

MERCER COUNTY COMMUNITY COLLEGE  
Minutes of the 669<sup>th</sup> Meeting  
of the Board of Trustees  
February 18, 2021

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

I. OPENING OF MEETING

A) FLAG SALUTE

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

B) STATEMENT OF NOTIFICATION

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

C) ADOPTION OF AGENDA

Mr. Drennan moved to approve the Agenda, which was seconded by 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. APPROVAL OF MINUTES OF THE JANUARY 21, 2021 BOARD MEETING

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

BE IT RESOLVED, that the minutes of the January 21, 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 JANUARY

The members of the Board noted receipt and ratified the monthly payment list for January.

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

E) APPLE, INC. EDUCATION

WHEREAS, Mercer County Community College has a need to acquire twenty-one (21) Apple 27-inch iMac computer workstations for the Digital Media Arts program and other related computer equipment funded with New Jersey Department of Education Carl D. Perkins FY 2021 program funds; and

WHEREAS, Mercer County Community College has identified that Apple Inc. Education has the needed computer workstations and related equipment available under the Cooperative Pricing Agreement with the Educational Services Commission of New Jersey\* which represents the best value for the College; now therefore

BE IT RESOLVED, that the Board authorizes the President to enter into a contract with Apple Inc. Education of Austin, Texas to acquire twenty-one (21) Apple 27-inch iMac with Retina 5K display computer workstations for the Digital Media Arts program and other related computer equipment funded with New Jersey Department of Education Carl D. Perkins FY 2021 program in an amount not to exceed \$69,258.

\* Educational Services Commission of New Jersey (ESCNJ) contract 18/19-67

F) BMK VENTURES, INC.

WHEREAS, Mercer County Community College has a need to acquire various Nursing Instructional equipment, including computer hardware, software and supplies for the Nursing Arts program and other related equipment funded with New Jersey Department of Education Carl D. Perkins FY 2021 program funds; and

WHEREAS, Mercer County Community College has identified that BMK Ventures Inc. has the needed equipment and supplies available under a Federal GSA Cooperative Pricing Agreement\* which represents the best value for the College; now therefore

BE IT RESOLVED, that the Board authorizes the President to enter into a contract with BMK Ventures Inc. of Virginia Beach, VA to acquire equipment, including computer hardware, software and supplies and other related equipment for the Nursing Arts program, funded with New Jersey Department of Education Carl D. Perkins FY 2021 program in an amount not to exceed \$290,000.

\* GSA Contract # 47QSWA20D004K

G) ELSEVIER/HESI, INC.

WHEREAS, Mercer County Community College has a need to acquire testing and assessment services for the Nursing program FY 2021 academic year; 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 and supplies which are not available from more than one potential bidder from public advertising for bids but requires a resolution authorizing the award of such contract; and

WHEREAS, Elsevier/HESI, Incorporated has completed and submitted a Business Entity Disclosure Certification which certifies that Elsevier/HESI, 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 Elsevier/HESI, 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 renew the contract with Elsevier/HESI, Incorporated of Houston, Texas, in an amount not to

exceed \$47,500 from July 1, 2020 through June 30, 2021, to acquire testing and assessment services for the Nursing program.

H) OPEN SYSTEMS INTEGRATORS, INC.

WHEREAS, Mercer County Community College has the need to furnish and install a new fire alarm system in the Administration (AD) building on the West Windsor campus; and

WHEREAS, Mercer County Community College has identified that Open Systems Integrators, Inc. of Hamilton Twp., Mercer County, New Jersey has the expertise to furnish and install a new fire alarm system at the Administration (AD) building on the West Windsor campus, under the Cooperative Pricing Agreement with the Middlesex Regional Educational Services Commission\* which represents the best value for the College; now therefore;

WHEREAS, the Mercer County Community College Board of Trustees on December 10, 2020, approved FY 2021 expenditures with Open Systems Integrators in an amount not to exceed \$50,000, to periodically inspect, test and perform preventative maintenance and service, including performance of the annual fire alarm NFPA 72 inspection/certification on the fire alarm systems at all buildings on the West Windsor campus, funded under the New Jersey Chapter 12 program; now therefore;

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to contract with Open Systems Integrators Inc. of Hamilton Twp., Mercer County, New Jersey, to install a new fire alarm system in the Administration (AD) building on the West Windsor campus for an amount not to exceed \$276,568.80, increasing the aggregate spending with this vendor for the period of December 10, 2020 through June 25, 2021 (FY 2021) from \$50,000 to \$326,568.80, funded under the New Jersey Chapter 12 program.

\* Middlesex Regional Educational Services Commission Co-op #65MCESSCCPS

I) PROPHIX SOFTWARE, INC.

WHEREAS, Mercer County Community College has a need to acquire Cloud-based budgeting, financial modeling and workflow automation software that is compatible with the College's existing cloud-based Ellucian Colleague Software-as-Service (SaaS) system; 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 and supplies which are not available from more than one

potential bidder from public advertising for bids but requires a resolution authorizing the award of such contract; and

WHEREAS, Prophix Software Inc., Mississauga, Ontario, Canada is the only vendor known to us and to Ellucian that can provide Cloud-based budgeting, financial modeling and workflow automation software that integrates with the College's existing cloud-based Ellucian Colleague Software-as-Service (SaaS) system; and

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a contract with Prophix Software Inc. of Mississauga, Ontario, Canada to acquire Cloud-based budgeting, financial modeling and workflow automation software for a period of three (3) years from March 22, 2021 through March 23, 2024 at a cost not to exceed \$96,570 in year 1 (includes initial year implementation services), \$51,279 in year 2 and \$51,279 in year 3.

J) ACCEPTANCE OF FY2021 FUNDS/CARL D. PERKINS CAREER AND TECHNICAL EDUCATION GRANT

WHEREAS, the New Jersey Department of Education, Office of Grants Management, has approved Mercer County Community College's application for Carl D. Perkins Career and Technical Education Grant for FY2021; and

WHEREAS, the New Jersey Department of Education notified the College on January 27, 2021 that it is approving its Carl D. Perkins Career and technical Grant FY 2021 for the amount of \$507,622; now therefore

BE IT RESOLVED, that the Mercer County Community College Board of Trustees accept the New Jersey Department of Education Carl D. Perkins Career and Technical Education Grant, for \$507,622 for the period from January 27, 2021 through June 30, 2021.

