

MERCER COUNTY COMMUNITY COLLEGE  
Minutes of the 659<sup>th</sup> Meeting  
of the Board of Trustees  
April 16, 2020

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

I. OPENING OF MEETING

A) FLAG SALUTE

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

B) STATEMENT OF NOTIFICATION

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

C) ADOPTION OF REVISED AGENDA

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

D) PUBLIC COMMENT

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

II. APPROVAL OF MINUTES OF THE MARCH 19, 2020 BOARD MEETING

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

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

III. FINANCIAL MATTERS

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

A) MONTHLY FINANCIAL STATEMENT

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

B) INVESTMENT DETAIL

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

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

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

D) MONTHLY PAYMENTS LIST FOR MARCH

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

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

E) SHI INTERNATIONAL CORPORATION

WHEREAS, Mercer County Community College has a need to acquire cloud software applications to prevent spam email, server notification applications, and additional student Chromebooks in FY 2020; and

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

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to enter into a contract with SHI International Corporation of Somerset, New Jersey to acquire cloud software applications to prevent spam email, server notification applications, and additional student Chromebooks a cost not to exceed \$60,050 in FY 2020.

\* New Jersey State Contract #89851

F) CONSTELLATION NEW ENERGY CORPORATION

WHEREAS, Mercer County Community College requires the purchase of electric supply services to operate and provide heat, light, cooling and other utilities on the James Kerney Campus for FY2021; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25-10, allows for one or more county colleges to provide for such purchases by joint agreement with the governing bodies of the municipality or of the county within whose boundaries any such college or colleges is or are wholly or partly located pursuant to Local Public Contracts Law, P.L. 1971, c.198 (C.40A:11-1 et seq); and

WHEREAS, New Jersey's community colleges appointed Middlesex County College to act as purchasing agent with respect to the purchase and delivery of Electric Generation Supply Service; and

WHEREAS, public bids were solicited for the provision of this service and the low bid was submitted by Constellation NewEnergy Incorporated at \$0.084505//kWh for a period of twenty-four (24) months, beginning August 1, 2019 and continuing through August 30, 2021; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to issue payments not to exceed \$125,000 to Constellation NewEnergy, Incorporated of Chicago, Illinois to purchase electric supply services at the James Kerney campus for the period from July 1, 2020 through June 30, 2021.

G) DIRECT ENERGY

WHEREAS, Mercer County Community College requires the purchase and delivery of electric and gas supply services to operate and provide heat, light, cooling and other utilities on the James Kerney and West Windsor campuses in FY2021; 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 College Contracts Law, N.J.S.A. 18A:64A-25.5 (a) (8) exempts from public bidding or advertising the supplying of any product or the rendering of any service by the public utility which is subject to the jurisdiction of the Board of Public Utilities; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to issue payments not to exceed \$120,000 to Direct Energy of Bridgeton, New Jersey for the cost to purchase and delivery of electric and gas supply services to provide

heat, light, cooling and other utilities on the James Kerney and West Windsor campuses for the period from July 1, 2020 to June 30, 2021.

H) ELIZABETHTOWN WATER COMPANY

WHEREAS, Mercer County Community College requires water supply services to operate and provide water on the West Windsor Campus in FY 2021; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.5 (8) exempts from public bidding or advertising the supplying of any product or the rendering of any service by the public utility which is subject to the jurisdiction of the Board of Public Utilities; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to issue payments not to exceed \$70,000 to Elizabethtown Water Company in Philadelphia, Pennsylvania for the cost to provide water supply services for the period from July 1, 2020 through June 30, 2021.

I) HAMILTON TOWNSHIP SEWER AUTHORITY

WHEREAS, Mercer County Community College requires sewer/wastewater treatment services for the West Windsor Campus in FY 2021; 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 College Contracts Law, N.J.S.A. 18A:64A-25.5 (8) exempts from public bidding or advertising the supplying of any product or the rendering of any service by the public utility which is subject to the jurisdiction of the Board of Public Utilities; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to issue payments not to exceed \$55,000 to Hamilton Township Sewer Authority, Hamilton, New Jersey for the cost to provide wastewater treatment services for the period from July 1, 2020 to June 30, 2021.

