

MERCER COUNTY COMMUNITY COLLEGE
Minutes of the 678th Meeting
of the Board of Trustees
September 30, 2021

The public meeting was called to order by Chair Mark Matzen, at 6:00 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, David Fried, Lenora Green, Yasmin Hernandez-Manno, Anthony Inverso, Larry Nespoli, and Jianping Wang, President. Also present was Perry Lattiboudere, College Counsel. Absent was Kevin Drennan.

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

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

D) PUBLIC COMMENT

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

II. A) APPROVAL OF MINUTES OF THE JULY 15, 2021 BOARD MEETING

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

BE IT RESOLVED, that the minutes of the July 15, 2021 meeting of the Board of Trustees are approved as presented.

B) APPROVAL OF EXECUTIVE SESSION MINUTES FROM JULY 15, 2021

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

BE IT RESOLVED, that the Executive Session minutes of the July 15, 2021 Executive Session of the Board of Trustees are approved as presented.

III. FINANCIAL MATTERS

Chair Matzen presented Agenda Items III (A) through (D) for ratification, which were seconded by Ms. Berrios-Ohler. The items were ratified with Trustees Berrios-Ohler, Brown-Glaude, Delli Santi, 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 JULY AND AUGUST

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

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

E) BROADVIEW NETWORKS C/O WINDSTREAM SERVICES LLC

WHEREAS, Mercer County Community College has a need to obtain digital VoIP landline telephone services and equipment (770 phones) for the next five (5) years, to realize equipment upgrades and VoIP services at reduced, locked-in rates; and

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a new contract with Broadview Networks c/o Windstream Services LLC of Little Rock, Arkansas, to obtain digital VoIP landline telephone services and equipment (770 phones) to realize equipment upgrades and VoIP landline telephone services at reduced, locked-in rates, at a cost not to exceed \$875,000 for five (5) years from October 1, 2021 through September 30, 2026.

*NJ State Contract Master Blanket P.O. #85017

F) CINTAS

WHEREAS, Mercer County Community College has a need to acquire uniforms and uniform cleaning services for Facilities and College Safety Officers, first aid and safety supplies and training classes for the West Windsor and James Kerney campuses in FY 2022; and

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

WHEREAS, Mercer County Community College has identified that Cintas of Cincinnati, Ohio has the needed equipment and supplies available under a Federal GSA Cooperative Pricing Agreement* which represents the best value for the College and determined that consolidation of safety equipment and training classes purchases and utilization of better technology through utilizing Cintas will produce reduced spending with other safety equipment vendors for the fiscal year; and

WHEREAS, Mercer County Community College has joined the Omnia Partners, Public Sector+ cooperative pricing system for the procurement of goods and services at competitive pricing and offers competitively solicited and awarded service agreements by public agencies and governmental units to insure that industry best practices, processes and procedures are applied to obtain the most cost-effective bids representing the best value for its membership; now therefore

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.10, specifically provides for the purchase of work, materials and supplies by Cooperative Agreement with the governing bodies of any municipality or of the county within whose boundaries any such college is wholly or partially located; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to increase the contract amount with Cintas, Cincinnati, Ohio, to acquire uniforms and uniform cleaning services for Facilities and College Safety Officers, first aid and

safety supplies and training classes for the West Windsor and James Kerney campuses for an amount not to exceed \$75,000 from July 1, 2021 through June 30, 2022.

* GSA Contract #47-QSWA18D 000M
+ OMNIA Partners #R-BB-19002

G) EXTEL COMMUNICATIONS, INC.

WHEREAS, Mercer County Community College has a need to purchase audio, data and video network cables, ancillary equipment and supplies and cabling installation services for the Quad, Communications Center (CM) and the Conference Center (MC) as well as the College's Wi-Fi network upgrade and expansion project at the James Kerney and West Windsor campuses in FY 2022; and

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

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

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Extel Communications, Inc. of North Haledon, New Jersey to purchase audio, data and video network cables, ancillary equipment and supplies including cabling installation services for the Quad, Communications Center (CM) and the Conference Center (MC) and the College's Wi-Fi network upgrade and expansion project at the James Kerney and West Windsor campuses in FY 2022. An amount not to exceed \$70,000 will be paid by the federal and/or state Coronavirus Aid, Relief and Economic Security (CARES) Act and related acts (Wi-Fi project); and an amount not to exceed \$30,000 will be paid by general College funds (Quad, CM, and MC buildings), for a total aggregate not to exceed amount of \$100,000 with this vendor for the period July 1, 2021 through June 30, 2022 (FY 2022).

* New Jersey State Contract #A88737

H) EDUCATIONAL FURNITURE SOLUTIONS, INC. (EFS)

WHEREAS, Mercer County Community College has the need to furnish and install new theater seating and ancillary supplies (panels, lights, ADA end panels and transfer arms) and removal and demolition of old seating for the Kelsey Theater at the West Windsor campus; and

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

WHEREAS, Mercer County Community College is a member of the Educational Services Commission of New Jersey Cooperative Pricing Agreement for the procurement of goods and services at competitive pricing; and

WHEREAS, Mercer County Community College has identified that Krueger International care of Educational Furniture Solutions Inc. of West Point, Pennsylvania, has the expertise to furnish and install new theater seating and ancillary supplies (panels, lights, ADA end panels and transfer arms) for the Kelsey Theater at the West Windsor campus, under the Cooperative Pricing Agreement with the Educational Services Commission of New Jersey Cooperative* which represents the best value for the College; and

WHEREAS, the Board approved a resolution on June 17, 2021 for the President to contract with Krueger International, under the care of Educational Furniture Solutions Inc. of West Point, Pennsylvania in the not to exceed amount of \$115,000 from July 1, 2021 through June 30, 2022 but this amount did not include the estimated cost for demolition and removal of existing theater seating; now therefore;

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to increase the contract amount with Krueger International, under the care of Educational Furniture Solutions Inc. of West Point, Pennsylvania, to furnish and install new theater seating and ancillary supplies (panels, lights, ADA end panels and transfer arms), and removal and demolition of old seating for the Kelsey Theater at the West Windsor campus, for a new not to exceed amount increased by \$17,865 from \$115,000 to \$132,865 from July 1, 2021 through June 30, 2022. Paid by the New Jersey Chapter 12 program.

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

I) FINANCIAL AID SERVICES, INC.

WHEREAS, Mercer County Community College recently experienced personnel changes that necessitated the acquisition of an interim Director of Financial Aid and Financial Aid Counselor and contingent financial aid department staff, to ensure

sufficient resources are available within the Financial Aid department until permanent staffing is appointed and in place for Fiscal Year 2022; 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) (1) exempts professional services from public advertising for bids but requires a resolution authorizing the award of such a contract; and

WHEREAS, Financial Aid Services, Inc. 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, the President is authorized, on behalf of the Board, to amend the contract with Financial Aid Services, Inc. of Atlanta, GA, in accordance with the January 21, 2021 and March 18, 2021 resolutions adopted by the Board of Trustees, by a not to exceed amount of \$110,000 to retain an interim Director of Financial Aid (for July 2021 only) and a Financial Aid Counselor (July to August 31, 2021) and contingent financial aid department staff from July 1, 2021 through October 31, 2021 (FY 22). Paid for by Title III funds and College Operating funds.

J) FOVEONICS IMAGING TECHNOLOGIES, INC.

WHEREAS, Mercer County Community College has a need to acquire services and software to scan and convert two-hundred and twenty-five (225) standard banker boxes of human resource documents into electronic format and import these images into the College's document management system (Laserfiche) for all active and inactive full-time, and part-time employees, adjunct employees and terminated employees for the James Kerney and West Windsor campuses in FY 2022; and

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

WHEREAS, Mercer County Community College is a member of Educational Services Commission of New Jersey Cooperative Pricing Agreement for the procurement of goods and services at competitive pricing; and

WHEREAS, Mercer County Community College has identified that Foveonics Imaging Technologies Inc. of Toms River, New Jersey has the experience necessary to provide document scanning, conversion and document transfer services for the James Kerney and West Windsor campuses, under the Cooperative Pricing Agreement with the Educational Services Commission of New Jersey* which represents the best value for the College; now therefore;

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with, Foveonics Imaging Technologies Inc. of Toms River, New Jersey to acquire services and software to scan and convert two-hundred and twenty-five (225) standard banker boxes of human resource documents into electronic format and import these images into the College's document management system (Laserfiche) for all active and inactive full time, and part-time employees, adjunct employees and terminated employees, for the James Kerney and West Windsor campuses at a cost not to exceed \$90,000 from October 1, 2021 through September 30, 2022 (FY 2022).

*New Jersey State Approved Co-op #65MCESCCPS Bid # ESCNJ 16/17-48

K) GREENLEAF LANDSCAPE SYSTEMS AND SERVICES, INC.

WHEREAS, Mercer County Community College has a need to acquire lawn cutting and leaf removal services in FY 2022; and

WHEREAS, the County of Mercer conducts a voluntary Cooperative Pricing System with municipalities and the Boards of Education located in Mercer County, utilizing administrative purchasing services and facilities of the County of Mercer; and this Cooperative Pricing Agreement* is to effect economies in the purchase of lawn cutting, tree trimming services and leaf removal services; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.10, specifically provides for the purchase of work, materials and supplies by Cooperative Agreement with the governing bodies of any municipality or of the county within whose boundaries any such college is wholly or partially located; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to extend the contract with the County of Mercer's awarded vendor, Greenleaf Landscape Systems and Services, Inc. of Eatontown, New Jersey, for an amount not to exceed \$106,800 to acquire lawn cutting and leaf removal services at the West Windsor campus from October 1, 2021 through September 30, 2022.

