

MERCER COUNTY COMMUNITY COLLEGE
Minutes of the 679th Meeting
of the Board of Trustees
October 21, 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, Yasmin Hernandez-Manno, Anthony Inverso, Larry Nespoli, Laura Ceras, Alumni Trustee, and Jianping Wang, President. Also present was Perry Lattiboudere, College Counsel.

I. OPENING OF MEETING

A) FLAG SALUTE

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

B) STATEMENT OF NOTIFICATION

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

C) ADOPTION OF REVISED 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, Hernandez-Manno, 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 SEPTEMBER 17, 2021 BOARD MEETING

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

BE IT RESOLVED, that the minutes of the September 17, 2021 meeting of the Board of Trustees are approved as presented.

B) APPROVAL OF MINUTES OF THE SEPTEMBER 30, 2021 BOARD MEETING

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

BE IT RESOLVED, that the minutes of the September 30, 2021 meeting of the Board of Trustees are approved as presented.

III. FINANCIAL MATTERS

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

A) MONTHLY FINANCIAL STATEMENT

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

B) INVESTMENT DETAIL

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

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

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

D) MONTHLY PAYMENT LISTS FOR SEPTEMBER

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

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

E) ALLSTATE OFFICE INTERIORS

WHEREAS, Mercer County Community College has a need to purchase dividing office walls for renovation of the human resources department space in the AD building and flooring and installation services for the Student Center building, on the West Windsor campus 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 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 contract with Allstate Office Interiors of Robbinsville, New Jersey to purchase dividing office walls for renovation of the human resources department space in the AD building (paid by College operating funds) and flooring and installation services for the Student Center building (paid by Chapter 12), on the West Windsor campus, at a cost not to exceed \$180,000 through June 30, 2022.

*New Jersey State Contract #(s) 81754, 81721, 81729

F) BLACKBOARD LEARNING MANAGEMENT SYSTEM

WHEREAS, Mercer County Community College has a need to amend the contract for the licensing of the on-line course delivery hosting system software Blackboard Learn SaaS, Blackboard Ally and Blackboard Collaborate for FY2022; and

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

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

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to amend the contract approved by the Board on May 21, 2020 with Blackboard, Incorporated of Washington, D.C., to obtain additional student licenses and SaaS data storage associated with the on-line course delivery hosting system software Blackboard Learn SaaS, Blackboard Ally and Blackboard Collaborate by \$43,500 from \$186,500 to \$230,000 from July 1, 2021 through June 30, 2022 (FY 2022).

G) CM3 BUILDING SOLUTIONS, INC. – SMART CLASSROOM TECHNOLOGY PROJECT

WHEREAS, Mercer County Community College has a need to update nineteen (19) classrooms to be Smart Technology Classrooms and purchase audio-visual equipment and ancillary equipment, including licensed electrician services, for the College's Smart Classroom technology project at the West Windsor and James Kearney campuses, commenced in FY 21 and continuing to FY 2022; and

WHEREAS, the College's Smart Classroom technology project is supported 100% by the Federal and/or State Coronavirus Aid, Relief and Economic Security (CARES)

Act and related acts, as part of a total contract to be determined after the contract award pursuant to N.J.S.A. 18A:64A-25.1, et seq., with zero (0%) percent financed from non-governmental sources; 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, CM3 Building Solutions Inc. is a member of the Camden County Educational Services Commission Cooperative Purchasing Consortium and was selected to provide licensed electrician services based on price, experience and references and deemed to be qualified to provide the best value for Mercer County Community College; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with CM3 Building Solutions Inc., of Fort Washington,, PA, to install electrical outlets and perform other licensed electrician services necessary to prepare (19) classrooms to be fit-out for Smart Classroom Technology equipment for the James Kerney and West Windsor campuses, for an amount not to exceed \$60,000 through June 30, 2022 (FY 2022). Paid by the federal and/or state Coronavirus Aid, Relief and Economic Security (CARES) Act and related acts, through June 30, 2022.

* Camden County Educational Services Commission Contract 66CCESP

H) DFX AUDIO/VIDEO INTEGRATOR – SMART CLASSROOM TECHNOLOGY PROJECT

WHEREAS, Mercer County Community College has a need to update nineteen (19) classrooms to be Smart Classrooms, and purchase audio-visual equipment and ancillary equipment including installation services for the College's Smart Classroom technology project at the West Windsor and James Kearney campuses, commenced in FY 21 and continuing in to FY 2022; and

WHEREAS, the College's Smart Classroom technology project is supported 100% by the Federal and/or state Coronavirus Aid, Relief and Economic Security (CARES) Act and related acts, as part of a total contract to be determined after the contract award pursuant to N.J.S.A. 18A:64A-25.1, et seq., with zero (0%) percent financed from non-governmental sources; 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; therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to increase the contract amount approved by the Board on May 20, 2021 with Dynamite Disc Jockey's Inc. d/b/a DFX of West Berlin, New Jersey, to reduce the number of classrooms to be fit out from twenty (20) to nineteen (19) classrooms and upgrade to needed state of the art audio/video and ancillary equipment (including installation) and associated software for the James Kerney and West Windsor campuses, by \$174,470 from \$590,530 to \$765,000. Paid by the federal and/or state Coronavirus Aid, Relief and Economic Security (CARES) Act and related acts, from May 20, 2021 through June 30, 2022.