K) ACCEPTANCE OF FY2021 NJ YOUTH CORPS PROGRAM GRANT

WHEREAS, the New Jersey Department of Labor has released entire year funding for the New Jersey Youth Corps Program for FY 2021; and

WHEREAS, the Youth Corps Program is one of the largest youth service and conservation corps in the United States; and

WHEREAS, the Youth Corps Program is a year-round, voluntary program which engages young adults (ages 16-25) in full-time educational activities, career training, and community service; and

WHEREAS, Mercer County Community College - Trenton Campus, in accordance with a resolution adopted by this Board on July 16, 2020 accepted a continuation partial-year grant amount for \$77,634 for the period July 1, 2020 through September 30, 2020 for the FY 2021 Youth Corp Program competitive grant cycle; now therefore

BE IT RESOLVED, that the President is authorized to accept the full-year FY 2021 grant award for \$340,000, increased from the previously accepted partial-year grant award amount of \$77,634 (approved for the interim period from July 1, 2020 through September 30, 2020) for the New Jersey Youth Corps. Program for the full-year period from July 1, 2020 through June 30, 2021, to serve young adults (ages 16-25) in full-time educational activities, career training and community services.

#### 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, PROMOTION/SALARY ADJUSTMENT AND STAFF SEPARATION REPORT

BE IT RESOLVED, that this Board approves the Ratification of Appointments, Promotion/Salary Adjustment, 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 IV (A), which was seconded by Mr. Drennan. The items were passed with Trustees Berrios-Ohler, Brown-Glaude, Delli Santi, Drennan, Green, Hernandez-Manno, Inverso, Matzen & Nespoli voting aye.

##### A) ADVISORY COMMISSION APPOINTMENTS AND REAPPOINTMENTS

BE IT RESOLVED, that this Board approves the appointments and reappointments to the advisory commission as recommended by the President and as outlined on the attached, which will be made a part of the minutes of this meeting. (Attachment #5)

- PARALEGAL ADVISORY COMMISSION

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

B) JANUARY 2021 CLERY REPORT

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

VI. PRESIDENT'S UPDATE

***Enrollment***

Our Spring enrollment is down 18.9%. Specifically, our 14-week semester is down 21% while the 10-week semester is up 16%. This significant enrollment decline trend is across the state community college system. Unfortunately, the biggest decline is in the new student population, down approximately 30%. This will have lingering negative impact on our future enrollment. In addition to the financial challenges, many students are experiencing other challenges, such as emotional and family health-related difficulties.

On a positive note, we have seen increasing interest in shorter-term courses. Prospective students seem to be more comfortable investing in these shorter courses, so we are actively working to respond to this trend.

We already have five micro-credential credit programs in the approval process, and Continuing Studies is right now offering more than 40 certificate programs. We are putting a priority on developing and marketing these programs.

***Fiscal Health***

The college continues to be financially stable, although we continue to be affected financially by the declining enrollment and other auxiliary revenue losses. We are all continuing to work together to find new revenues while reducing expenses. We are doing everything, both as an institution and as individuals, to increase operational efficiency.

A bright spot continues to be our athletic facility rentals. Despite the stop-and-start nature of COVID-driven state restrictions, we have generated almost \$240,000 in revenue from those rentals and from the use of our fitness center. In addition, we are excited to be entering into new rental agreements for the use of our tennis, lacrosse, baseball and softball fields, and with several local school districts for the use of our pool. We hope those agreements will also help our future partnerships.

We continue to do all that we can to preserve full-time faculty and staff jobs. We have made retaining our employees a top priority, and we remain committed to doing so.

***COVID-19 Responses***

Mercer County Community College continues to play a role in fighting the battle against COVID-19. Assisting the County's Division of Public Health, our campus has begun hosting

weekly vaccination clinics. Those clinics are anticipated to vaccinate 1,000 people each week into May. It is important to note again that the College does not register anyone for these clinics. All registrations must be made at the state's COVID-19 vaccination website. We are proud of our nursing students, our exceptional faculty, and our staff who have provided assistance at these clinics. After two clinics, we have distributed more than 1,500 doses to our community members and received extremely positive feedback. Community members praised our well-organized clinics that are run on time in a very friendly environment. I would especially like to recognize our Nursing program director, Liz Mizerek, for leading the efforts.

Our new and unique Vaccinator Refresher Training class has also launched. Nationwide, there is a shortage of those able to provide vaccinations. This class offers a refresher for nurses, doctors, first responders, pharmacists and others, who wish to join in the effort. Eighteen students enrolled in the first session, and several more are already scheduled.

We continue to offer assistance to our students who are suffering from food insecurity, made worse by the pandemic. We are continuing to distribute food vouchers to needy students. A recent \$5,000 gift to the Mercer Food Pantry from the Laurenti Family Charitable Trust will allow us to provide even more help.

We are also continuing our efforts to help provide students with the technology they need to keep up with their studies, especially important with remote and online learning so much a part of their educational experience. I want to thank Mark Iorio and his TDI Connect program for an additional 30 computers that we can distribute free to students who need them.

At this time, we have not finalized plans for summer or fall classes and activities. We are closely watching the vaccination campaign and the new virus variant spread. Our academic deans are preparing for every possibility, so we are able to pivot to in-person instruction the moment it is possible and safe.

### ***College Successes***

We are very excited that the College has been selected as a Lead College in New Jersey to work with MDRC, a nonprofit social policy research organization dedicated to helping to improve the well-being of low-income individuals. "On the Path to a Degree," or OnPath, is an initiative to encourage students to stay enrolled from semester-to-semester, using data-driven messaging strategies. Mercer and MDRC will develop a messaging campaign that uses behavioral science principles to simplify the enrollment process, and connect students to available sources of aid, such as CCOG. The project will run through December 2022.

Our project to wire the campus for live-streaming is moving ahead at a rapid pace. The Kelsey Theatre has already gone live, and this week the JKC Campus, the gym and other major areas will be completed. Next week the final work will begin on the athletic fields, with a test run of live-streaming scheduled for a baseball game in late March.

