

MERCER COUNTY COMMUNITY COLLEGE
Minutes of the 680th Meeting
of the Board of Trustees
November 18, 2021

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

I. OPENING OF MEETING

A) FLAG SALUTE

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

B) STATEMENT OF NOTIFICATION

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

C) ADOPTION OF AGENDA

Mr. Drennan moved to approve the Revised Agenda, which was seconded by Ms. Delli Santi and adopted with Trustees Berrios-Ohler, Brown-Glaude, Delli Santi, Drennan, Green, Inverso, Matzen, and Nespoli voting aye.

D) PUBLIC COMMENT

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

II. A) APPROVAL OF MINUTES OF THE OCTOBER 21, 2021 BOARD MEETING

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

BE IT RESOLVED, that the minutes of the October 21, 2021 meeting of the Board of Trustees are approved as presented.

B) APPROVAL OF EXECUTIVE SESSION MINUTES OF OCTOBER 21, 2021

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

BE IT RESOLVED, that the executive session minutes of October 21, 2021 are approved as presented.

III. OTHER MATTERS

A) NOMINATING COMMITTEE – REPORT OF SLATE OF OFFICERS

The Nominating Chair, Ms. Berrios-Ohler, presented the slate of officers for the new year:

Chair: Mark Matzen
Vice Chair: Angela Delli Santi
Treasurer: Kevin Drennan

B) ELECTION OF OFFICERS

Trustee Berrios-Ohler moved the slate of officers from the nominating committee. Mark Matzen was moved as Chair. Trustee Berrios-Ohler asked for nominations from the floor. There being none, Board members cast their vote via Chat to Beth Brower. There were seven votes cast for Mr. Matzen, with one abstention. As five votes were needed, Mr. Matzen was elected Chair.

Trustee Berrios-Ohler then moved Angela Delli Santi as Vice-Chair. She asked for nominations from the floor. There being none, Board members cast their vote via Chat to Beth Brower. There were seven votes cast for Ms. Delli Santi, with one abstention. As five votes were needed, Ms. Delli Santi was elected Vice-Chair.

Trustee Berrios-Ohler then moved Kevin Drennan as Treasurer. She asked for nominations from the floor. There being none, Board members cast their vote via Chat to Beth Brower. There were seven votes cast for Mr. Drennan, with one abstention. As five votes were needed, Mr. Drennan was elected Treasurer.

IV. FINANCIAL MATTERS

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

A) MONTHLY FINANCIAL STATEMENT

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

B) INVESTMENT DETAIL

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

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

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

D) MONTHLY PAYMENT LISTS FOR OCTOBER

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

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

E) ADORAMA ELECTRONICS CORP.

WHEREAS, Mercer County Community College has a need to acquire five (5) cinema cameras and related lighting equipment for the Television and Film AAS programs, funded with New Jersey Department of Education Carl D. Perkins FY 2022 program and budgeted College operating funds; and

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

WHEREAS, Mercer County Community College is a member of The Interlocal Purchasing System (TIPS)* for the procurement of goods and services at competitive pricing; and

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

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to contract with Adorama Electronics Corporation of New York, New York to acquire (5) cinema cameras and related lighting equipment for the Television and Film AAS programs, in the amount of \$75,000 paid by New Jersey Department of Education Carl D. Perkins FY 2022 program and an additional \$25,000 for other College departments paid by budgeted College operating funds, for an annual aggregate spending amount with this vendor not to exceed \$100,000 through June 30, 2022 (FY 2022).

* The Interlocal Purchasing System (TIPS) contract #200904 and #200105

F) ANATOMAGE

WHEREAS, Mercer County Community College has a need to acquire one (1) 3-D virtual dissection table and related accessories for the Funeral Services program funded by the New Jersey Department of Education Carl D. Perkins FY 2022 program; and

WHEREAS, the purchasing agent has determined and certified in writing that the value of this service will exceed \$37,500; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (3) exempts materials and 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 contract; and

WHEREAS, Anatomage, Inc., of Santa Clara, California is the only vendor that manufactures and distributes a one-of-a-kind Anatomage 3-D virtual dissection table; and

WHEREAS, Anatomage, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that Anatomage, Inc., has not made any reportable contributions to a political or candidate committee in Mercer County in the previous year, and the contract will prohibit Anatomage, Inc., 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 Anatomage, Inc., of Santa Clara, California to acquire one (1) Anatomage 3-D virtual dissection table and related accessories funded by the New Jersey Department of Education Carl D. Perkins FY 2022 program, in an amount not to exceed \$85,700.

G) HOGAN SECURITY GROUP

WHEREAS, Mercer County Community College has the need to acquire and install replacement doors at the entrance of the Administration (AD) building on the West Windsor campus and a secured key tracking system for the Facilities and Security department and locksmith services College-wide, paid by the New Jersey Chapter 12 program and budgeted College operating funds (FY 2022); and

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

WHEREAS, a provision of 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 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;

WHEREAS, Mercer County Community College has identified that Hogan Security Group LLC of Pennington, New Jersey has the expertise to acquire and install replacement doors required by the College and acquire and install secured key tracking systems and locksmith services, under the Cooperative Pricing Agreement with the Hunterdon County Education Services Commission+ and an applicable New Jersey Division of Purchase and Property* state contract, which represents the best value for the College; now therefore;

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to contract with Hogan Security Group LLC of Pennington, New Jersey to acquire and install replacement doors at the entrance of the Administration (AD) building on the West Windsor campus and a secured key tracking system for the Facilities and Security department and College-wide locksmith services, for an amount not to exceed \$200,000 through June 30, 2022. Paid by the New Jersey Chapter 12 program and budgeted College operating funds (FY 2022).

+ Hunterdon County Education Services Commission #HCEESC-203

* New Jersey State Contract 18-GNSV2-00332

H) KINSLEY POWER SYSTEMS, INC.

WHEREAS, Mercer County Community College has the need to acquire and install replacement emergency generators in the Physical Education (PE), Language Art (LA) and the Business (BS) buildings at the West Windsor campus, paid by the New Jersey Chapter 12 program; 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 goods and services through the use of a nationally recognized and accepted cooperative purchasing agreements*; and

WHEREAS, Mercer County Community College is a member of the Sourcewell Cooperative Pricing consortium for the procurement of goods and services at competitive pricing; and

WHEREAS, Mercer County Community College has identified that Kinsley Power Systems, Inc. of East Granby, Connecticut, has the expertise to provide and install the appropriate emergency generators under the Cooperative Pricing Agreement with the Sourcewell Cooperative Pricing consortium* which represents the best value for the College; now therefore;

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to contract with Kinsley Power Systems Inc. of East Granby, Connecticut, to acquire and install replacement emergency generators in the Physical Education (PE),

Language Art (LA) and Business (BS) buildings at the West Windsor campus for an amount not to exceed \$174,186, through June 30, 2022. Paid by the New Jersey Chapter 12 program.

* Sourcewell Co-op contract # 120617-KOH

I) KUPEX EXTERIORS, LLC

WHEREAS, Mercer County Community College has need to replace the roofing on the Facilities Maintenance (MW) building at the West Windsor campus in FY 2022; and

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

WHEREAS, of the 6 vendors that responded to the publically advertised bid by the required due date of November 10, 2021, Kupex Exteriors LLC was evaluated and deemed as the lowest responsive bidder to provide roofing replacement on the Facilities Maintenance (MW) building at the West Windsor campus and considered the most overall responsible and best value for the College; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to contract with Kupex Exteriors of Trenton, NJ to provide equipment, labor and materials for replacement roofing on the Facilities Maintenance (MW) building on the West Windsor campus for an amount not to exceed \$88,150 through June 30, 2022. Paid by the New Jersey Chapter 12 program.