* Mercer County Community College RFP #2104

I) DYNAMIC SECURITY

WHEREAS, Mercer County Community College has a need to acquire surveillance systems and card access controls at the Engineering Science (ES) and Student Center (SC) buildings and at the Kelsey Theater, parking gate safety loops for safety gates for the Administration (AD), University Center (UC) and Kelsey Theater parking lots at the West Windsor campus, and card access controls for the Dean's office and IT-sensitive areas and a new Clear ID visitor registration system at the James Kerney campus, in FY 2022; and

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a contract with General Services Administration awarded vendor, Dynamic Security of Edison, New Jersey, to acquire surveillance systems and card access controls for the Engineering Science (ES) and Student Center (SC) buildings and Kelsey Theater parking gate safety loops for the safety gates for the Administration (AD), University Center (UC) and Kelsey Theater parking lots at the West Windsor campus, and card access controls for the Dean's office and IT-sensitive areas and a new visitor registration system at the James Kerney campus, in an amount not to exceed \$139,000. Paid by New Jersey Chapter 12 program.

* General Services Administration Contract #GS 07F-0251X9

J) EDUCATIONAL FURNITURE SOLUTIONS, INC.

WHEREAS, Mercer County Community College has the need to purchase and install fixed seating in the CM building lecture halls and student seating in the Student Center hallway and cafeteria areas at the West Windsor campus 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 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 Krueger International care of Educational Furniture Solutions Inc. of West Point, Pennsylvania, has the product availability and installation expertise required to acquire and install fixed seating in the CM building lecture halls and student seating in the Student Center hallway and cafeteria areas 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 Krueger International, care of Educational Furniture Solutions Inc. of West Point, Pennsylvania, to purchase and install fixed seating in the CM building lecture halls and student seating in the Student Center hallway and cafeteria areas at the West Windsor campus for an amount not to exceed \$280,000 through June 30, 2022. FY 2022 spending with this vendor, when aggregated with the \$132,865 amount approved by the board on September 30, 2021 shall not exceed \$412,865. Paid by the New Jersey Chapter 12 program.

* Educational Services Commission Co-op #ESCNJ 20/21-01

K) FIELDTURF USA, INC.

WHEREAS, Mercer County Community College has the need to repair, recoat and restripe the existing six (6) tennis courts at the West Windsor campus; 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 American Athletic Courts, Inc. care of FieldTurf USA, Inc. of Calhoun, Georgia, has experience and expertise to provide the required services to repair, recoat and restripe the six (6) tennis courts 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; therefore

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to contract with American Athletic Courts, Inc. care of FieldTurf USA Inc., of Calhoun, Georgia to repair, recoat and restripe the six (6) tennis courts at the West Windsor campus at a cost not to exceed \$90,000. Paid by the New Jersey Chapter 12 program.

* Educational Services Commission Co-op #ESCNJ 18/19-55

L) NORTHEAST ELECTRICAL SERVICES, LLC

WHEREAS, Mercer County Community College has the need for labor for installation of new poles, conduit and LED lighting at the Administration (AD) building, the Kelsey Theatre and University Center parking lots and for the loop road on the West Windsor campus; 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 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 Northeast Electrical Services LLC of , Williamstown, New Jersey has the experience necessary to provide labor for installation of poles, conduit and LED lighting, 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 be authorized, on behalf of the Board, to contract with Northeast Electrical Services LLC for labor to provide installation of new poles, conduit and LED lighting at the Administration (AD) building, Kelsey Theatre and University Center parking lots as well as the loop road on the West Windsor campus, for an amount not to exceed \$350,000 through June 30, 2022. Paid for by Chapter 12 program.

*Educational Services Commission of New Jersey (ESCNJ) Contract 18/19-77.

