

MERCER COUNTY COMMUNITY COLLEGE

Minutes of the 694th Meeting
of the Board of Trustees
January 19, 2023

The meeting was called to order by Chair Kevin Drennan at 6:37 p.m. at the Mercer County Community College West Windsor Campus. In addition to the Chair, the following members were in attendance: Kristin Appelget, Julie Blake, Shannon Mason, Mark Matzen, Daryl Minus-Vincent, Lawrence Nespoli, Greg Puliti, Madelaine Benowitz (Alumni Trustee) and Deborah Preston (MCCC President). Also present was Perry Lattiboudere, College Counsel. Absent was Blanca Berrios-Ohler.

I. OPENING OF MEETING

A) FLAG SALUTE

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

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 emailed to The Trentonian and The Times.

C) ADOPTION OF REVISED AGENDA

Trustee Puliti moved to approve the revised agenda, which was seconded by Trustee Blake and adopted with Trustees Appelget, Blake, Drennan, Mason, Matzen, Minus-Vincent, Nespoli, and Puliti voting aye.

D) PUBLIC COMMENT

Professor Emeritus, and part-time Advisor, John Santosuosso expressed his concerns regarding the salary and raises for advisors and part-time staff at the college. Chair Drennan and the Trustees thanked Professor Emeritus Santosuosso for his comments.

II. APPROVAL OF MINUTES

A) APPROVAL OF MINUTES OF DECEMBER 8, 2022 BOARD MEETING

Chair Drennan presented Agenda Item II (A), which was seconded by Trustee Minus-Vincent. The item passed with Trustees Appelget, Drennan, Mason, Minus-Vincent, Nespoli, and Puliti voting aye. Trustees Blake and Matzen abstained.

BE IT RESOLVED, that the minutes of the December 8, 2022 meeting of the Board of Trustees are approved as presented.

III. FINANCE & FACILITIES MATTERS

Trustee Appelget presented Agenda Items III (A) through (D) for ratification, which were second by Trustee Blake. The items were ratified with Trustees Appelget, Blake, Drennan, Mason, Matzen, Minus-Vincent, Nespoli, and Puliti voting aye.

A. MONTHLY FINANCIAL STATEMENT

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

B. INVESTMENT DETAIL

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

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

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

D. MONTHLY PAYMENTS LIST FOR SEPTEMBER

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

Trustee Appelget presented Agenda Items III (E) through (L) for ratification, which were second by Trustee Matzen. The items were ratified with Trustees Appelget, Blake, Drennan, Mason, Matzen, Minus-Vincent, Nespoli, and Puliti voting aye.

E. AME INC.

WHEREAS, Mercer County Community College has a need to acquire a HVAC control system and associated materials including installation and training services, for the Liberal Arts (LA) building on the West Windsor campus, paid by the Chapter 12 program; and

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

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

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to contract with AME Inc. of Fairfield, New Jersey, to acquire a HVAC control system and associated materials including installation and training services, for the Liberal Arts (LA) building on the West Windsor campus, for an amount not to exceed \$270,000. Paid by Chapter 12 program.

* Educational Services Commission of New Jersey #ESCNJ 20/21-50

Ms. Laura Schepps, MCCC Vice President of Finance & Administration, noted through additional negotiation with the vendor, that \$32,000 was saved.

F. EDWARD DON & COMPANY

WHEREAS, Mercer County Community College has a need to acquire food supplies and materials to support the Hotel Restaurant and Institution Management (HRIM) Program on the West Windsor campus, including purchases funded with New Jersey Department of Education Carl D. Perkins grant program funds for FY 2023; and

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

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

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (7) exempts food supplies and related services from public advertising for bids but requires a resolution authorizing the award of such a contract; and

WHEREAS, Edward Don & Company, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Edward Don & Company, LLC 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 Edward Don & Company, LLC from making any reportable contributions through the term of the contract; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Edward Don & Company, LLC of Westampton, New Jersey to acquire food supplies and materials to support the Hotel Restaurant and Institution Management (HRIM) Program, for an amount not to exceed \$45,000 for the period July 1, 2022 to June 30, 2023, of which \$30,000 to be funded with fiscal year 2023 New Jersey Department of Education Carl D. Perkins grant program funds.

G. I. MILLER PRECISION OPTICAL

WHEREAS, Mercer County Community College has a need to acquire Leica microscope cameras and supplies to support the College's Medical Laboratory Technology Program on the West Windsor campus, as funded by New Jersey Department of Education Carl D. Perkins grant program funds for FY 2023; and

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

WHEREAS, the sole vendor that responded to the November 30, 2022 advertised bid* for microscope cameras and installation, I. Miller Precision Optical was considered the most overall responsible and best value for the College; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with I. Miller Precision Optical of Feasterville, Pennsylvania to acquire Leica microscope cameras and supplies to support the College's Medical Laboratory Technology Program,

for an amount not to exceed \$45,376 for the period January 20, 2023 to June 30, 2023, to be funded with fiscal year 2023 New Jersey Department of Education Carl D. Perkins grant program funds.