MCCC RFB #22-02 Bid due date November 10, 2021

J) MTB ELECTRICAL, LLC

WHEREAS, Mercer County Community College has the need to install site lighting consisting of replacement lights on the Administration (AD) building and pole lights for the AD parking lot area at the West Windsor campus, paid by the New Jersey Chapter 12 program; and

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

WHEREAS, Mercer County Community College is a member of 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 MTB Electric, LLC of Long Valley, NJ, has the expertise to install site lighting on and adjacent to the AD building and parking lot area at the West Windsor campus, under the Cooperative Pricing Agreement with the Educational Services Commission of New Jersey Cooperative* which represents the best value for the College; now therefore;

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to contract with MTB Electric, LLC of Long Valley, NJ, to install site lighting consisting of replacement lights on the Administration (AD) building and pole lights for the AD parking lot area at the West Windsor campus for an amount not to exceed \$59,000, through June 30, 2022. Paid by the New Jersey Chapter 12 program.

* Educational Services Commission Co-op #ESCNJ 18/19-77

K) OPEN SYSTEMS INTEGRATORS

WHEREAS, Mercer County Community College has the need to periodically inspect, test and perform preventative maintenance, service and repair (as needed), including performance of the annual fire alarm NFPA 72 inspection/certification on the fire alarm system at all buildings on the James Kerney and West Windsor campuses, paid by the New Jersey Chapter 12 program and budgeted College operating funds (FY 2022); and

WHEREAS, Mercer County Community College also has the need to replace the obsolete fire alarm systems in the Fine Arts (FA) ,Communications (CM), Engineering Systems (ES), facilities Maintenance (MW) buildings on the West Windsor campus and replace the obsolete fire alarm system at multiple buildings for the entire James Kerney campus; and

WHEREAS, Mercer County Community College has identified that Open Systems Integrators, Inc. of Hamilton Twp., Mercer County, New Jersey has the expertise to inspect, test and perform preventative maintenance and service, including performance of the annual fire alarm NFPA 72 inspection/certification on the fire alarm system at all buildings on the James Kerney and West Windsor campuses and is qualified to replace the obsolete fire alarm systems, 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 of the Board, to contract with Open Systems Integrators Inc. of Hamilton Twp., Mercer County, New Jersey, to perform preventative maintenance and inspections services, including performance of the annual fire alarm NFPA 72 inspection/certification on the fire alarm system at all buildings on the James Kerney and West Windsor campuses in order to comply with current municipal fire code standards, to be paid by budgeted College operating funds (\$85,000), and to replace the obsolete fire alarm systems in the Fine Arts (FA) and Communications (CM) buildings

(\$200,000), the Engineering Systems (ES) building (\$220,000), the facilities Maintenance (MW) building (\$132,000) on the West Windsor campus and at multiple buildings for the entire James Kerney campus (\$140,000), through June 25, 2022 (FY 2022) paid by the New Jersey Chapter 12 program. The work paid by budgeted College operating funds shall not exceed \$85,000 (FY2022). The work paid by the New Jersey Chapter 12 program shall not exceed \$692,000. Fiscal year 2022 annual aggregate spending for this vendor for the work described above shall not exceed \$777,000.

* Educational Services Commission of New Jersey Contract #17/18-59 / #65MCESCCPS

L) STOUT'S CHARTER SERVICE, INC.

WHEREAS, Mercer County Community College has a need to acquire charter bus transportation services for the athletic teams' schedule for the Fall 2021 and Spring 2022 semesters; and

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

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

BE IT RESOLVED, that the President be authorized, on behalf of this Board, to extend the current contract with Stout's Charter Service Inc. of Trenton, New Jersey, to provide Charter Bus services for the Athletic Department's Fall 2021 and Spring 2022 semesters athletic event schedule from \$30,826 to \$110,000 for 56-passenger Charter busses through June 30, 2022. Costs to be paid for by Athletic Fees.

M) ADOPTION OF FACILITIES MASTER PLAN UPDATE

BE IT RESOLVED, that this Board adopts the new Facilities Master Plan Update, which guides the direction of the College for the next five years.

V. HUMAN RESOURCES MATTERS

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

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

BE IT RESOLVED, that this Board approves the Ratification of Appointments, 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)

VI. OPERATIONS MATTERS

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

A) REVISED OMB 801 – CONSTITUTION OF THE MERCER COUNTY COMMUNITY COLLEGE GOVERNANCE SYSTEM

BE IT RESOLVED, that the Board hereby approves the proposed revised Constitution of the Mercer County Community College Governance System (OMB 801) as recommended by the President and Operations Committee of the Board, and as outlined in the attached, which will be made part of the minutes of this meeting. (Attachment #5)

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

B) OCTOBER 2021 CLERY REPORT

The members of the Board noted receipt and review and ratified the October 2021 Clery Report, which is attached. (Attachment #6)

VII. AUDIT COMMITTEE REPORT

Trustee Inverso, Chair of the Audit Committee, reported that a follow-up discussion was held in October on the progress of the audit findings and recommendations, and that the Committee is satisfied with the progress being made.

VIII. PRESIDENT'S UPDATE

Enrollment

As we wind down the fall semester, our spring registration began this past Monday. This is a particularly difficult registration, because we are dealing with staff shortage, as we continue to lose talents to Princeton University and other places as the workforce shortage widens. As of today, our spring headcount is up 110.4%. We must caution this number, because it is still very

early with only three days of registration completed. However, we take this as an affirmation of students' confidence in our efforts to deliver quality education in a safe environment.

Our faculty and staff continue to demonstrate dedication to serving every student. Our advising staff are experiencing high volumes of student inquires and more students seem to be comfortable using our online registration services. Lines for registration have completely disappeared while record number of students are registering online.

Financial Health

The College continues with the effort to generate resources through grant applications. We have submitted a proposal to the Juvenile Justice Commission for HVACR Career training for \$299,959 over the course of two years. This proposal will provide a plan to coordinate and deliver a Heating, Ventilation, Air Conditioning, & Refrigeration (HVACR) program for Commission residents, both high school students and post high school students, to earn an EPA 608 Certification and HVACR Technician Certification and develop industry recognized HVACR skills. These skills and certifications will prepare youth to be competitive candidates for employment in the HVACR field, create entrepreneurial/self-employment opportunities, and pursue advanced training or a bachelor's degree.

We also continue to find creative ways to generate revenues. Community use of the College's facilities has hit a revenue mark of over \$193,000 as of November 17.

The College continues to provide financial assistance to students through federal stimulus funds. As of November 16, the College has disbursed \$8,440,820 out of \$11 million through 8,309 awards to students. While we are pleased that we are able to spend majority of our federal stimulus funds, we are concerned that we will not have those funds to support students in spring and the following year, which is much earlier than what we expected.

The college continues its effort in carefully managing our financial resources through automation and business process improvement.

COVID-19 Responses

We continue to strongly encourage all employees and students to get vaccinated and upload their vaccine information onto the self-service portal. As of yesterday morning, 624 full and part-time employees, and 3,106 students have uploaded their vaccine information. The college community has done a great job to support each other and keep a safe and healthy community for each other and for our students and visitors. We will continue to do our best to keep it that way.

Yesterday, we notified the College community that, as of January 3, 2022, all MCCC employees and students are required to either be fully vaccinated against COVID-19 or be tested weekly. Students who need financial assistance to cover the testing cost will be informed in the near future how to get help from the College. Based on preliminary visits to over a dozen classrooms and a virtual meeting with the SGA leadership team today, responses to the vaccine mandate are overwhelmingly positive.

College News

Last Friday, I was honored to join two other presidents and serve on a panel for the American Conference on Diversity's 21st Annual *Diversity Issues in Higher Education Conference*. The topics we covered were environmental justice and the role of higher education institutions. I reported what we have done at Mercer to play our role and it was very well received.

I am also honored to be asked by the Governor Murphy's Office to serve on the state Asian Pacific Islander Commission.

The College's annual Giving Tuesday took place this week, with very successful results. You will hear more details from our Foundation Board Chair.