The college is actively engaged in Strategic Planning and preparation for our re-accreditation Self Study. The first complete draft will be ready for feedback from the Board and the college community at the end of this month. The first meeting of co-chairs of the Self-Study Committees



was held and a timeline was established. The Middle States liaison will visit with us virtually in April to officially kick off the process.

I am very pleased that MCCC has been accepted as one of the institutions to attend the American Association of Colleges and Universities' Institute on Truth, Racial Healing & Transformation in June. The goal of the two-day event is to develop plans to help schools prepare the next generation of strategic leaders and critical thinkers to promote racial healing, and to catalyze efforts to address current inequities. Mercer's selection to this institute puts us in the company of schools including Harvard, Brown and Duke Universities, Spelman College and others. We want to thank ETS for supporting our participation by providing sponsorship for the Institute.

### ***Student Successes***

In spite of the pandemic, our students continue to demonstrate their resilience and success.

Each year at this time the state's community colleges meet with New Jersey's congressional delegation. Last week we held those meetings via Zoom, and one of the key topics was the state Community College Opportunity Grants, which provide free tuition for students whose income is below a certain amount. A very moving and effective presentation was given on Mercer's behalf by one of our students, Christian Perez. He told the senators and members of Congress his story of how CCOG gave him a second chance at college when he had virtually no money left: he's now double-majoring in Game Design and Communications. He is the president of LGBTG Club and an active member of our Student Government Association. Our first cohort of CCOG student graduates consists of 28 students.

Women's soccer player Gabriella DeLisa was chosen by the New Jersey Association for Intercollegiate Athletics for Women, as Mercer County Community College's Woman of the Year. The honor recognizes outstanding student-athletes who have made significant contributions to their institution and community.

Congratulations to the MCCC baseball team, which has been ranked #10 in the nation in a Division 2 pre-season poll. This continues the long and successful tradition of our baseball program, which has won championships and sent multiple players to Major League Teams. One of those graduates is Dennis Brady, drafted in 2017 by the L.A. Angels, and who has been in the team's minor-league system since then. He has been invited to their major league training camp this spring.

## **VII. NEW JERSEY COUNCIL OF COUNTY COLLEGES REPORT**

### **1. COMMUNITY COLLEGE OPPORTUNITY GRANT (CCOG) LEGISLATION**

Dr. Nespoli reported that the Governor has not yet signed the free community college tuition legislation, but is expected to do so in the near future.

### **2. GOVERNOR'S PROPOSED STATE BUDGET FOR FY2022**

The Governor will release his proposed FY2022 state budget on Feb. 23rd.

### 3. STATEWIDE STUDENT SUCCESS INITIATIVES

Given MCCC's focus on its strategic plan, it is a good time to take note of statewide NJ community college student success initiatives, coordinated by the NJCCC Center for Student Success. Dr. Nespoli cited three statewide student success initiatives and emphasized that Mercer is playing a leadership role in all three.

- Social Services Programs for Community College Students

Nearly half of community college students are struggling with food and housing challenges. Mercer County Community College student Brian Samayoa recently led a delegation of students testifying to the Assembly Higher Education Committee about these issues. Because of this and related efforts, the state is expanding eligibility to the Supplemental Nutrition Assistance Program (SNAP) through a statewide agreement with NJ's community colleges. Specifically, community college students enrolled in career-technical programs will now receive food assistance through the SNAP program and will no longer be required to work 20 hours/week to qualify.

- Open Education Resources (OER)

Open Education Resources, or OER, are faculty-driven course materials with zero cost to students. Dr. Nespoli noted that the average costs of books for full-time community college students is about \$1200 per year, and thus can be a major challenge for our students. NJ's community colleges are working together through a major multi-year federal grant to develop OER courses in advanced manufacturing, health care, IT, and energy programs. Anticipated savings statewide through this grant will be \$50 million over three years. Mercer is an active participant in this grant-funded program.

- Pathways for Adults

Dr. Nespoli reported that over 750,000 NJ adults have earned at least some college credits, but never graduated. Further, 80 percent of these students were last enrolled at a community college. Ten NJ community colleges, with Mercer being one of the leaders, are working together on ways to help these students finish what they started and get a degree.

### 4. ASSOCIATION OF COMMUNITY COLLEGES TRUSTEES (ACCT) NATIONAL LEGISLATIVE SUMMIT

Dr. Nespoli invited Trustee Lenora Green to report on Mercer's participation in the annual ACCT National Legislative Summit. Trustees Green and Nespoli attended (remotely), joined by President Wang and Mercer CCOG student, for a series of excellent meetings with NJ's Congressional Delegation plus national Congressional leaders to discuss important community college federal priorities.

### VIII. CHAIR'S REPORT

Chair Matzen reported that there will be a Strategic Planning Meeting of the Board in the beginning of March. He then introduced Foundation Board Chair, Amir Rehman.

Dr. Rehman reported that the Foundation recently created a 1966 Legacy Foundation. He asked Vice President of Advancement Joe Claffey to share the details. Mr. Claffey said the Foundation set a goal to establish a legacy and planned giving society. So far, there are seven living members who have joined, and the invitation has been extended to others. He said this is a barometer of how much people appreciate the programs and mission of the College.

Chair Matzen then introduced Liz Mizerek, Director of the Nursing Program, who presented on the success of the county vaccine clinic and the nursing students. Ms. Mizerek reported that the clinic has been incredibly inspiring and has given students critical clinical hours. She said prior to students volunteering in the clinic, they were provided a refresher course on vaccinating, including information specific to the COVID vaccine. Liz said, in addition to helping at the clinic at MCCC, student nurses have also been assisting in Trenton, Ewing, Hopewell and West Windsor townships at their local clinics. She thanked IT, marketing and publications and security and facilities for all their hard work in making the clinic at MCCC a success. Ms. Mizerek introduced two nursing students who worked at the vaccine clinic, Sunday Falowo and Stephanie Sarceno. Both students reported that they were happy to be able to help and that it was a great experience. Chair Matzen thanked them for their hard work. He said it is our mission to be able to help our community, especially in times like these.

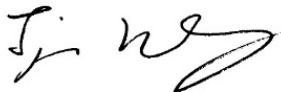
Ms. Mizerek also shared with the board the regular update of the Nursing Education Program Outcomes. She said, despite all the challenges of a global pandemic, they were pleased to end 2020 with a 97.73% pass rate. The graduates of May 2020 had a 100% pass rate and, of the January 2021 graduates, over  $\frac{3}{4}$  of the class has already taken and passed their licensing exams. She recognized the dedication and hard work of all the nursing faculty.