*Mercer County Contract CK09Mercer2018-02

L) INFINITY FLIGHT GROUP

WHEREAS, Mercer County Community College has need to obtain aviation flight instructional training and equipment (including aircraft) for students enrolled in the College's Aviation program through July 31, 2022; 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, 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) (1) exempts professional services from public advertising for bids but requires a resolution authorizing the award of such a contract; and

WHEREAS, Infinity Flight Group, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Infinity Flight Group, 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 Infinity Flight Group, 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 issue payments using student paid flight school fees that are passed-through to Infinity Flight Group LLC to acquire aviation flight instructional training for students enrolled in the College's Aviation program, pursuant to the resolution adopted by the Board of Trustees on July 16, 2020, for an amount not to exceed \$5,000,000 for the period August 1, 2021 through July 31, 2022. Paid exclusively from student flight instructional pass-through fees.

*New Jersey State Contract #85580

M) KYOCERA DOCUMENT SOLUTIONS, INC.

WHEREAS, Mercer County Community College has a need to obtain copier services at the Dempster Fire Academy, James Kerney and West Windsor campuses in FY 2022; and

WHEREAS, Mercer County Community College intends to award a contract with Kyocera Document Solutions, Inc. to provide the College copier services from October 1, 2021 through September 30, 2022, in order to investigate its longer-term options beyond September 30, 2022; and

WHEREAS, during this period, the College will be evaluating all options for acquisition of future copier services, including issuing a publically advertised Request for

Bids (RFB), or invoking the provision of the County Contracts Law, N.J.S.A 18A:64A-25.9 (a), that exempts the purchase of any materials, supplies, goods, services or equipment entered into on behalf of the State of New Jersey by the Division of Purchase and Property* from public advertising from bids but requires a resolution authorizing the award of such a contract;

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to extend the contract with Kyocera Document Solutions, Inc. to continue to provide necessary copier services for an additional one (1) year from October 1, 2021 through September 30, 2022, for an amount not to exceed \$70,000, in order to investigate longer-term options beyond fiscal year 2022.

* New Jersey State Contract #G-2075/40465

N) ACCEPTANCE OF FY 2022 FUNDS – CARL D. PERKINS CAREER AND TECHNICAL EDUCATION CENTER

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 FY2022; and

WHEREAS, the New Jersey Department of Education notified the College on August 2, 2021 that it is approving its Carl D. Perkins Career and technical Grant FY 2022 for the amount of \$570,706; 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 \$570,706 for the period from July 1, 2021 through June 30, 2022.

O) FAIRLEIGH DICKINSON PARTNERSHIP AGREEMENT

WHEREAS, Mercer County Community College seeks to establish a partnership with Fairleigh Dickinson University that enables students to complete the upper division courses required for certain undergraduate and/or graduate degree programs upon completion of an associate degree at the James Kerney Trenton and West Windsor campuses; and

WHEREAS, Mercer County Community College agrees to provide the necessary support, administrative services and space for students to transition to the Bachelor of Arts, Bachelor of Science and the combined Bachelor/Master degree programs at Fairleigh Dickinson University; and

WHEREAS, Fairleigh Dickinson University agrees to provide an employee to administer the day-to-day operations of this program at Mercer County Community College;

and

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to amend the Agreement of Understanding with Fairleigh Dickinson University, in accordance with the resolution adopted by the Board of Trustees on July 21, 2016, to adjust tuition and fee rates to provide support, administrative services and space that enables students to take upper division courses required for certain Fairleigh Dickinson University undergraduate and/or graduate degree programs for payments (revenue) to the College of up to \$61,000 through June 30, 2022 (FY 2022).

P) HUAXIA PLAINSBORO CHINESE SCHOOL – LEASE AGREEMENT

WHEREAS, the Mercer County Community College has a need to support education services in Mercer County, New Jersey as identified in the College's Strategic Plan and consistent with the Facilities Master Plan; and

WHEREAS, the College has identified a suitable tenant for lease at the West Windsor Campus and would meet the needs to establish education services outreach for Mercer County, New Jersey; and

WHEREAS, Huaxia Plainsboro Chinese School, which provides multi-lingual information technology and general business instruction, has a desire to lease twenty-four (24) classrooms on the first and second floors of the Liberal Arts (LA) and the second floor of the Business (BS) buildings on the West Windsor campus, beginning September 12, 2021 and ending on June 26, 2022; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a Lease Agreement with the Huaxia Plainsboro Chinese School to lease twenty four (24) classrooms on the first and second floors of the Liberal Arts (LA) and second floor of the Business (BS) buildings at the West Windsor campus, for (30) Sunday afternoon sessions from September 12, 2021 through June 26, 2022 (ten-month term) for \$2,016 for building rent and \$384 for porter and janitorial services for a total price (revenue) of up to \$2,400 payable to the College for each Sunday session.

Q) RUTGERS UNIVERSITY PARTNERSHIP AGREEMENT

WHEREAS, Mercer County Community College has established a partnership with Rutgers, the State University of New Jersey, that enables students to complete the upper division courses required for certain undergraduate and/or graduate degree programs at the James Kerney and West Windsor campuses; and

WHEREAS, Mercer County Community College agrees to provide classroom and

administrative space necessary for the effective functioning of classes offered by Rutgers, the State University of New Jersey; and

WHEREAS, N.J.S.A. 18A:64A-12 (j) authorizes the Board of Trustees to enter into contracts and agreements with the State or any of its political subdivisions, or with any public body, department or agency of the State or the United States which is necessary or desirable for college purposes; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to amend the Memorandum of Understanding with Rutgers, the State University of New Jersey, in accordance with the resolution adopted by the Board of Trustees on September 15, 2016, to extend the partnership agreement and authorize the associated fee for up to a maximum of \$25,000 (revenue) annually, used to reimburse the College for increased educational program utilization and related services by faculty, staff and students on the West Windsor campus, through June 30, 2022.

R) RUTGERS UNIVERSITY FACILITY USE AGREEMENT

WHEREAS, Mercer County Community College has established a partnership with Rutgers, The State University of New Jersey that enables students to complete the upper division courses required for certain undergraduate and/or graduate degree programs at the Trenton and West Windsor campuses; and

WHEREAS, Mercer County Community College agrees to provide classroom and administrative space necessary for the effective functioning of classes offered by Rutgers, The State University of New Jersey; and

WHEREAS, N.J.S.A. 18A:64A-12 (l) requires the Board of Trustees to approve a resolution to lease college property which is necessary or desirable for college purposes; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to extend the Facility Use Agreement with Rutgers, the State University of New Jersey, in accordance with the resolution adopted by the Board of Trustees on October 16, 2014, to provide classroom and administrative space on the West Windsor campus for an annual facility use fee of \$40,000 through June 30, 2022.

S) WILLIAM PATERSON UNIVERSITY PARTERSHIP AGREEMENT

WHEREAS, Mercer County Community College (“College”) seeks to continue its partnership with William Paterson University that enables students to complete the upper division courses required for certain undergraduate and/or graduate degree programs at the James Kerney Trenton and West Windsor campuses; and

WHEREAS, Mercer County Community College agrees to provide classroom and administrative space necessary for the effective functioning of classes offered by William Paterson University; and

WHEREAS, Mercer County Community College will assign classroom and administrative space to William Paterson University; and

WHEREAS, N.J.S.A. 18A:64A-12 (j) authorizes the Board of Trustees to enter into contracts and agreements with the State or any of its political subdivisions, or with any public body, department or agency of the State or the United States which is necessary or desirable for college purposes; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to amend the Memorandum of Understanding with William Paterson University, in accordance with the initial resolution adopted by the Board of Trustees on September 15, 2016, to provide classroom and administrative space that enables students to take upper division courses required for certain William Paterson University undergraduate and/or graduate degree programs for payments (revenue) to the College of up to \$185,000 through June 30, 2022 (FY 22).

T) ACCEPTANCE OF GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND II OPPORTUNITY MEETS INNOVATION CHALLENGE GRANT

WHEREAS, the State of New Jersey, Office of the Secretary of Higher Education has approved Mercer County Community College's application for the Governor's Emergency Education Relief Fund II Opportunity Meets Innovation Challenge Grant beginning June 1, 2021 and ending on September 30, 2023; and

WHEREAS, the New Jersey Department of Education, Office of the Secretary of Higher Education is providing funds to the college to support the college's ability to offer students an innovative dual-enrollment model that will target low-income students and give them the capacity to complete a year of college credit before graduating high school; and

WHEREAS, Mercer County Community College will provide up to three-hundred (300) students with academic and social support services that are designed to strengthen students' college readiness which will culminate in earned college credit by the end of high school at no cost to the student and;

WHEREAS, the program will additionally focus on outreach to middle school and high school students to educate them on the accelerated pathways to non-credit and credit programs; and

WHEREAS, the State of New Jersey, Office of the Secretary of Higher Education requires that this Board formally accept the grant funds; now therefore

BE IT RESOLVED, that the Mercer County Community College Board of Trustees accept the State of New Jersey, Office of the Secretary of Higher Education Governor's Emergency Education Relief Fund II Opportunity Meets Innovation Challenge Grant, for the estimated funding amount of \$1,000,000 for the period from June 1, 2021 through September 30, 2023.