M) SECURING OUR CHILDREN'S FUTURE BOND ACT – ACCEPTANCE OF FUNDS

WHEREAS, the State of New Jersey, Office of the Secretary of Higher Education has approved Mercer County Community College's application for the Securing Our

Children's Future Bond Act (P.L. 2018, c.199) grant, as approved by the Board in a resolution dated November 19, 2020; and

WHEREAS, Mercer County Community College is required to provide matching funds for the required portion of the approved grant-funded project amount of \$5,333,333, based on a formula provided by the State of New Jersey, Office of the Secretary of Higher Education, pursuant to the Securing Our Children's Future Bond Act (P.L. 2018, c.199); and

WHEREAS, the Board of Trustees authorizes the President, to approve, execute and deliver any and all agreements necessary to undertake, implement and finance the Project, as defined by the grant, on behalf of Mercer County Community College; and

WHEREAS, on October 1, 2021, the New Jersey Office of the Secretary of Higher Education notified the College that due to an error in the calculation of the grant's matching fund amount, that the College's previously approved matching fund amount of \$1,000,000, as approved by the College's Board of Trustees in a resolution dated November 19, 2020, requires a new resolution, splitting the total \$5,333,333 project cost twenty-five (25%) by the College and seventy-five (75%) by the State of New Jersey. The new matching fund amount will be \$1,333,333, based on a total project cost of \$5,333,333 and a total grant amount of \$4,000,000 over a period of four (4) years; now therefore

BE IT RESOLVED, that the Board of Trustees approves the new required matching fund amount of \$1,333,333 (formerly \$1,000,000 approved by the board on November 19, 2020) pursuant to the Securing Our Children's Future Bond Act (P.L. 2018, c.199) grant entitled "Creating the Center for Innovation in Renewable Energy" and further commits to provide the required matching funds, to support the total project cost, and to support the operation and maintenance of the approved project funded by this grant, based on a total project cost of \$5,333,333 and a total grant amount of \$4,000,000 over a period of four (4) years commencing on July 1, 2021 through June 30, 2025.

IV. HUMAN RESOURCES MATTERS

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

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

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

V. OPERATIONS MATTERS

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

A) NEW OMB 991 – HYBRID WORK POLICY

BE IT RESOLVED, that the Board hereby approves the proposed Hybrid Work Policy (OMB 991) 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, Hernandez-Manno, Inverso, Matzen and Nespoli voting aye.

B) SEPTEMBER 2021 CLERY REPORT

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

VI. OTHER MATTERS

A) NOMINATING COMMITTEE – REPORT OF SLATE OF OFFICERS

Ms. Berrios-Ohler, Chair of the Nominating Committee, reported that the Committee was not ready to make an official recommendation at this time. The Committee will meet again next week and will make an official recommendation at the November Board Meeting. She also reported that Dr. Nespoli stepped down from the Nominating Committee, and that Ms. Hernandez-Manno will replace him.

VII. PRESIDENT'S UPDATE

Enrollment

The fall 2021 semester has been under way for over a month. Generally speaking, students are very happy to be back in person and staff are very happy to serve students in person.

We continue to meet the needs of students who take full advantage of our fully online OneStop services.

As of this morning, our overall enrollment for fall is down 2.8%. This is additional decline from the last fall of over 16% decrease. The college remains concerned about the spring enrollment due to this decline.

Financial Health

Thanks to the efforts and sacrifice of all employees of the college, we continue to be financial stable in spite of the revenue decline from both credit and non-credit enrollment as well as other auxiliary income.

The college community has come together to diversify our revenue sources. One big effort is to generate resources through grants applications. The college has received a record number of over \$14 million in grants. In addition, a bright spot continues to be our athletic facility and classroom rentals. Community use of the facilities has hit a revenue mark of over \$155,000 as of October 15. We continue to find creative ways to generate revenues while we continue to monitor our expenses through automation and better business processes.

The College continues to provide financial assistance to students through federal stimulus funds. As of October 18, the College has disbursed \$8,487,406 out of \$11 million through 8,250 awards to students.

COVID-19 Responses

While students are returning to in-person classes, they continue to face unprecedented challenges including mental health challenges. The college is experiencing an increasing number of students seeking counseling. We are adding our services through a new service called “Talk Campus.”

In addition, more students are experiencing food insecurity. Through a grant, the “The Pantry” at MCCC is now open and accepting donations of food for our students. Please visit <https://www.mccc.edu/pantry.shtml> to access our new Amazon wish list to donate food directly to our pantries on both campuses.

We continue to strongly encourage all employees and students to get vaccinated and upload their vaccine information onto the self-service portal. As of this morning, 596 full and part-time employees have uploaded their vaccine information. Also, 2,879 fall student enrollees have voluntarily uploaded their vaccine information.