BE IT RESOLVED, that this Board adjourns to Executive Session at 7:49 p.m. to discuss legal matters and contract negotiations. Circumstances under which these discussions will be disclosed to the public when necessary actions are taken at public session

The public session reconvened at 8:52 p.m.

There being no further business to discuss, Ms. Delli Santi moved to adjourn the meeting. The motion was seconded by Dr. Nespoli and passed unanimously. The meeting adjourned at 8:53 p.m.

Respectfully submitted,



Dr. Jianping Wang  
President, Mercer County Community College

/bb  
Attachments



31-Jan-21

	<u>FY2021 Budget</u>	<u>Jan-21 YTD Actual</u>	<u>(Over)/Under Annual Budget</u>	<u>Actual % Used/Earned</u>	<u>Expected % Used/Earned</u>	<u>Variance % Used/Earned</u>
<b>Revenues:</b>						
State of New Jersey	6,230,000	3,482,329	2,747,671	55.90%	58.33%	-2.43%
Mercer County	18,228,000	10,113,925	8,114,075	55.49%	58.33%	-2.84%
Tuition & Fees	27,003,000	17,538,109	7,253,663	64.95%	65.00%	-0.05%
Non -Credit Tuition & Fees	1,750,000	401,475	1,348,525	22.94%	56.00%	-33.06%
Other **	4,983,000	2,142,840	2,840,160	<u>43.00%</u>	<u>62.00%</u>	<u>-19.00%</u>
<b>Total Revenue</b>	<b>58,194,000</b>	<b>33,678,678</b>	<b>22,304,094</b>	57.87%	53.00%	-4.87%
<b>Salaries - 55.05% of total Budget</b>	32,034,000	18,077,531	13,956,469	56.43%	60.50%	-4.07%
<b>Benefits - 18.44% of total Budget</b>	10,730,000	6,388,164	4,341,836	<u>59.54%</u>	<u>60.50%</u>	<u>-0.96%</u>
<b>Total Salary and Benefits - 73.49% of total Budget</b>	42,764,000	24,465,695	18,298,305	57.21%	60.50%	-3.29%
<i>- Salaries and Benefits allocated below</i>						
<b>Expenses:</b>						
Instruction	25,767,900	16,362,902	5,972,431	63.50%	63.00%	0.50%
Academic Support	3,281,400	1,379,828	1,901,572	42.05%	63.00%	-20.95%
Student Services	5,359,500	2,926,450	2,433,050	54.60%	63.00%	-8.40%
Institutional Support	17,190,900	7,617,608	10,794,631	44.31%	63.00%	-18.69%
Plant Operations	6,594,300	2,777,808	3,816,492	<u>42.12%</u>	<u>63.00%</u>	<u>-20.88%</u>
	58,194,000	31,064,596	24,918,175	53.38%	63.00%	-9.62%
<b>KEY BUDGET ITEMS (included above):</b>						
Utilities	1,870,000	759,795	1,110,205	40.63%	51.00%	-10.37%
Custodial Contract	850,000	348,027	575,973	40.94%	58.33%	-17.39%
Maintenance, Grounds and Equipment	2,254,000	618,106	1,561,894	27.42%	62.00%	-34.58%
IT Management, Computer Software and Hardware	3,729,000	1,221,339	2,507,661	<u>32.75%</u>	<u>58.00%</u>	<u>-25.25%</u>
	8,703,000	2,947,267	5,755,733	33.86%	55.00%	-21.14%
<b>Total Expenditures</b>	<b>58,194,000</b>	<b>31,064,596</b>	<b>24,918,175</b>	53.38%	63.00%	-9.62%
<b>Surplus/Deficit</b>	<b>-</b>	<b>(2,614,082)</b>	<b>(2,614,081)</b>			
<b>** Other Revenue Key Items:</b>						
WWFM Listener Donations	540,000	272,903	(267,097)	50.54%	53.00%	-2.46%
Conference Center and Food Commissions	582,000	2,438	(579,562)	0.42%	47.50%	-47.08%
Partner Schools (Rutgers, Felician, William Patterson, F	274,000	96,839	(177,161)	35.34%	60.00%	-24.66%
Mercer Institute	840,000	127,259	(712,741)	15.15%	45.00%	-29.85%
Kelsey Theater	307,500	3,587	(303,913)	1.17%	63.00%	-61.83%
Tower Rentals	425,000	141,000	(284,000)	33.18%	63.00%	-29.82%
Facility Rentals	254,000	331,628	77,628	130.56%	63.00%	67.56%
Bookstore	150,000	43,383	(106,617)	28.92%	55.00%	-26.08%
Summer Camps (Tomato Patch/Athletics/Camp College	780,000	74,507	(705,493)	9.55%	100.00%	-90.45%

\*\* Negative variance in the expected revenue equates to unfavorable anticipated earnings  
 \*\* Negative variance in the expected expense equates to favorable cost savings

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

<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>TERM &amp; INTEREST</u>		<u>AMOUNT</u>	
		<u>RATE</u>	<u>DUE</u>		
01/31/21	Bank of Princeton	0.10%	N/A	3,585,362.87	
01/31/21	Bank of Princeton	2.00%	7/11/2021	523,915.35	
01/31/21	FIRST BANK	0.35%	N/A	1,046,445.36	
01/31/21	WELLS FARGO BANK BALANCE	0.25%	N/A	<u>13,436,278.36</u>	###
				<u>18,592,001.94</u>	***
 <b><u>LONG TERM INVESTMENTS</u></b>  					
01/31/21	WELLS FARGO BANK - UNEMPLOYMENT TRUST FUND	N/A		<u>529,127.90</u>	

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

### Includes \$2.5mil of funds earmarked for students, and 2.3mil for institutional expenses under the Cares Act

MCCC PURCHASE ORDER REPORT  
 \$7,280 - \$36,400  
 DATE OF BOARD MEETING: February 18, 2021  
 Budget lines beginning with "2" indicate grant funded

PO#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P12949	1/5/21	Lighthouse Consulting Coos Bay, OR	\$12,500.00	10-06-01-03-301001-64105	Exemption: Professional Services

Year 5 contractual payment for vendor services associated with obtaining U.S. Department of Education Title III Grant for the College. Paid by Title III.

