023 Grant – This grant supports students participating in Career and Technical Education programs. (The FY 2023 allocation is \$611,727)
- The Title II Adult Basic Education Renewal -(The amount is TBD)
- The Center for Adult Transition – This provides services, programs, and resources to students with intellectual and developmental disabilities. (The maximum amount is \$250,000)

Student News

Sports teams continue to be successful. All four spring teams and our #1 women's tennis player (Lucy Ann Taffner) were able to compete in post season championships. The Vikings men's baseball team heads to the NJCAA World Series on May 28, the first time since 2016.

Jennifer Carter was instrumental in the creation of the Career Closet - the Dress for Success Center that provides professional attire for students going on interviews, internships and into the work force.

Jasmine Ceveda has assisted Student Life and SGA in many events, from SGA meet & greets to movie days to the West Windsor Campus Spring Day, where she gave out reusable stainless steel water bottles and reusable bento box lunch boxes

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On Friday, 12 students who are at MCCC on F1 Visas will graduate (students from Turkey, China, Vietnam, Nigeria, South Africa, Kenya, Brazil, Colombia, and El Salvador). Three new F1 students are currently registered for summer.

On April 28 we honored two Mercer students at the 2022 NJ Community College Scholars Celebration for their exceptional academic achievements and service to the college and their communities.

Our Annual Educational Opportunity Fund Honors Ceremony was held yesterday, honoring this year's graduates, and other EOF students who have achieved academic distinction and exemplary leadership.

Congratulations to MCCC Nursing graduates who were honored in a pinning ceremony last night, symbolizing their successful entry into the ranks of professionals in their field.

College News

MCCC participated in mental & emotional health trainings, yielding certification for 130 faculty & staff.

Over 180 employees attended the Spring Assembly virtually on Tuesday. This was an opportunity for faculty and staff to come together and celebrate what we have accomplished.

We look forward to celebrating our graduates at tomorrow evening's 2022 in-person Commencement Ceremony. Graduates from 2020 and 2021 were also invited to this very special occasion.

VIII. NEW JERSEY COUNCIL OF COUNTY COLLEGES REPORT

Dr. Nespoli provided an update on two statewide priorities for NJ's community colleges:

- State Budget for Community Colleges – The Governor's proposed FY2023 state budget recommends level operating aid for community colleges. The colleges are working with legislative leaders to seek an increase in state aid, much like what was accomplished last year.
- Pathways for Career Opportunities – New Jersey's community colleges are leading an unprecedented statewide collaborative effort of businesses and education leaders to provide students and workers with the career pathways they need to find new careers and jobs, and to ensure that employers have access to a highly skilled workforce to meet the critical post-pandemic labor market needs of industry sectors especially important to the state's economy. These collaborative efforts to date have especially focused on building these career pathways for students while they are still in high school – and dual enrollment programs, through which high school students can earn college credits while still in high school, are proving especially important in these efforts.

IX. CHAIR'S REPORT

Chair Matzen introduced Dr. Aamir Rehman, Chair of the Foundation Board, who reported on three new Directors to the Foundation Board; Hendricks Davis, Cesar Marroquin,

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and Diego F. Maya. The board thanked him for thinking of demographics when selecting these new Directors. As Dr. Rehman is ending his term as the Chair of the Foundation Board, Chair Matzen thanked him for his service and all he has done for the College as the Chair. He said it makes a world of difference.

Chair Matzen then introduced Marvin Carter, Director of Diversity, Equity & Inclusion & Dr. Andrea Lynch, who reported on the results of a Climate Survey conducted at the College. Chair Matzen noted that the data shows we do some things really well, and that we also face some challenges. He said there is a lot for the College and the Board in general to look at with this data. Board members commented that this is a great start to showing where we are and where we want to go, and that the conversation must continue. Trustee Puliti stated that the Climate Survey was too important not to have as an agenda item at our regular meetings for discussion and not to push the discussions off until another time, as requested by Mr. Carter in his presentation. The Board thanked Mr. Carter and Dr. Lynch for their leadership on this topic.