College News

The 30th Annual MCCC Golf Classic was held on October 4 at the Trenton Country Club. I am pleased to say that we raised more than \$35,000 for athletic scholarships. Congratulations to Joe Claffey and his Advancement team, and a sincere thank you to our sponsors and golfers who made the event a success. This is yet another example of the dedication of Mercer’s supporters to our mission of student success. Our next fundraising event will be Giving Tuesday, which will be held on November 16.

MCCC is partnering with the Citizens Campaign to establish a Civic Leadership Center; hosting the Trenton Civic Trust at JKC (Trenton). The Center is designed to train students in pragmatic problem-solving skills of community issues and provide opportunities for them to put their training to use as “citizen leaders” working to better their communities and our Country. Mercer County Community College is 1-of-10 community colleges nationwide launching Citizen Leadership Centers. The collaboration of the College’s Civics Initiative and the Citizens Campaign will promote active and informed citizenship in the greater Trenton area. I joined the Center’s virtual kick-off yesterday afternoon.

As part of our continued efforts to generate alternative revenues, we have expanded our grant applications. For example, this week, we submitted the National Science Foundation Racial Equity in STEM Education grant. The Racial Equity in Securing the Pipeline for Careers in Technology (RESPCT) project aims to conduct empirical research to identify the systemic barriers that impede minority students’ success in pursuing technology programs and careers in

technology, to test potential remedies, and to develop a model to replicate effective remedies to create Racial Equity in Securing the Pipeline for Careers in Technology. Additionally, the project will aim to engage with leaders of technology companies and organizations and enlist them to participate and contribute to the advancement of racial equity in the tech industry. Our research will focus on MCCC's Technology programs, which include Computer Science, Computer Information Systems, Networking, Electronics Engineering Technology, and Cybersecurity programs. The overarching goal is to increase the graduation rate of African American and Hispanic students in Technology programs.

Next is the National Endowment for the Humanities – Humanities Connections (Planning) Grant. The Civics Across the Curriculum Program will be an interdisciplinary program between the Liberal Arts Division, Math, Science, and Health Profession Division, and the Business, Technology, and Professional Studies Division to provide the foundation for MCCC to design additions to our curricula yielding credentials that are qualitatively unique from the humanities-based credentials offered at other institutions. The scope of the program includes the development of one-degree program, five courses, and eleven micro-credentials.

We are also applying for the NJ Council for the Humanities COVID-19 Response Grant - Our project is titled the Mercer Inclusion & Mentoring Center and will focus on Professional Development in DEI for our faculty and staff. It will also include Human Rights, Civics, and DEI education by expanding our Distinguished Lecture Series to include nine speaker events as part of the Excellence in Inclusion Lecture Series that will be available to the community. Finally, it will support a mentoring program for K-12 and MCCC students that is based on our experience with EOF, Upward Bound, Youth College, and TRIO grants.

There are also several opportunities through the Mercer County Cultural and Heritage Commission. The Tomato Patch Workshop 2022 provides a multi-disciplinary summer arts study program for Mercer County junior and senior high school students in grades 5-12. The Mercer Dance Ensemble grant will assist with providing dance concerts and free lecture demonstrations to Mercer County Residents. Finally, the Kelsey Theatre grant will support the installation of an Assisted Listening System.

I also have an update on our EOF program. We received a 109% increase in FY22 Article III funds, which allows us to fund approximately 430 students this academic year, an increase of over 200% from our fall 2019 enrollment. We also received a 9% increase in Article IV funding, which goes to directly to academic year services and allows the program to impact areas of concern by developing and implementing programming, increasing resources, and possibly adding staff members to fill the gaps.

EOF will also host a two-part event, "Your Voice, Your Vote" on October 27 to educate the campus community, particularly our younger voters, on the impact of their vote.

Student Successes

Elijah Parkman-Williams, Business Administration student and Editor of the Mercer student newspaper the Voice, was inspired to form a marketing club based on experiences he had at a previous institution. He was successful in forming the Mercer Marketing Club (MMC) by gathering support from 15 students, and Dr. Andrea Lynch, as an academic advisor. The purpose

of the MMC is to help students market themselves and their ideas through learning, experimentation, and collaboration. By teaching students to better market themselves, more students will be able to access better jobs and opportunities. The overarching goal of MMC is not only to help students elevate themselves, but to increase student engagement, productivity, and personal confidence.

I am pleased to report that the NCLEX passing rate for our fall 2020 nursing graduates was 93%. We had forty graduates, which is thirteen more than in the fall of 2019. Mercer's overall pass rate for 2020 was 97.73%, much higher than the overall national pass rate of 86.75%. Congratulations to our Nursing students and faculty, under the leadership of Director Elizabeth Mizerek, for this amazing accomplishment.