J) PUBLIC SERVICE ELECTRIC & GAS

WHEREAS, Mercer County Community College requires the purchase and delivery of electric and gas supply services to operate and provide heat, light, cooling and other utilities on the James Kerney and West Windsor Campuses for FY2021; 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 College Contracts Law, N.J.S.A. 18A:64A-25.5 (a) (8) exempts from public bidding or advertising the supplying of any product or the rendering of any service by the public utility which is subject to the jurisdiction of the Board of Public Utilities; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to issue payments not to exceed \$575,000 to Public Service Electric and Gas of New Brunswick, New Jersey for the cost to purchase and deliver electric and gas power supply services to the James Kerney and West Windsor campuses for the period from July 1, 2020 to June 30, 2021.

K) SUNLIGHT GENERAL CAPITAL

WHEREAS, Mercer County Community College requires the purchase of electric supply services to operate and provide heat, light, cooling and other utilities on the West Windsor Campus for FY2021; and

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

WHEREAS, the Board of Trustees approved on September 15, 2011 a Power Purchase Agreement with Sunlight General Capital and Power Partners Mas Tec and pay the Power Purchase agreement price as define therein, which commences at \$0.03 cents per kWh with an annual escalation of 1.5% throughout the fifteen year term of the agreement; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to issue payments not to exceed \$370,000 to Sunlight General Capital of Englewood, New Jersey, in accordance with the resolution adopted by the Board of Trustees on September 15, 2011, to purchase electric power supply services at a cost of \$0.0328 per kWh for the period from July 1, 2020 through June 30, 2021`.

L) VICINITY ENERGY – TRENTON LP

WHEREAS, Mercer County Community College requires the purchase and delivery of steam supply services to provide heat to the James Kerney Campus for FY2021; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.5 (a) (8) exempts from public bidding or advertising the supplying of any product or the rendering of any service by the public utility which is subject to the jurisdiction of the Board of Public Utilities; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to issue payments not to exceed \$250,000 to Vicinity Energy-Trenton LP, Trenton, New Jersey for the cost to provide steam supply services to James Kerney Hall at the James Kerney Campus for the period from July 1, 2020 through June 30, 2021.

M) ACCEPTANCE OF FY 2020 CARL D. PERKINS CAREER AND TECHNICAL GRANT – AMENDED RESOLUTION FOR COST

Whereas, Mercer County Community College is required to credit an insurance payout for the loss of aviation equipment to the FY 2020 Carl D. Perkins Career and Technical Education Grant prior to the replacement of the equipment; and

WHEREAS, the New Jersey Department of Education requires that this Board formally accept the increase in grant funds; now therefore

Be it resolved, that the Mercer County Community College Board of Trustees accept the increase in the New Jersey Department of Education Carl D. Perkins Career and Technical Education Grant, in accordance with the resolution adopted by the Board of Trustees on April 18, 2019, by \$89,450 from \$409,278 to \$498,728 to purchase replacement aviation equipment through June 30, 2020.

N) APPROVAL TO APPLY FOR YEAR 2 OF 5 OF THE 21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTERS PROGRAM COMPETITIVE GRANT

WHEREAS, the New Jersey Department of Education is soliciting applications for Year 3 of 5 of the 21st Century Community Learning Centers Program Competitive Grant: Cohort 14 (NGO: #12-EK24-H05), the grant will support continued precollege access efforts in Mercer County; and

WHEREAS, the grant proposal Very Important People (VIP) will support the continued precollege access efforts in Mercer County by addressing the needs of at-risk Trenton School District youth and their families from two high schools (grades 9-12); and

WHEREAS, the program will focus on career exploration while providing high-quality program management as identified by the publications Working for Children and Families and Safe and Smart After-school Programs; now therefore

BE IT RESOLVED, that the Mercer County Community College Board of Trustees approves the application submission to the New Jersey Department of Education

for Year 3 of 5 of the 21st Century Community Learning Centers Program Competitive Grant in the amount up to \$350,000.