U) ACCEPTANCE OF FUNDS – NJ HSE HUNGER-FREE CAMPUS GRANT

WHEREAS, the State of New Jersey, Office of the Secretary of Higher Education has approved Mercer County Community College's application for the Hunger-Free Campus Grant beginning June 1, 2021 and ending on September 30, 2023; and

WHEREAS, the New Jersey Department of Education, Office of the Secretary of Higher Education is providing funds to the college to support innovative ways to combat food insecurity on public colleges and university campuses and assist in planning for long-term solutions; and

WHEREAS, Mercer County Community College will address student hunger, leverage more sustainable solutions to address basic food needs on campuses, raise awareness of currently-offered campus services that address basic food needs, and continue to build strategic partnerships at the local, state, and national levels to address food insecurity among students; and

WHEREAS, the State of New Jersey, Office of the Secretary of Higher Education requires that this Board formally accept the grant funds; now therefore

BE IT RESOLVED, that the Mercer County Community College Board of Trustees accept the State of New Jersey, Office of the Secretary of Higher Education grant estimated funding amount of \$99,833.90 for the period from June 1, 2021 through September 30, 2023.

V) RH PERRY & ASSOCIATES

WHEREAS, Mercer County Community College (the "College" or "MCCC") has a need to retain the services of an executive search firm to conduct a search for the position of President of the College; and

WHEREAS, the College solicited proposals from qualified executive search firms for such executive search services, and conducted interviews with six responsive firms, including RH Perry & Associates ("RH Perry"); and

WHEREAS, RH Perry is fully qualified to provide the services hereunder and the firm has and will maintain all required licenses, approvals, and certifications; and

WHEREAS, pursuant to N.J.S.A. 52:32-44, RH Perry has provided the College with a copy of its Business Registration Certificate, a fully executed C.271 Political Disclosure

Form, and Agreement with MCCC which fully incorporates the College's Specifications and RH Perry's Bid Response; now therefore

BE IT RESOLVED, that the Board of Trustees hereby approves the engagement and Agreement with RH Perry & Associates to conduct an executive search for President of the College at a cost and fees not to exceed \$83,600.00

IV. HUMAN RESOURCES MATTERS

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

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

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

B) PROMOTION IN ACADEMIC RANK

BE IT RESOLVED, that this Board hereby approves promotions in academic rank as indicated below, with salary increases as approved by the Faculty contract, effective for the 2021-2022 academic year, as recommended by the President.

To Associate Professor:
Florence (Shannon) Lee

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

C) RATIFICATION OF THE MCCC FACULTY ASSOCIATION CONTRACT

WHEREAS, negotiations have been conducted between Mercer County Community College and the Mercer County Community College Faculty Association, resulting in a proposed agreement for the period July 1, 2021, to June 30, 2024, and said agreement having been ratified by the membership of the Federation; now therefore

BE IT RESOLVED, that this Board hereby ratifies this agreement and authorizes the president, on behalf of this Board, to execute said agreement, a copy of which will be made a part of the minutes of this meeting. (Attachment #5)

V. OPERATIONS MATTERS

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

A) JULY 2021 CLERY REPORT

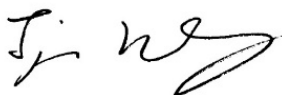
The members of the Board noted receipt and review and ratified the July 2021 Clery Report, which is attached. (Attachment #6)

B) AUGUST 2021 CLERY REPORT

The members of the Board noted receipt and review and ratified the August 2021 Clery Report, which is attached. (Attachment #7)

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 6:15 p.m.

Respectfully submitted,



Dr. Jianping Wang
President, Mercer County Community College

/bb
Attachments



2-Sep-21

**Preliminary
DRAFT**

	FY2022 Budget	Aug-21 YTD Actual	(Over)/Under Annual Budget	Actual % Used/Earned	Expected % Used/Earned	Variance % Used/Earned
Revenues:						
State of New Jersey	7,000,000	1,214,676	5,785,324	17.35%	16.67%	0.68%
Mercer County	18,592,000	2,968,968	15,623,033	15.97%	16.67%	-0.70%
Tuition & Fees	27,511,000	3,663,566	23,847,434	13.32%	16.67%	-3.35%
Non -Credit Tuition & Fees	450,000	40,548	409,453	9.01%	16.67%	-7.66%
Other **	3,840,500	521,675	3,318,825	13.58%	16.67%	-3.09%
Total Revenue	57,393,500	8,409,432	48,984,068	14.65%	16.67%	-2.02%
Salaries - 55.05% of total Budget	32,676,286	4,880,507	27,795,779	14.94%	16.67%	-1.73%
Benefits - 18.44% of total Budget	10,946,025	2,173,338	8,772,687	10.72%	16.67%	-5.95%
Total Salary and Benefits - 73.49% of total Budget	43,622,311	7,053,846	36,568,465	13.88%	16.67%	-2.79%
<i>- Salaries and Benefits allocated below</i>						
Expenses:						
Instruction	26,293,263	3,476,027	22,817,236	12.25%	16.67%	-4.42%
Academic Support	3,327,896	603,332	2,724,564	17.28%	16.67%	0.61%
Student Services	5,477,331	858,756	4,618,575	14.51%	16.67%	-2.16%
Institutional Support	15,612,292	2,583,702	13,028,590	15.70%	16.67%	-0.97%
Plant Operations	6,682,718	544,510	6,138,208	7.84%	16.67%	-8.83%
	57,393,500	8,066,326	49,327,174	13.18%	16.67%	-3.49%
KEY BUDGET ITEMS (included above):						
Utilities	1,870,000	105,764	1,764,236	5.66%	16.67%	-11.01%
Custodial Contract	892,500	2,398	890,102	0.27%	16.67%	-16.40%
Maintenance, Grounds and Equipment	2,035,429	170,754	1,864,675	8.39%	16.67%	-8.28%
IT Management, Computer Software and Hardware	2,400,000	483,533	1,916,467	20.15%	16.67%	3.48%
	7,197,929	762,449	6,435,480	10.59%	16.67%	-6.08%
Total Expenditures	57,393,500	8,066,326	49,327,174	13.18%	16.67%	-3.49%
(Surplus)/Deficit	-	(343,106)	(343,106)			
** Other Revenue Key Items:						
WWFM Listener Donations	503,000	34,127	468,873	6.78%	16.67%	-9.89%
Conference Center and Food Commissions	174,600	2,148	172,452	1.23%	16.67%	-15.44%
Partner Schools (Rutgers, Felician, William Patterson, F.	260,000	11,330	248,670	4.36%	16.67%	-12.31%
Mercer Institute	650,000	3,732	646,269	0.57%	16.67%	-16.10%
Kelsey Theater	230,000	337	229,663	0.15%	16.67%	-16.52%
Tower Rentals	225,000	-	225,000	0.00%	16.67%	-16.67%
Facility Rentals	317,400	126,633	190,767	39.90%	16.67%	23.23%
Bookstore	150,000	-	150,000	0.00%	16.67%	-16.67%
Summer Camps (Tomato Patch/Athletics/Camp College	500,000	477,931	22,069	95.59%	100.00%	-4.41%

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

MCCC

Attachment #2

MCCC

Agenda Item III (B)

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

<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>TERM & INTEREST</u>		<u>AMOUNT</u>
		<u>RATE</u>	<u>DUE</u>	
08/31/21	BANK OF PRINCETON	0.10%	N/A	3,587,313.25
08/31/21	BANK OF PRINCETON	0.35%	1/11/2022	534,391.96
08/31/21	FIRST BANK	0.35%	N/A	1,047,029.75
08/31/21	WELLS FARGO BANK BALANCE	0.25%	N/A	8,363,746.72
08/31/21	CASH MANAGEMENT FUND-NJ	0.33%	N/A	<u>6,000,328.04</u> ***
				<u>\$ 19,532,809.72</u>
	<u>LONG TERM INVESTMENTS</u>			
08/31/21	WELLS FARGO BANK - UNEMPLOYMENT TRUST FUND	N/A		<u>\$ 553,623.91</u>

*** Cash Balances are gross, current Liabilities are not netted against these balances
 Includes 6.34mil of CARES 2 drawdown funds to offset 8.724 in lost revenue

MCCC PURCHASE ORDER REPORT
 \$7,500 - \$37,500
 DATE OF BOARD MEETING: September 17, 2021
 Budget lines beginning with "2" indicate grant funded

PO#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P13701	6/28/21	Mockingbird Education Frisco, TX	\$10,000.00	22-01-02-02-302022-61100	Camden County Educational Commission Quote #66
Training for College staff to increase student retention. Paid by NJDOL/Workforce grant.					
P10237	6/28/21	Honorlock LLC Boca Raton, FL	\$35,000.00	10-01-01-02-200403-64110	NJ Joint Purch. Consortium RFP #20/21-891
Payment for online proctored exam services.					
P13704	6/30/21	Builder Services Group, DBA Coastal Insulation Daytona Beach, FL	\$25,250.00	10-07-01-03-301401-68550	MCCC RFQ #2151
Insulation for pole barn for Facilities department.					
P13705	7/1/21	CM3 Building Solutions Inc. Ft. Washington, PA	\$24,642.60	10-06-01-03-301001-69741	Camden Co. Ed. Services Commission Quote # 66
Electrical work for SmartClassrooms project by IT department. Paid by CARES Act.					
P13721	7/1/21	Myjove Cambridge, MA	\$10,000.00	10-04-01-03-200300-69724	Exemption: Library Materials
Journal of Visualized Experiments software for Biology departments.					
P13723	7/1/21	Jersey Mail Systems LLC Freehold, NJ	\$24,188.40	10-07-01-03-301404-69330	MCCC Bid #1809
Lease and maintenance for Mailing Equipment and software for Facilities department.					
B6491	7/1/21	Magic Glass Art Fairless Hills, PA	\$15,000.00	38-03-01-02-207005-64206	Exemption: Professional Services
Payment for 2022 Camp College Art courses. Paid by Camp fees.					