P12952	1/5/21	Hessert Marlton, NJ	\$33,086.00	70-07-01-03-700122-76101	MCCC Bid #1901
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University Center Construction Change Order G701 for Facilities Department. Paid by Mercer County.

12963	1/12/21	Smarter Services Deatsville, AL	\$8,000.00	21-01-01-02-302059-61100	MCCC RFQ #2125
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SmarterMeasure Learning Readiness Indicator software for up to 1000 users for the Retention & Completion department. Paid by Title III.

P12971	1/14/21	Willrich Precision Instrument Co. Creskill, NJ	\$27,615.00	10-01-01-02-202102-72100	MCCC RFQ #2043
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Coordinate Measuring Machine for the Advanced Manufacturing department.

P12996	1/19/21	Touchnet Info. Systems Lenexa, KS	\$8,325.00	10-06-01-03-301001-64313	MCCC RFP #1905
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Monthly payment for assistance with preparation of student payment plans for December 2020.

B6388	1/19/21	Valley Education Long Valley, NJ	\$ 2,000.00 \$15,000.00	38-03-01-02-207003-61100 38-03-01-02-207003-64206	Exemption: Professional Services
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Blanket purchase order for Instructional fees for Medical Cannabis program. Continuing Studies Division of Lifelong Learning.

B6385	1/19/21	Atlas Elevator Barnegat, NJ	\$15,000.00	10-07-01-03-301401-68550	MCCC RFQ #2121
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Blanket purchase order for elevator maintenance for Facilities department.

P13004	1/21/21	Dell Marketing Round Rock, TX	\$30,887.88	10-06-01-03-301011-61100	NJ State Contract #19TELE00656
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Laptops for College livestream project for IT Department. Paid for by CARES Act.

P13010	1/21/21	Stonegate Associates Middletown, NJ	\$28,200.00	10-06-01-03-301001-64102	Exemption: Professional Services
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Security consulting service for both campuses.

P13011	1/21/21	NJ Business Systems Robbinsville, NJ	\$15,083.69	10-06-01-03-301013-69711	NJ State Contract #T0109/88389 (wireless) #T2989/88738 (cabling)
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Conduit and cabling to softball and baseball field dugouts for live streaming project for IT Department. Paid for by CARES Act.

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P13021	1/26/21	Dell Marketing Round Rock, TX	\$16,542.55	10-01-01-03-301303-69631	NJ State Contract #19TELE00656
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Replacement equipment for on premise Domain Controller service for IT Department.

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P13039	1/28/21	Armour Sons Electric Langhorne, PA	\$25,438.00	70-07-01-03-700123-76101	MCCC RFQ #2120
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WWFM building emergency generator paid by WWFM bequest.

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P13040	1/28/21	Elsevier Inc. Maryland Heights, MO	\$14,804.30	10-01-01-02-206200-64110	Exemption: Sole Source
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Quarterly payment for RN Next Gen software package for online case studies, testing materials, and exam review course for Nursing students for Nursing Department.

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P13045	1/28/21	Sean Dobeck Schwenksville, PA	\$11,055.00	10-01-01-02-202404-64102	Exemption: Professional Services
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Consulting in support of the Aviation Flight Technology program for 11/16/20-12/14/20.

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*Human Resources Office*

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**To: Jianping Wang, President**  
**From: Barbara Basel, Vice President for Human Resources**  
**Date: February 3, 2021**  
**Re: Ratification of Appointments**

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The following appointments have been made since January 6, 2020.

Effective Date of Hire	Department	Name	Title	Salary	Range	FLSA
1/11/21	Accounting & Finance	James Pierce	Assistant Controller	\$90,000	\$54,778 - \$106,166	Exempt
2/22/21	Talent Search	Stephen Bryant	Education Specialist, Teaching	\$45,000	\$37,695 - \$67,305	Exempt
2/22/21	Academic Affairs	Eileen Swiatkowski	Grant Director	\$90,000	\$54,778 - \$106,166	Exempt





*Human Resources Office*

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**To: Jianping Wang, President**

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

**Date: February 3, 2020**

**Re: Ratification of Promotion/Salary Adjustments**

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The following promotions or salary adjustments have been made since September 2020.

Effective Date of Promotion/Salary Adjustment	Department	Name	Title	Current Salary	Adjusted Salary
1/11/2021	Information Technology	Carolyn Walsh	New Title: Business Analyst	\$77,744	\$83,575



**Human Resources**

**January 28, 2021**

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

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<b>Date</b>	<b>Name</b>	<b>Title</b>	<b>Division</b>	<b>Type* EEO</b>
01/31/2021	Divyang Mehta	Senior Accountant, Finance and Accounting		RT M A

\*  
**RT - Retired**

**Recommended and approved for presentation to the Board of Trustees**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**PARALEGAL ADVISORY COMMISSION**

First	Last	Title	Comm	Company	Address	E-Mail	Exp	Status	Gen	Race
Nyree Dawn	Benitez	Paralegal- Personal Injury Litigation	Paralegal	Rebencak, Aronow & Mascolo LLP	111 Livingston Ave New Brunswick, NJ 08901	Nybenitez74 @gmail.com	6/2020	Pending Reapptment	F	H
Jared	Doebtrisch	Attorney and Director	Paralegal	Small Business Administratin Agency/Fed. Govnt	RegionalOffices King of Prussia, PA	Canes2002 @gmail.com	6/2020	Pending Reapptment	M	W
Louis	Ragone	Attorney Divorce and Collaborative Law	Paralegal	Stark & Stark	222 Ridgedale Ave Cedar Knolls, NJ 07927	lragone@stark- Stark.com	6/2020	Pending Reapptment	M	W
Dominique	Pierson	Resident Life Director	Paralegal	Rowan University	271 Northgate Village Burlington NJ 08016	Dpierson102 5@gmail.com	NEW	Pending New Apptment	F	B
Heather	Hadley	Supervising Asst. Prosecutor	Paralegal	Mercer Co. Prosecutors Office	199 Franklin Road Ewing NJ	Hadleyh@mccc.edu	NEW	Pending New Apptment	F	B
Shobha	Menon	Student/Alumni	Paralegal	Alumni Student	171 Jefferson Rd Princeton NJ 08540	Shobhanair @yahoo.com	NEW	Pending New Apptment	F	A
Tiffany	Barker	Office Administrator/ Receptionist	Paralegal	Hudson News/Student MCCC	307 Bolton Road East Windsor NJ 0820	tiffanybarker @gmail.com	NEW	Pending New Apptment	F	B