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

O) TUITION ASSISTANCE PROGRAM FOR SUMMER 2020

WHEREAS, The unprecedented health crisis has resulted in enormous negative impact on Mercer County Community College (MCCC) students; and

WHEREAS such impact has negatively affected our students' ability to continue and complete their education at MCCC; and

WHEREAS MCCC continues to demonstrate its concern for students and commitment to their success; now therefore

BE IT RESOLVED, MCCC is offering a one-time, non-precedent setting 20% tuition rate discount for the Summer 2020 terms, to assist students in their retention, completion and ultimately success; now therefore

BE IT RESOLVED, that the Board approves the discounted Tuition Rates effective for the summer semester of 2020:

In-County student tuition:	\$28.10 per credit hour from \$140.50 to \$112.40
In-State student tuition:	\$38.40 per credit hour from \$192.00 to \$153.60
Out-of-State student tuition:	\$57.50 per credit hour from \$287.50 to \$230.00

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

P) ACCEPTANCE OF CARES ACT AWARD

WHEREAS, the United States Department of Education (USDOE) has made resources available to educational institutions through the Coronavirus Aid, Relief and Economic Security Act ("CARES Act"); and

WHEREAS, the CARES Act awards Mercer County Community College up to \$3,851,115 with \$1,925,558 to be used for Emergency Financial Aid to Students; and

WHEREAS, the Board has determined that the distribution of the CARES Act Relief funds is consistent with the mission of the College to ensure student success; now therefore

BE IT RESOLVED that:

- a. The Board approves the acceptance of CARES Act Relief funding; and
- b. The Board authorizes the President to draw down and distribute the funds in accordance with the USDOE guidelines.

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

Q) FY2021 CHAPTER XII FUNDING

BE IT RESOLVED, that the Board of Trustees approves Mercer County Community College's FY2021 funding not to exceed \$5,000,000 under New Jersey's Chapter XII program, and authorizes the President to request the endorsement and support of the County of Mercer.

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

R) FY 2021 OPERATING BUDGET

BE IT RESOLVED, that the Board of Trustees approves Mercer County Community College's operating budget in the amount of \$58,194,000 for fiscal year 2021, as indicated in the attached, which we be made part of the minutes of this meeting. (Attachment #4)

IV. HUMAN RESOURCES MATTERS

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



A) APPOINTMENTS AND STAFF SEPARATION REPORT

BE IT RESOLVED, that this Board approves the Appointments, and notes receipt of the Staff Separation Report, all of which will be made a part of the minutes of this meeting. (Attachment #5)

V. OPERATIONS MATTERS

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

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

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

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

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

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

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

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

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

B) MARCH 2020 CLERY REPORT

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

VI. PRESIDENT'S UPDATE

- As COVID-19 crisis continues to dominate our lives, the college has and will unfortunately continue to face many unprecedented challenges. By acting early, responsibly and collectively, Mercer County Community College is much better prepared to deal with the challenges at hand. The college moved its administrative operations remotely on March 16 and all instruction remotely on March 23. Although the transition is by no means easy, thanks to the enormous efforts of all faculty and staff, both transitions went as well as they could be under the circumstances. With the united determination of the college community, we remain true to our commitment to our students, to one another, and to our communities. The College currently has two employees who have tested positive for COVID-19.
- The college has taken many steps to protect our students and employees while maintaining high quality education and support services to our students and employees. Specifically:
- We recognize that the pandemic has created financial hardships among our employees and we have responded to this need for members of our Mercer family through an Employee Assistance Program. This program provides a pay advance of \$1,000 for employees earning no more than \$60,000. Twenty-one employees took advantage of the program, with the advance repayable through payroll deductions over six months, beginning May 1. At Mercer our employees are our greatest asset, and we are pleased that we are able to help in their time of need.
- We extended all part-time employees pay for an additional pay period to allow them adequate time to apply for unemployment benefits while continuing to employ those part-time employees who can continue to provide services to Mercer remotely;
- We have, to date, distributed 232 free computers to needy students and more are being distributed thanks to our partner TDI which provided those free computers to the college for distribution to our students;
- We have, to date, distributed 70 grocery store gift cards to needy students. We thank our Student Government Association in support of this program;
- We launched Student Emergency Fund Campaign and to date, we have raised more than \$28,000. This fund will allow those students who are currently enrolled, but are no longer able to fulfill their payment obligations due to loss of income related to COVID-19, to complete the semester without financial worries;
- To make it a bit easy for students to continue their education at Mercer, we are offering 20 percent tuition discount to all students for their summer classes to ease their financial burden.
- I spoke with four security guards to extend the College's gratitude for their dedicated work and attended today's SGA Zoom meeting to get a pulse on how students are doing.