B6493	7/1/21	Mad Science West New Jersey Pennington, NJ	\$10,000.00	38-03-01-02-207005-64206	Exemption: Professional Services
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Payment for 2022 Camp College Science courses. Paid by Camp fees.

B6495	7/1/21	George Dapper Keasbey, NJ	\$11,000.00	38-03-01-02-207005-64110	MCCC RFQ #2154
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Transportation for 2022 Camp College students.

B6510	7/1/21	Document Depot Princeton, NJ	\$12,000.00	10-07-01-03-301401-68550	MCCC RFQ #2140
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Blueprint scanning service for Facilities department.

B6513	7/1/21	Fyr-Fyter Sales and Service Pennington, NJ	\$30,000.00	10-07-01-03-301401-68550	CK09MERCER2019-17
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Payment for fire extinguishers, fire alarm, and fire suppression and sprinkler systems maintenance in FY 2022.

B6516	7/1/21	Hamilton Building Supply Co. Hamilton, NJ	\$14,000.00	10-07-01-03-301401-61500	CK09MERCER2020-02
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Payment for building supplies for Facilities department in FY 2022.

B6517	7/1/21	Heath Lumber Ewing, NJ	\$10,000.00	10-07-01-03-301401-61500	CK09MERCER2020-02
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Payment for building supplies for Facilities department in FY 2022.

B6518	7/1/21	Herc Rentals Inc. East Brunswick, NJ	\$12,000.00	10-07-01-03-301401-69350	GSA #GS-21-F-0020T, G4010
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Boom lift rental for Facilities department in FY 2022.

B6521	7/1/21	Hogan Security Group LLC Pennington, NJ	\$10,000.00	10-07-01-03-301401-61520	HCESC Cooperative #203
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Locksmith parts for Facilities department in FY 2022.

B6537	7/1/21	Graybar Electric Newark, NJ	\$10,000.00	10-07-01-03-301401-61550	NJSC #85151
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Electrical supplies for Facilities department in FY 2022.

B6544	7/1/21	All American Ford Subaru Isuzu Old Bridge, NJ	\$8,000.00	10-07-01-03-301406-69820	MCCC RFQ #2130
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Vehicle repairs for Facilities department in FY 2022.

B6546	7/1/21	AAF International Doraville, GA	\$17,000.00	10-07-01-03-301401-61530	MCCC RFQ #2061
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HVAC filters for Facilities department in FY 2022.

B6553	7/1/21	Follett Higher Education Group Westchester, IL	\$7,500.00	10-04-01-02-200300-61172	MCCC RFP #1154
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Updates needed for Reserve textbook collection for Library FY 2022.

B6572	7/1/21	Black Rocket Productions LLC Freehold, NJ	\$30,000.00	38-03-01-02-207005-64206	Exemption: Professional Services
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Digital Arts classes for Camp College FY 2022.

B6573	7/1/21	Valley Education Long Valley, NJ	\$30,000.00 \$ 4,000.00	38-03-01-02-207003-64206 38-03-01-02-207003-61100	Exemption: Professional Services
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Medical cannabis program services and supplies for FY 2022. Paid by course fees.

B6575	7/1/21	Honeywell International Inc Mt. Laurel, NJ	\$10,000.00	10-07-01-03-301401-68550	Exemption: Proprietary
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HVAC Maintenance for Facilities department for FY 2022.

B6579	7/1/21	TruGreen Thorofare, NJ	\$34,151.25	10-07-01-03-301401-68550	MCCC RFQ #2056
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Lawn Fertilization by Facilities department for FY 2022.

B6581	7/1/21	Siteone Landscape Robbinsville, NJ	\$8,000.00	10-07-01-03-301401-68510	CK09MERCER2019-25
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Landscaping supplies for Facilities department for FY 2022.

B6582	7/1/21	Sav-A-Tree Hamilton, NJ	\$10,000.00	10-07-01-03-301401-68530	MCCC RFQ #2107
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Tree service for Facilities department for FY 2022.

B6583	7/1/21	Pullens Garage Hamilton, NJ	\$10,000.00	10-07-01-03-301406-69820	MCCC RFQ #2130
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Vehicle maintenance service for Facilities department for FY 2022.

B6587	7/1/21	Paper Mart Inc. East Hanover, NJ	\$30,000.00	10-06-01-03-301001-61002	CK09MERCER2021-01
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Stationery Supplies for college for FY22.

B6592	7/1/21	Marks Plumbing Parts Ft. Worth, TX	\$10,000.00	10-07-01-03-301401-61540	GSA Contract GS-07F0342U
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Plumbing supplies for Facilities department for FY 2022.

P13727	7/1/21	Ricoh USA Philadelphia, PA	\$21,864.00	10-07-01-03-301404-69330	NJSC #A40467
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Print shop printers lease and overages for FY 2022.

B6593	7/2/21	Magic Touch Construction Keyport, NJ	\$12,000.00	10-07-01-03-301401-68550	ESCNJ 20/21-18
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Sewer pipe cleaning for College for Facilities department for FY 2022.

B6594	7/2/21	Lamp Safe LLC Cherry Hill, NJ	\$12,000.00	10-07-01-03-301401-68141	MCCC RFQ #2133
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Recycle lightbulbs for Facilities department for FY 2022.

B6601	7/2/21	WW Grainger Inc. Trenton, NJ	\$21,000.00	10-07-01-03-301401-61530	NJSC #79875
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Maintenance supplies for Facilities department for FY 2022.

B6632	7/2/21	Positive Expectations LLC Belmar, NJ	\$34,000.00	10-06-01-05-500120-66350	Exemption: Advertising
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Payment for digital marketing promoting enrollment at the College FY 2022.

B6635	7/2/21	Cross Device Media Group Mendham, NJ	\$30,000.00	10-06-01-05-500120-66350	Exemption: Advertising
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Payment for online advertisements promoting enrollment at the College.

B6641	7/2/21	Steve Tirado Williamstown, NJ	\$8,000.00	38-03-01-02-207004-64206	Exemption: Professional Services
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Payment for Excel courses for Mercer Institute FY 2022. Paid by Mercer Institute.

B6642	7/2/21	Builders Training Resource LLC Hamilton, NJ	\$16,500.00	38-03-01-02-207004-64206	Exemption: Professional Services
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Payment for Business skill courses for Mercer Institute FY 2022. Paid by Mercer Institute.

P13753	7/6/21	Kyocera Fairfield, NJ	\$26,158.20	10-07-01-03-301404-69330	NJSC #40465
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Lease payments for first and second quarter FY 2022 for copiers/printers.

P13754	7/6/21	American Board Funeral Service Education Inc. Woodbury Heights, NJ	\$7,500.00	10-01-01-02-2032006-60001	Exemption: Professional Services
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Membership fees for the ABFSE accreditation for the College's Funeral Service program.

P13756	7/6/21	McCloskey Mechanical Contractors Blackwood, NJ	\$22,783.29	10-07-01-03-301401-61530	Hunterdon Co. Cooperative #HCESC-SER-12A
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Installation services for boiler for CM building by Facilities department.

P13759	7/6/21	National Public Radio Inc. Washington, DC	\$16,322.96	25-01-01-05-302092-45941	Exemption: Sole Source
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Public radio satellite system and digital services for WWFM. Paid by grant.

P13760	7/6/21	CDW Government Shelton, CT	\$9,547.00	21-01-01-02-302059-60500	ESC NJ #18/19-03
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Webcams and headsets for student use upon return to campus by IT department. Paid by Title III.

P13761	7/6/21	Extel Communications North Haledon, NJ	\$25,726.00	10-06-01-03-301001-67210	NJSC #A88737
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Cabling for Quad, CM, MC buildings. Paid by CARES Act.

B6669	7/6/21	FW Webb DBA Lincoln Supply Bedford, MA	\$10,000.00	10-07-01-03-301401-61540	MCCC RFQ #2104
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Plumbing supplies for Facilities department FY 2022.

B6671	7/6/21	Western Pest Services Princeton, NJ	\$11,000.00	10-07-01-03-301401-68550	MCCC RFQ #2117
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Pest control services for College FY 2022 by Facilities department.