**ADVISORY COMMISSION RECOMMENDATION FOR *REAPPOINTMENT***

<b>COMMISSION: PARALEGAL STUDIES ADVISORY BOARD</b>	
<b>NOMINEE: NYREE DAWN BENITEZ</b>	
HOME ADDRESS: 198 Buckelew Avenue, JAMESBURG, NJ 08831	EMAIL ADDRESS: NYBENITEZ74@GMAIL.COM
BUSINESS NAME: REBENCAK, ARONOW & MASCOLO, LLP	TELEPHONE: 912-655-2239
BUSINESS ADDRESS: 111 Livingston Ave, New Brunswick, NJ 08901	TELEPHONE: SAME
	EDUCATION: BACHELOR OF ARTS, POLITICAL SCIENCE: NEW JERSEY CITY UNIVERSITY  ABA-APPROVED PARALEGAL CERTIFICATE: FARLEIGH DICKINSON UNIVERSITY
OCCUPATION: PARALEGAL	
EXPERIENCE: MS. BENITEZ IS A BI-LINGUAL PARALEGAL WITH OVER A DECADE OF LAW OFFICE EXPERIENCE.	
INTERESTS: MS. BENITEZ IS INTERESTED IN VOLUNTEER ACTIVITIES AND SHE IS A NEW JERSEY PARALEGAL ASSOCIATION REPRESENTATIVE AND GARDEN STATE PARALEGAL CONVENTION PARTICIPANT.	
REASON FOR WANTING TO SERVE: MS. BENITEZ IS AN ACTIVE MEMBER OF THE ADVISORY BOARD WHO PROVIDES VALUABLE FEEDBACK IN THE MEETINGS.	
<b>CATEGORY: (CHECK ALL THAT APPLY)</b> <input type="checkbox"/> ALUMNI/STUDENT X <input checked="" type="checkbox"/> BUSINESS/INDUSTRY <input type="checkbox"/> EDUCATORS FROM OTHER INSTITUTIONS	

TERM IN YEAR(S) 3 TO EXPIRE ON 6/30/2024

REPLACEMENT FOR: N/A

ORIGINALLY RECOMMENDED BY: GARDEN STATE PARALEGAL ASSOCIATION & PANJ

APPROVED: _____	DATE _____
DIVISION DEAN	
_____	DATE _____
VP ACADEMIC AFFAIRS	
_____	DATE _____
PRESIDENT	

BOARD MEETING DATE: February 18, 2021



**ADVISORY COMMISSION RECOMMENDATION FOR *REAPPOINTMENT***

<b>COMMISSION: PARALEGAL ADVISORY BOARD</b>	
<b>NOMINEE:</b> JARED DOEBRTISCH	
HOME ADDRESS: 35 CANDLEWOOD DRIVE WILLIAMSTOWN NJ 08094	EMAIL ADDRESS: CANES2002@YAHOO.COM TELEPHONE: 609-906-7968
BUSINESS NAME: SMALL BUSINESS ADMINISTRATION- FEDERAL AGENCY	TELEPHONE: SAME
BUSINESS ADDRESS: REGIONAL OFFICES, KING OF PRUSSIA, PA	EDUCATION: JURIS DOCTOR, RUTGERS UNIVERSITY SCHOOL OF LAW (2001) BACHELOR OF SCIENCE, DREXEL UNIVERSITY (1998)
OCCUPATION: DIVISION LEAD MANAGER- ATTORNEY	
EXPERIENCE: OVER A DECADE OF EXPERIENCE AS A GOVERNMENT ATTORNEY AND CONTRACT MANAGER.	
INTERESTS: SMALL BUSINESS ADMINISTRATION LOANS FOR NEW BUSINESSES, UNDERREPRESENTED ENTREPRENEURS AND SMALL BUSINESSES.	
REASON FOR WANTING TO SERVE: PROF. DOEBRTISCH PROVIDES VALUABLE INSIGHT INTO THE FEDERAL HIRING PROCESS FOR NEW LEGAL PROFESSIONALS.	
<b>CATEGORY:</b> (CHECK ALL THAT APPLY)	
<input type="checkbox"/> ALUMNI/STUDENT X <input checked="" type="checkbox"/> BUSINESS/INDUSTRY <input type="checkbox"/> EDUCATORS FROM OTHER INSTITUTIONS	

TERM IN YEAR(S) 3 TO EXPIRE ON 2024

REPLACEMENT FOR: N/A

ORIGINALLY RECOMMENDED BY: ATTORNEYS IN THE COMMUNITY

APPROVED: \_\_\_\_\_  
 DIVISION DEAN

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 VP ACADEMIC AFFAIRS

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 PRESIDENT

\_\_\_\_\_  
 DATE

BOARD MEETING DATE: February 18, 2021



**ADVISORY COMMISSION RECOMMENDATION FOR *REAPPOINTMENT***

<b>COMMISSION:</b> PARALEGAL ADVISORY BOARD	
<b>NOMINEE:</b> Louis Ragone	
HOME ADDRESS: 20 POPLAR AVE. HAMMONTON, NJ 08307	EMAIL ADDRESS: LRAZONE@STARK-STARK.COM
BUSINESS NAME: STARK AND STARK LAW FIRM	TELEPHONE: (609) 219-7448
BUSINESS ADDRESS: 222 Ridgedale Ave, Cedar Knolls, NJ 0792	TELEPHONE: SAME
OCCUPATION: ATTORNEY	EDUCATION: BACHELOR OF ARTS: ROWAN UNIVERSITY JURIS DOCTORATE: RUTGERS UNIVERSITY LAW SCHOOL
EXPERIENCE: ATTORNEY, CIVIL LITIGATION	
INTERESTS: MR. RAGONE IS INTERESTED IN HELPING MCCC STUDENTS TO BUILD THEIR CAREERS.	
REASON FOR WANTING TO SERVE: MR. RAGONE PROVIDES OUTSTANDING INSIGHT INTO THE CURRENT TRENDS IN LEGAL PRACTICE.	
<b>CATEGORY:</b> (CHECK ALL THAT APPLY)  ALUMNI/STUDENT <input checked="" type="checkbox"/> X BUSINESS/INDUSTRY <input type="checkbox"/> EDUCATORS FROM OTHER INSTITUTIONS <input type="checkbox"/>	