- The college also remains true to our commitment to our communities. This is the time that we let our communities know that we are here for them. Specifically:
- Mercer is currently in the process of mass-producing hundreds of protective face shields, a critical piece of equipment to safeguard the health and safety of our medical professionals on the front lines of the COVID-19 pandemic. Thanks to a generous donation from the Tuchman Foundation, college faculty, staff, and volunteers have been hard at work producing hundreds of the shields in our Advanced Manufacturing laboratory to our local hospitals and to the Mercer County Office of Emergency Management. I want to thank the team of Mercer Engineering and Technology professors who made this project possible: Jim Maccariella, Harry Bittner, and Michael Hanna, as well as Tuchman Foundation Chairman Martin Tuchman. I also applaud the vision and foresight of County Executive Brian M. Hughes and the Mercer County Board of Freeholders for making the construction of the Advanced Manufacturing lab possible. Mr. Tuchman is very pleased and has decided to purchase a new machine for us. Three hundred eight face shields have been distributed to local healthcare facilities.
- Our employees volunteer in our communities. Nursing Director Liz Mizerek and Nursing instructor Lisa Dunn have both been volunteering at the COVID testing center at Quakerbridge Mall; Senior Executive Assistants Beth Knight, Barbara Pieslak, and Debra Stotland have been volunteering at the COVID call center at the Mercer County Fire Academy; and Katina Lindsay, coordinator of the Fashion Design program, has been hosting virtual “sew-a-thons” to produce cloth masks for community members to wear when going out in public.
- During this very difficult time, we remain focused on our students and strengthened many of our services such as advising, tutorial, counseling, and online registration. Special efforts are made to connect with students through virtual office hours, Zoom gatherings, phone counseling, webinars, and even virtual film night, among many other ways of connecting with students. Any student can contact the college and designated staff provide speedy responses.
- The somber news is that enrollment for summer sessions is down by about 50 percent. Our Enrollment, Marketing, and Communications staff continue to explore and implement innovative outreach tools to mitigate the situation. Enrollment Services is planning a virtual open house to encourage first-time college students to think of Mercer. Full line of services including financial aid consultation is all available remotely.
- In spite of the crisis on hand, we continue to seek partnerships that will benefit our students. I met with WPU President Richard Helldobler via Zoom last week, and we committed to entering into a Premier 3+1 University Partnership. We aim to sign a broad agreement within the next three weeks that will include as many academic programs as possible, with implementation in the fall. This agreement will afford our students the opportunity of completing their entire four years of college in our brand new University Center. In addition to supporting our students, this agreement will also open possibilities for our

faculty, with appropriate credentials, to be hired as adjunct faculty by WPU to teach the courses at MCCC.

- Some good news came to us this month. The college has received the \$24,000 grant from Bristol Myer Squibb to fund the purchase of 14 new microscopes for the microbiology lab for use by Biology, Chemistry, and Nursing students. The new units will enable approximately 600 students a year to gain proficiency in the latest in microscope technology. I would like to thank Biology Professor Laura Blinderman for having the foresight to pursue this opportunity just as the COVID-19 threat was looming, and Kami Abdala, Director of Institutional and Corporate Grants, for expediting the request and getting it submitted just under the wire.
- While all college athletic activities have been suspended due to the pandemic, there is still a bit of sports news to report. One exciting piece of news is that a former Vikings baseball player, Andrew DiPiazza, was featured in the most recent edition of Forbes Magazine. As you may recall, Andrew was recently signed by the Colorado Rockies, and he was the focus of an article profiling the effect of the pandemic on minor league baseball players. We look forward to hearing more about Andrew and the resumption of his career once the pandemic subsides.
- Mercer lost one of its basketball legends over the past month, former men's basketball coach Howie Landa. He was 84. Coach Landa's accomplishments are indeed legendary during his 26 years at Mercer. Howie took the Vikings to the national championship four times, and twice brought home a national championship. During the 1972-73 season, Coach Landa posted what still stands as the best record ever by a Mercer basketball team: 32 wins, 2 losses. Please join me in extending our condolences to the Landa family.
- But we also have some good news to report, with the announcement that two Mercer men's basketball player were named All-Garden State Athletic Conference players: Alex Lin and Tyrae Green. Alex was fifth in the country in three-point shot percentage, averaged 16 points a game, and scored 37 points in the final game of the season. Tyrae averaged a team-high 17.2 points per game this season, and was the Viking's leading scorer. Congratulations to our student athletes.
- During this past month we also bid a fond farewell to women's basketball coach Mike Tanaglia, who announced his retirement after 30 seasons. Among Coach Mike's many accomplishments are seven Region 19 titles, a streak of 14 consecutive winning seasons, and more than 400 wins. We wish Coach Mike well in his retirement.
- This month we also had the honor to welcome a new women's basketball coach: Reggie Murray, who comes to Mercer following a legacy of winning as the Trenton High Women's Basketball coach for 32 seasons, and as men's assistant coach at Notre Dame for the past three years. Welcome, Coach Murray. We look forward to seeing you on the sidelines next season!