We are also proud to announce that both our women's and men's soccer teams have qualified for post season play and will represent the college at the regional level with hopes to advance to the national level of play.

VIII. NEW JERSEY COUNCIL OF COUNTY COLLEGES REPORT

Dr. Nespoli reported on three high-priority issues for community colleges throughout the state.

1. LEGISLATION TO REQUIRE TRAINING FOR NEW COMMUNITY COLLEGE TRUSTEES

Governor Murphy signed Trustee Training legislation into law on Oct. 18th. This new legislation will require trustees of public institutions of higher education to complete training no later than one year after their appointment. The training will be provided by the NJ Council of County Colleges. To that end, the Council has already convened a Trustee Training Task Force to develop the training program. This training requirement does not apply to current trustees, but rather it will apply to new trustees appointed after March 2022.

2. FEDERAL UPDATE

It now seems unlikely that the national free community college tuition program (known as the America College Promise) will be approved by Congress. However, community college leaders remain hopeful that other community college federal priorities will be approved including increases in Pell grants, funding for student success programs, and new workforce development programs for community colleges.

3. POSSIBLE CLOSING OF BLOOMFIELD COLLEGE

One of New Jersey's oldest and most historic colleges, Bloomfield College in North Jersey, has announced that it might have to close in Fall 2022 unless it finds new academic partners and/or new philanthropists to help solve its serious budget challenges. It is important to note that over 80 percent of Bloomfield's students are Black and Hispanic, most of whom are the first in their families to go to college. In other words, although Bloomfield is a private college, its student body is similar to that of many community colleges who, like Bloomfield, have had significant enrollment declines during the pandemic. We of course wish the very best for Bloomfield, as many of our students transfer there. But this announcement by the college's leadership is a clear sign of the challenging times that lie ahead for many colleges and universities throughout the country.

IX. CHAIR'S REPORT

Chair Matzen introduced Dr. Aamir Rehman, Chair of the Foundation Board. Dr. Rehman reported that the foundation finished the fiscal year with more than \$15 million in endowment funds. He thanked Joe Claffey and Dr. Wang for fantastic fundraising of over \$600,000. Dr. Rehman also reported that a virtual Foundation Retreat was held on September 24. He closed by saying he was pleased that the Foundation Board has developed a close collaboration with the Board of Trustees, and that the two are aligning for capital projects that support student success. Both BOT Chair Matzen and Treasurer Drennan thanked Dr. Rehman and the Foundation for a great working relationship.

BE IT RESOLVED, that this Board adjourns to Executive Session at 7:24 p.m. to discuss personnel matters. Circumstances under which these discussions will be disclosed to the public when necessary actions are taken at public session

The public session reconvened at 9:56 p.m.

There being no further business to discuss, Ms. Delli Santi moved to adjourn the meeting. The motion was seconded by Ms. Green and passed unanimously. The meeting adjourned at 9:57 p.m.