MCCC RFB #2304 Leica Microscope Cameras

H. IMBUE CREATIVE LLC – COST AMENDMENT

WHEREAS, Mercer County Community College has an on-going need to acquire marketing services with the goal of improving student enrollment for academic years 2023 and 2024; and

WHEREAS, the College has a need for additional resources to elevate the College's enrollment marketing and ongoing marketing and branding efforts in support of student enrollment campaigns; and

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

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (20) exempts without limitation advertising seeking student enrollment and associated consulting services from public solicitation for bids but requires a resolution authorizing the award of such a contract; and

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Imbue Creative LLC of Lambertville, New Jersey for an additional \$150,000 in fiscal year 2023, for marketing services with the goal of improving student enrollment for academic years 2023 and 2024, for an new annual aggregate spending amount with this vendor not to exceed \$285,536 from July 29, 2022 through June 30, 2023 (FY 2023)

I. KARASCH AND ASSOCIATES COMMUNICATION ACCESS REAL-TIME TRANSLATION (CART) SERVICES & SIGN LANGUAGE INTERPRETOR

WHEREAS, Mercer County Community College has a need to acquire sign language interpreters and real-time captioning services (CART) for special need students enrolled in instructional classes in FY 2023-25, pursuant to the Americans with Disabilities Act (ADA); and

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

WHEREAS, of the three (3) vendors which responded to the advertised bid for communication access real-time translation (CART) services and sign language interpreting services, Karasch & Associates was considered the most overall responsible and best value for the College; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a new two-year contract with Karasch & Associates of West Chester, Pennsylvania to provide communication access real-time translation (CART) services at day rate of \$139.00 per hour, an evening rate of \$154.00 per hour and a weekend rate of \$154.00 per hour as well as sign language interpreting services at a cost of \$161.00 per hour, an evening rate of \$176.00 per hour and a weekend rate of \$176.00 for students at the James Kerney and West Windsor Campuses for an amount not to exceed \$370,000 from January 20, 2023 through January 19, 2025, with three (3) one-year extension options, pursuant to the Americans with Disabilities Act (ADA);

MCCC Request for Proposal RFP #2305

MERCER COUNTY COMMUNITY COLLEGE

REQUEST FOR BOARD APPROVAL:

Budget lines beginning with "2" indicate grant funded

VENDOR

Karasch & Associates
 1646 West Chester Pike
 West Chester, Pennsylvania

AMOUNT: 85,000.00
 BUDGET LINE: 10-05-01-02-200207-64105
 DEPARTMENT: Center for Inclusion

TYPE OF PURCHASE:

Bids Distributed: 14 Bids Received: 3 Responsive Bids Received: 2 Unresponsive Bids Received: 1

DESCRIPTION: RFP # 2305 CART Services & Sign Language Interpreting

BID SUMMARY:

CART Services	Price day rate	Price evening rate	Price Saturday rate	Hours utilized per year (day/eve/Sat)	Annual Spending (maximum)
Karasch	\$139/hr.	\$154/hr.	\$154/hr.	456/85/0	\$76,500.00 *
Sign4U	\$140/hr.	\$145/hr.	\$145/hr.	456/85/0	\$76,165.00

*Karasch deemed to be the best option for the College based on price, experience, references, and certifications.

J. U.S. FOODS

WHEREAS, Mercer County Community College has a need to acquire food supplies to support the Conference Center and the Hotel Restaurant and Institution Management (HRIM) program and the re-opening the café at the James Kerney campus in January 2023 in FY2023; and

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

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (7) exempts food supplies and related services from public advertising for bids but requires a resolution authorizing the award of such a contract; and

WHEREAS, US Foods Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that US Foodservice 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 US Foodservice 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 increase the fiscal year 2023 purchase order with US Foods Inc. of Philadelphia, Pennsylvania, of \$33,000 by \$27,000 for a new not to exceed amount of \$60,000 for the period July 1, 2022 through June 30, 2023 to acquire food supplies to support increased bookings by the College's Conference Center and the Hotel Restaurant and Institution Management (HRIM) program and the re-opening the café at the James Kerney campus in January 2023 in FY2023;

- K. MERCER COUNTY SHARED SERVICES AGREEMENT MERCER COUNTY FIRE ACADEMY
WHEREAS, Mercer County Community College has continuously and responsibly operated the Mercer County Fire Academy since it was transferred from Mercer County to the College in 2007; and

WHEREAS, both Mercer County and Mercer County Community College support renewing this partnership for an additional five (5) years; and

WHEREAS, the "Uniform Shared Services and Consolidation Act", N.J.S.A. 40A:65-1 et seq. permit local units of this State to enter into a contract with any other local unit for the joint provision within their combined jurisdictions of any service which any party to the agreement is empowered to render within its own jurisdiction; and

WHEREAS, a shared services agreement between Mercer County and Mercer County Community College will enable the College to continue meeting its mission of serving Mercer County as a comprehensive, community-based educational institution; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to renew the Shared Services Agreement with the Mercer County to maintain the operational responsibilities of the Mercer County Fire Academy for the period of August 1, 2022 to July 31, 2027.

- L. Revised Salary Ranges for Part-Time Staff
WHEREAS, part time employees are valuable members of the Mercer County Community College Staff; and

WHEREAS, the College will provide appropriate compensation in accordance to federal minimum wage standards; and

WHEREAS, the College desires to provide appropriate compensation to recruit and retain valuable workforce; and

WHEREAS, the College will update policies to reflect salary minimums and maximums based upon our financial resources and other factors; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to adjust the rates effective January 2, 2023 – June 30, 2023 and then beginning July 1, 2023.

IV. HUMAN RESOURCE MATTERS

Trustee Puliti presented Agenda Item IV (A) which was seconded by Trustee Blake. The item passed with Trustees Appelget, Blake, Drennan, Mason, Matzen, Minus-Vincent, Nespoli, and Puliti voting aye.

A) APPOINTMENTS, RATIFICATION OF APPOINTMENTS, RECLASSIFICATIONS, PROMOTIONS, STIPENDS, EQUITY ADJUSTMENTS, AND STAFF SEPARATION REPORT

BE IT RESOLVED, that this Board approves the appointments, ratification of appointments, reclassifications, promotions, stipends, equity adjustments, and notes receipt of the Staff Separation Report, which will be made a part of the minutes of this meeting. (Attachment #4)

Trustee Puliti presented Agenda Item IV (B) which was seconded by Trustee Minus-Vincent. The item passed with Trustees Appelget, Blake, Drennan, Mason, Matzen, Minus-Vincent, Nespoli, and Puliti voting aye.