B6673	7/6/21	Eastern Armored Services Inc. Trenton, NJ	\$12,000.00	10-06-01-03-301001-64310	MCCC RFQ #2159
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Armored car service for FY22 for Finance department.

P13770	7/7/21	Accelerated Information Systems Hicksville, NY	\$12,960.00	10-01-01-03-301304-64110	MCCC RFQ #2101
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Hello Sign e-signature enterprise by IT department.

B6685	7/7/21	Trenton Water Works Trenton, NJ	\$40,000.00	10-07-02-03-301402-68130 10-07-02-03-301402-68120	Exemption: Public Utility
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Payment for water and sewage services at the James Kerney Campus FY 2022.

B6693	7/7/21	Omega Laboratories South Hackensack, NJ	\$10,000.00	10-07-01-03-301401-64105	MCCC RFQ #2129
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Environmental Assessment by Facilities department FY 2022.

B6698	7/7/21	Wegmans Food Markets Rochester, NY	\$9,000.00	10-01-01-02-202604-61200	Exemption: Food
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Purchase of food supplies for the HRIM program FY 2022. Paid by HRIM fees.

B6699	7/7/21	Edward Don Company Westampton, NJ	\$9,000.00	10-01-01-02-202604-61200	Exemption: Food
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Purchase of food and related supplies for the HRIM program for FY 2022. Paid by HRIM fees.

B6700	7/7/21	Sysco Philadelphia LLC Philadelphia, PA	\$10,000.00	38-03-01-02-207005-61100	Exemption: Food
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Purchase of food supplies for the Kids in the Kitchen Classes for Camp College FY 2022. Paid by Camp fees.

B6703	7/7/21	YBP Library Services Atlanta, GA	\$15,000.00	10-04-01-02-200300-61172	Exemption: Library Materials
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Purchase of textbooks by the Library for the West Windsor Campus FY 2022.

B6704	7/8/21	Atlas Elevator Barnegat, NJ	\$18,540.00	10-07-01-03-30141-68550	MCCC RFQ #2121
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Payment for annual Elevator Maintenance services by the Facilities Department for FY 2022.

P13773	7/9/21	Winner Ford Cherry Hill, NJ	\$34,131.00	10-07-01-03-301406-72100	NJSC #A88758
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2022 Ford Pickup truck for Facilities department.

B6762	7/13/21	Dare Living Associates Franklinville, NJ	\$18,500.00	10-07-01-03-301401-68550	MCCC RFQ #2143
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Road sweeping services for FY 2022 by Facilities department.

B6772	7/13/21	Ebsco Information Services Dallas, TX	\$7,600.00	10-04-01-02-200300-60002	Exemption: Library Materials
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Subscriptions for Library FY 2022.

B6773	7/13/21	Vector Solutions Cincinnati, OH	\$11,360.00	10-06-01-06-600100-64110	Exemption: Professional Services
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Employment training for Human Resources department.

B6793	7/15/21	Super Science Programs for Kids Hackettstown, NJ	\$20,000.00	38-03-01-02-207005-64206	Exemption: Professional Services
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Science courses for Camp College FY 2022. Paid by Camp fees.

B6796	7/15/21	Cintas Philadelphia, PA	\$17,000.00 \$ 6,000.00	10-07-01-03-301401-68550 10-07-01-03-301401-61610	OMNIA Partners #R-BB-19002
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Purchase and cleaning of staff uniforms and Entranceway floor mats for the Facilities department FY 2022.

B6797	7/16/21	Magic Touch Construction Keyport, NJ	\$12,600.00	70-07-01-03-701516-76101	ESCNJ #20/21-18
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Installation of touchless bathroom faucets and fixtures by Facilities department FY 2022. Paid by Chapter 12 grant.

B6798	7/16/21	Galls, LLC Chicago, IL	\$10,000.00	10-06-01-03-301407-61610	NJSC #20-Food-00904
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Purchase of staff uniforms for the Security department FY 2022.

B6799	7/16/21	Lowe's Home Centers LLC Princeton, NJ	\$9,000.00	10-07-01-301401-61511	OMNIA Partners #R192006
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Maintenance supplies for Facilities department FY 2022.

P13804	7/16/21	Lighthouse Consulting Coos Bay, OR	\$7,500.00	10-06-01-03-301001-64105	Exemption: Professional Services
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Contractual vendor payment associated with obtaining US Department of Education Title III Grant.

P13807	7/16/21	PRX, Inc. Cambridge, MA	\$18,000.00	32-03-01-03-301501-45941	Exemption: Sole Source
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Membership fees for WWFM for programming access. Paid by WWFM.

B6802	7/19/21	Home Depot Atlanta, GA	\$23,000.00	10-07-01-03-301401-61530	NJSC #18-Fleet-00234
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Maintenance supplies for Facilities department FY 2022.

P13810	7/20/21	Insight Public Sector Inc. Tempe, AZ	\$31,647.00	10-01-01-03-301306-64102	NJSC #20-TELE-01512
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KACE Help desk ticketing system for IT department.

B6825	7/21/21	Touchnet Information Systems Inc. Lenexa, KS	\$25,000.00	10-06-01-03-301001-64313	MCCC RFP #1905
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Purchase of Student Payment Licensing Software FY 2022.

B6827	7/22/21	Thomson Reuters St. Paul, MN	\$25,000.00	10-04-01-02-200300-69724	Exemption: Library Materials
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Payment for online subscriptions to WestlawNext and West Proflex for Library.

P13827	7/22/21	SHI International Corp. Somerset, NJ	\$8,672.00	10-01-01-03-301303-69713	OMNIA Partners #2018011-02
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Purchase of annual Veeam Software Standard Support maintenance program by IT Department.

P13828	7/22/21	Blackbaud Inc. Charleston, SC	\$22,379.28	10-01-01-03-301304-69713	Exemption: Proprietary
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Payment for NXT Phone Support and related services by IT Department.

P13845	7/26/21	Allstate Office Interiors Robbinsville, NJ	\$19,571.64	70-07-01-03-701260-76101	NJSC #81748
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Student Center cafeteria serving area flooring replacement for Facilities department. Paid by Chapter 12.

P13847	7/26/21	Zoom Video Communications San Jose, CA	\$15,396.00	10-01-01-03-301307-68102	NJEdge Cooperative Contract #ELMAS-18-004
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Zoom and Zzoom webinar annual licenses by IT department.

B6844	7/26/21	US Foods Inc. Bridgeport, NJ	\$10,000.00	34-09-01-03-301601-61255	Exemption: Food
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Food supplies for Conference Center FY 2022. Paid by Conference Center.

B6845	7/26/21	Kucker Haney Paint Hamilton, NJ+	\$10,000.00	10-07-01-03-301401-61580	MCCC RFQ #2127
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Paint supplies for Facilities department FY 2022.

B6847	7/26/21	Sherwin Williams Hamilton, NJ	\$17,000.00	10-07-01-03-301401-61580	ESCNJ #19/20-14
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Paint supplies for Facilities department FY 2022.

B6848	7/26/21	Sunbelt Rentals Fort Mill, SC	\$8,000.00	10-07-01-03-301401-69350	GSA #GS-21F-0028T
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Rental of backhoe for Facilities department FY 2022.

B6856	7/26/21	Riggins Millville, NJ	\$25,000.00	10-07-01-03-301406-69821	NJSC #A80909
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Purchase of Gasoline and Diesel Fuel for Facilities Department FY 2022.

B6861	7/26/21	Cengage Learning Farmington Hills, MI	\$17,000.00	10-04-01-02-200300-61171	Exemption: Library Materials
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Annual subscription to Gale Literature Criticism for Library.

B6863	7/26/21	Atlantic City Electric Philadelphia, PA	\$12,000.00	32-03-01-03-301501-68110	Exemption: Public Utility
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Payment for electric power supply for WWFM Cape May communications tower, payable from WWFM listener donations.

P13865 8/3/21 Dell Marketing \$13,311.60 22-01-02-02-302022-61100 NJSC #19TELE00656
Round Rock, TX

Ten laptops for CTE teaching of hybrid classes. Paid by NJ DOL/Workforce grant

B6867 8/4/21 Annual Registration \$8,000.00 32-03-01-03-301501-66550 Exemption: Professional Services
Management Services LLC
Duluth, GA

Preparation and submittal of Charitable Financial Report for FY22 for WWFM.

P13888 8/4/21 Powerschool \$30,563.78 10-01-01-03-301304-69713 Exemption: Sole Source
Group LLC
Folsom, GA

Applicant tracking software for HR department.

P13898 8/9/21 Digital Desk \$11,050.00 10-01-01-03-301304-69713 Exemption: Proprietary
San Antonio, TX

Annual DigitalDesk maintenance for Testing Center

P13901 8/9/21 Nico \$14,438.07 10-06-01-03-301001-63997 Exemption: Proprietary
Scoreboard
Greenville, IL

Basketball scorecard and installation for Athletics department.

P13905 8/10/21 Ampro \$9,184.45 61-05-01-04-402005-31384 MCCC RFQ #2203
Primos, PA

Athletic clothing for students for Athletic department. Paid by Student Athletic fees.

P13907 8/10/21 Vic Gerard \$14,196.45 10-05-01-04-402000-72100 ESCNJ #65CESCCPS
Golf Cars
Farmingdale, NJ

Golf car for Athletic department.

