

# Welcome to Mercer County Community College!



# About Us

- ▶ Established in 1966, Mercer County Community College (MCCC) is a publicly-supported comprehensive educational institution that provides opportunities for higher education through an open-door admission policy.
- ▶ **West Windsor Campus** was opened in 1972 to serve the needs of Mercer County residents. The newly-expanded **James Kerney Campus**, located in downtown Trenton, serves as an educational and cultural hub for city residents.
- ▶ Approximately 11,300 students enroll in one or more credit courses each year Provides 125 different associate and career degree programs
- ▶ Fully accredited by Middle States Commission on Higher Education
- ▶ MCCC degrees and courses transfer to numerous senior colleges through transfer agreements. Students can also enroll in a dual admissions program, which guarantees transfer admission to five New Jersey colleges: Rutgers, Rider, The College of New Jersey, Montclair, and NJIT.

# Mission

- ▶ Mercer County Community College is a comprehensive, publicly supported two-year institution focused on learning and student success. The college welcomes students of all ages from a wide variety of backgrounds, abilities, interests, levels of education, and economic circumstances to a challenging and supportive environment dedicated to meeting the educational needs of 21st century global citizens and lifelong learners.
- ▶ Mercer responds to a broad array of community needs, offering programs and services for employers, continuing education and training for the workforce, enrichment for youth, and cultural opportunities for people in the region.