Yesterday, the Truth, Racial Healing & Transformation (TRHT) Team hosted three virtual Racial Healing Circles, providing a means to engage, and a commitment to acknowledging that unconscious bias lives in all of us. The TRHT effort addresses the historical and contemporary effects of racism and promotes transformational and sustainable changes. We will hear more a little later tonight.

The Canteen food station in the Cafeteria has been well received by students and staff, both for quality of product and services.

Student Successes

I have some great news regarding one of our students, Christian Perez. Christian participated in a pre-recorded session at the College Promise Careers Institute event yesterday. His panel focused on diverse student populations and celebrated the recent expansion of the #BecauseWeWill student voices campaign. #BecauseWeWill is an interactive social media campaign that invites learners to share a story of a time when they persevered and succeeded through an obstacle or challenging situation while applying for or attending college. Congratulations Christian!

We are also pleased to announce that two of our baseball players, Xavier Delgado and Jarrett May, have been offered scholarships to continue their academic and athletic careers at Barry University in Florida.

Student Life & Leadership continues to play its critical role in our student life and contribute to our communities. In a very short amount of time, over 60 students volunteered to staff the polling stations in this region to help address the severe shortage of polling workers this year. Our students really stepped up to be part of the democratic process! Students also raised \$320 for the Hispanic Scholarship Fund throughout Hispanic Heritage Month. In addition, they currently have 22 team members on our November walking team. Collectively they have walked over 215 miles to raise awareness for Men's physical health and mental wellness, and have raised \$125 for the cause.

Our Basketball season has started and the initial metrics from our streaming technology showed 240 people logged on to view our games last week. We have had 5,618 livestream views for Mercer events since September 1, with viewers from all over the world, including the U.S., Netherlands, Germany, Mexico, and Puerto Rico.

VIII. NEW JERSEY COUNCIL OF COUNTY COLLEGES REPORT

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

1. **FY2023 STATE BUDGET REQUEST**

At its November quarterly meeting, the New Jersey Council of County Colleges (NJCCC) endorsed a FY2023 state budget request for NJ's 18 community colleges that includes:

- \$10 million increase in state operating aid
- \$3 million to expand dual enrollment programs
- \$5 million for student success programs

2. **STATE LEGISLATIVE PRIORITIES**

The NJCCC also endorsed a number of important state legislative priorities for the coming year including:

- Dual Enrollment – NJCCC will support legislation to enable every high school student across the state to earn at least six college credits while in high school.
- Community College Bachelor's Degrees – NJCCC will support legislation to permit NJ community colleges to offer bachelor's degrees. Twenty-four states currently permit community colleges to offer bachelor's degrees. These are typically bachelor in applied sciences that target local employer needs, mostly for adult students who would not likely enroll in more traditional bachelor of arts and bachelor of science programs at NJ four-year colleges and universities.
- Common Course Numbering – NJCCC will support legislation to require common course numbering across all NJ public colleges and universities to ease the transfer of community college students to four-year colleges and universities after completing their associate degrees. Florida and some other states have done this, and the results on improved transfer outcomes have been impressive.

3. **FEDERAL UPDATE**

The amended Build Back Better Act does not include the proposed federal America College Promise program, which would have expanded free community college tuition programs throughout the country. This is a major disappointment for community colleges nationally. Happily in New Jersey, students from families with household adjusted gross income of \$65,000 and less can still attend their local community college tuition free. And due to a new program called the Garden State Guarantee, these students can then transfer to a NJ state college or university to attend tuition free there as well for the junior and senior year.

Several important community college priorities are still included in the Build Back Better Act including Pell grant increases, new funding for student success programs, and new funding for community college workforce development programs. The bill recently passed the House of Representatives and awaits further action in the U.S. Senate.

IX. **CHAIR'S REPORT**

Chair Matzen reported that the Presidential Search Committee was selected, and Trustee Drennan will chair the committee. Other trustees on the committee are Blanca


Berrios-Ohler, Lenora Green and Larry Nespoli. Chair Matzen introduced Joanne Bashford and Gena Glickman from RH Perry to give an update on the search. Ms. Bashford and Ms. Glickman reported that they are feeling good about where the search is right now, and they have a strong and diverse pool of candidates. They said applications for the position are due the second week in December and semifinalist interviews will be held at the end of January. Chair Matzen thanked all who agreed to serve on the search committee.

Chair Matzen then introduced Dr. Aamir Rehman, Chair of the Foundation Board. Dr. Rehman reported that the needs of students have evolved and the Foundation is devoting more funds to non-tuition needs. He introduced Laura Richards, Director of Development and Alumni Relations. Ms. Richards reported that, with donations and matching funds, \$25,353 was raised on Giving Tuesday.

Chair Matzen then introduced Mr. Marvin Carter, Director of Diversity Equity and Inclusion and Professor Andrea Lynch, who gave an update on DEI progress and the DEI Committee. They said three racial healing circles were held, with over 50 attendees. 100% of the participants said they want to continue with these types of opportunities. Mr. Carter also reported that a climate survey was launched to the college community and 285 responses have been received so far. They closed by saying that DEI is not to be stand alone and they are working to infuse it in all aspects of what we do as a college. Chair Matzen thanked Mr. Carter and Dr. Lynch for their presentation and hard work.

There being no further business to discuss, Mr. Drennan moved to adjourn the meeting. The motion was seconded by Dr. Nespoli and passed unanimously. The meeting adjourned at 7:57 p.m.

Respectfully submitted,



Dr. Jianping Wang
President, Mercer County Community College

/bb
Attachments



31-Oct-21

Preliminary

	FY2022 Budget	Oct-21 YTD Actual	(Over)/Under Annual Budget	Actual % Used/Earned	Expected % Used/Earned	Variance % Used/Earned
Revenues:						
State of New Jersey	7,000,000	2,429,352	4,570,648	34.71%	33.33%	1.38%
Mercer County	18,592,000	5,937,935	12,654,065	31.94%	33.33%	-1.39%
Tuition & Fees	27,511,000	9,049,674	18,461,326	32.89%	33.33%	-0.44%
Non -Credit Tuition & Fees	450,000	201,668	248,332	44.82%	33.33%	11.49%
Other **	3,840,500	1,388,154	2,452,346	36.15%	33.33%	2.82%
Total Revenue	57,393,500	19,006,783	38,386,717	33.12%	33.33%	-0.21%
Salaries - 56.93% of total Budget	32,676,286	10,454,307	22,221,979	31.99%	33.33%	-1.34%
Benefits - 19.07% of total Budget	10,946,025	3,222,371	7,723,654	29.44%	33.33%	-3.89%
Total Salary and Benefits - 76.00% of total Budget	43,622,311	13,676,678	29,945,633	31.35%	33.33%	-1.98%
<i>- Salaries and Benefits allocated below</i>						
Expenses:						
Instruction	26,293,263	8,825,062	17,468,201	33.56%	33.33%	0.23%
Academic Support	3,327,896	920,283	2,407,613	27.65%	33.33%	-5.68%
Student Services	5,477,331	1,636,598	3,840,733	29.88%	33.33%	-3.45%
Institutional Support	15,612,292	5,469,500	10,142,792	35.03%	33.33%	1.70%
Plant Operations	6,682,718	1,474,031	5,208,687	22.06%	33.33%	-11.27%
	57,393,500	18,325,474	39,068,026	31.93%	33.33%	-1.40%
KEY BUDGET ITEMS (included above):						
Utilities	1,870,000	422,824	1,447,176	22.61%	33.33%	-10.72%
Custodial Contract	892,500	94,091	798,409	10.54%	33.33%	-22.79%
Maintenance, Grounds and Equipment	2,035,429	478,166.34	1,557,263	23.49%	33.33%	-9.84%
IT Management, Computer Software and Hardware	2,400,000	643,909	1,756,091	26.83%	33.33%	-6.50%
	7,197,929	1,638,991	5,558,938	22.77%	33.33%	-10.56%
Total Expenditures	57,393,500	18,325,474	39,068,026	31.93%	33.33%	-1.40%
(Surplus)/Deficit	-	(681,309)	(681,309)			
** Other Revenue Key Items:						
WWFM Listener Donations	503,000	75,206	427,794	14.95%	33.33%	-18.38%
Conference Center and Food Commissions	174,600	14,351	160,249	8.22%	33.33%	-25.11%
Partner Schools (Rutgers, Felician, William Patterson, FD)	260,000	73,543	186,457	28.29%	33.33%	-5.04%
Mercer Institute	650,000	20,023	629,978	3.08%	33.33%	-30.25%
Kelsey Theater	230,000	1,905	228,095	0.83%	33.33%	-32.50%
Tower Rentals	225,000	47,000	178,000	20.89%	33.33%	-12.44%
Facility Rentals	317,400	198,933	118,468	62.68%	33.33%	29.35%
Bookstore	150,000	47,186	102,814	31.46%	33.33%	-1.87%
Summer Camps (Tomato Patch/Athletics/Camp College)	500,000	478,855	21,145	95.77%	100.00%	-4.23%