- Thank you, and that concludes my report. Stay healthy and safe!

## VII. CHAIR'S REPORT

Chair Matzen asked Dr. Larry Nespoli, MCCC Representative to the NJ Council of County Colleges, to give an update on the broader community college report.

Dr. Nespoli reported:

### 1. STATE FUNDING FREEZE/CUT – FY2020

- \$9.7 million for NJ community colleges - \$530,000 for Mercer (about a 7 percent cut).
- But more recently, state paid only 50 percent of its monthly payment in April.
- Governor has also extended FY2020 for three months. Funding for July-Aug is uncertain.

### 2. FEDERAL STIMULUS (CARES LEGISLATION)

- \$90 million for NJ community colleges - \$3.8 million for Mercer.
- Two waves – first \$1.9 mil is emergency aid for students; second \$1.9 mil will be for colleges.
- USDOE guidelines are still emerging. For students, funding can support course materials, technology, food, housing, healthcare, and child care. For funding to colleges, federal guidance will likely come later this month.
- American Association of Community Colleges is already working on a second stimulus proposal including another round of funding through the CARES formula plus funding for community college training programs.

### 3. PASS/FAIL GRADES

- NJ Presidents Council is considering a Resolution to encourage colleges/universities to allow students to opt for Pass/Fail option and to accept these courses for transfer.
- At national level, all six major higher education associations have joined together to endorse common principles to encourage flexibility and compassion in college grading policies and related practices for accepting transfer credits.
- Most NJ community colleges have moved in this direction. And most are telling students their grades before students have to make their decision on whether to opt for Pass/Fail or not.
- Many NJ senior institutions have adopted similar approaches.

### 4. ENROLLMENT PROJECTIONS

- Causes for concern: (a) summer enrollments are down; (b) students and their families have lost income; (c) some students don't like online learning; (d) we're still dealing with the underlying challenge of declining high school enrollments that will continue for at least several more years.
- Cause for optimism: (a) recessions typically boost community college enrollments; (b) students might want to stay close to home (and out of dormitories) during a public health crisis; (c) families might be reluctant to pay for higher-cost colleges when the classes are being delivered online.

- Both sets of reasons are compelling in their own way. We could be facing historic enrollment drops, or we might see enrollment increases, especially if we focus our marketing efforts in strategic ways. In short, it is a time of great uncertainty.

5. CONCLUDING OBSERVATION

- Trustees need to stay engaged – really engaged. This is the most significant challenge that Mercer has ever faced in its history. We are blessed with strong presidential leadership with a strong team around her. And we have a great faculty. We will get to the other side of this. But it won't be easy.

Chair Matzen closed the meeting by thanking the administration for their preparation and the College community for their support.

BE IT RESOLVED, that this Board adjourns to Executive Session at 7:55 p.m. to discuss personnel and contract matters. Circumstances under which these discussions will be disclosed to the public when necessary actions are taken at public session

The public session reconvened at 8:39 p.m.

There being no further business to discuss, Mr. Drennan moved to adjourn the meeting. The motion was seconded by Ms. Delli Santi and passed unanimously. The meeting adjourned at 8:40 p.m.