TERM IN YEAR(S) 3 TO EXPIRE ON 6/30/2024

REPLACEMENT FOR: N/A

ORIGINALLY RECOMMENDED BY: LOCAL ATTORNEYS IN THE FIELD

APPROVED: _____	DATE _____
DIVISION DEAN	
_____	DATE _____
VP ACADEMIC AFFAIRS	
_____	DATE _____
PRESIDENT	

BOARD MEETING DATE: February 18, 2021



**ADVISORY COMMISSION RECOMMENDATION FOR *APPOINTMENT***

**Please attach a short biographical sketch to this form**

<b>COMMISSION:</b> PARALEGAL ADVISORY	
<b>NOMINEE:</b> DOMINIQUE PIERSON	
HOME ADDRESS: 271 NORTHGATE VILLAGE BURLINGTON, NJ 08016	EMAIL ADDRESS: DPIERSON1025@GMAIL.COM
	TELEPHONE: 609-556-7568
BUSINESS NAME:	TELEPHONE:
BUSINESS ADDRESS:	EDUCATION: M.A.: HIGHER EDUCATION ADMINISTRATION B.A.: WOMEN & GENDER STUDIES
OCCUPATION: RESIDENT DIRECTOR	
EXPERIENCE: GRADUATE STUDENT INTERN & LEGAL ASSISTANT TO GENERAL COUNSEL OF ROWAN UNIVERSITY; OFFICE OF STUDENT EQUITY AND COMPLIANCE INTERN; RESIDENT DIRECTOR AT ROWAN UNIVERSITY; SERVICE ASSISTANT COORDINATOR AT MONTCLAIR UNIVERSITY	
INTERESTS: DIVERSITY, EQUITY, & INCLUSION WORK; LEGAL ISSUES IN HIGHER EDUCATION	
<b>REASON FOR WANTING TO SERVE:</b> SERVING IN THE ROLE OF HIGHER EDUCATION PROFESSIONAL	
<b>CATEGORY:</b> (CHECK ALL THAT APPLY)  <input type="checkbox"/> ALUMNI/STUDENT <input checked="" type="checkbox"/> BUSINESS/INDUSTRY <input type="checkbox"/> EDUCATORS FROM OTHER INSTITUTIONS	

TERM IN YEAR(S) 3 TO EXPIRE ON 6/30, 2024

REPLACEMENT FOR: NEW POSITION SUGGESTED BY ACCREDITING AGENCY- HIGHER EDUCATION  
 PROFESSIONAL

ORIGINALLY RECOMMENDED BY: PROF. ERIN RYBICKI AND OUTGOING ADVISORY BOARD

APPROVED: \_\_\_\_\_ DATE \_\_\_\_\_  
 DIVISION DEAN

\_\_\_\_\_ DATE \_\_\_\_\_  
 VP ACADEMIC AFFAIRS

\_\_\_\_\_ DATE \_\_\_\_\_  
 PRESIDENT

BOARD MEETING DATE: February 18, 2021

**Dominique Pierson- Legal Professional Representative**

Ms. Pierson has the unique combination of higher education experience and legal experience, working as the Assistant to General Counsel at Rowan University and as a University Resident Life Director, while earning her Master of Education in Higher Education. Ms. Pierson was recommended by the program coordinator as a candidate who will contribute with critical knowledge of higher education, diversity and inclusion initiatives, and legal practice. Ms. Pierson is an African American female who is currently seeking a professional role at a college in Diversity and Inclusion Leadership.





**ADVISORY COMMISSION RECOMMENDATION FOR *APPOINTMENT***  
 Please attach a short biographical sketch to this form

<b>COMMISSION:</b> PARALEGAL ADVISORY	
<b>NOMINEE:</b> HEATHER HADLEY	
HOME ADDRESS: 199 FRANKLYN ROAD EWING, NJ	EMAIL ADDRESS: HADLEYH@MCCC.EDU
BUSINESS NAME: MERCER COUNTY PROSECUTORS OFFICE	TELEPHONE: 6099204307
BUSINESS ADDRESS: 209 SOUTH BROAD STREET, TRENTON, NJ	TELEPHONE:
EDUCATION: BA - FAIRFIELD UNIVERSITY JD - SYRACUSE LAW SCHOOL	
OCCUPATION: SUPERVISING ASSISTANT PROSECUTOR	
EXPERIENCE: 16 + YEARS AS A TRIAL ATTORNEY; PREVIOUSLY CHIEF OF INSURANCE FRAUD UNIT AND MEGAN'S LAW UNIT FOR MERCER COUNTY. PRESENTLY CHIEF OF BIAS CRIME AND HUMAN TRAFFICKING. MERCER COUNTY LIAISON FOR HUMAN TRAFFICKING AND BIAS CRIME. PREVIOUSLY ASSIGNED TO TRIAL TEAM, DOMESTIC VIOLENCE, JUVENILE UNIT, SPECIAL VICTIM'S UNIT. CURRENTLY ASSIGNED TO THE HOMICIDE TASK FORCE.	
INTERESTS: FAMILY ACTIVITIES WITH MY 7 YEAR OLD	
<b>REASON FOR WANTING TO SERVE:</b> SERVING IN THE ROLE OF ADJUNCT FACULTY REPRESENTATIVE	
<b>CATEGORY:</b> (CHECK ALL THAT APPLY)  <input type="checkbox"/> ALUMNI/STUDENT <input checked="" type="checkbox"/> BUSINESS/INDUSTRY <input type="checkbox"/> EDUCATORS FROM OTHER INSTITUTIONS	