B) THIRD YEAR FACULTY APPOINTMENTS

BE IT RESOLVED, that this Board hereby approves the offering of new appointments effective with the 2023-2024 academic year to certain faculty members currently in their third year of service, as recommended by the President as indicated in the attached which is to be made part of the minutes of this meeting. (Attachment #5)

V. OPERATIONS MATTERS

Trustee Blake remarked that the Operations Ad-Hoc Subcommittee was charged to review the LeadGood recommendations. The subcommittee will be working on a roadmap to be completed in February. The subcommittee will be review the code of ethics, bylaws, and policies.

Trustee Blake presented Agenda Item V (A) for ratification, which were second by Trustee Nespoli. The items were ratified with Appelget, Blake, Drennan, Mason, Matzen, Minus-Vincent, Nespoli, and Puliti voting aye.

A) DECEMBER 2022 REPORTABLE CRIMES, FIRES, AND OTHER EMERGENCIES

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

Trustee Blake presented Agenda Item V (B) for ratification, which were second by Trustee Nespoli. The items were ratified with Appelget, Blake, Drennan, Mason, Matzen, Minus-Vincent, Nespoli, and Puliti voting aye.

- B) Revision to OMB922 – Coaching Salaries and Ranges
BE IT RESOLVED, that the Board hereby approves the proposed revised policy on Coaching Salaries and Ranges (OMB 922) as recommended by the President and Operations Committee of the Board, and as outlined in the attached, which will be made part of the minutes of this meeting. (Attachment #7)

Trustee Blake presented Agenda Item V (C) for ratification, which were second by Trustee Nespoli. The items were ratified with Trustees Appelget, Blake, Drennan, Mason, Matzen, Minus-Vincent, Nespoli, and Puliti voting aye.

- C) REVISION TO OMB 927 A-H – PART-TIME SALARY RATES
BE IT RESOLVED, that the Board hereby approves the proposed revised policy on Coaching Salaries and Ranges (OMB 927 A-H) as recommended by the President and Operations Committee of the Board, and as outlined in the attached, which will be made part of the minutes of this meeting. (Attachment #8)
- OMB 927A – Non-academic Support Staff
 - OMB 927B – Clerical Support Staff
 - OMB 927C - Testing Staff
 - OMB 927D – Technical Staff
 - OMB 927E – Laboratory Support Staff
 - OMB 927F – Athletic Staff
 - OMB 927G – Academic Staff
 - OMB 927H – PT Professional Staff

Dr. Preston thanked Ms. Barbara Basel, Vice President of Human Resources, and Ms. Laura Schepps, Vice President of Finance and Administration, for all their efforts in revising the policies. Ms. Basel commented that she is committed on reviewing the policies on a regular basis to align with a compensation policy philosophy.

VI. OTHER MATTERS

Chair Drennan presented Agenda Item VI (A) which was second by Trustee Blake and approved by Trustees Appelget, Blake, Drennan, Mason, Matzen, Minus-Vincent, Nespoli, and Puliti voting aye. The Board of Trustees expressed their gratitude for Mr. Matzen's service to the Board and the College.

- A) RESOLUTION OF APPRECIATION – MARK MATZEN
WHEREAS, Mr. Mark Matzen has announced his resignation to the Mercer County Community College Board of Trustees where he has served as a dedicated member since March 2005; and

WHEREAS, Mr. Matzen has served on all major committees of the college, Operations, Human Resources, Finance, Audit, Executive, and Presidential Search committees; and

WHEREAS, Mr. Matzen provided outstanding leadership to the Board and the College as Chair of the Board of Trustees; and

WHEREAS, during Mr. Matzen's many years of service on the Board, he has generously donated his time, expertise and resources that significantly contributed to the growth and success of the College and its students; and

WHEREAS, Mr. Matzen engaged in numerous meetings with the faculty, staff, administrators, union representatives, and fellow Board members to listen and act on their ideas and suggestions; and

WHEREAS, Mr. Matzen has proven to be an exceptional leader, including during the unprecedented, challenging times of the pandemic, making MCCC a better institution because of his selfless service to the College and the Board of Trustees; and

WHEREAS, Mr. Matzen helped the College work through challenging times and uncertainties while protecting the educational mission and dedication to the community of learners and providing a safe path forward for students and a safe workplace for faculty and staff in a time of unprecedented disruption; and

WHEREAS, Mr. Matzen actively and enthusiastically served as a strong advocate for more programs offered at the James Kerney Campus and the expansion of that campus; and

WHEREAS, Mr. Matzen has had a distinguished career serving the people of this state, and Mercer County in key staff positions for former representatives and governors; and

WHEREAS, Mr. Matzen has been a tireless advocate for the College, its students, spreading the word about the benefits of an MCCC education in communities throughout Mercer county and beyond; and

WHEREAS, Mr. Matzen's vision and dedication have been instrumental in creating a culture on campus that embraces diversity, encourages civic engagement, fosters innovation, and supports academic success for all students; and

WHEREAS, during his long tenure on the Board, Mr. Matzen has been a constant presence on campus, attending student and College events and nurturing a strong and dedicated MCCC community; and

WHEREAS, Mr. Matzen has been a visionary and valued member of the Board, a mentor to fellow trustees, a champion for students, and an advocate for high standards and fiscal accountability; and

WHEREAS, Mr. Matzen is a highly respected member of the College community and is an enthusiastic supporter, valued colleague, expert advisor, and friend to Mercer County Community College; and

NOW, THEREFORE, BE IT RESOLVED, that the MCCC Board of Trustees, President Deborah E, Preston, and members of the College community wish to express their deepest gratitude and appreciation to Mr. Mark Matzen for his service as Chair and member of the Mercer County Community College Board of Trustees, a tenure characterized by his outstanding leadership, deep compassion for students, commitment, and vision; wish him well in all of

his endeavors; and look forward to his continued relationship with MCCC in the future.