Respectfully submitted,



Dr. Jianping Wang  
President, Mercer County Community College

/bb  
Attachments



**Preliminary  
 March 2020 Draft YTD Financial Statement**

	<b>FY2020 Budget</b>	<b>Mar 2020 YTD</b>	<b>(Over)/Under Budget</b>	<b>Actual % Used/Earned</b>	<b>Expected % Used/Earned</b>	<b>Variance % Used/Earned **</b>
<b>Revenues:</b>						
State of New Jersey	7,250,000	5,253,503	1,996,497	72.46%	75.00%	-2.54%
Mercer County	17,870,000	13,402,503	4,467,497	75.00%	75.00%	0.00%
Tuition & Fees	31,177,000	24,350,994	6,826,006	78.11%	80.00%	-1.89%
Non -Credit Tuition & Fees	2,225,000	1,129,000	1,096,000	50.74%	72.00%	-21.26%
Other **	5,682,000	4,497,000	1,185,000	79.14%	78.00%	1.14%
<b>Total Revenue</b>	<b>64,204,000</b>	<b>48,633,000</b>	<b>15,571,000</b>	75.75%	77.25%	-1.50%
<b>Salaries - 54.9% of total Budget</b>	35,275,000	25,500,000	9,775,000	72.29%	77.50%	-5.21%
<b>Benefits - 18.6% of total Budget</b>	11,970,000	8,700,000	3,270,000	72.68%	77.50%	-4.82%
<b>Total Salary and Benefits - 73.5% of total Budget</b>	<b>47,245,000</b>	<b>34,200,000</b>	<b>13,045,000</b>	72.39%	77.50%	-5.11%
<i>- Salaries and Benefits allocated below</i>						
<b>Expenses:</b>						
Instruction	28,175,000	21,435,000	6,740,000	76.08%	78.50%	-2.42%
Academic Support	3,646,000	2,783,750	862,250	76.35%	78.50%	-2.15%
Student Services	5,955,000	4,467,250	1,487,750	75.02%	78.50%	-3.48%
Institutional Support	19,101,000	14,004,000	5,097,000	73.32%	78.50%	-5.18%
Plant Operations	7,327,000	5,630,000	1,697,000	76.84%	78.50%	-1.66%
	64,204,000	48,320,000	15,884,000	75.26%	78.50%	-3.24%
<b>KEY BUDGET ITEMS (included above):</b>						
Utilities	1,950,000	1,053,500	896,500	54.03%	65.00%	-10.97%
Custodial Contract	855,000	555,750	299,250	65.00%	72.00%	-7.00%
Maintenance, Grounds and Equipment	2,071,000	1,596,500	474,500	77.09%	75.00%	2.09%
IT Management, Computer Software and Hardware	4,031,000	3,177,500	853,500	78.83%	75.00%	3.83%
	8,907,000	6,383,250	2,523,750	71.67%	70.00%	1.67%
<b>Total Expenditures</b>	<b>64,204,000</b>	<b>48,320,000</b>	<b>15,884,000</b>	75.26%	80.00%	-4.74%
<b>Surplus/Deficit</b>	<b>-</b>	<b>313,000</b>	<b>(313,000)</b>			
<b>** Other Revenue Key Items:</b>						
WWFM Listener Donations	630,000	412,000	218,000	65.40%	75.00%	-9.60%
Conference Center and Food Commissions	695,500	424,000	271,500	60.96%	68.50%	-7.54%
Partner Schools (Rutgers, Felician, William Patterson, FDU)	330,000	195,000	135,000	59.09%	78.00%	-18.91%
Mercer Institute	975,000	453,000	522,000	46.46%	68.00%	-21.54%
Kelsey Theater	260,000	295,000	(35,000)	113.46%	82.00%	31.46%
Tower Rentals	445,000	346,000	99,000	77.75%	77.50%	0.25%
Facility Rentals	249,000	241,500	7,500	96.99%	77.50%	19.49%
Bookstore	350,000	175,500	174,500	50.14%	80.00%	-29.86%
Summer Camps (Tomato Patch/Athletics/Camp College)	1,169,000	1,106,000	63,000	94.61%	100.00%	-5.39%

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

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

MCCC

Attachment #2

**INVESTMENT DETAIL  
 FOR THE PERIOD ENDING March 31, 2020**

<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>TERM &amp; INTEREST</u>		<u>AMOUNT</u>	
		<u>RATE</u>	<u>DUE</u>		
3/31/20	Bank of Princeton	1.75%	N/A	3,580,150.65	
3/31/20	Bank of Princeton	2.00%	1/22/2021	520,460.34	
3/31/20	FIRST BANK	0.85%	N/A	1,047,213.95	
3/31/20	WELLS FARGO BANK BALANCE	0.55%	N/A	<u>17,053,143.05</u>	###
				<u>22,200,967.99</u>	***
 <b><u>LONG TERM INVESTMENTS</u></b>					
3/31/20	WELLS FARGO BANK - UNEMPLOYMENT TRUST FUND	N/A		<u>521,184.66</u>	