P13919 8/17/21 Orbital Media \$14,952.00 32-03-01-03-301501-64110 Exemption: Sole Source
Networks Inc.
Englewood, CO

Payment for the Satellite uplink between WWFM to Steamboat Springs, CO, funded by WWFM listener donations.

P13944	8/18/21	Honorlock LLC Boca Raton, FL	\$15,000.00	10-01-01-02-200403-64110	NJ Joint Purchasing Consortium RFP #20/21 R-891
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Payment for online proctored exam services.

B6887	8/18/21	New Directions Behavioral Health LLC Kansas City, MO	\$14,576.64	10-06-01-03-301002-52107	Exemption: Professional Services
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Annual payment for the employee assistance program within the Human Resources Department.

P13958	8/20/21	Dude Solutions Pittsburgh, PA	\$14,031.06	10-01-01-03-301304-69713	Exemption: Sole Source
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Annual maintenance payment for management software license for the Facilities Department.

P13960	8/20/21	Adams, Gutierrez, Lattiboudere LLC	\$7,750.00	10-06-01-03-301001-64103	Exemption: Professional Services
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Installment payment for legal services for College.

APPOINTMENTS

1. Guy Armour Assistant Professor, Criminal Justice
 Business, Technology & Professional Studies

Appointment as Assistant Professor, Criminal Justice, in the Business, Technology & Professional Studies Division, at an annual salary of \$62,244, effective October 4, 2021.

2. Rachael Gershal Klaus Assistant Professor, Biology
 Math, Science & Health Professions

Appointment as Assistant Professor, Biology, in the Math, Science & Health Professions Division, at an annual salary of \$64,783, effective October 4, 2021.

3. Patrick Natale Assistant Professor, Biology
 Math, Science & Health Professions

Appointment as Assistant Professor, Biology, in the Math, Science & Health Professions Division, at an annual salary of \$62,244, effective October 4, 2021.



Business, Technology, and Professional Studies (BTP) Division August 4, 2021

From: Interim Dean, BTP - Laura Sosa
Subject: Recommendation for full-time employment of Guy Armour, Criminal Justice Faculty Position

I recommend the appointment of Mr. Guy Armour to the position of full time faculty in the Criminal Justice program. This position is a replacement for Prof. Elizabeth Bondurant's position, who retired as of June 30th.

The search committee for the position of Criminal Justice full time faculty (posting number F-0011-2021) was comprised of six members including four faculty and two staff. Members included: Cavit Cooley-Chair, Eugene Harris, Erin Rybicki, Elizabeth Bondurant, Martin Crabtree, and Letrice Thomas. The committee began its preliminary work on March 19, 2021, received the formal charge on May 5, 2021, and provided recommendations to myself on May 17, 2021.

Forty-five candidates applied for this position. After review of application material, five candidates were invited to be interviewed by the committee. One declined as he had accepted another offer. Consequently, the remaining four candidates were interviewed on May 14th and 17th by the committee. Due to an unforeseen circumstance, committee member Eugene Harris was unable to participate in the final applicant interview and therefore removed himself from the final committee discussion and decision-making process.

Of the four interviewed candidates, three candidates were considered by the search committee to be appropriate for the position and recommended to me unranked. Based on my discussions with the three, Mr. Guy Armour and another candidate were recommended for the final round of interviews. While the third candidate was qualified, his college level teaching experience fell significantly behind that of the other two candidates. Through subsequent interviews and offer presentation, Mr. Guy Armour was ultimately chosen as the finalist.

Guy Armour has served as an adjunct Professor in MCCC's Criminal Justice Program since 2013. He holds a BA from Thomas Edison University and a Master of Administrative Science in Organizational Leadership & Development from Fairleigh Dickinson University. Between 2011 and 2019, Guy served as the Chief of Police, Director of Public Safety, and Deputy Emergency Management Coordinator for Plainsboro Township.

In the interview process, Guy displayed significant enthusiasm for mentoring students. He brings a wide range of leadership experience in law enforcement to the classroom. Guy had previously begun work for MCCC to explore the development of a new program in Emergency Management, which the college will now revisit under his leadership.

Guy will be responsible for teaching introductory Criminal Justice and Police courses within the Criminal Justice program. He will also be involved in all department activities including advising and mentoring of students, participating in curriculum planning, program review, and serving on college-wide committees.

In summary, Prof. Armour will be a great addition to the Criminal Justice Program and to MCCC.

TITLE:	Assistant Professor, Criminal Justice Program
DIVISION:	Business, Technology and Professional Studies
RECOMMENDED SALARY:	\$62,244 annually
SALARY RANGE:	Faculty Association Contract 10 Month Faculty, Level B4 FY 2020 - 21
BUDGET CODE:	10-01-01-02-202802-50300
EFFECTIVE DATE:	September 20, 2021

Recommended and approved for presentation to the Board of Trustees

Barbara Basel, Vice President, Human Resources

Date

Dr. Jianping Wang, President

Date

BIOGRAPHICAL SKETCH

Name: Guy Armour

Position: Full-time faculty – Assistant Professor

Education: Fairleigh Dickinson University
Master of Administrative Science (Organizational Leadership & Development)
- 2014

Thomas Edison State College
Bachelor of Arts – 2010

Related

Experience: 2013 - Present
Mercer County Community College
Adjunct Instructor
Taught courses including Introduction to Criminal Justice; Juvenile Justice;
Criminal Investigation' Police in the Community; and Police Administration

January 2014 – May 2014
Fairleigh Dickinson University, West Windsor, NJ
Adjunct professor
Taught Police and Society

2011 – 2019
Chief of Police/Director of Public Safety/Deputy Emergency Mgmt.
Coordinator

2010-2011
Special Services Lieutenant

2008 – 2010
Detective Sergeant (Special Services)

2005 – 2007
Patrol Sergeant

Jan 2005 – April 2005
Patrol Corporal

1997 – 2004
Detective

1994 – 1998
Patrol Officer



Math, Science & Health Professions Division August 21, 2021

To: Dr. Robert Schreyer, Vice President of Academic Affairs
From: Kevin Duffy, Dean of Math, Science & Health Professions
Subject: Recommendation for Appointment for Rachael H. Gershel Klaus for Biology Faculty Position

I recommend the appointment and reclassification of Rachael H. Gershel Klaus from Biology Laboratory Coordinator to a full time, tenured Faculty position within the Biology Department of Academic Affairs. Ms. Gershel Klaus has been in a full time Laboratory Coordinator position with Biology since 2018 and as an Adjunct Faculty member since 2002. Ms. Gershel Klaus's role has expanded into teaching within the Science Department where she has demonstrated a high level of proficiency serving the students within Biology.

The appointment and reclassification is supported through the job evaluation and analysis conducted by the Dean of Math, Science & Health Professions with input from the Program Coordinators, Faculty and Human Resources over the past six months. The final job evaluation and determination of the group supports this appointment and reclassification recommendation.

Over the past several years, Ms. Gershel Klaus has demonstrated proficiency in this role, is a critical asset to the College and is well deserving of the appointment. The reclassification and job title change better aligns with the current job responsibilities, reflects her ongoing work and ensures compliance with the Fair Labor Standards Act standards for exempt employees.

Ms. Gershel Klaus will be responsible for teaching a variety of Biology lectures and labs within the Biology program. She will also be involved in all department activities including advising and mentoring of students, participating in curriculum planning, program review, and serving on college-wide committees.

TITLE:	Assistant Professor, Biology
DIVISION:	Math, Science & Health Professions
RECOMMENDED SALARY:	\$64,783 annually
SALARY RANGE:	Faculty Association Contract 10 Month Faculty, Level A4 FY 2020 - 21
BUDGET CODE:	10_01_01_02_206100_50300
EFFECTIVE DATE:	September 20, 2021

Recommended and approved for presentation to the Board of Trustees

Barbara Basel, Vice President, Human Resources

Date

Dr. Jianping Wang, President

Date

BIOGRAPHICAL SKETCH

Rachael H Gershel Klaus

Full-time Faculty - Biology department

Rutgers University, Camden, NJ, Masters of Science, Biology, 2000

University of Massachusetts, Amherst, MA Bachelors of Science, Zoology, 1993

2018 – Present

Mercer County Community College, West Windsor, NJ

Teaching Assistant Biology - Teach, prepare and organize Human Anatomy and Physiology, Microbiology and general science classes. Extensive dissection experience with cat, mink, fetal pig, virtual and various other specimens.

Microscopy instruction and maintenance. Organization and preparation of 10-15 lab classes per week.

2002 - Present

Mercer County Community College, West Windsor, NJ

Adjunct Faculty - teach Human Anatomy & Physiology, general science and pathology classes

2016 - Present

Rowan College at Burlington County, Mt. Laurel, NJ

Adjunct Faculty - teach lecture and laboratory classes in Human Anatomy and Physiology

2002 - 2007

Bucks County Community College, Newtown, PA

Adjunct Faculty - teach lecture and laboratory classes in Human Anatomy and Physiology

2002 - 2007

Manor Junior College, Jenkintown, PA

Adjunct Faculty - teach and organize lecture and laboratory materials. Performed cat dissection

1993 - 2001

Mercer County Community College, Trenton, NJ

Technical Assistant, Biology - Teach, prepare and organize Human Anatomy and Physiology, Microbiology and general science classes.