Chair Drennan presented Agenda Item VI (B) which was second by Trustee Blake and approved by Trustees Appelget, Blake, Drennan, Mason, Matzen, Minus-Vincent, Nespoli, and Puliti voting aye. The Board of Trustees expressed their gratitude for Ms. Delli Santi's service to the Board and the College.

B) RESOLUTION OF APPRECIATION – ANGELIA DELLI SANTI

WHEREAS, Ms. Angela Delli Santi has announced her resignation to the Mercer County Community College Board of Trustees where she has served as a dedicated member since February 2019; and

WHEREAS, Ms. Delli Santi has utilized her experiences as a communications professional and a former Adjunct at Mercer County Community College to further the mission of MCCC; and

WHEREAS, Ms. Delli Santi has served on all major committees of the college, Operations, Human Resources, Finance, Audit, and Executive committees; and

WHEREAS Ms. Delli Santi provided outstanding leadership to the Board and the College as Vice Chair of the Board of Trustees; and

WHEREAS Ms. Delli Santi participated in numerous meeting and phone calls with members of the college community to listen and act on their ideas and suggestions; and

WHEREAS, Ms. Delli Santi was a forceful and effective advocate for the staff and faculty to uphold fairness, civility, and equity at MCCC; and,

WHEREAS, Ms. Delli Santi, worked hard to ensure student success and academic excellence at MCCC; and

WHEREAS, Ms. Delli Santi earned the respect of her Trustee colleagues and served the students of MCCC; and

WHEREAS, Ms. Delli Santi is a highly respected member of the College community and is an enthusiastic supporter, valued colleague, expert advisor, and friend to Mercer County Community College; and

BE IT RESOLVED, that the Board of Trustees, President Deborah E. Preston, and the College community extend their deepest gratitude to Ms. Angela Delli Santi and wish her well in all of her future endeavors.

VII. PRESIDENT'S UPDATE

Dr. Preston provided the following updates:

AACC Awards of Excellence

MCCC was announced as a finalist in two categories for the 2023 AACC Awards of Excellence:

- Advancing Diversity, Equity and Inclusion
- Outstanding College/Corporate Partnership

Dr. Preston thanked Marvin Carter, Director of DEI, and Dr. Laura Sosa, Dean of Business, Technology and Professional Studies, and their teams for all their efforts.

Dr. Martin Luther King Jr. Day of Service

The college hosted its annual Dr. Martin Luther King Jr. Day of Service on Monday, January 16th at the James Kerney Campus in Trenton. About 200 volunteers came out to participate in the day's festivities, which included five service projects and several performances. Dr. Preston thanked Stacy Denton and Lucia Brown-Joseph for all their hard work in planning the day's events.

NCLEX Pass Rate

The 2022 NCLEX Pass Rate for Mercer County Community College was 97.29%, which is well above the national average. Dr. Preston thanked all the nursing and staff for their dedication to the MCCC nursing students.

HRIM Culinary Program

The hospitality program breakfast class served breakfast from January 5-13. Dr. Preston attended the breakfast buffet on Friday, January 13th.

MCCC at the Kennedy Center American College Theatre Festival

Professor Jody Gazenbeek-Person and MCCC's theatre, dance, and entertainment technology programs, participated in the Kennedy Center American College Theatre Festival. They received three awards at the festival for achievement in ensemble acting, best devised piece, and the honor of being the only guest performers at the festival.

MCCC Leadership Retreat

The MCCC Leadership Team participated in two team building and leadership retreats, which took place in December and January.

President's Inauguration Ceremony

Dr. Preston announced that the inauguration ceremony will take place on March 24th in the Kelsey Theatre.

VIII. New Jersey Council of County Colleges Report

Dr. Nespoli shared brief New Jersey and federal updates.

- New Jersey Statehouse Update – Governor Murphy delivered his annual state-of-the-state address on January 10th. There will be more specific news on higher education and community colleges when the Governor presents his proposed FY2024 state budget in February.
- Federal Update – With the new 118th Congress recently sworn in, community college leaders will begin advocating for community college federal priorities during the upcoming National Community College Legislative Summit on Feb 5-8 in Washington, DC. There will be priorities in three areas important to MCCC – funding priorities, statutory priorities, and regulatory priorities. Dr. Nespoli will be providing further updates at the February board of trustees meeting.


IX. Chair's Report

Chair Drennan apologized for the delayed start, as he was returning from the Air Force Reserve Boss Lift program.

Chair Drennan congratulated the college and its staff for the two finalist in the AACC Awards of Excellence.

There being no further business to discuss, Trustee Puliti moved to adjourn the meeting. The motion was seconded by Trustee Blake and passed unanimously. The meeting adjourned at 7:44 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Deborah E. Preston". The signature is written in a cursive style with a large, looped initial 'D'.