\*\*\* Cash Balances are gross, current Liabilities are not netted against these balances  
 ### Includes \$6 million of advanced capital funding from the County



MCCC PURCHASE ORDER REPORT  
 \$7,280.00 - \$36,400.00  
 DATE OF BOARD MEETING: April 16, 2020  
 Budget lines beginning with "2" indicate grant funded

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P11982	2/26/20	Cintas Philadelphia, PA	\$19,142.03	10-07-01-03-301401-68550	OMNIA #R-BB-19002
Payment for deep cleaning of the Math and Sciences Labs, the Physical Education Building, and the Student Center.					
P5895	3/3/20	Clarke Caton Hintz Trenton, NJ	\$10,000.00	70-07-01-03-701260-64105	Exemption: Professional Services
Payment for architectural services for the One Stop Center, payable from FY 2019 New Jersey Chapter 12 program.					
P12006	3/3/20	TouchNet Info Systems Lenexa, KS	\$12,500.00	10-06-01-03-301001-64313	RFP #1905
Purchase of Student Payment Licensing Software.					
P12011	3/5/20	Jacobs Music Co. Lawrenceville, NJ	\$7,850.00	10-01-01-02-205203-61141	MCCC RFQ #2047
Purchase of four (4) pianos for the Music Department.					
B5900	3/5/20	Four Seasons Transportation Trenton, NJ	\$8,550.00	10-05-01-04-400100-66220	MCCC BID #1801
Payment for transportation fees for High School students visiting the College as prospective students.					
P10653	3/10/20	Rock and Roll Revue, LLC Hamilton, NJ	\$15,651.20	33-03-01-02-209001-42518 33-03-01-02-209001-64550	Exemption: Entertainment
Payment from box office sales for the production of "Grateful Dead."					
P12035	3/10/20	Franklin Covey Client Sales Salt Lake City, UT	\$14,400.00	10-04-01-02-200105-60110	Exemption: Professional Services
Payment for an online all access pass for employee resources and training for the Department of Human Resources.					
P12066	3/12/20	Willrich Precision Instrument Co. Creskill, NJ	\$26,515.00	10-01-01-02-202102-72100	MCCC RFQ #2043
Purchase of a Crysta-PM574 Measuring Machine and related installation, training, and accessories for the Advanced Manufacturing Program.					

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

DATE OF BOARD MEETING: April 16, 2020  
Budget lines beginning with "2" indicate grant funded

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P12080	3/10/20	Nickerson Corp. Bay Shore, NY	\$7,605.00	10-07-01-03-301401-68550	ESCNJ # 17/18-51

Payment for the repair of bleachers at the Physical Education Building.

P12110	3/10/20	Wolters Kluwer Health Philadelphia, PA	\$14,720.00	10-01-01-02-206200-64110	Exemption: Sole Source
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Purchase of the vSim Complete Virtual Nursing Software Package for the Nursing Department in order for students to complete their clinical education remotely, payable from the FY 2020 Carl D. Perkins Program Grant.



	<b>FY2019 Budget</b>	<b>FY2020 Budget</b>	<i>Draft</i> <b>FY2021 Budget</b>	<b>Percentage Increase</b>
<b>Revenues:</b>				
State of New Jersey	7,178,000	7,250,000	6,230,000	-14.07%
Mercer County	17,520,000	17,870,000	18,228,000	2.00%
Tuition & Fees - Credit	30,157,500	31,567,000	27,003,000	-14.46%
Tuition & Fees - Non Credit	2,377,500	2,135,000	1,750,000	-18.03%
Other	<u>5,632,000</u>	<u>5,592,000</u>	<u>4,983,000</u>	<u>-10.89%</u>
<b>Total Revenue</b>	<b>62,865,000</b>	<b>64,414,000</b>	<b>58,194,000</b>	<b>-9.66%</b>
<b>Expenses:</b>				
Salary	34,395,000	35,350,000	32,034,000	-9.38%
Benefits	<u>11,735,000</u>	<u>12,005,000</u>	<u>10,730,000</u>	<u>-10.62%</u>
<i>Sub-Total, Salary &amp; Benefits</i>	46,130,000	47,355,000	42,764,000	-9.69%
			(573,000)	-2.29%
Utilities	1,900,000	1,950,000	1,870,000	-4.10%
Insurance	575,000	575,000	585,000	1.74%
Maintenance, Grounds & Equip	2,285,000	2,305,000	2,147,000	-6.85%
Academic & Student Support	3,858,250	3,905,000	3,840,000	-1.66%
Institutional Support	3,801,750	4,064,000	4,027,000	-0.91%
Custodial Contract	825,000	850,000	850,000	0.00%
IT Management, Computer Software & Hardware	<u>3,100,000</u>	<u>3,020,000</u>	<u>2,294,000</u>	<u>-24.04%</u>
<i>Sub-Total, Operating Expenses</i>	16,345,000	16,669,000	15,613,000	-6.34%
PC Tech Refresh	<u>390,000</u>	<u>390,000</u>	<u>390,000</u>	0.00%
<b>Total Expenditures</b>	<b>62,865,000</b>	<b>64,414,000</b>	<b>58,194,000</b>	<b>-9.66%</b>