Math, Science & Health Professions Division August 21, 2021

To: Dr. Robert Schreyer, Vice President of Academic Affairs
From: Kevin Duffy, Dean of Math, Science & Health Professions
Subject: **Recommendation for Appointment for Patrick Natale for Biology Faculty Position**

I recommend the appointment and reclassification of Patrick Natale from Biology Teaching Assistant to a full time, tenured Faculty position within the Biology Department of Academic Affairs. Mr. Natale has been in a full time Biology Teaching Assistant position with Biology since 2011, teaching overload and as an Adjunct Faculty member. Mr. Natale's role has expanded into teaching within the Science Department where he has demonstrated a high level of proficiency serving the students within Biology.

The appointment and reclassification is supported through the job evaluation and analysis conducted by the Dean of Math, Science & Health Professions with input from the Program Coordinators, Faculty and Human Resources over the past six months. The final job evaluation and determination of the group supports this appointment and reclassification recommendation.

Over the past several years, Mr. Natale has demonstrated proficiency in this role, is a critical asset to the College and is well deserving of the appointment. The reclassification and job title change better aligns with the current job responsibilities, reflects his ongoing work and ensures compliance with the Fair Labor Standards Act standards for exempt employees.

Mr. Natale will be responsible for teaching a variety of Biology lectures and labs within the Biology program. He will also be involved in all department activities including advising and mentoring of students, participating in curriculum planning, program review, and serving on college-wide committees.

TITLE:	Assistant Professor, Biology
DIVISION:	Math, Science & Health Professions
RECOMMENDED SALARY:	\$62,244 annually
SALARY RANGE:	Faculty Association Contract 10 Month Faculty, Level A3 FY 2020 - 21
BUDGET CODE:	10_01_01_02_206100_50300
EFFECTIVE DATE:	September 20, 2021

Recommended and approved for presentation to the Board of Trustees

Barbara Basel, Vice President, Human Resources

Date

Dr. Jianping Wang, President

Date

BIOGRAPHICAL SKETCH

Patrick S. Natale III

Full-time Faculty - Biology department

Rutgers University, Cook College, New Brunswick, NJ
Bachelor of Science with a major in Plant Science, Minor in Entomology, 2009

2011 – Present

Mercer County Community College, West Windsor, NJ

Adjunct Instructor

- Soil and Plant Nutrition (2012 Spring)

- Entomology Laboratory (2011 Fall)

Substitute lecturer for ornamental horticulture

2009 - Present

North Jersey Resource Conservation and Development

Agricultural Outreach Specialist

2004 – 2009

Romano's Macaroni Grill, Princeton, NJ

Manager

2005-2008

Phillip Alampi Beneficial Insect Rearing Laboratory (NJ Dept. of Agriculture)

Laboratory Technician



Human Resources Office

To: Jianping Wang, President
From: Barbara Basel, Vice President for Human Resources
Date: August 27, 2021
Re: Ratification of Appointments

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

Effective Date of /Hire	Department	Name	Title	Salary	Range	FLSA
6/27/2021	College Safety	Kuklish, Collin	Security Officer III/ Team Leader	\$46,617	\$30,817 - \$67,237	Non-Exempt
6/27/2021	College Safety	Jarvis, Hope	Security Officer III/ Team Leader	\$38,981	\$30,817 - \$67,237	Non-Exempt
6/27/2021	College Safety	Frustaci, Steven	Security Officer III/ Team Leader	\$38,477	\$30,817 - \$67,237	Non-Exempt
6/27/2021	College Safety	Sparks, Todd	Security Officer III/ Team Leader	\$33,755	\$30,817 - \$67,237	Non-Exempt
7/12/2021	ITS	Faheem, Yasir	Network Administrator	\$70,000	P16 \$42,872 – \$76,364	Exempt
7/26/2021	Academic Affairs	Ng, Jonathan	Financial Aid Director	\$90,000	A18 \$54,778 – \$106,166	Exempt
07/26/2021	ITS	Darleen Owen	Streaming Service Support Analyst	\$75,000	P16 \$42,872 – \$76,364	Exempt
08/19/2021	Finance & Administration	Palughi, Theresa	Grant Accounting Officer	\$85,000	P17 \$48,048 - \$85,422	Exempt



Human Resources Office

To: Jianping Wang, President

From: Barbara Basel, Vice President for Human Resources

Date: August 27, 2021

Re: Ratification of Reclassifications, Promotion and Salary Adjustments

The following reclassifications, promotions or salary adjustments have been made since May 5, 2021.

Reclassification Effective Date	Department	Name	Current Title	New Title	FLSA Status
9/20/2021	Academic Affairs – Biology Department	Maryann Norcross	Sr. Teaching Assistant	Sr. Technical Laboratory Operations Coordinator	Exempt
9/20/2021	Academic Affairs – Biology Department	Dawn Cook	Teaching Assistant, Biology	Biology Laboratory Operations Coordinator	Exempt
9/20/2021	Academic Affairs – Biology Department	Lois Owen	Teaching Assistant, Biology	Biology Laboratory Operations Coordinator	Exempt
9/20/2021	Academic Affairs – Biology Department	Ronald Rabideau	Greenhouse Manager	Horticultural Laboratory Operations Coordinator	Exempt



Human Resources

August 27, 2021

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

Date	Name	Title	Division	Type*
06/30/2021	William Pellino,	Security Officer III	College Safety	RT
07/06/2021	Kathi Paluscio,	Professor of Communications,	Liberal Arts	DEC
07/16/2021	George Neureuther,	Business Analyst	Information Technology Services	RS
07/30/2021	Thomas Foga,	Director of Financial Aid	Financial Aid	TR
08/06/2021	Victoria Bowman,	Success Coach	IOESS	RS
08/06/2021	John Kashmer,	Coordinator	Tutoring Services	RS
08/20/2021	Danielle Wolfe,	Transfer Counselor Specialist,	Transfer and Career Services	RS
08/19/2021	Florian Fues,	Interim Assistant Registrar	Registration and Records	RS
08/31/2021	Edward Barry,	Security Officer	College Safety	RT
08/31/2021	Liam Fitzpatrick,	Security Officer	College Safety	RS

*

TR - **Termination**
RS - **Resigned**
RT - **Retried**
DEC - **Deceased**

Recommended and approved for presentation to the Board of Trustees

Barbara Basel, Vice President of Human Resources

Date

Jianping Wang, President

Date

**MERCER COUNTY COMMUNITY COLLEGE
AND
MERCER COUNTY COMMUNITY COLLEGE FACULTY ASSOCIATION**

MEMORANDUM OF AGREEMENT

The Mercer County College Board of Trustees (“College”) and the Mercer County Community College Faculty Association (“Association”) hereby agree to incorporate all terms and conditions of the Collective Bargaining Agreement that expired on June 30, 2021, into the successor Collective Bargaining Agreement except for the modifications set forth below. The parties acknowledge that these terms and conditions are subject to ratification by their respective memberships. The parties agree to recommend these terms and conditions to their respective constituents for ratification.

1. DURATION OF THE AGREEMENT

Page 2: first paragraph.

Revise the first paragraph as follows:

This Agreement, having been ratified by both parties, is effective July 1, 2021 and will remain in effect until June 30, 2024. Base salary increases are effective on July 1 of each year, and overload rate increases are effective with the summer session.

2. ACADEMIC RANK AT TIME OF HIRE

Page 6: Article V, first paragraph before item A.

Delete: The parties agree to meet and discuss the concepts of requiring a Master’s degree upon initial hire.

3. EVALUATION – OFFICIAL STUDENT EVALUATIONS Page

9: Article VII, Section C.4.b

Delete and replace as follows:

At its discretion, the DPC may require an official student evaluation of a given faculty member, and any faculty member may request his or her DPC to administer an official student evaluation. In collaboration with each DPC, the Division Dean’s office will establish a process to ensure that official student evaluations are in line with best practices in gathering student feedback. A copy of the summary report shall be given to the faculty member, and the original shall be forwarded for placement into the faculty member’s personnel file.

4. ONLINE COURSE EVALUATIONS Page

9: Article VII, Section D.1.a

Delete last sentence and replace with the following:

The Dean for Online Learning, the DPC and the Division Dean will create an online course evaluation process. The evaluation will occur annually utilizing tools representing best practices in online education.

5. EVALUATION – CLASSROOM VISITS

Page 9: Section VII

D.2.a – Delete last sentence and replace with the following:

If scheduling difficulties warrant, the unit administrator and DPC may agree to schedule these visits separately.

D.2.b – Delete last sentence and replace with the following:

If scheduling difficulties warrant, the unit administrator and DPC may agree to schedule these visits separately.

6. PROMOTION IN ACADEMIC RANK – MINIMUM ELIGIBILITY Page 11: Article VIII, Section B

Revise promotion schedule as follows:

Rank	Number of Years as Fulltime Faculty at MCCC	Date of Eligibility
Instructor → Assistant Professor	5 years at rank of Instructor	Refer to Article VIII, Section D.
Assistant → Associate Professor	5 years at the rank of Assistant Professor	May apply within their 5th year as an Assistant Professor.
Associate → Professor	5 years at the rank of Associate Professor. Minimum of a Master's degree.	May apply within their 5th year as an Associate Professor.