Deborah E. Preston, Ph.D.
President
Mercer County Community College



Attachment #1

Agenda Item III (A)

	20-Dec-22		Preliminary				
	FY2023 Annual Budget	YTD Budget	Dec-22 YTD Actual	Over/(Under) YTD Budget	Actual % Used/Earned	Expected % Used/Earned	Variance % Used/Earned
Revenues:							*
State of New Jersey	7,344,000	3,672,000	3,724,196	52,196	50.71%	50.00%	0.71%
Mercer County	18,963,840	9,481,920	7,901,600	(1,580,320)	41.67%	50.00%	-8.33%
Tuition & Fees	27,576,240	21,365,798	20,624,596	(741,201)	74.79%	77.48%	-2.69%
Non-Credit Tuition & Fees	450,000	225,000	320,350	95,350	71.19%	50.00%	21.19%
Other **	2,190,500	1,095,250	2,719,013	1,623,763	124.13%	50.00%	74.13%
Total Revenue	56,524,580	35,839,968	35,289,756	(550,212)	62.43%	63.41%	-0.97%
<i>* Negative variance in the expected revenue equates to unfavorable anticipated earnings</i>							
Salaries - 59.28% of total Budget	33,509,501	15,465,924	16,055,401	589,477	47.91%	46.15%	1.76%
Benefits - 20.75% of total Budget	11,728,336	5,413,078	4,670,399	(742,679)	39.82%	46.15%	-6.33%
Total Salary and Benefits - 80.03% of total Budget	45,237,837	20,879,002	20,725,800	(153,202)	45.82%	46.15%	-0.34%
<i>- Salaries and Benefits allocated below</i>							
Expenses:							
Instruction	26,035,344	13,017,672	12,236,465	(781,207)	47.00%	50.00%	-3.00%
Academic Support	3,294,617	1,647,309	1,403,426	(243,882)	42.60%	50.00%	-7.40%
Student Services	5,322,559	2,661,280	2,671,207	9,928	50.19%	50.00%	0.19%
Institutional Support	15,256,169	7,628,085	7,142,706	(485,379)	46.82%	50.00%	-3.18%
Plant Operations	6,615,891	3,307,946	2,686,558	(621,387)	40.61%	50.00%	-9.39%
	56,524,580	28,262,290	26,140,362	(2,121,928)	46.25%	50.00%	-3.75%
<i>* Negative variance in the expected expense equates to favorable cost savings</i>							
<i>KEY BUDGET ITEMS (included above):</i>							
Utilities	1,880,000	940,000	735,928	(204,072)	39.15%	50.00%	-10.85%
Custodial Contract	895,000	447,500	405,237	(42,263)	45.28%	50.00%	-4.72%
Maintenance, Grounds and Equipment	2,100,000	1,050,000	832,276	(217,724)	39.63%	50.00%	-10.37%
IT Management, Computer Software and Hardware	2,300,000	1,150,000	603,040	(546,960)	26.22%	50.00%	-23.78%
	7,175,000	3,587,500	2,576,481	(1,011,019)	35.91%	50.00%	-14.09%
Total Expenditures	56,524,580	28,262,290	26,140,362	(2,121,928)	46.25%	50.00%	-3.75%
Surplus/(Deficit)	-	7,577,678	9,149,394	1,571,716			
** Other Revenue Key Items:							
WWFM Listener Donations	503,000	251,500	143,200	(108,300)	28.47%	50.00%	-21.53%
Conference Center and Food Commissions	174,600	87,300	217,538	130,238	124.59%	50.00%	74.59%
Partner Schools (Rutgers, William Patterson, FDU)	260,000	130,000	116,937	(13,063)	44.98%	50.00%	-5.02%
Mercer Institute	200,000	100,000	327,473	227,473	163.74%	50.00%	113.74%
Kelsey Theater	230,000	115,000	169,556	54,556	73.72%	50.00%	23.72%
Tower Rentals	225,000	112,500	157,538	45,038	70.02%	50.00%	20.02%
Facility Rentals	450,000	225,000	316,914	91,914	70.43%	50.00%	20.43%
Bookstore	150,000	75,000	47,236	(27,764)	31.49%	50.00%	-18.51%
Summer Camps (Tomato Patch/Athletics/Camp Colle	500,000	500,000	222,504	(277,496)	44.50%	100.00%	-55.50%

MERCER COUNTY COMMUNITY COLLEGE
 FINANCE OFFICE

Agenda Item III (B)

**INVESTMENT DETAIL
 FOR THE PERIOD ENDING DECEMBER 31, 2022**

<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>TERM & INTEREST</u>		<u>AMOUNT</u>
		<u>RATE</u>	<u>DUE</u>	
12/31/22	BANK OF PRINCETON	0.35%	N/A	589,553.00
12/31/22	BANK OF PRINCETON	0.35%	1/23	536,265.60
12/31/22	FIRST BANK	0.35%	N/A	1,055,244.66
12/31/22	WELLS FARGO BANK BALANCE	0.36%	N/A	6,369,253.05
12/31/22	CASH MANAGEMENT FUND-NJ	4.10%	N/A	<u>7,582,900.20</u>
				<u>\$ 16,133,216.51</u> *
	<u>LONG TERM INVESTMENTS</u>			
11/02/22	WELLS FARGO BANK - UNEMPLOYMENT TRUST	N/A		<u>\$ 501,862.10</u>

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

MCCC PURCHASE ORDER REPORT
 \$7,500 - \$37,500
 Date of BOARD MEETING: January 19, 2023

Agenda Item III (C)

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

PO#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P16118	11/22/22	Gregory's Auto Jackson, NJ	\$8,800.00	10-06-01-03-301407-69320	Emergency Declaration
Security Call box replacement and installation.					
B7678	11/22/22	Science Interactive Group Yulee, FL	\$14,000.00	10-01-01-02-206100-61101	MCCC RFQ #2108
Biology lab kits.					
B7679	11/22/22	Dare Commercial Services Franklinville, NJ	\$17,321.38	10-07-01-03-301401-68550	MCCC RFQ #2143
Annual road sweeping services.					
P16132	11/23/22	Mid-State Equipment Co. Pennington, NJ	\$33,600.00	22-01-01-02-302112-69310	MCCC RFQ #2321
Kubota loader for Horticulture program. Paid by Perkins grant.					
P16134	11/28/22	All-State Office Interiors Robbinsville, NJ	\$15,042.10	70-07-01-03-700102-69240	Sourcewell #080819
Carpeting for campus renovations.					
B7685	11/28/22	Clarke, Caton, Hintz PC Trenton, NJ	\$10,000.00	70-07-01-03-701510-64105	MCCC RFP #2103
Architectural services. Paid by NJ Chapter 12.					
P16140	11/28/22	KC Sign Aston, PA	\$11,180.00	10-05-01-04-402000-72100	ESCNJ # 21/22-26
Scoreboard for Softball field.					
P16154	11/28/22	Accruent LLC Austin, TX	\$24,199.25	10-01-01-03-301304-64110	Exemption: Proprietary
Annual subscription for Conference Center event scheduling subscription software, including cloud migration.					