*Human Resources Office*

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**To: Jianping Wang, President**

**From: Barbara Basel, Vice President for Human Resources**

**Date: April 16, 2020**

**Re: Ratification of Appointments**

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The following appointments have been made since March 11, 2020.

Effective Date of Hire	Department	Name	Title	Salary	Range	FLSA
3/16/2020	Conference Center	Jessica Mulkey	Events Manager	\$53,995	\$37,695 – \$67,305	Exempt
2/24/2020	Health Professions	Chellsea Tessein	Health Professions Specialist	\$36,512	\$36,512 - \$64,346	Hourly



**Human Resources**  
**April 1, 2020**

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

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<b>Date</b>	<b>Name</b>	<b>Title</b>	<b>Division</b>
	<b>Type*</b>	<b>EEO</b>	

\*\*  
There are no full time separations in the month of March 2020

Recommended and approved for presentation to the Board of Trustees

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

MCCC

Attachment #6



To: Sue Perkins,  
Vice President of Finance and Administration

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

Date: April 01, 2020

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

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

For the calendar month of March 2020- Five (5) 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 Library Materials - Inappropriate Behavior**

March 3, West Windsor Campus: A student removed a restricted reference book from the West Windsor library. When the student was notified to return the materials he acted in a tumultuous manner toward the staff of the library placing them in fear of bodily harm. The matter was referred to the John Simone, Assistant Dean of Student Services, and Widmarc Dalce, Coordinator of Student Development for review and action.

**Incident #2: Motor Vehicle Theft-Recovered (Golf Cart)**

March 6, West Windsor Campus: An unknown party, later identified as a member of the Match Fit Soccer Team, stole a golf cart from the rear of the Physical Education Building. Video surveillance was reviewed and the party was identified as a juvenile offender. The stolen golf cart was recovered on March 7, 2020 in Mercer County Park. The vehicle sustained damage in excess of \$2,000.00 (estimated) and was taken to a local repair shop for a formal and repair.

The West Windsor Police Department is continuing the investigation and will be filing a Juvenile Complaint. The matter was referred to the John Simone, Assistant Dean of Student Services, and Widmarc Dalce, Coordinator of Student Development for review and action.

**Incident #3: Theft-Criminal Mischief**

March 11, West Windsor Campus: An unknown person(s) shattered the glass display case of a vending machine located in the Business Building. Once the glass was shattered, items offered for sale were removed. Estimate of damage and loss of retail merchandise is unknown at this time. There are no solvability factors or witnesses identified/located at this time.

**Incident #4: Alarm-Fire (Chemical Fire)**

March 11, West Windsor Campus: A small chemical fire was reported in MS -241. The Fire Alarms were activated and the building was evacuated without issue. The professor was able to safely extinguish the fire. No injuries or damage was reported. Classes and activities resumed without further incident.

**Incident #5: Criminal Mischief to Motor Vehicle.**

March 13, West Windsor Campus: A person reported damage (broken rear window) to their motor vehicle while the vehicle was parked on campus property. No items were taken from the vehicle. The estimate of damage is unknown. This is the second recorded incident involving this owner-operator. No other vehicles in the area were damaged therefore this incident is suspected to be target specific. The owner-operator of the vehicle contacted the West Windsor Police Department and the matter is under investigation.

Respectfully Submitted.

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