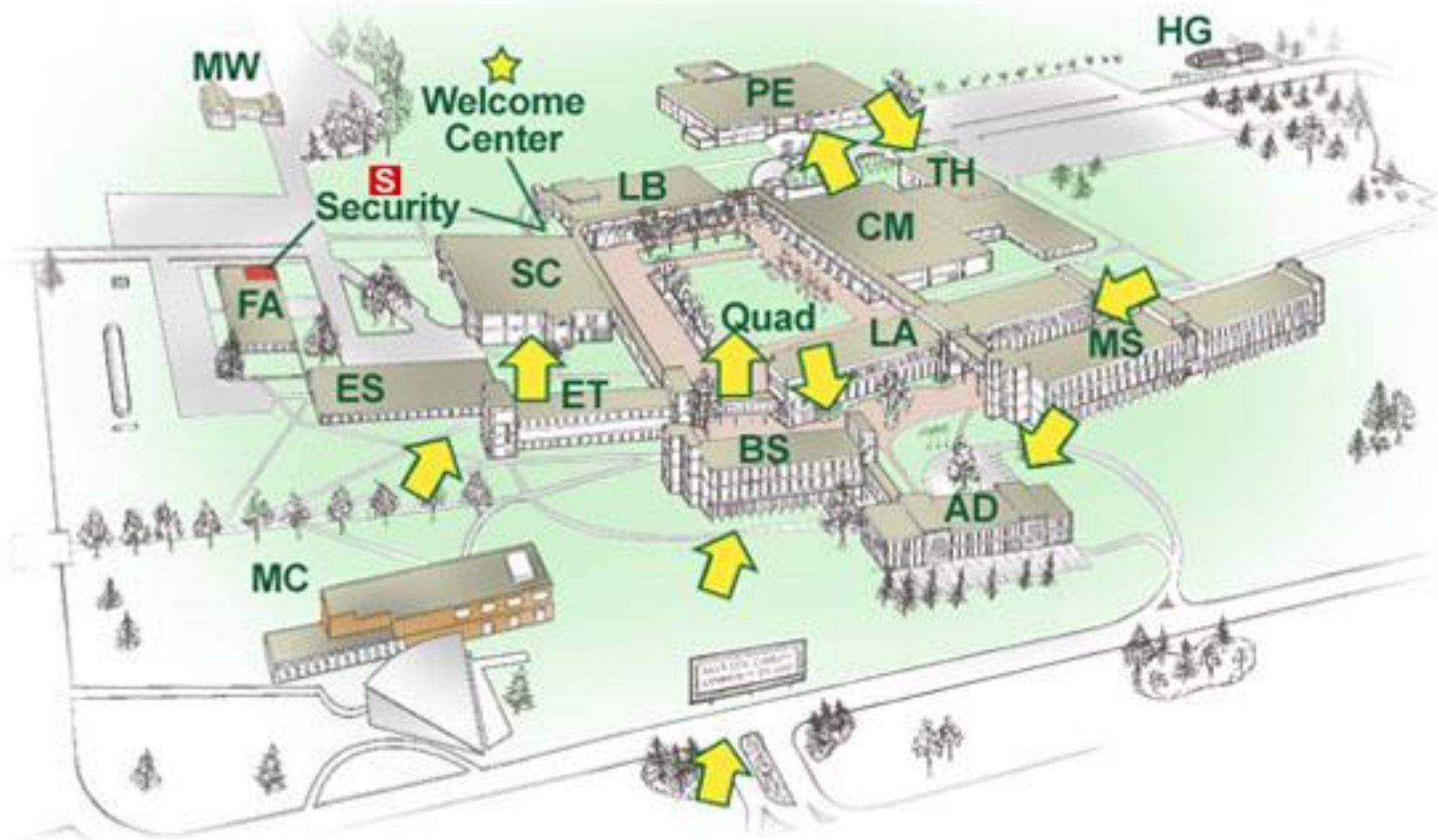
## Vision Statement

- ▶ A vital college,  
Engaged with its community, and  
Dedicated above all else to student  
success.

# 2016-2021 Strategic Plan Goals

- ▶ *We Expand Innovative Partnerships*
- ▶ *We Invest in Organizational and Professional Effectiveness*
- ▶ *We Ensure Student Success*
- ▶ *\*To learn more, visit: [https://mlink.mccc.edu/admin\\_strategic\\_plan.shtml](https://mlink.mccc.edu/admin_strategic_plan.shtml)*

# West Windsor Campus



# James Kerney Campus (JKC)

- ▶ The English Language Institute
- ▶ Bilingual Instruction
- ▶ Upward Bound Program
- ▶ GEAR UP & SMILE
- ▶ Talent Search
- ▶ High School Equivalency/Adult Basic Education (HSE/ABE)
- ▶ The Beverly A. Richardson Learning Center
- ▶ The Academic Testing Center
  
- ▶ *\*To learn more, visit: <https://mlink.mccc.edu/jkc.shtml>*

# MCCC Operations and Information

- ▶ Faculty Handbook: [https://mlink.mccc.edu/academic\\_faculty\\_handbook.shtml](https://mlink.mccc.edu/academic_faculty_handbook.shtml)
- ▶ College Directory: [http://www.mccc.edu/welcome\\_faculty\\_staff\\_dir\\_email.shtml](http://www.mccc.edu/welcome_faculty_staff_dir_email.shtml)
- ▶ IT/Helpdesk: <http://www.mccc.edu/helpdesk>
- ▶ Security Information: [https://mlink.mccc.edu/admin\\_security\\_info.shtml](https://mlink.mccc.edu/admin_security_info.shtml)
- ▶ Time Sheets: [https://mlink.mccc.edu/hr\\_time.shtml](https://mlink.mccc.edu/hr_time.shtml)
- ▶ Employee IDs (required): Visit Security to obtain
- ▶ Dress Code: Professional Attire Required



# Everfi/Campus Answers - Employee Training

- ▶ Code of Conduct for Higher Ed
- ▶ Discrimination and Harassment Prevention for Higher Ed
- ▶ Diversity in Action: Creating an Inclusive Workplace
- ▶ Information Systems and Data Security Awareness
- ▶ Preventing Discrimination and Sexual Violence: Title IX, VAWA, and Clery Act for Faculty and Staff