TERM IN YEAR(S) 3 TO EXPIRE ON 6/30, 2024

REPLACEMENT FOR: GRACE DENNIGAN (NOW RETIRED) POSITION REQUIRED BY ACCREDITING AGENCY- ALUMNI FACULTY REPRESENTATIVE

ORIGINALLY RECOMMENDED BY: PROF. ERIN RYBICKI AND OUTGOING ADVISORY BOARD

APPROVED: \_\_\_\_\_  
 DIVISION DEAN

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 VP ACADEMIC AFFAIRS

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 PRESIDENT

\_\_\_\_\_  
 DATE

BOARD MEETING DATE: February 18, 2021

**Heather Hadley- MCCC Adjunct Faculty Representative**

Ms. Hadley is a talented attorney with extensive experience as a state prosecutor. Ms. Hadley has the unique and varied experience of teaching as an adjunct professor for the English, Paralegal, and Criminal Justice departments at the college. Ms. Hadley was highly recommended by her colleagues as a knowledgeable professor who will contribute significantly to the Advisory Board. Ms. Hadley is an African American and Native American female with more than eight (8) years of teaching experience at the college.



**ADVISORY COMMISSION RECOMMENDATION FOR *APPOINTMENT***  
 Please attach a short biographical sketch to this form

<b>COMMISSION: PARALEGAL ADVISORY</b>	
<b>NOMINEE: SHOBHA MENON</b>	
HOME ADDRESS: 171 JEFFERSON ROAD PRINCETON, N J 08540	EMAIL ADDRESS: SHOBHANAIR@YAHOO.COM
BUSINESS NAME:	TELEPHONE: 9174957985
BUSINESS ADDRESS:	TELEPHONE: 6092855822
OCCUPATION:	EDUCATION: BACHELOR OF COMMERCE AND L.L.B DEGREE FROM MUMBAI UNIVERSITY, INDIA
EXPERIENCE: WORKED IN FINANCIAL FIELD FOR 20 YRS	
INTERESTS: LEARNING AND SHARING KNOWLEDGE	
<b>REASON FOR WANTING TO SERVE:</b> SERVING IN THE ROLE OF ALUMNI- RECENT GRADUATE REPRESENTATIVE	
<b>CATEGORY: (CHECK ALL THAT APPLY)</b>  <input checked="" type="checkbox"/> ALUMNI/STUDENT <input type="checkbox"/> BUSINESS/INDUSTRY <input type="checkbox"/> EDUCATORS FROM OTHER INSTITUTIONS	

TERM IN YEAR(S) 3 TO EXPIRE ON 6/30, 2024

REPLACEMENT FOR: NEW POSITION REQUIRED BY ACCREDITING AGENCY- ALUMNI-RECENT GRADUATE REPRESENTATIVE

ORIGINALLY RECOMMENDED BY: PROF. ERIN RYBICKI AND OUTGOING ADVISORY BOARD

APPROVED: \_\_\_\_\_  
 DIVISION DEAN

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 VP ACADEMIC AFFAIRS

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 PRESIDENT

\_\_\_\_\_  
 DATE

BOARD MEETING DATE: February 18, 2021

**Shobha Menon- Alumni Representative**

Ms. Menon is an expected May 2021 graduate of the post-degree Paralegal Certificate program. Ms. Menon has been an exceptional student throughout the program, demonstrating meaningful contributions to the class discussion and exceptional research assignments. Ms. Menon was highly recommended by her instructors as a wonderful candidate to join the Advisory Board. Ms. Menon is an Asian American female who is seeking to pursue her Master's degree at Rutgers University next semester.



**ADVISORY COMMISSION RECOMMENDATION FOR *APPOINTMENT***  
 Please attach a short biographical sketch to this form

<b>COMMISSION:</b> PARALEGAL ADVISORY	
<b>NOMINEE:</b> TIFFANY BARKER	
HOME ADDRESS: 307 BOLTON ROAD EAST WINDSOR, NJ 08520	EMAIL ADDRESS: TIFFANYRBARKER@GMAIL.COM
	TELEPHONE: 732-917-5165
BUSINESS NAME:	TELEPHONE:
BUSINESS ADDRESS:	EDUCATION: MAJORING IN CRIMINAL LAW
OCCUPATION: OFFICE ADMINISTRATOR/RECEPTIONIST AT HUDSON NEWS	
EXPERIENCE: CURRENT MCCC STUDENT; BEGINNING SECOND SEMESTER IN SP 2021	
INTERESTS: READING, FISHING, ROLLERSKATING, SPENDING TIME WITH FRIENDS AND SERVING OTHERS	
<b>REASON FOR WANTING TO SERVE:</b> SERVING IN THE ROLE OF STUDENT REPRESENTATIVE	
<b>CATEGORY:</b> (CHECK ALL THAT APPLY)  <input checked="" type="checkbox"/> ALUMNI/STUDENT <input type="checkbox"/> BUSINESS/INDUSTRY <input type="checkbox"/> EDUCATORS FROM OTHER INSTITUTIONS	

TERM IN YEAR(S) 3 TO EXPIRE ON 6/30/2024

REPLACEMENT FOR: NEW POSITION REQUIRED BY ACCREDITING AGENCY- STUDENT REPRESENTATIVE

ORIGINALLY RECOMMENDED BY: PROF. ERIN RYBICKI AND OUTGOING ADVISORY BOARD

APPROVED: \_\_\_\_\_  
 DIVISION DEAN

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 VP ACADEMIC AFFAIRS

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 PRESIDENT

\_\_\_\_\_  
 DATE

BOARD MEETING DATE: February 18, 2021

**Tiffany Barker- Student Representative**

Ms. Barker is an outstanding student in the Paralegal A.A.S. degree program. Ms. Barker consistently goes above and beyond to participate in class and in the MCCC Legal Studies Professional Networking Education events each semester. Ms. Barker was highly recommended by her instructors as a talented student candidate to join the Advisory Board. Ms. Barker is an African American female and an adult learner seeking to pursue her Bachelor's degree and then law school after graduation from MCCC.

MCCC

Attachment #6



To: Sue Perkins,  
Vice President of Finance and Administration and CFO

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

Date: February 03, 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 January, 2021, Zero (0) Reportable Offense-Crime(s), fires, and other emergencies occurred on campus during the reporting period which were recorded by campus security at this time. The Title IX Coordinator has reported no [Zero (0)] Title IX incidents /occurrences as of the date/time of the issuance of this report.