P16169 12/5/22 Elsevier, Inc. \$20,041.50 10-01-01-02-206200-64110 Exemption: Sole Source
Maryland Heights, MO

Testing packages for Nursing students. Paid by Nursing student fees.

P16180 12/7/22 All-State Office \$21,486.50 70-07-01-03-700102-69240 NJSC # 23-Food-18184
Interiors
Robbinsville, NJ

Flooring renovation for JKC Kerney Hall Conference Room.

P16183 12/7/22 McCloskey \$34,774.16 70-07-01-03-701256-76101 HCC # HCESC-SER-21C
Mechanical Contractors Inc.
Blackwood, NJ

BS Building boiler replacement. Paid by NJ Chapter 12.

P16193 12/12/22 If It's Water \$11,514.85 10-05-01-04-404000-69320 MCCC RFQ #2320
Downingtown, PA

Pool wheelchair lift.

P16200 12/13/22 Insight Public \$22,409.89 10-01-01-03-301306-69642 NJSC #T3121/20-TELE-01512
Sector
Tempe, AZ

Vimeo annual renewal (live streaming software) 12/31/22-12/31/23.

B7708 12/13/22 Performance Food \$17,000.00 10-01-02-02-208005-61121 Exemption: Food
Group
Elizabeth, NJ

Food supplies for JKC Café.

P16201 12/13/22 ArcMercer \$19,140.30 10-06-01-03-301001-62335 MCCC Bid #1815
Ewing, NJ

November 2022 student shuttle service.

P16211 12/14/22 Dell Marketing \$28,104.53 10-01-01-03-301302-69724 NJSC #20-TELE-01510
Round Rock, TX

Adobe annual renewal for students and staff.

MCCC

Attachment #4
Agenda Item IV (A)

MERCER COUNTY COMMUNITY COLLEGE

Appointments, Ratification of Appointments, Reclassifications, Promotions, Stipends, Equity
Adjustments and Receipt of Staff Separation Report

RESOLUTION

BE IT RESOLVED, that this Board approves the appointments, ratification of appointments,
reclassifications, promotions, stipends, equity adjustments, and notes receipt of the Staff
Separation Report, which will be made a part of the minutes of this meeting.

Board of Trustees Meeting
January 19, 2023

APPOINTMENTS

1. Conley, Tonia, appointed as Ombuds for Student and Campus Care, in the President's Office at an annual salary of \$156,964 effective January 3, 2023.
2. Amy Bauer-Sinicin appointed as Assistant Professor of Accounting in Business, Technology, and Professional Studies at an annual salary of \$68,655 effective January 17, 2023.
3. Rubana Syed appointed as Assistant Professor of Accounting in Business, Technology, and Professional Studies at an annual salary of \$68,655 effective January 17, 2023.



Human Resources Office

To: Deborah Preston, Ph.D.

From: Barbara Basel, Vice President for Human Resources

Date: January 4, 2023

Re: Ratification of Appointments

The following appointments have been made since December 8, 2022.

Effective Date of /Hire	Department	Name	Title	Salary	Range	FLSA
12/12/2022	College Safety	Bryan Brokaw	College Safety Officer I	\$36,262.00	\$26,900 - \$51,904	Non-Exempt
1/3/2023	College Safety	Joseph Baldwin	College Safety Officer I	\$36,262.00	\$26,900 - \$51,904	Non-Exempt
1/3/2023	Academic Affairs: Career Training	Rafael Agliata	Career Training Instructor	\$50,000	\$38,000 - \$44,000	Exempt
1/3/2023	Finance & Administration	Nancy Krebs	Administrative Specialist II	\$42,500	\$35,295.00 - \$50,925.00	Non-Exempt
1/3/2023	Academic Affairs: Library Services	Ashley Leon-Van	JKC Library Technician	\$42,451	\$42,451.00 - \$64,461.00	Non-Exempt
1/9/2023	Math, Science & Health Professions	Nicole Killian	Assistant to the Dean	\$65,581.00	\$48,281 - \$76,929	Exempt
1/9/2023	Academic Affairs: Community Education Training	Mishika Thompson	Department Specialist	\$47,500.00	\$36,512.00 - \$53,212.00	Non-Exempt
1/232/2023	Human Resources	Yvette Henry	Executive Director of Human Resources	\$135,000.00	\$101,145 - \$191,592	Exempt



Human Resources Office

To: Deborah Preston, PhD., President
From: Barbara Basel, Vice President for Human Resources
Date: January 4, 2023
Re: Promotions/Reclassifications

The following Promotions/Reclassifications have been made since December 8, 2022.

Effective Date of Promotion/ Salary Adjustment	Department	Name	Current Title/New Title	Current Base Salary	Adjusted Base Salary
9/19/2022	Finance	Lori McKiernan	Current: Department Specialist New: Accounts Payable Disbursement Manager	\$47,680	\$58,000
9/19/2022	Finance	Courtney Herrick	Current: Accounting Manager New: Accounting & Compliance Manager	\$59,766	\$75,000



Human Resources

January 4, 2022

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

Date	Name	Title	Division	Type*
12/31/2022	Josephine Mathias	Professor of Accounting, Business, Technology & Professional Studies		RT
12/31/2022	Crystal Adams	Instructor Nursing	Math, Science and Health Professions	RS

- *
- RS - Resignation**
 - TR - Termination**
 - GE - Grant Ended**
 - RT - Retired**
 - CNR - Contract Not Renewed**

MCCC

Attachment #5
Agenda Item IV (B)

MERCER COUNTY COMMUNITY COLLEGE

REAPPOINTMENT OF THIRD-YEAR FACULTY MEMBERS

RESOLUTION

BE IT RESOLVED, that this Board hereby approves the offering of new appointments effective with the 2023-2024 academic year to certain faculty members currently in their third year of service, as recommended by the President as indicated in the attached which is to be made part of the minutes of this meeting.