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

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

MCCC

Attachment #2

**MERCER COUNTY COMMUNITY COLLEGE
 FINANCE DIVISION**

**INVESTMENT DETAIL
 FOR THE PERIOD ENDING OCTOBER 31, 2021**

		TERM & INTEREST		
<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>RATE</u>	<u>DUE</u>	<u>AMOUNT</u>
10/31/21	BANK OF PRINCETON	0.20%	N/A	3,587,603.20
10/31/21	BANK OF PRINCETON	0.35%	1/11/2022	534,391.96
10/31/21	FIRST BANK	0.35%	N/A	1,047,190.93
10/31/21	WELLS FARGO BANK BALANCE	0.25%	N/A	7,266,987.15 **
10/31/21	CASH MANAGEMENT FUND-NJ	0.33%	N/A	<u>6,000,697.60</u>
				<u>\$ 18,436,870.84</u> ***
 <u>LONG TERM INVESTMENTS</u>				
10/31/21	WELLS FARGO BANK - UNEMPLOYMENT TRUST FUND	N/A		<u><u>\$ 548,656.38</u></u>

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

** Uncleared checks included in balance - \$2.3 million in student fin-aid refunds and \$1.9 million in Chapter XII payments

MCCC PURCHASE ORDER REPORT
 \$7,500 - \$37,500
 DATE OF BOARD MEETING: November 18, 2021
 Budget lines beginning with "2" indicate grant funded

PO#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P14121	9/27/21	BSN Sports Dallas, TX	\$18,839.75	61-05-01-04-402004-61384	MCCC RFQ #2203
Uniforms for athletic teams by Athletic department. Paid by Student Athletic fees.					
P14131	9/30/21	American Assoc. Community Colleges Baltimore, MD	\$11,104.00	10-06-01-03-301001-60001	Exemption: Professional Services
Institutional membership fee for College.					
P14147	10/1/21	Aluminum Athletic Equipment Co. Royersford, PA	\$19,180.00	10-06-01-03-301001-63997	TIPS Contract #200204
Mobile press box for Athletics department. Paid by MCCC Foundation.					
P14148	10/1/21	Penn Jersey Electric Trenton, NJ	\$14,155.10	10-07-01-03-301401-68550	Emergency Declaration 9/9/21
Electrical repairs to lighting poles in the Theatre and University Center parking lots by Facilities department.					
B6960	10/1/21	NASCO Ft. Atkinson, WI	\$10,000.00	10-01-01-02-206100-61101	JPC #FY21NG-48
Biology lab supplies for Biology department.					
P14150	10/4/21	Follett Higher Education Group Westchester, IL	\$17,367.00	10-06-01-03-301001-63100	MCCC RFP #1154
Graduation regalia 2021. Paid from student fees.					
P14151	10/4/21	Educational Furniture Solutions West Point, PA	\$17,685.00	70-07-01-03-701518-76101	ESCNJ #20/21-65MCESCCPS
Replacement of Theatre seating by Facilities department. Paid by Chapter 12.					

P14152	10/4/21	Kamco Building Supply Corp. Trenton, NJ	\$19,409.60	70-07-01-03-70516-76101	MCCC RFQ# 2134
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Fiberglass (FRP) wall liners for bathroom renovations. Paid by Chapter 12.

P14189	10/12/21	Diamedical USA West Bloomfield, NJ	\$30,883.889	22-01-01-02-302061-61100	TIPS Contract #200804
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Nursing lab equipment for nursing department students. Paid by Perkins Grant.

B6978	10/12/21	Home Depot Credit Services Long Island City, NY	\$22,800.00	10-07-01-03-301401-69350	NJ State Contract #18-Fleet-00234
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Supplies for Facilities department.

P14195	10/12/21	Financial Aid Services Inc. Atlanta, GA	\$15,600.00	10-05-01-04-400120-64105	Exemption: Professional Services
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Interim financial aid services for August 2021

P14225	10/20/21	Edward Don Company Westampton, NJ	\$21,374.80	22-01-01-02-302061-69310	MCCC RFQ #2215
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Gas oven for HRIM program. Paid by Perkins Grant.

P14229	10/20/21	Trenton Country Club West Trenton, NJ	\$10,801.00	91-00-01-05-590301-63200	MCCC RFQ #2147
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Final payment for Golf Tournament Event. Paid by MCCC Foundation.

P14231	10/20/21	NJEdge Net Newark, NJ	\$9,495.00	21-01-01-02-302059-64105	Exemption: Professional Services
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Blackboard connect email and texting license for students. Paid by Title III.

P14232	10/20/21	Otis Elevator Farmington, CT	\$17,879.63	10-07-01-03-301401-68550	Omnia Contract #2019001563
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Repair of Student Center elevator by Facilities department.

P14233	10/20/21	Allstate Office Interiors Robbinsville, NJ	\$9,580.95	70-07-01-03-701516-76101	NJ State Contract #81754
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Student Center and BS building staff bathroom floors by Facility department. Paid by Chapter 12.

P14243	10/21/21	Financial Aid Services Inc. Atlanta, GA	\$31,640.00	10-05-01-04-400120-64105	Exemption: Professional Services
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Interim financial aid services for July 2021. Fifty percent (50%) paid by Title III grant, Fifty percent (50%) paid by College operating funds.

B6992	10/21/21	Open Systems Integrators Hamilton, NJ	\$10,000.00	10-07-01-03-301401-68550	ESCNJ #19/20-38
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Fire alarm repairs by Facilities department.

MCCC



Attachment #4

Human Resources Office

To: Jianping Wang, President
From: Barbara Basel, Vice President for Human Resources
Date: October 29, 2021
Re: Ratification of Appointments

The following appointments have been made since September 30, 2021.

Effective Date of /Hire	Department	Name	Title	Salary	Range	FLSA
11/15/2021	Academic Affairs / BTP / Fire Academy	Chyzik, William	Manager, Fire Academy Operations & Training	\$62,000	P16 - \$42,872 - \$76,364	Exempt



Human Resources Office

To: Jianping Wang, President

From: Barbara Basel, Vice President for Human Resources

Date: October 29, 2021

Re: Ratification of Reclassifications, Promotion and Salary Adjustments

The following reclassifications, promotions or salary adjustments have been made since September 30, 2021.

Reclassification Effective Date	Department	Name	Current Title	New Title	Current Salary	New Salary
10/18/2021	Academic Affairs / BTP / Aviation	Quinn, Andrew	Chief Pilot	Senior Chief Pilot	\$68,340	\$110,000



Human Resources

October 29, 2021

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

Date	Name	Title	Division	Type*
10/15/2021	Gina Migliaccio,	Department Specialist,	Enrollment Management & Student Experience	RS

*
RS - Resigned

**Constitution of the
Mercer County Community College
Shared Governance System**

Preamble

The Constitution of the Mercer County Community College Shared Governance System establishes a formal set of procedures through which members of the faculty and staff collaborate to review and make recommendations concerning matters of importance to the college's educational programs and services.