Respectfully submitted,



Dr. Jianping Wang
President, Mercer County Community College

/bb
Attachments



1-Oct-21

Preliminary

	FY2022 Budget	Sep-21 YTD Actual	(Over)/Under Annual Budget	Actual % Used/Earned	Expected % Used/Earned	Variance % Used/Earned
Revenues:						
State of New Jersey	7,000,000	1,822,014	5,177,986	26.03%	25.00%	1.03%
Mercer County	18,592,000	4,453,451	14,138,549	23.95%	25.00%	-1.05%
Tuition & Fees	27,511,000	6,539,912	20,971,089	23.77%	25.00%	-1.23%
Non -Credit Tuition & Fees	450,000	84,062	365,938	18.68%	25.00%	-6.32%
Other **	3,840,500	730,342	3,110,158	19.02%	25.00%	-5.98%
Total Revenue	57,393,500	13,629,781	43,763,719	23.75%	25.00%	-1.25%
Salaries - 56.93% of total Budget						
	32,676,286	7,632,146	25,044,140	23.36%	25.00%	-1.64%
Benefits - 19.07% of total Budget						
	10,946,025	2,203,205	8,742,820	20.13%	25.00%	-4.87%
Total Salary and Benefits - 76.00% of total Budget	43,622,311	9,835,351	33,786,960	22.55%	25.00%	-2.45%
<i>- Salaries and Benefits allocated below</i>						
Expenses:						
Instruction	26,293,263	5,590,742	20,702,521	21.26%	25.00%	-3.74%
Academic Support	3,327,896	712,890	2,615,006	21.42%	25.00%	-3.58%
Student Services	5,477,331	1,194,201	4,283,130	21.80%	25.00%	-3.20%
Institutional Support	15,612,292	3,858,914	11,753,378	24.72%	25.00%	-0.28%
Plant Operations	6,682,718	1,044,054	5,638,664	15.62%	25.00%	-9.38%
	57,393,500	12,400,801	44,992,700	21.61%	25.00%	-3.39%
KEY BUDGET ITEMS (included above):						
Utilities	1,870,000	269,148	1,600,852	14.39%	25.00%	-10.61%
Custodial Contract	892,500	48,818	843,682	5.47%	25.00%	-19.53%
Maintenance, Grounds and Equipment	2,035,429	362,088	1,673,341	17.79%	25.00%	-7.21%
IT Management, Computer Software and Hardware	2,400,000	576,759	1,823,241	24.03%	25.00%	-0.97%
	7,197,929	1,256,812	5,941,117	17.46%	25.00%	-7.54%
Total Expenditures	57,393,500	12,400,801	44,992,700	21.61%	25.00%	-3.39%
(Surplus)/Deficit	-	(1,228,980)	(1,228,980)			
** Other Revenue Key Items:						
WWFM Listener Donations	503,000	70,567	432,433	14.03%	25.00%	-10.97%
Conference Center and Food Commissions	174,600	7,542	167,058	4.32%	25.00%	-20.68%
Partner Schools (Rutgers, Felician, William Patterson, FDU)	260,000	11,916	248,084	4.58%	25.00%	-20.42%
Mercer Institute	650,000	3,732	646,269	0.57%	25.00%	-24.43%
Kelsey Theater	230,000	97	229,903	0.04%	25.00%	-24.96%
Tower Rentals	225,000	47,000	178,000	20.89%	25.00%	-4.11%
Facility Rentals	317,400	159,981	157,419	50.40%	25.00%	25.40%
Bookstore	150,000	-	150,000	0.00%	25.00%	-25.00%
Summer Camps (Tomato Patch/Athletics/Camp College)	500,000	479,616	20,384	95.92%	100.00%	-4.08%

** 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

MCCC
MERCER COUNTY COMMUNITY COLLEGE
FINANCE DIVISION

Agenda Item III (B)

INVESTMENT DETAIL
FOR THE PERIOD ENDING September 30, 2021

		TERM & INTEREST		
<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>RATE</u>	<u>DUE</u>	<u>AMOUNT</u>
09/30/21	BANK OF PRINCETON	0.20%	N/A	3,587,460.68
09/30/21	BANK OF PRINCETON	0.35%	1/11/2022	534,391.96
09/30/21	FIRST BANK	0.35%	N/A	1,047,111.70
09/30/21	WELLS FARGO BANK BALANCE	0.25%	N/A	6,735,657.42
09/30/21	CASH MANAGEMENT FUND-NJ	0.33%	N/A	<u>6,000,536.73</u>
				<u>\$ 17,905,158.49</u> ***
 <u>LONG TERM INVESTMENTS</u> 				
09/30/21	WELLS FARGO BANK - UNEMPLOYMENT TRUST FUND	N/A		<u>\$ 553,623.91</u>

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

MCCC PURCHASE ORDER REPORT
 \$7,500 - \$37,500
 DATE OF BOARD MEETING: October 21, 2021
 Budget lines beginning with "2" indicate grant funded

PO#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
B6894	8/20/21	United Refrigeration Trenton, NJ	\$12,652.06	10-07-01-03-301401-72100	Exemption: Emergency Declaration
Conference Center and HRIM walk-in refrigerators and PE Ice Machine.					
B6910	8/23/21	Franklin-Griffith, LLC Windsor, NJ	\$30,000.00	10-07-01-03-301401-61550	MCCC RFQ #2045
Lightbulbs for Facilities department.					
B6911	8/23/21	Franklin-Griffith, LLC Windsor, NJ	\$20,000.00	10-07-01-03-301401-61550	NJSC #85580
Electrical supplies for Facilities department.					
P13984	8/26/21	Extel Communications North Haledon, NJ	\$25,726.00	10-06-01-03-301016-69741	NJSC #88737
Cabling needs for Quad, CM, and MC buildings by Facilities department. Paid by CARES Act.					
P13986	8/26/21	Mega Group Trenton, NJ	\$16,000.00	10-06-01-05-500120-64110	Exemption: Consulting Services
Brand and Culture Alignment Training- Brand Ambassador workshops for College.					
P14007	8/26/21	Teknion LLC Mt. Laurel, NJ	\$25,022.15	70-07-01-03-701260-69420	OMNIA Contract #R142214
Furniture for One Stop renovation by Facilities department. Paid by Chapter 12.					
P13990	8/30/21	Global Industrial Port Washington, NY	\$9,724.10	10-06-01-03-701260-69420	TIPS Cooperative Contract #200106
Automatic hand sanitizer and hand soap dispensers for College by Facilities department.					