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

Respectfully submitted,



Barbara Basel
Acting President, Mercer County Community College

/bb
Attachments



Preliminary

30-Apr-22

	FY2022 Budget	Apr-22 YTD Actual	(Over)/Under Annual Budget	Actual % Used/Earned	Expected % Used/Earned	Variance % Used/Earned
Revenues:						**
State of New Jersey	7,000,000	6,445,200	554,800	92.07%	83.33%	8.74%
Mercer County	18,592,000	18,592,000	-	100.00%	83.33%	16.67%
Tuition & Fees	27,511,000	24,475,673	3,035,327	88.97%	88.00%	0.97%
Non-Credit Tuition & Fees	450,000	501,564	(51,564)	111.46%	80.00%	31.46%
Other **	3,840,500	2,139,017	1,701,483	<u>55.70%</u>	<u>86.50%</u>	<u>-30.80%</u>
Total Revenue	57,393,500	52,153,453	5,240,047	90.87%	86.50%	4.37%
		<i>** Negative variance in the expected revenue equates to unfavorable anticipated earnings</i>				
Salaries - 56.93% of total Budget	32,676,286	28,573,036	4,103,250	87.44%	84.00%	3.44%
Benefits - 19.07% of total Budget	10,946,025	8,918,455	2,027,570	<u>81.48%</u>	<u>84.00%</u>	<u>-2.52%</u>
Total Salary and Benefits - 76.00% of total Budget	43,622,311	37,491,491	6,130,820	85.95%	84.00%	1.95%
		<i>- Salaries and Benefits allocated below</i>				
Expenses:						
Instruction	26,293,263	23,064,243	3,229,020	87.72%	87.00%	0.72%
Academic Support	3,327,896	2,027,665	1,300,231	60.93%	87.00%	-26.07%
Student Services	5,477,331	4,425,767	1,051,564	80.80%	87.00%	-6.20%
Institutional Support	15,612,292	14,459,678	1,152,614	92.62%	87.00%	5.62%
Plant Operations	6,682,718	4,462,380	2,220,338	<u>66.77%</u>	<u>87.00%</u>	<u>-20.23%</u>
	57,393,500	48,439,733	8,953,767	84.40%	87.00%	-2.60%
		<i>** Negative variance in the expected expense equates to favorable cost savings</i>				
KEY BUDGET ITEMS (included above):						
Utilities	1,870,000	1,352,350	517,650	72.32%	75.00%	-2.68%
Custodial Contract	892,500	615,418	277,082	68.95%	80.00%	-11.05%
Maintenance, Grounds and Equipment	2,035,429	1,280,890	754,539	62.93%	82.00%	-19.07%
IT Management, Computer Software and Hardware	2,400,000	1,749,981	650,019	<u>72.92%</u>	<u>79.00%</u>	<u>-6.08%</u>
	7,197,929	4,998,638	2,199,291	69.45%	77.50%	-8.05%
Total Expenditures	57,393,500	48,439,733	8,953,767	84.40%	88.50%	-4.10%
(Surplus)/Deficit	-	(3,713,720)	(3,713,720)			
** Other Revenue Key Items:						
WWFM Listener Donations	503,000	359,043	364,177	71.38%	82.00%	-10.62%
Conference Center and Food Commissions	174,600	76,052	144,996	43.56%	77.50%	-33.94%
Partner Schools (Rutgers, Felician, William Patterson, FI)	260,000	169,822	143,293	65.32%	86.00%	-20.68%
Mercer Institute	650,000	138,079	650,000	21.24%	77.50%	-56.26%
Kelsey Theater	230,000	74,698	227,965	32.48%	88.00%	-55.52%
Tower Rentals	225,000	204,052	154,500	90.69%	85.00%	5.69%
Facility Rentals	317,400	473,942	85,926	149.32%	85.00%	64.32%
Bookstore	150,000	82,770	102,814	55.18%	88.00%	-32.82%
Summer Camps (Tomato Patch/Athletics/Camp College)	500,000	496,045	21,145	99.21%	100.00%	-0.79%