The Mercer County Community College Shared Governance System is composed of the College Assembly (CA) consisting of all faculty and staff members, the College Governance Council (CGC), the Faculty Council on Teaching and Learning (FCTL), and their Task Forces and Standing Committees. The above components of this shared governance system allow efficient and thorough consideration of governance issues by elected representatives of the faculty and staff, and also student representatives as appropriate.

The College's associations negotiate labor contracts (collective bargaining agreements or CBAs) on behalf of their members which include provisions regarding salaries, benefits, working conditions, job security, grievance procedures, and guidelines for hiring, firing, promotions, etc. Once a CBA is signed and ratified by a vote of the membership, these contracts are legally binding on both sides and can only be changed through negotiation and is legal agreement between management and elected union leadership.

The Mercer County Community College Shared Governance System is not authorized to negotiate contractual language with either administration or the associations, but they may have a legitimate interest in the academic implications of labor agreements. Similarly, union leadership may have a legitimate concern with the labor implications of decisions made through a shared governance process. The College strives to ensure that shared governance efforts should address all important issues of the

College, not only employment issues, from a viewpoint that supports the overall academic quality of the institution as well as the fair treatment of employees.

The shared governance system is a critical element in institutional leadership and decision-making for the benefit of continued improvement of the institution. The system is intended to efficiently, intelligently, and effectively address a wide range of issues and concerns that affect program quality and student success.

General Rules for Elected Governance Bodies

The following are general rules that will apply to the two Councils and all Task Forces and Standing Committees:

1. All members shall be elected each year at the end of the academic year on a schedule announced by the President of the College or his or her designee, on the basis of an updated organization/staff listing approved by the President. The election process shall be coordinated by the Office of Academic and Student Affairs and overseen by the CGC Executive Committee.
2. All elected terms shall be for one year, and there shall be no limit as to the number of consecutive terms an elected representative may serve. In any academic year, each designated electoral unit or group has the option not to fill one or more of its allotted representative positions, by formal action of the group reported to the Vice President for Academic Affairs (VPAA).
3. Each elected representative shall be expected to report regularly (at least once per semester) to the members of the unit or group that he or she is representing, and to solicit opinions and suggestions from those members on policy matters that come before the body to which he or she has been elected.
4. Elected members are expected to be actively involved in the work of the body to which they have been elected. In cases of unavoidable absence, a member may notify the chair of the body of a specific proxy member who has agreed to represent the group and vote at a particular meeting.

5. The officers of each Council shall be elected each academic year at the reorganization meeting of the respective body. No person may serve in a particular office for more than two consecutive years.
6. The President or his or her designee is an *ex officio* non-voting member of each Council.
7. The authority of each Council includes the following:
 - a. may initiate and make recommendations by a simple majority vote of those members present
 - b. may create *ad hoc* committees or task forces to address particular issues
 - c. may adopt or amend by-laws for the effective operation of the body
[Note: unless otherwise specified therein, meetings shall be conducted under *Roberts Rules of Order, Revised, in Brief*]
8. All members of the college community are welcome to attend any meeting of either Council or any Standing Committee or Task Force. However, participation by non-members in the deliberations of the body may be limited by the chair.
9. The President or his or her designee shall respond to recommendations of each Council within two weeks of receipt, offering reasons when a recommendation is not accepted or returned to the body for further deliberation.
10. The CGC will review the governance system every three years and will develop recommendations for consideration and action by the CA, President, and Board of Trustees.
11. The CGC will review the status of the current Strategic Plan one year before its expiration and assist in the process of developing a new Strategic Plan. Ideally the review of the governance structure will be coordinated with the redevelopment of the Strategic Plan.

The College Assembly

Role

1. The CA shall provide opportunities for the President to report to the entire faculty and staff on the general well-being of the college and on progress toward college-wide goals.
2. The CA shall provide opportunities for the entire faculty and staff to act in an advisory capacity to the President on matters affecting the general well-being of the college, and on goals for the future.
3. The CA shall provide opportunities for the entire faculty and staff to hear reports of the activities and accomplishments of the Councils and, when appropriate, Standing Committees and Task Forces.
4. The CA may adopt or amend by-laws for its effective operation.
5. The CA may initiate and make recommendations to the President by a simple majority vote of those present.
6. The CA shall recommend amendments to the Constitution of the College Governance System, subject to approval by the President and the Board of Trustees.

Membership, Officers and Meetings

1. The CA shall include all full-time faculty and staff members as voting members. Students and part-time faculty and staff members are welcome to attend but may not vote.
2. The CA shall have as its officers a chair and vice-chair. Nominations for these positions will be submitted by motion at the last scheduled meeting of the CA each academic year, and election for each position shall be by majority vote.
3. The Executive Committee of the CA shall consist of the chair and vice-chair of the CA, the President or his or her designee, and the chair of each Council. The Executive Committee shall establish and distribute the agenda for each meeting

and resolve any jurisdictional boundary issues that may emerge between the two Councils.

4. The CA shall meet twice a year, at the beginning and end of the academic year, with other meetings to be scheduled as needed.
5. A quorum shall be considered present when one-third of all current full-time faculty and staff members are present.

The College Governance Council

Role

1. The College Governance Council (CGC) provides a college-wide body of elected representatives for discussion and debate, and for providing recommendations regarding college initiatives, practices, and procedures having campus-wide impact across the various constituencies of the college. It is responsible for guiding, supporting and monitoring the college's strategic planning efforts and communicating information on the decisions and issues that are of interest to the entire college. The group is a conduit for the concerns of the community to the President's Leadership Team. The scope of work of the CGC includes, but is not limited to:
 - a. advising and working with the President and other administrators as designated by the President on college-wide initiatives and on ensuring compliance with the Strategic Plan
 - b. providing a forum for the consideration of matters of general interest to the college community
 - c. recommending actions resulting from this discussion to the President's Leadership Team
 - d. reviewing its governance structure at a minimum of every three years or earlier if needed.
 - e. reinforcing MCCC as "one college" by ensuring effective communication of key

initiatives with the entire college community via the CGC Committee page on MLink, member reports to their respective units or groups, and other venues.

Membership

1. Fair and equitable representation from both the West Windsor campus and the James Kerney Campus of the college community on the CGC shall be as follows:
 - a. Departments may change divisions, to meet the college's needs. The following allocations of faculty and staff may be shifted to another area without requiring a revision of OMB801. Staff members may be from the Professional or the Administrative Professionals group.
 - b. Business, Technology and Professional Studies Division (four)
 - i. Business Department – one representative from the full-time faculty members
 - ii. Technology Department – one representative from the full-time faculty members
 - iii. Professional Studies Department – one representative from the full-time faculty members
 - iv. One representative from the staff of the division
 - a. Health Professions, Math, and Science Division (five)
 - i. Mathematics Department – one representative from the full-time faculty members
 - ii. Science Department – one representative from the full-time faculty members
 - iii. Health Professions – two representatives from the full-time faculty members
 - iv. One representative from the staff of the division
 - b. Liberal Arts Division (six)
 - i. Arts and Communication Department – two representatives from the full-time faculty members
 - ii. English/Languages Department – two representatives from the full-time faculty members
 - iii. Social Sciences Department - one representative from the full-time faculty members
 - iv. One representative from the staff of the division
 - c. Adjuncts (three) – one adjunct-faculty representative per academic division to be appointed by the Adjunct Faculty Executive Board for a total of three
 - d. Dean or Assistant Dean – one representative appointed by the supervising Vice President.
 - e. Enrollment Management Student Experience (two) – one representative from the staff members based at the West Windsor campus and one representative from the staff