P14007	8/31/21	Clarke Caton Hintz, PC Trenton, NJ	\$24,933.14	10-06-01-03-301001-64105	Exemption: Professional Services
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Preparation of Facilities Master Plan update.

B6918	8/31/21	United States Postal Service Philadelphia, PA	\$20,000.00	10-07-01-03-301404-65020	Exemption: Federal entity
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First class postage for College.

B6935	9/8/21	HD Supply Atlanta, GA	\$15,000.00	10-07-01-03-301401-61510	Omnia Partners #16154
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Hardware supplies for Facilities department.

P14049	9/13/21	Dynamic Security Edison, NJ	\$14,127.03	10-07-01-301401-68560	GSA Contract #07F-0251X
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Parking gates at AD, UC, and TH parking lots by Facilities department.

P14051	9/13/21	KSI Consulting Engineers LLC Farmingdale, NJ	\$8,680.00	10-07-01-03-301401-64105	Exemption: Professional Services
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HVAC Engineering design services for Facilities department.

P14052	9/13/21	Diligent Washington, DC	\$13,982.25	10-06-01-03-301001-67210	MCCC RFQ #2115
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Board of Trustees portal. Paid by CARES Act.

B6940	9/14/21	Home Depot Atlanta, GA	\$8,000.00	10-07-01-03-301401-61530	ESCNI #18/19-35
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Maintenance supplies for Facilities department.

B6944	9/14/21	WB Mason Cranbury, NJ	\$8,422.00	22-01-02-02-302020-61100	ESCNI #18/19-02
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Office supplies for students and staff of the NJDOL/Workforce program. Paid by NJDOL/Workforce and Bridges grants.

P14068	9/16/21	NJ Sports Assigning Bureau LLC Pluckemin, NJ	\$7,619.00	61-05-01-04-402005-64110	NJJPC #18/19/Q491,Q503
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Soccer Officials and Referees for Fall 2021 season paid by student athletic fees.

P14086	9/21/21	Middle States Commission on Higher Education Philadelphia, PA	\$13,741.00	10-06-01-03-301001-60001	Exemption: Professional Services
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Payment of annual dues.

B6952	9/21/21	Mobile Mini South Plainfield, N	\$8,000.00	10-07-01-03-301401-69350	TIPS #190301
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Storage trailer rentals by Facilities department.

P14087	9/22/21	Blackboard Washington DC	\$8,000.00	10-06-01-03-301001-67210	Exemption: Proprietary
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Purchase of additional SaaS data storage fees. Paid by CARES Act.

B6955	9/23/21	Sysco Philadelphia, PA	\$8,000.00	34-09-01-03-301601-61255	Exemption: Food
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Food supplies for Conference Center.

P14099	9/23/21	Deere Whitehouse Station, NJ	\$13,792.43	10-07-01-03-301401-72100	ESC NJ #18/19-25
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Lawn mower for Facilities department.

P14101	9/23/21	Dynamic Security Edison, NJ	\$8,268.07	10-06-01-03-301407-68220	GSA #07F-0251X
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Visitor registration system for JKC.

P14103	9/23/21	SBA Towers V Boca Raton, FL	\$16,830.60	32-03-01-03-301501-64106	Exemption: Leasing Contract
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Annual lease for Swainton tower site by WWFM. Funded by WWFM listener donations.

P14112	9/24/21	ArcMercer Ewing, NJ	\$24,000.00	10-06-01-03-301001-62335	MCCC Bid #1815
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Renewal of contract for student shuttle.

P14120	9/24/21	Streamguys Inc. Arcata, CA	\$8,287.50	32-03-01-03-301501-64110	Exemption: Sole Source
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Streaming service for WWFM. Funded by WWFM listener donations.



Human Resources Office

To: Jianping Wang, President
From: Barbara Basel, Vice President for Human Resources
Date: October 6, 2021
Re: Ratification of Appointments

The following appointments have been made since September 1, 2021.

Effective Date of Hire	Department	Name	Title	Salary	Range	FLSA
9/7/2021	Human Resources	Philhower, Janeth	HR Operations Manager	\$84,000	A17 \$48,048 - \$96,609	Exempt
10/4/2021	College Advancement	Richards, Laura	Director of Development and Alumni Relations	\$65,000	P17 - \$48,048 - \$85,422	Exempt



Human Resources Office

To: Jianping Wang, President

From: Barbara Basel, Vice President for Human Resources

Date: October 6, 2021

Re: Ratification of Reclassifications, Promotions and Salary Adjustments

The following reclassifications, promotions or salary adjustments have been made since September 1, 2021.