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Attachment #2

**MERCER COUNTY COMMUNITY COLLEGE
 FINANCE DIVISION**

**INVESTMENT DETAIL
 FOR THE PERIOD ENDING APRIL 30,2022**

<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>TERM & INTEREST</u>		<u>AMOUNT</u>
		<u>RATE</u>	<u>DUE</u>	
04/30/22	BANK OF PRINCETON	0.20%	N/A	3,588,497.76
04/30/22	BANK OF PRINCETON	0.35%	7/11/2023	534,391.96
04/30/22	FIRST BANK	0.35%	N/A	1,047,604.01
04/30/22	WELLS FARGO BANK BALANCE	0.25%	N/A	6,612,027.44
04/30/22	CASH MANAGEMENT FUND-NJ	0.33%	N/A	6,005,037.34
				<u>\$ 17,787,558.51</u> *
	<u>LONG TERM INVESTMENTS</u>			
04/30/22	WELLS FARGO BANK - UNEMPLOYMENT TRUST FUND	N/A		<u>\$ 538,968.31</u>

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

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Attachment #3

MCCC PURCHASE ORDER REPORT
 \$7,500 - \$37,500
 Date of BOARD MEETING: May 19, 2022

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

PO#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P14916	3/28/22	Atrion Communication Resources Branchburg, NJ	\$11,881.30	10-01-01-03-301303-69614	NCPA #01-130
WWC & JKC WAN Network Optimization Appliance -Used for controlling Internet Bandwidth.					
P14923	3/28/22	Dynamic Security Edison, NJ	\$23,610.06	70-07-01-03-701532-76101	GSA #07F-0251X
Genetec cloud storage 1yr. subscription. Paid by Chapter 12 grant.					
P14930	3/29/22	Decotiis, Fitzpatrick, Cole LLP Paramus, NJ	\$12,500.00	10-06-01-03-301001-6405	Exemption: Professional Services
Contract negotiations with Professional Staff Federation and Security/Maintenance Unions.					
B7094	3/29/22	Acme Lingo Flagpoles LLC Southampton, NJ	\$28,980.00	70-07-01-03-701507-76101	MCCC RFQ #2205
Installation of four flagpoles for wayfinding. Paid by Chapter 12 grant.					
B7095	3/29/22	Franklin Griffith Windsor, NJ	\$20,881.80	70-07-01-03-701525-76101	ESCNJ #21/22-20
Communications Building Lecture Hall dimmer control LED conversion. Paid by Chapter 12 grant.					
P14941	3/31/22	Enco Systems Novi, MI	\$12,539.50	32-03-01-03-301501-69320	Exemption: Sole Source
New ENCO unit for programming use in JazzOn2 on-air studio. Paid by WWFM listener donations.					
B7099	4/5/22	Marks Plumbing Parts Ft. Worth, TX	\$8,677.54	70-07-01-03-701522-76101	GSA # GS-07F-0342U
Plumbing parts for bathroom renovation. Paid by Chapter 12 grant.					

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B7100	4/6/22	EVF Procurement Highland Park, NJ	\$20,000.00	10-06-01-03-301001-61002	MC #CK09MERCER2021-01B
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Stationery supplies.

P15003	4/11/22	Ellucian Company Fairfax, VA	\$36,333.00	10-01-014-03-301304-64110	Exemption: Proprietary
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Ellucian Payment Center subscription.

P15006	4/11/22	Ellucian Company Fairfax, VA	\$13,113.00	10-01-01-03-301304-64110	Exemption: Proprietary
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Web portal application hosting for the Colleague system.

P15007	4/11/22	SHI International Somerset, NJ	\$8,013.00	10-01-01-03-301303-69713	EdgeMarket Cooperative #269EMCPS-21-001-EMI-SHI
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Network optimization tools for troubleshooting.