- members based at the James Kerney Campus appointed by the department supervisor
- f. Student Affairs Staff (two) – one representative from the staff members based at the West Windsor Campus and one representative from the staff members based at the James Kerney Campus appointed by the department supervisor
 - g. College Advancement and Marketing Staff (one) – one representative from the staff members appointed by the supervising Vice President
 - h. Finance/Purchasing Staff (one) – one representative from the staff members appointed by the supervising Vice President
 - i. Human Resources Staff (one) – one representative from the staff members appointed by the department supervisor
 - j. Information Technology Services Staff (one) – one representatives from the staff members appointed by the supervising Vice President
 - k. Innovation, Online Education and Student Success Division (three) - three representatives from the staff members appointed by the department supervisor
 - l. Library – one representative from the librarians and library staff, appointed by the department supervisor
 - m. Non-credit and grant funded programs based at the James Kerney Campus - one representative from the staff members appointed by the supervising Vice President
 - n. Division of Lifelong Learning – one representative from the staff members appointed by the department supervisor
 - o. Unions (three)
 - i. Professional Union Staff (one) – one representative designated from the union
 - ii. Administrative Professional Union Staff (two) – one representative from the staff members based at the West Windsor campus and one representative from the staff members based at the James Kerney Campus designated from the union
 - p. Facilities and Maintenance Staff (two) – one representative from staff members based at the West Windsor Campus and one representative from the staff members based at the James Kerney Campus
 - q. Security Staff (two) - one representative from the staff members based at the West Windsor Campus and one representative from the staff members based at the James Kerney Campus
 - r. Student Government Association (two) – two students elected by the Student Government
 - s. CGC Executive Committee (three) – the CGC Executive Committee is composed of the Chair,

- Vice Chair, and Secretary. The presiding officer shall not vote, unless it is required to break a tie.
2. Member of the President's Leadership Team or those who hold a Vice President position or higher are ineligible to be voting members of the CGC. They may attend meetings and serve on committees in an advisory capacity.
 3. By September 1st and/or after the first academic division meeting at the beginning of each academic year, members for the academic year shall be elected or appointed by their respective department supervisors or Vice Presidents. Names of voting members shall be submitted to the CGC secretary.
 4. Members' responsibilities shall include:
 - c. attending regularly scheduled CGC meetings
 - d. voluntary service on one CGC standing committee. Each member must volunteer for at least one committee each year but may serve on more than one committee and a list will be maintained for each with a cap of 6 members per committee, unless additional members are deemed necessary. With written notice and coordination approval from the Vice Chair, a member can shift to a different committee. CGC members' committee involvement will be equitably distributed throughout all CGC standing committees.
 - e. sending a proxy if unable to attend a scheduled meeting. When a member misses a second missed consecutive meeting absent or without a proxy, at the second missed consecutive meeting and onward, the member will be excluded from the quorum calculation, until they or a proxy come to another meeting.
 5. If a vacancy occurs during the academic year, the chair of the CGC may appoint an individual from the same subgroup from which the vacancy occurs to serve the balance of the term. Failure to appoint a new member will result in that seat being declared vacant and will no longer be counted towards quorum.
 6. Two members of the CGC shall be elected as representatives to the FCTL and shall attend all meetings of the FCTL and shall provide written and oral reports at the CGC meetings. The CGC shall elect one representative to each college-wide committee

including, but not limited to, Strategic Planning and the Assessment Steering Committee. Duties of these representatives include attending meetings of the college-wide committees and reporting to the CGC on the initiatives being presented at these meetings.

Officers

1. The CGC shall have as its officers a Chair, Vice-Chair, and Secretary. Nominations for these positions will be submitted by motion at the May transition meeting of the CGC each academic year, and election for each position shall be by quorum vote. The candidates nominated must be elected members of the CGC. Officers may not serve in a particular office for more than two **(2)** consecutive years.
2. If the Chair of the CGC must vacate the position, the Vice-Chair will assume the position of Chair for the remainder of the academic year, and an election shall be held as soon as possible for the position of Vice-Chair. If either the Vice-Chair or Secretary must vacate the position, an election shall be held as soon as possible to fill that position.
3. The CGC Executive Committee shall consist of the Chair, Vice-Chair, and Secretary of the CGC, the President of the College, and the chair of each CGC standing committee. If the President is unable to attend an Executive Committee meeting, (s)he will appoint a designee to attend. The President, or said designee, is an *ex-officio* member of each CGC standing committee. Duties of the Executive Committee include:
 - a. establishing and distributing the agenda for each meeting of the CGC
 - b. preparing informational reports for the college community and posting them on MLink
 - c. meeting at least once a year (early in the Fall semester) with the Executive Committee of the FCTL to coordinate and integrate the work of the two Councils.

4. Duties and responsibilities of the Chair include:

- a. scheduling and conducting meetings of the CGC and the Executive Committee of the CGC
- b. ensuring that the order of business is followed at meetings
- c. reporting to the College Assembly twice a year
- d. serving on the Executive Committee of the College Assembly
- e. coordinating the assignment of CGC members to committees at the first meeting in each academic year
- f. meeting with the college President on a regular basis to present recommendations made by the CGC.

5. Duties and responsibilities of the Vice-Chair include:

- a. assuming the duties of the Chair if the Chair is absent
- b. succeeding the Chair if the Chair vacates the office prior to the expiration of the term of office
- c. maintaining an orderly meeting following *Robert's Rules of Order, Revised, in Brief*
- d. coordinating the assignment of CGC members to committees
- e. participating in meetings of the Executive Committee
- f. working with the Secretary to ensure accuracy and timeliness of notices and minutes to CGC members
- g. fulfilling other duties as may be assigned by the Chair.

6. Duties of the Secretary include:

- a. keeping the minutes of the meetings and posting them to the CGC page on MLink
- b. keeping attendance records and alerting the Chair of members in need of contact

- c. communicating with the keeper of the official college governance chart about any changes in voting membership
 - d. distributing the agenda and minutes of the meetings to CGC members prior to a scheduled meeting
 - e. coordinating and recording online voting in absence of a meeting quorum sending recommended action items to the President' Leadership Team
 - f. communicating with members of the CGC, standing committees, administration, or other groups as directed by the Executive Committee of the CGC or the Chair
 - g. fulfilling other duties as may be assigned by the Chair.
7. An Officer may be removed from office by a majority vote of a quorum of the CGC present at any duly called meeting, providing notice of the vote to remove the Officer has been given at least fourteen (14) calendar days prior to the meeting at which the vote will be taken. The notice provided for in this Section must be in writing and must set forth the date, time and place of the meeting at which the vote to remove an Officer is to be taken, the name of the Officer and the name of the office held by such Officer whose removal is to be voted on, and shall be separately mailed to each and every Officer of the CGC. The Officers shall list the vote for removal of the officer as an agenda item for the next duly called meeting.

Standing Committees

1. The CGC shall determine the committee structure. A standing committee of the CGC is intended to consider matters pertaining to designated subjects and will meet on a regular basis. Chairs of standing committees must be elected members of the CGC. The CGC shall establish committees to deal with specific substantive areas as needed. Ad hoc committees are created to make recommendations on a particular subject as needed and meet until the given assignment is completed. A task force is created to address a specific college-wide subject or issue and meets until the issue is resolved.

2. Committees should

- a. fulfill the charges assigned to them
- b. establish the links between policies and procedures and the initiatives of the Strategic Plan
- c. focus on the initiatives, and follow up on any recommendations
- d. investigate other college-wide issues that may arise during the year
- e. perform other duties as may be assigned.