Reclassification Effective Date	Department	Name	Current Title	New Title	Current Salary	New Salary
10/4/2021	Information Technology Services	Harrison, Tonia	Manager, for IT User Services	Assistant Director for IT User Services	\$81,723	\$89,895
10/4/2021	Facilities & College Safety	Johnson, Joshua	Manager, Facilities Operations	Assistant Director, Facilities	\$56,100	\$68,000



Human Resources Office

To: Jianping Wang, President
From: Barbara Basel, Vice President for Human Resources
Date: October 6, 2021
Re: Ratification of Stipend

The following stipend is effective 7/1/2021.

Effective Date of Stipend	Department	Name	Title	Stipend	Purpose	End Date of Stipend
7/1/2021	Math, Science & Health Professions	Mizerek Elizabeth	Director Nursing	\$500 per month	Serving as Title IX Coordinator	6/30/2022



Human Resources

October 6, 2021

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

Date	Name	Title	Division	Type*
09/01/2021	Ashley Johnson,	Education Specialist,	Community Education and Training	GE
09/03/2021	Daniel Summers,	Director of Institutional Budget,	Finance and Accounting	TR
09/10/2021	Jade St. Omer,	Education specialist,	Community Education and Training	GE

*
TR - **Termination**
GE - **Grant Ended**

Hybrid Work Policy

Mercer County Community College considers hybrid work schedule to be a viable alternative to working from the College worksite. Each employee should work with their manager and vice president to determine an appropriate work arrangement given the nature of the employee's roles and responsibilities, and the physical environment, equipment, and technology are adequate to support it.

Hybrid work schedule is a work arrangement that enables a staff member to work at home or another off-site location for all or part of the regular workweek. Hybrid work may be appropriate for only some employees and jobs. It is not an organizational-wide program that is available to all employees and does not change the standard policies, terms, and conditions of employment with the College. Hybrid work arrangements must comply with federal, state and municipal laws that apply to employees at the College. This includes, but is not limited to, the Fair Labor Standards Act (FLSA) and Occupational Safety and Health Act (OSHA).

Accommodations

Whether working on-site or remotely, the process for requesting a reasonable accommodations is the same as found in OMB 990 Reasonable Accommodations under the Americans with Disability Act (ADA) Policy. Requests must be sent to the Office of Human Resources for consideration.

Performance Expectations

The College's work rules and other policies continue to apply to off-site work locations. Staff members that are on the hybrid work schedules are expected to be available and communicative during scheduled work hours. In addition, staff members working under a hybrid work arrangement will come on-site for meetings and interactions with the supervisor or other work-related needs as directed by supervisors.

Supervisors will require their staff members who are on hybrid work schedules to sign a Hybrid Work Agreement that details additional performance expectations. Hybrid Work Agreements approved by supervisors must be approved by the President Leadership Team and then provided to the Office of the Human Resources.



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: October 04, 2021

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

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

For the calendar month of September, three (3) Reportable Offense-Crime(s), fires, and other emergencies occurred on campus during the reporting period which were recorded by campus security at this time.

Incident #1: Theft of Property Lost/Mislaid/Delivered by Mistake

September 20- West Windsor Campus: A student left their Chromebook laptop computer in AD 120 following class. The student left class and returned hours later in an attempt to locate the Chromebook laptop and was unsuccessful. Security searched the room and adjacent areas with negative results. Checks were conducted with the cleaning service and the student's peers. No one recalls seeing the laptop.

Incident #2: Title IX Cyber Bullying and Retaliation.

September 28- West Windsor Campus: A student reported to the Office of the Title IX Coordinator that he/she was the victim of Cyber Bullying and Retaliation. This matter has been reviewed by the Title IX team and determined to be outside the scope of Title IX. The matter has been forwarded to the Office of Human Resources and John Simone the Assistant Dean of Student Services for review and action.

Incident #3: Title IX: Domestic Violence (Allegation)

September 28- West Windsor Campus: A person reported to the Office of the Title IX Coordinator that he/she was the victim of domestic violence. This incident occurred off campus

and out of state. The victim is working with the local police jurisdiction where he/she resides to have the matter reviewed and investigated. The Title IX Coordinator as well as security personnel have been advised of the incident and are assisting the victim. The Title IX team has identified that there is no jurisdiction for any further action, other than victim support. This matter is active and additional action will be taken based on the outcome of the police investigation and court action.

Incident #4: Title IX Bullying

September 29 – West Windsor campus: A student reported to the Office of the Title IX Coordinator that he/she was the victim of bullying. This matter has been reviewed by the Title IX team and determined to be outside the scope of Title IX. The matter has been forwarded to the Office of Human Resources and John Simone the Assistant Dean of Student Services for review and action.