P15024	4/12/22	Hannon Hill Atlanta, GA	\$15,623.25 \$15,000.00	10-06-01-05-500120-64110 21-01-01-02-302059-64105	Exemption: Professional Services
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Cascade CMS Cloud subscription renewal May 1, 2022- April 30, 2023. Partial funding by Title III grant.

P15030	4/14/22	ArcMercer Ewing, NJ	\$13,874.40	10-06-01-03-301001-62335	MCCC RFB #1815
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March 2022 shuttle services for students.

P15031	4/14/22	Crystal Clear Glass Howell, NJ	\$8,850.00	10-07-01-03-301401-68550	ESCNJ #21/22-31
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Installation of glass in LA and HS buildings.

P15032	4/14/22	Collegiate Basketball Officials Organization Shippensburg, PA	\$9,110.00	61-05-01-04-402003-64110	NJJPC #21/22-1337
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Basketball officiating fees. Paid by Athletic fees.

P15038	4/18/22	PRX, Inc. Cambridge, MA	\$18,000.00	21-06-01-03-302105-64110	Exemption: Sole Source
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PRX membership annual fee for WWFM. Funded by American Rescue Plan.

P15039	4/18/22	Public Radio International Minneapolis, MN	\$21,296.56	21-06-01-01-302105-64110	Exemption: Sole Source
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Classical 24/7 program fees for WWFM. Funded by American Rescue Plan.

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P15047 4/18/22 Extel \$19,934.00 10-01-01-03-301307-69611 NJSC #A88737
Communications
North Haledon, NJ

Renovation wiring for network drops for AD renovations.

P15048 4/18/22 United Collegiate \$12,420.00 61-05-01-04-402001-64110 NJJPC #21/22-Q1337
Umpires
Pluckemin, NJ

Umpire fees. Paid by Athletic fees.

P15049 4/19/22 Global Industrial \$18,836.31 70-07-01-03-700102-69320 TIPS #200301 and #190101
Port Washington, NY

Furniture for Facilities department and Kelsey Theatre. Paid by Chapter 12 grant.

P15055 4/20/22 B&B Party Rentals \$19,177.25 10-06-01-03-301001-63100 MCCC RFQ #2235
Jackson, NJ

Rental of Graduation stage and chairs.

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Attachment #4

APPOINTMENT

Dr. Tonia Perry-Conley, Interim Executive Dean of Student Support Services & JKC, to be appointed as Interim Vice President of Student Affairs with a salary increase from \$106,590 to \$145,000, effective June 22, 2020.

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Administration

May 12, 2022

To: Barbara Basel, Acting President
From: Scott Butchley, Deputy Director, Human Resources
Subject: Dr. Tonia Perry-Conley, Interim Appointment for Vice President for Student Affairs

I recommend that Dr. Tonia Perry-Conley, Interim Executive Dean of Student Support Services & JKC, be appointed as the Interim Vice President for Student Affairs with a salary increase from \$106,590 to \$145,000, effective June 22, 2020. This appointment is in effect until which time the incoming President has the opportunity to assess the role.

CURRENT TITLE:	Interim Executive Dean of Student Support Services & JKC
ACTING TITLE:	Interim Vice President for Student Affairs
DIVISION:	Administration
CURRENT SALARY:	\$106,590 annually
RECOMMENDED STIPEND:	\$145,000 annually
BUDGET CODE:	10_04_02_02_208001_50100
EFFECTIVE DATES:	June 22, 2020

Recommended and approved for presentation to the Board of Trustees

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Human Resources Office

To: Barbara Basel, Acting President

From: Scott Butchley, Deputy Director, Human Resources

Date: May 4, 2022

Re: Ratification of Appointments

The following appointments have been made since April 21, 2022.