3. The following committees are initially recommended and can be restructured and revised in the best interests of the college:

- a. **Services for Student Success** –. Identifies, examines, and monitors programs and best practices that promote student success and engagement throughout the college community; discusses the effectiveness of college-wide student success services, assuring that all are aligned with the Strategic Plan; presents findings for CGC discussion in order to make recommendations for the promotion of student success.
- b. **Community Connections**—Gathers information on local and state proposals that have an impact on the college and informs the college community; informs the local community of positions taken by the college, and of new programs and initiatives at the college; reviews community service offerings; serves as the link between the college community and the local community, including the business sector; reviews the Strategic Plan to identify and recommend goals and objectives for partnerships, community outreach and college involvement within the community.
- c. **Professional Development** - This committee works in conjunction with human resources, other departments, and CGC subcommittees across the MCCC campuses to assist in the assessment of training and professional development needs,

- disseminate findings to stakeholders, facilitate the creation and promotion of training and professional development events, and recommend training, professional development opportunities, and acquisition of resources based on institutional priorities in the Strategic Plan to the CGC.
- d. **College Culture and Environment**—Gathers, discusses and disseminates information regarding the general welfare of the college community; identifies and examines programs and best practices that will enhance the work climate of all employees; aligns these programs and best practices to the Strategic Plan; plans and conducts, in conjunction with HR, employee recognition and other events that reinforce MCCC’s one-college policy; makes recommendations to the CGC based on discussions.
 - e. **Sustainability**—Serves as an advising body for positive environmental change at MCCC. Gathers, discusses, and disseminates information on sustainability-related issues and best practices to promote ecologically sound, socially and economically viable activities on both campuses. Works to ensure that both the Strategic Plan and the College’s Mission keep sustainability as a priority when creating policies and making decisions; makes necessary recommendations to the CGC.
 - f. **Diversity, Equity and Inclusion (DEI)** — Fosters a campus culture that celebrates diversity, equity and inclusivity, and that respects and supports the personal and intellectual growth of all students, faculty, and staff. Collaboratively plans, supports, and monitors activities, college publications, and events that create a more diverse, equitable and inclusive institution; gathers and disseminates information that identifies and addresses the needs of our diverse communities; reviews and recommends processes that cultivate and champion an inclusive and diverse college community. Makes necessary recommendations to the CGC.
4. Standing committees may recruit additional members with particular expertise from

the greater college community as needed.

5. Each standing committee shall have a Chair, who must be an elected member of the CGC. Nominations for the position of Chair will be submitted by motion at the first regularly scheduled meeting of each committee each academic year, and election for each position shall be by majority vote. The Chair of the committee from the previous academic year (or, if unavailable, the Chair or Vice-Chair of the CGC or a designee) shall convene the first meeting of each committee and conduct the election of the chair for the new academic year at the first meeting in each academic year.
6. Standing committees shall report verbally at CGC meetings and in writing to the Secretary of the CGC on their activities. Reports should include meeting times, actions taken, and issues pending.

Meetings

1. The CGC shall meet monthly on the second Tuesday, with other meetings to be scheduled as needed. The May transition meeting will be attended by current and newly elected members of the CGC. The election of CGC offices will occur at the May transition meeting.
2. Notice and a statement of the agenda of each meeting will be sent to all members and announced college-wide prior to the meeting.
3. Items to be placed on the agenda should be submitted to the Secretary, in writing, at least ten days prior to the meeting to allow time for the Executive Committee to set a formal agenda. Any member of the college community who wishes to submit an agenda item to the CGC may do so by submitting it to the Secretary in accordance with the prescribed timeline. If the item submitted is not within the scope of the CGC, the Chair shall return the request to the originator with the reason for not including the item on the agenda.
4. A quorum shall be considered present when more than one-half of all current elected CGC members are present. In the event there is not a quorum present at a given CGC

meeting, any matter needing immediate voting decisions shall be sent via email to all voting members to respond with their yea, nay or abstention vote by reply email. It shall be decided when voting has closed and a quorum vote has been reached. An official record of such shall be documented by the Secretary and become a part of the minutes from the meeting at which the question should have been voted on.

5. Items not on the agenda may be brought up during a CGC meeting for discussion only and may become part of the agenda for the next scheduled meeting.
6. The order of business for a CGC meeting shall be determined by the Chair but shall generally be as follows:
 - a. call to order
 - b. approval of minutes of preceding meeting
 - c. standing committee reports
 - d. reports from representatives to college-wide committees
 - e. unfinished business (tabled items)
 - f. new business (agenda items)
 - g. announcements, comments
 - h. adjournment
7. The Chair shall have the authority to place a time limit on remarks made at CGC meetings.
8. Members of the college community who are not members of the CGC may request the privilege of the floor on an item already before the CGC. The request should be made to the Chair of the CGC, through the Secretary, at least five days prior to the meeting at which the person wishes to speak.

Amendments

1. Constitutional amendments may be presented in writing to the Executive Committee of the CGC or at a regularly scheduled CGC meeting. The amendment shall be an agenda item at the next scheduled meeting, and may be adopted by a quorum vote.

The Faculty Council on Teaching and Learning

Role

1. The FCTL shall review and make recommendations to the President and/or other responsible administrator(s) concerning the teaching and learning process, programs, calendars, general education, academic standards, academic priorities and related matters.
2. The FCTL shall receive reports from designated Standing Committees of the FCTL and make recommendations to the President as appropriate.
3. The FCTL shall provide a forum for the consideration of issues of general interest that impact the teaching and learning process at the college.
4. The FCTL shall review matters brought to it by the President and advise the President on matters of importance to the teaching and learning process at the college.

Membership, Officers, Meetings, and Task Forces

1. Representation from the full-time faculty, adjunct faculty, and professional staff on the FCTL shall be as follows:
 - a. One (1) faculty member for every six (6) full-time faculty members (or fraction thereof) in each academic division and department (e.g., if a division or department has 24 full-time faculty members, it will be entitled to elect 4 representatives to FCTL; whereas if a division or department has 25 full-time faculty members, it will be entitled to elect 5 representatives to FCTL)
 - b. One (1) representative from the full-time Teaching Assistants
 - c. One (1) representative from the James Kerney Campus-based full-time Education

Specialists

- d. The Learning Center director from each campus
 - e. One (1) representative from Organization Development and Community Programs professional staff
 - f. One (1) representative for every fifty (50) adjunct faculty members from each academic division and department
 - g. The chair of each of the FCTL Standing Committees (or his or her designee)
 - h. Two (2) liaisons from the CGC
 - i. Two (2) students elected by the Student Government Association
2. Candidates for membership shall be elected at the end of each academic year within each academic division or department.
 3. The FCTL shall have as its officers a chair, vice-chair, and secretary. Nominations for these positions will be submitted by motion at the end of each academic year, and election for each position shall be by majority vote.
 4. If a vacancy occurs during the academic year, the chair of the FCTL shall request that the dean of the division or chair of the department from which the vacancy occurs to conduct an election within that division or department to serve the balance of the term. If the chair of the FCTL must vacate the position, the vice-chair will assume the position of chair for the remainder of the academic year, and an election shall be held as soon as possible for the position of vice-chair. If either the vice-chair or secretary must vacate the position, an election shall be held as soon as possible for that position.
 5. The chair of the FCTL shall report to the College Assembly twice a year.
 6. The chair of the FCTL shall serve on the Executive Committee of the CA.
 7. Two members of the FCTL shall be elected as liaisons to the CGC and shall attend

all meetings of the CGC.