7. SALARY

Page 11: Article IX, Section C.

Salaries for each year will be a **combination** of moves and percentages, however, the combination of moves and percentages cannot exceed the following:

Year 1: 2.5% - Effective and retroactive to July 1, 2021.

Year 2: 2.55% - Effective July 1, 2022.

Year 3: 3% - Effective July 1, 2023.

*Each year will include two moves with the rest covered by the percentage across the grid. Example for Year 1: Two moves plus 1% across the grid. If that exceeds 2.5%, the percentage across the grid will be lowered so as not to exceed 2.5%. Same goes for Year 2 and Year 3.

A one-time payment for performing work to update Blackboard based on Administration requirement will be made to faculty in the spring semester of 2022 if the work is completed in the fall semester. This is a one-time stipend of **\$1,000 for each full-time faculty member in recognition of completing said work. Details on the work are as follows: All courses, course sections and master course shells will have active Blackboard course shells with the Syllabus, Gradebook, and Attendance in use and clearly defined for student use.

8. OVERLOAD AND SUMMER TEACHING:

Page 12: Article IX, Section D

- Effective summer 2021: \$1115
- Effective summer 2022: \$1130
- Effective summer 2023: \$1145

9. RETIRED FACULTY:

Page 12: Article IX, Section E

Delete “and serving as adjunct faculty.”

10. PROMOTION INCREASE

Page 12: Article IX, Section H

In exchange for deleting year 4 from the longevity grid and maintaining current amounts, faculty would accept changes to the Promotion in Academic Rank so that it reverts to H-1 for all faculty. Delete Section H-2. This is not retroactive.

11. LONGEVITY:

Page 12: Article IX, Section O.

Consolidate the two grids so there is only one. See below:

- **Five:** \$600
- **Ten:** \$1000
- **Fifteen:** \$1500
- **Twenty:** \$2000
- **Twenty-Five:** \$2300
- **Thirty:** \$2700
- **Thirty-Five:** \$2900

12. SALARY PAYMENT:

Page 13: Article IX, Section P.

Effective for the 2021-2022 school year, all faculty shall be paid on a 12 month pay schedule.

13. FRINGE BENEFITS – STUDENT LOAN FORGIVENESS Page

14: Article X, Section K (NEW ITEM)

Student Loan forgiveness: **\$7500 per faculty member with maximum of 6 faculty** paid each year of the contract (maximum of **\$45,000** spent by the college each year). Faculty members who receive the payment are not entitled to additional student loan payments. The amount would be payable in one lump sum in the year it is approved. It is agreed that a faculty member must be reappointed after their first year to receive this benefit. Faculty members will be selected for student loan forgiveness by a committee composed of faculty members and Division Deans. Selection will be determined based on a mutually agreed upon rubric. See attached MOU for details.

14. FACULTY WORKLOAD – “TELELINK”

Page 15: Article XII, Section E (Remove throughout contract.)

Delete all references to “telelink”

15. SMALL GROUP INSTRUCTION Page

15: Article XII, Section E.1

For instruction assignments in which enrollment is not sufficient to warrant typical load designation, **1/10** of the normal load credit per student.

16. INTERNSHIPS OR INDEPENDENT STUDY

Page 15: Article XII, Section E.2

For the supervision and assessment of student learning outcomes during internships or independent study, **1/15** the normal load credit per student for the course for which the student is seeking credit.

17. ONLINE COURSES

Page 15: Article XII, Section E.4

Delete and replace with:

For up to 24 students in a section, semester contact hour workload credit equal to the normal semester contact hours for the course. For additional students beyond 24 enrolled, **1/24th** of load credit for the course.

18. OFFICE HOURS

Page 16: Article XII, Section F

Teaching faculty members will schedule (exclusive of activity periods) four (4) student conference office hours per week in a format and modality that allows faculty to make themselves available to as many of their students as possible. The option of holding all office hours virtually is only allowed with the division dean’s approval. The scheduled hours and their modality will be submitted to the division dean, described in course syllabus, and posted for students to see. Faculty members teaching in the summer session and overloads during the academic year will be available for students one hour per each additional class.

19. TEACHING FACULTY

Page 17: Article XII, Section P

Revise as follows:

Overload and summer course teaching assignments shall be offered to faculty members after normal load assignments have been met, and before assignments are offered to adjunct faculty/staff. Request for overload or summer assignments must be submitted prior to the date designated to start adjunct faculty assignments.

20. OVERLOAD RESTRICTIONS

Page 17: Article XII

Q.3 – Effective with the **2021-2022** school year, full-time faculty members will be limited to a voluntary overload of five **(5) semester credit hours** within nine (9) semester contact hours per semester during the fall and spring semesters. Exceptions require the prior approval of the division dean.

Q.4 – Effective with the **2022-2023** school year, full-time faculty members will be limited to a voluntary overload of five **(5) semester credit hours** within nine (9) semester contact hours per semester during the fall and spring semesters. Exceptions require the prior approval of the division dean.

Q.5 – Effective with the **2023-2024** school year, full-time faculty members will be limited to a voluntary overload of nine **(9) semester credit hours** within nine (9) semester contact hours per semester during the fall and spring semesters. Exceptions require the prior approval of the division dean.

21. ONLINE COURSELOAD

Page 18: Article XII, Section W

Delete and replace as follows:

Faculty members can teach more than two online courses in load with permission from their divisional dean.

22. LEAVE – PRE-RETIREMENT SABBATICAL LEAVE

Page 19: Article XIII, Section B.3.g

Remove this language and place elsewhere in the contract to allow faculty members to apply for pre-retirement at other times during the year.

23. ONLINE COURSE SHELLS

Page 22: Article XV, Section C.4.b

Delete and revise as follows:

A faculty member, who has been compensated for the creation of a Board-owned online course shell, is not responsible for the subsequent revisions or rewriting of discipline specific elements of said online shell. All of those tasks will be compensated independently of the initial course shell creation with the division dean's approval. The Mercer Online team will further take responsibility for platform updates.

24. For Memorandum of Agreement only:

Ad Hoc Committee: Both parties agree to establish an ad hoc committee of faculty and administrators which will identify items and language in the contract that warrant further review in upcoming contract negotiations. This committee will have at least one meeting each semester, beginning in fall 2021.

Summer chair: The College and the Association have agreed that a procedure will be written to document how chairs for summer are chosen, compensated, and to determine their responsibilities.

25. All parties acknowledge the terms and conditions are subject to ratification by both parties.
26. All provisions of the 2018-2021 agreement shall be continued without change into the successor agreement except as set forth herein.
27. All other proposals not incorporated herein shall be deemed withdrawn by the party who submitted such proposal.
28. The terms of this memorandum shall not be disclosed to anyone other than members of the College Board of Trustees/administration and members of the Association until after ratification.
29. Both parties agree to present this memorandum of agreement to their respective constituents for ratification.
30. Salary guides shall be developed mutually by the parties and signed off prior to ratification of the new agreement.
31. A duplicate of this memorandum has been furnished to and received by representatives of the parties. This agreement consists of 6 pages.

FOR THE COLLEGE:

Robert Kleinschmidt

Bob Kleinschmidt

FOR THE ASSOCIATION:

Matthew J. Kochis

Matthew J. Kochis



To: Dr. Tonia Perry-Conley,
Executive Dean (interim) - Student Support Services,
Dean - James Kerney Campus

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

Date: August 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 July 2021, there were zero (0) Reportable Offense-Crime(s), fires, and other emergencies occurred on campus during the reporting period recorded by campus security at this time.



To: Dr. Tonia Perry-Conley,
Executive Dean (interim) - Student Support Services,
Dean - James Kerney Campus

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

Date: September 01, 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 attached the August 2021 report for your review and action.

For the calendar month of August 2021. Three (3) Reportable Offense-Crime(s), fires, and other emergencies occurred on campus during the reporting period which were recorded by campus security at this time.

Incident #1: Trespassing

August 5; West Windsor Campus: A former student was observed trespassing on campus in violation of a disciplinary action letter/directive. The matter was referred to John Simone, Assistant Dean of Student Services, and Widmarc Dalce, Coordinator of Student Development for review and action.

Incident #2: Disorderly Conduct (Improper Behavior)

August 19; West Windsor Campus: A former student was attempting to re-enroll in classes. During the encounter with security the party became belligerent, aggressive, dismissive and derisive. The party left campus on his own accord. The matter was referred to John Simone,

Assistant Dean of Student Services, and Widmarc Dalce, Coordinator of Student Development, for review and action.

Incident #3: Trespassing- Disorderly Conduct (Improper Behavior)

August 24; West Windsor Campus: The student offender from the August 19, incident returned to campus. Upon arriving on campus the offender entered the Conference Center in an attempt to register for classes. Once inside the Conference Center the offender walked throughout the building and entering restricted areas. This individual then proceeded to the Welcome Center and AD building and acted in a belligerent manner in response to efforts to assist. The student became aggressive and threatening to staff and a member of our College Administration and the West Windsor Police Department was contacted and responded. The individual was identified and escorted off campus. The matter was referred to John Simone, Assistant Dean of Student Services, and Widmarc Dalce, Coordinator of Student Development, for review and action.