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Date of FT Hire</u>
Douglas Wangombe	Assistant Professor, Math	Math, Science & Health Professions	1/11/2021



To: Dr. Tonia Perry-Conley,
Acting Vice President - Student Support Services,

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

Date: January 03, 2023

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.

During the calendar month of December 2022, there were no Clery classified offenses or occurrences reported through College Safety and Security.

End of report

MCCC

MERCER COUNTY COMMUNITY COLLEGE

REVISED SALARY RANGES FOR PART-TIME

STAFF RESOLUTION

WHEREAS, part-time employees are valuable members of the Mercer County
Community College staff; and

WHEREAS, the College will provide appropriate compensation in accordance to federal
minimum wage standards, and

WHEREAS, the College desires to provide appropriate compensation to recruit and retain
a fully competent workforce; and

WHEREAS, the College has revised policies to reflect current titles, salary minimums
and maximums based upon both internal and external factors; now therefore

BE IT RESOLVED, that this Board of Trustees approves the Operating Manual of the
Board [OMB] policies, policy additions and policy deletions appended hereto.



Human Resources

January 4, 2023

To: Deborah E. Preston, PhD., President
Robert Schreyer, Vice President for Academic Affairs
Laura Schepps, Vice President of Finance & Administration

From: Barbara A. Basel, Vice President for Human Resources

Subject: Policy for Board Approval Coaching Salary Revisions

Attached please find the following revised policies submitted for Board of Trustees approval:

- OMB 922 – Coaching Salaries and Ranges

The proposed revisions are competitive with the market data for similar hourly positions in the northeast region. While the rates for head coaches were adjusted in 2018, this revision updates rates for head coaches and assistant coaches. The recommendation will be phased over two fiscal years (January 1, 2023 and July 1, 2023). The revisions will ensure the retention of a quality part time workforce and reduce the cost of turnover.

Recommended and approved for presentation to the Board of Trustees:

Barbara A. Basel, Vice President for Human Resources

Date

Deborah E. Preston, PhD., President

Date

MCCC

OMB 922

COACHING SALARIES AND RANGES

Salary ranges for Head and Assistant Athletic Coaches are as follows, Effective Jan 1, ~~2019~~ **2023**.

<u>SPORT</u>	<u>CURRENT SALARY</u>	<u>PROPOSED SALARY</u>
Basketball (Men)	\$8,000	\$9,000
Assistant Coach (1)	\$5,000	\$5,600
Basketball (Women)	\$8,000	\$9,000
Assistant Coach (1)	\$5,000	\$5,600
Soccer (Men)	\$8,000	\$9,000
Assistant Coach (2)	\$5,000	\$5,600
Baseball (Men)	\$8,000	\$9,000
Assistant Coach (2)	\$5,000	\$5,600
Softball (Women)	\$8,000	\$9,000
Assistant Coach(2)	\$5,000	\$5,600
Tennis (Men)	\$5,500	\$6,200
Tennis (Women)	\$5,000	\$6,200
Cross-Country (Men)	\$5,000	(DISCONTINUED)
Cross Country (Women)	\$5,500	\$6,200
Lacrosse (Men)	\$8,000	\$9,000
Assistant Coach(2)	\$5,000	\$5,600
Lacrosse (Women)	\$8,000	\$9,000
Assistant Coach (2)	\$5,000	\$5,600
Strength and Conditioning (Men)	\$5,000	\$5,600
Strength and conditioning (Women)	\$5,000	\$5,600

*** Note: Work performed by assistant coaches over 600 hours per week will be paid the hourly minimum wage for the excess hours.**

Approved:
Board of Trustees
 December 16, 1976

Revised:

June 21, 1979	September 20, 2001
May 20, 1982	July 24, 2003
May 16, 1985	June 18, 2015
June 19, 1986	December 13, 2018
April 19, 1990	
October 15, 1992	

MCCC

MERCER COUNTY COMMUNITY COLLEGE

Revised Salary Ranges for Part-time Staff

RESOLUTION

WHEREAS, part-time employees are valuable members of the Mercer County
Community College staff; and

WHEREAS, the College will provide appropriate compensation in accordance to federal
minimum wage standards, and

WHEREAS, the College desires to provide appropriate compensation to recruit and retain
a fully competent workforce; and

WHEREAS, the College has revised policies to reflect current titles, salary minimums
and maximums based upon both internal and external factors; now therefore

BE IT RESOLVED, that this Board of Trustees approves the Operating Manual of the
Board [OMB] policies, policy additions and policy deletions appended hereto.

Board of Trustees Meeting
January 19, 2023



Human Resources

January 4, 2023

To: Deborah E. Preston, PhD., President
Robert Schreyer, Vice President for Academic Affairs
Laura Schepps, Vice President of Finance & Administration

From: Barbara A. Basel, Vice President for Human Resources

Subject: Policy for Board Approval-Part time Salary Revisions

Attached please find the following revised policies submitted for Board of Trustees approval:

- OMB 927A – Non-academic Support Staff
- OMB 927B – Clerical Support Staff
- OMB 927C - Testing Staff
- OMB 927D – Technical Staff
- OMB 927E – Laboratory Support Staff
- OMB 927F – Athletic Staff
- OMB 927G – Academic Staff
- OMB 927H – PT Professional Staff

The proposed revisions are competitive with the market data for similar hourly positions in the northeast region. The rates have not been updated since 2016 and not remains current with cost of living updates for similar full-time positions. The recommendation will be phased over two fiscal years. The revisions will ensure the retention of a quality part time workforce and reduce the cost of turnover.