8. The FCTL Executive Committee shall consist of the chair and vice-chair of the FCTL, the VPAA or his or her designee, and the chair of each Standing Committee. The Executive Committee will establish and distribute the agenda for each meeting of the FCTL and will prepare informational reports for the college community and the on-line bulletin board. Any member of the college community who wishes to submit an item of interest to the FCTL may do so by submitting it to the FCTL Executive Committee. The agenda shall be distributed college-wide at least three days prior to a scheduled meeting.
9. The Executive Committee of the FCTL shall meet at least once a year (early in the Fall semester) with the Executive Committee of the CGC to coordinate and integrate the work of the two Councils.
10. The FCTL shall meet monthly from September through April and may elect to meet more frequently as necessary.
11. A quorum shall be considered present when more than one-half of all current FCTL members are present.
12. There shall be the following Standing Committees of the FCTL:
 - a. The Academic Integrity Committee
 - i. Role
 1. The Academic Integrity Committee (AIC) serves as a board of review for student appeals of grades and related academic decisions, in accord with established policies and procedures.
 2. The AIC holds disciplinary hearings related to alleged multiple or egregious violations of academic integrity policy.
 3. The AIC recommends to the FCTL concerning needed adjustments to

college policies or procedures related to the committee's responsibility.

ii. Membership, Officers and Meetings

1. The membership of the AIC shall consist of:

- a. One (1) faculty member for every ten (10) full-time faculty members or fraction thereof from each academic division or department
- b. The Registrar
- c. One (1) representative from the full-time counselors
- d. One (1) representative from the adjunct faculty
- e. Two (2) students (elected by the Student Government Association)

2. The AIC shall have as its officers a chair, vice-chair, and secretary.

Nominations for these positions will be submitted by motion at the first regularly scheduled meeting of the AIC each academic year, and election for each position shall be by majority vote. The chair (or, if unavailable, the vice-chair) of the AIC from the previous academic year shall convene the first meeting of the AIC and conduct the election of officers at the first meeting of each new academic year. If a vacancy occurs during the academic year, the chair of the AIC shall request that the dean of the division or department from which the vacancy occurs to conduct an election within that division or department to serve the balance of the term. If the chair of the AIC must vacate the position, the vice-chair will assume the position of chair for the remainder of the academic year, and an election shall be held as soon as possible for the position of vice-chair. If either the

vice-chair or secretary must vacate the position, an election shall be held as soon as possible for that position. The chair of the AIC shall serve on the Executive Committee of the FCTL.

3. The AIC shall meet monthly from September through April and shall conduct hearings year-round as necessary.

4. Administrative liaison

a. The VPAA or his or her designee shall:

- i. develop a monthly meeting schedule for the AIC prior to the beginning of the fall semester each year;
- ii. maintain the membership list for the AIC; and
- iii. designate an office to provide secretarial services in support of the committee.

b. The Curriculum Committee

i. Role

1. The Curriculum Committee (CC) reviews proposals for new credit programs or courses and revisions or suspensions of programs or courses, and makes recommendations to the VPAA.
2. The CC reviews evaluations of credit programs and the overall curriculum, and makes recommendations to the appropriate program coordinator, department chair and/or division dean and the VPAA.
3. The CC may discuss non-credit courses.
4. The CC recommends to the FCTL concerning needed adjustments to college policies or procedures related to the committee's responsibility.

ii. Membership, Officers and Meetings

1. The membership of the CC shall consist of:
 - a. One (1) faculty member for every ten (10) full-time faculty members or fraction thereof from each academic division or department
 - b. The Registrar
 - c. The Director of Library Services
 - d. The Director of Transfer Services
 - e. A representative from the Center for Continuing Studies
 - f. A representative from the Publications Office
 - g. One (1) representative from the adjunct faculty
 - h. Two (2) students (elected by the Student Government Association)
2. The CC shall have as its officers a chair and a secretary. Nominations for these positions will be submitted by motion at the first regularly scheduled meeting of the CC each academic year, and election for each position shall be by majority vote. The chair (or, if unavailable, the secretary) of the CC from the previous academic year shall convene the first meeting of the CC and conduct the election of officers at the first meeting of each new academic year. If a vacancy occurs during the academic year, the chair of the CC shall request that the dean of the division or chair of the department from which the vacancy occurs to conduct an election within that division or department to serve the balance of the term. If the chair or

secretary of the CC must vacate the position, an election shall be held as soon as possible for that position. The chair of the CC shall serve on the Executive Committee of the FCTL.

3. The CC shall meet monthly from September through April and may elect to meet more frequently as necessary.

iii. Administrative liaison

1. The VPAA or his or her designee shall:

- a. develop a monthly meeting schedule for the CC prior to the beginning of the fall semester each year;
- b. maintain the membership list for the CC; and
- c. designate an office to provide secretarial services in support of the committee.

c. The Instruction and Professional Improvement Committee

i. Role

1. The Instruction and Professional Improvement Committee (IPIC) reviews faculty makes recommendations to the President, appropriate administrators and /or the professional development practices and priorities related to teaching and learning and Faculty Council on Teaching and Learning (FCTL).
2. The IPIC generates ideas and/or mechanisms for professional development related to teaching and learning, and initiates activities consistent with the Strategic Plan and other college goals.
3. The IPIC recommends teaching and learning materials and resources for the college to acquire, and provides advisement

on the effective implementation of such materials and resources.

4. The IPIC researches and evaluates emerging pedagogical methods for both traditional and online teaching and shares such findings with the wider college community. Research and evaluation includes attendance at professional conferences, communicating opportunities for state and national conferences, evaluation of research journals and sources (e.g. 20 Minute Mentor), and institutional surveys regarding teaching and learning needs conducted by the committee.

ii. Membership, Officers and Meetings

1. The membership of the IPIC shall consist of:
 - a. One (1) faculty member for every ten (10) full-time faculty members or fraction thereof from each academic division or department
 - b. One (1) representative from the full-time Teaching Assistants
 - c. One (1) representative from the James Kerney Campus-based full-time Education Specialists
 - d. One (1) representative from the adjunct faculty
2. The IPIC shall have as its officers a chair and a secretary. Nominations for these positions will be submitted by motion at the first regularly scheduled meeting of IPIC each academic year, and election for each position shall be by majority vote. The chair (or, if unavailable, the secretary) of IPIC from the previous academic year shall convene the first meeting of IPIC

and conduct the election of officers at the first meeting of each new academic year. If a vacancy occurs during the academic year, the chair of IPIC shall request that the dean of the division or chair of the department from which the vacancy occurs to conduct an election within that division or department to serve the balance of the term. If the chair or secretary of IPIC must vacate the position, an election shall be held as soon as possible for that position. The chair of IPIC shall serve on the Executive Committee of the FCTL.

3. The IPIC shall meet monthly from September through April and may elect to meet more frequently as necessary.

iii. Administrative liaison

1. The VPAA or his or her designee shall:
 - a. develop a monthly meeting schedule for the IPIC prior to the beginning of the Fall semester each year;
 - b. maintain the membership list for the IPIC;
 - c. designate an office to provide secretarial services in support of the committee; and
 - d. provide material support for IPIC projects and initiatives.

Approved: Board of Trustees

Revised: June 25, 1998
June 19, 2003
September 21, 2006
March 19, 2009
December 10, 2015
November 19, 2020
November 18, 2021

MCCC

Attachment #6



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: November 01, 2021

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

Dr. Conley,

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

For the calendar month of October 2021, 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: Title IX Offense Gender Discrimination

October 3 - West Windsor Campus: A student reported an allegation of gender based discrimination. The matter has been referred and the Office of the Title IX Coordinator is conducting the investigation.

Incident #2: Improper Behavior

October 6 - West Windsor Campus: A professor related that a student was acting irrational in class creating a disruption/nuisance affecting the other students in the class. John Simone. The

Assistant Dean of Student Services, and Widmarc Dalce, Coordinator of Student Development, were advised and are investigating.

Incident #3: Criminal Mischief-College Property

October 6 - West Windsor Campus: A Staff member reported that unknown person(s) used a permanent marker to cause damage to a podium in the CM Building. No witnesses or suspects. The damage to the podium was repaired.

Incident #4: Title IX Offense Sexual Harassment

October 12- West Windsor Campus: A student reported that he/she is the victim of sexual harassment (offensive comments). The Office of the Title IX Coordinator is conducting the investigation.

Incident #5: Title IX Offense Gender Discrimination

October 12 - West Windsor Campus: A student reported that he/she is a victim of gender based discrimination. The Office of the Title IX Coordinator is conducting the investigation.

Incident #6: Title IX Offense Sexual Harassment

October 21 - West Windsor Campus: A student reported that he/she is the victim of sexual harassment. The Office of the Title IX Coordinator is conducting the investigation.

Incident #7: Title IX Offense Sexual Harassment

October 26 - West Windsor Campus: A student reported that he/she is the victim of sexual harassment. The Office of the Title IX Coordinator is conducting the investigation.