Effective Date of /Hire	Department	Name	Title	Salary	Range	FLSA
4/4/2022	Youth College /Gear Up	Dr. Isaiah White	Director, Gear Up	\$60,000	\$37,695 – \$67,305	Exempt
4/18/2022	OMIC Grant	Christopher Freihaut	Coordinator, Dual Enrollment	\$51,000	\$37,695 – \$67,305	Exempt
4/18/2022	Academic Affairs/ Financial Aid	Cindy Gerez	Financial Aid Advisor	\$60,000	\$37,695 – \$67,305	Exempt
4/18/2022	College Advancement	Nicholas Lucarelli	Graphic Designer	\$50,000	\$37,695 – \$67,305	Exempt
4/18/2022	Administration/ College Safety	Todd Sparks	Manager, Campus Safety	\$71,500	\$42,872. - \$76,364.	Exempt
4/18/2022	Information Technology Services	Florin Neagu	Systems and Applications Administrator	\$75,000	\$42,872 - \$76,364	Exempt
5/2/2022	Administration / Facilities	Raymond Andrejck	Team Leader, Warehouse & Office Services	\$58,240	\$38,412 – \$81,194	Non-Exempt

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5/2/2022	Administration / Facilities	Luis Cruz	Team Leader, General Maintenance	\$55,120	\$38,412 – \$81,194	Non- Exempt
Effective Date of /Hire	Department	Name	Title	Salary	Range	FLSA
5/2/2022	Administration / Facilities	William Horn	Craftsman, Painter	\$52,000	\$38,412 – \$81,194	Non- Exempt

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Human Resources Office

To: Barbara Basel, Acting President
From: Scott Butchley, Deputy Director, Human Resources
Date: May 4, 2022
Re: Ratification of Promotions

The following promotions have been made since April 21, 2022.

Effective Date of Promotion/Salary Adjustment	Department	Name	Title	Current Base Salary	Adjusted Base Salary
May 19, 2022	Math, Science & Health Professions	Pieslak, Barbara	Current Title: Senior Executive Assistant	\$65,464.00	\$71,834.00

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Human Resources Office

To: Barbara Basel, Acting President
From: Scott Butchley, Deputy Director for Human Resources
Date: May 4, 2022
Re: Ratification of Stipends

The following stipends have been made since March 17, 2022.

Effective Date of Stipend	Department	Name	Title	Annual Stipend Based on Additional Duties	Purpose
03/16/22	Facilities and Maintenance	Bogdan, Jonathan	Craftsman, HVAC	\$215.00 bi-weekly	Additional duties for employee on medical leave, estimated 8-12 weeks)
03/16/22	Facilities and Maintenance	Evans, Latrisa	Craftsman, HVAC	\$180.00 bi-weekly	Additional duties for employee on medical leave, estimated 8-12 weeks)
04/04/22	Administration / Facilities	Stupienski, Russell	Interim, Fitness Center Coordinator	\$161.54 bi-weekly	Additional duties for employee on medical in the Fitness Center Coordinator
04/25/22	President	Basel, Barbara	Acting President	\$2,316.16 bi-weekly	Fulling the duties of the College President
04/25/22	Human Resources	Butchley, Scott	Deputy Director for Human Resources	\$1,769.31 bi-weekly	Additional duties to backfill the Vice President for Human through June 30, 2022

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Human Resources

May 1, 2022

To: Barbara Basel, Vice President of Human Resources
From: Jebby Mathew, Coordinator HRIS Operations, Human Resources
Subject: Separation Report for April 2022

Date	Name	Title	Division	Type*
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*
RT - Retired

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Attachment #5

**REAPPOINTMENT OF THREE-YEAR CONTRACT
 ADMINISTRATIVE AND PROFESSIONAL PERSONNEL**

**COLLEGE ADVANCEMENT, FINANCE & ADMINISTRATION, AND HUMAN
 RESOURCES**

LAST NAME	FIRST NAME	Hire Date	Title/Department
Katz	Rachel	4/5/2010	Production Manager
Paixao	Francis	8/6/2000	Director, Marketing and Publication Information
Osenberg	David	1/22/2010	Director, WWFM Music
Cao	Ha	9/26/2004	Accountant I
Carella	Frederick	1/22/2002	Supervising Team Leader
Van Exel	Jami	6/7/2010	Disbursements Manager