Recommended and approved for presentation to the Board of Trustees:

Barbara A. Basel, Vice President for Human Resources

Date

Deborah E. Preston, Ph.D., President

Date

MCCC

OMB 927 A

SALARY RATES FOR PART-TIME NON-ACADEMIC SUPPORT STAFF

EFFECTIVE: January 1, 2023

Classification	Minimum
Sous Chef	20.00
Sous Chef /Food Svc Supervisor	22.00
Customer Care – Food Service I	15.00
Customer Care – Food Service II	17.00
Custodian/Groundskeeper/ Maintenance Worker	15.00
Security Officer	15.00
Production Assistant	15.00

*Employees working on shifts of which the majority of working hours fall between 3pm and 11pm shall receive, in addition to their regular pay, an additional **\$1.75** per hour. Employees working on shifts of which the majority of working hours fall between 11pm and 7am shall receive, in addition to their regular pay, an additional **\$2.00**.

Approved:

Board of Trustees
October 1, 2002

Revised:

June 21, 1990
July 18, 1991
July 16, 1992
July 15, 1993
June 30, 1996
June 25, 1998
October 1, 2002
June 16, 2005
January 19, 2006
May 26, 2016

MCCC

OMB 927 B

SALARY RATES FOR PART-TIME ADMINISTRATIVE SUPPORT STAFF

EFFECTIVE: January 1, 2023

Classification	Minimum
Executive Assistant	20.00
Department/Nursing/Health Program Specialist	20.00
Administrative Specialist II	19.00
Administrative Specialist I	17.00
Administrative Assistant II	16.00
Administrative Assistant I	15.00

Approved:
Board of Trustees
June 16, 2005

Revised:
May 26, 2016

MCCC

OMB 927 C

SALARY RATES FOR PART-TIME TEST ADMINISTRATION STAFF

EFFECTIVE: January 1, 2023

Classification	Minimum
Examination Proctor	15.00
Assistant Test Administrator	14.00
Test Administrator	15.00
Testing Specialist (BA/BS)	19.50

Approved:
Board of Trustees
January 21, 1982

Revised:
June 16, 2005
October 19, 2006
May 26, 2016

MCCC

OMB 927 D

SALARY RATES FOR PART-TIME INFORMATION TECHNOLOGY SERVICES STAFF

EFFECTIVE: January 1, 2023

Classification	Minimum
Technical Support Specialist I (Technician I)	23.00
Technical Support Specialist II (Technician II)	26.00
IT Analyst	26.00
IT Programmer	35.00
Telecommunication Specialist	26.00

Approved:
Board of Trustees
June 16, 2005

Revised:
October 19, 2006
May 26, 2016

MCCC

OMB 927 E

SALARY RATES FOR PART-TIME LABORATORY SUPPORT STAFF

EFFECTIVE: January 1, 2023

Classification	Minimum
Laboratory Assistant	15.00
Laboratory Support Specialist	17.00

Approved:
Board of Trustees
January 19, 2006

Revised:
May 26, 2016

MCCC

OMB 927 F

SALARY RATES FOR PART-TIME ATHLETICS STAFF

EFFECTIVE: January 1, 2023

<u>Classification</u>	<u>Minimum</u>
Fitness Center Attendant	15.00
Recreation Specialist	15.00
Life Guard I	15.00
Life Guard II	17.00
Athletics Facilities Site Manager	20.00

Approved:
Board of Trustees
January 19, 2006

Revised:
May 26, 2016

MCCC

OMB 927 G

SALARY RATES FOR PART-TIME ACADEMIC STAFF

EFFECTIVE: January 1, 2023

Classification	Minimum
Mentor	15.00
Tutor I (Associate)	15.00
Tutor II (BA/BS)	16.00
Tutor III (MS)	17.00
Education Specialist I Non-Teaching (BA/BS)	17.00
Education Specialist I, Teaching (BA/BS)	20.50
Education Specialist II non-Teaching (MS)	21.00
Education Specialist II, Teaching (MS)	25.00
Teaching Assistant I (Associates)	15.00
Teaching Assistant II (BA/BS)	16.00
Teaching Assistant III (MS)	17.00
Library Clerk (HS/GED/Associates)	15.00
Library Specialist (BA/BS)	22.00
Recruiter	18.00
Counselor I (BA/BS)	25.00
Counselor II (MS)	27.00
Counselor III (PhD)	30.00
Success Coach I (BA/BS)	25.00
Success Coach I (MS)	27.00

Board of Trustees
June 21, 1990

Revised:

July 18, 1991
July 16, 1992
July 15, 1993
June 30, 1996
June 25, 1998
October 1, 2002
October 19, 2006
May 26, 2016

MCCC

OMB 927 H

SALARY RATES FOR PART-TIME PROFESSIONAL STAFF

EFFECTIVE: January 1, 2023

Classification	Minimum
Coordinator I (Associates)	25.00
Coordinator II (BA/BS)	27.00
Coordinator III (MS)	30.00
Announcer	20.00
Assistant Radio Technician	15.00
Assistant Curator	17.00
Curator	21.00
Grants Writer	25.00
Public Relations Writer	25.00
Accountant I (BA/BS)	28.00
Accountant II (MS)	30.00
Accountant III (CPA)	40.00
Project Manager (MS)	25.00

Approved:

Board of Trustees

October 19, 2006

Revised:

September 18, 2008

May 26, 2016