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Attachment #6

**REAPPOINTMENT OF TWO-YEAR CONTRACT
 ADMINISTRATIVE AND PROFESSIONAL PERSONNEL**

FINANCE & ADMINISTRATION AND OFFICE OF THE PRESIDENT

LAST NAME	FIRST NAME	Hire Date	Title/Department
Herrick	Courtney	4/13/2015	Accounting Manager
Neilson	Cheryl	7/24/2012	Payroll Accountant & Coordinator
Paone	Deborah	9/24/2012	Sr. Purchasing Agent
Anderson	Elizabeth	9/21/2015	Dean of Institutional Effectiveness
Schreyer	Robert	6/20/2016	Vice President for Academic Affairs and Enrollment Management & Student Experience

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Attachment #7

**REAPPOINTMENT OF ONE-YEAR CONTRACT
 ADMINISTRATIVE AND PROFESSIONAL PERSONNEL**

**COLLEGE ADVANCEMENT, FINANCE & ADMINISTRATION, HUMAN
 RESOURCES, AND OFFICE OF THE PRESIDENT**

LAST NAME	FIRST NAME	Hire Date	Title/Department
Diecidue	Lori	6/24/2019	Office Admin & Graphic Artist
Richards	Laura	6/24/2019	Director of Development and Alumni Relations
Schreiber (*1)	Steven	5/17/2021	Social Media and Communication Specialist
Banyacski	Mark	11/25/2019	Executive Director of Finance
Johnson	Joshua	4/23/2018	Assistant Director of Facilities
Lopez	Edith	7/22/2019	Accountant I
McIntyre	Sherri	6/29/2020	Procurement Compliance Analyst
Palughi (*1)	Theresa	7/20/2021	Grant Accounting Officer
Pierce	James	1/11/2021	Assistant Controller
Quattro	Steven	4/27/2020	Director of Purchasing
Sofo	Jonathan	3/29/2021	Sr. Purchasing Agent
Westfall	Jane	6/29/2020	Accountant I
Butchley	Scott	1/27/2020	Deputy Director Human Resource
Carter (*1)	Marvin	6/28/2021	Director of Diversity Equity and Inclusion
Mostrowski	Audrey	12/7/2020	Coordinator, Human Resources Generalist / Benefits
Philhower (*1)	Janeth	9/7/2021	HR Operations Manager
Basel	Barbara	10/7/2019	Vice President for Human Resources

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LAST NAME	FIRST NAME	Hire Date	Title/Department
Brower	Beth	7/11/2016	Special Assistant to the President and Liaison to the Board
Claffey	Joseph	2/25/2019	Vice President for College Advancement
Perry-Conley	Tonia	2/25/2019	Interim Vice President for Student Success
Schepps	Laura	5/24/2021	Vice President for Finance & Administration
Singh	Inder	3/23/2020	Vice President for Information Technology Services

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Attachment #8



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

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

Date: May 01, 2022

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

Dr. Conley,

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

For the calendar month of April 2022, there were no Reportable Offense-Crime(s), fires, and other emergencies that occurred on campus during the reporting period as recorded by campus security.

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Attachment #9

MERCER COUNTY COMMUNITY COLLEGE

Schedule of Board of Trustees Meetings
2022-2023

July 21, 2022 – JKC

August 18, 2022 (if needed) – WWC

September 15, 2022 – WWC

October 20, 2022 - JKC

November 17, 2022 - WWC

December 8, 2022 - WWC

January 19, 2023 - WWC

February 16, 2023 - JKC

March 16, 2023 - WWC

April 20, 2023 - JKC

May 18, 2023 - WWC

June 15, 2023 - WWC

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

Board of Trustees Meeting:
May 19, 2022