Training Course Registry Click the course title(s) below to access your training

New  In Progress  Complete

Status	Title	Last Login
<b>Uncompleted Courses</b>		
<input type="radio"/>	<input type="checkbox"/> <b>Discrimination and Harassment Prevention for Higher Education</b>  By EverFi This course explains the protected categories and provides guidance for recognizing, responding to and resolving unlawful harassment situations.  0% Complete Registered: 8/15/2018 Time Spent: 0 min. Start Date: N/A End Date: N/A	
<input type="radio"/>	<input type="checkbox"/> <b>Diversity in Action: Creating an Inclusive Workplace</b>	
<input type="radio"/>	<input type="checkbox"/> <b>Information Systems and Data Security Awareness</b>	
<input type="radio"/>	<input type="checkbox"/> <b>Preventing Discrimination and Sexual Violence: Title IX, VAWA and Clery Act for Non-Residential Faculty and Staff</b>	
<b>Completed Courses</b>		
<input checked="" type="radio"/>	<input type="checkbox"/> <b>Code of Conduct for Higher Education</b>  By EverFi The Code of Conduct course teaches higher education faculty, staff and other employees to identify potential ethical dilemmas and resolve them in a professional, responsible way.  100% Complete Registered: 8/15/2018 Time Spent: 14 min. Start Date: 8/16/2018 End Date: 8/16/2018 	Aug 16, 2018



# Operating Manual of the Board (OMB)

- ▶ OMB 380: Code of Ethics For College Officers and Employees
- ▶ OMB 695: Smoke-Free Campus
- ▶ OMB 931: Prohibition Against Discrimination
- ▶ OMB 933: Maintenance of a Drug-Free Workplace
- ▶ OMB 946: Use of Technology
  - ▶ Supplemental: MCCC Social Media Procedures
- ▶ OMB 965: Prohibition Against Harassment
- ▶ OMB 980: Internal Supplemental Employment Policy and Procedures
  
- ▶ *\*To learn more, visit: [https://mlink.mccc.edu/admin\\_omb.shtml](https://mlink.mccc.edu/admin_omb.shtml)*

# BENEFITS



# Health Benefits

- ▶ Medical: Multiple plans to choose from, 60 day waiting period for coverage to begin
  - ▶ Carriers: Horizon PPO, Horizon HMO, Aetna PPO, Aetna HMO
  - ▶ For more information: <https://www.state.nj.us/treasury/pensions/hb-active-sehbp.shtml>
- ▶ Academic Year full time faculty (10 month appointment) effective September first when hired in August
- ▶ Prescription coverage administered by OptumRX:  
<https://informedrx.rxportal.sxc.com/rxclaim/SONJ/StateofNewJersey.html>
- ▶ Dental: Horizon Dental Option, Horizon Dental Choice, Total Care( Eastern Dental)
- ▶ Optical reimbursement as per Collective Bargaining Unit (see contract for details)
- ▶ Health Insurance Waiver: \$1200 for single, \$2600 for employee + spouse or employee + children, \$2900 for family
  - ▶ Other coverage must be non-State of NJ coverage
  - ▶ *To learn more, visit:* [https://mlink.mccc.edu/hr\\_benefits.shtml](https://mlink.mccc.edu/hr_benefits.shtml)

# Pension Benefit

- ▶ Two programs offered: PERS (Public Employees Retirement system) and ABP (Alternate Benefit Program (401A)).
  - ▶ More information on various options: <https://www.state.nj.us/treasury/pensions/pension-info-active.shtml>
- ▶ PERS: provided by the State of NJ. If an employee is a member of PERS at the time he or she becomes a full-time employee they may remain in PERS.
  - ▶ Eligible employee's pension contribution is set by law at 7.5% of base salary on a pre-tax basis.
  - ▶ Vesting occurs after 10 years of employment.
- ▶ ABP:
  - ▶ eligible employees' pension contribution is set by law at 5% of base salary on a pre-tax basis.
  - ▶ Employer contributions are currently fixed at an additional 8% of base salary.
  - ▶ There are 7 ABP plan providers to choose from.
- ▶ In addition, supplemental plans are also available. These include 403(b), 457(b), and ACTS plans; contact Margaret Tsui, Benefits Manager, for more information.

# Life Insurance



- ▶ **Noncontributory Life Insurance:** no cost to employees of this coverage. It is provided by the employer through the ABP retirement system or PERS system.
  - ▶ ABP members: 3.5x base salary
  - ▶ PERS members: 1.5x base salary
- ▶ **Contributory Life Insurance:** Available to PERS members. Employees pay for this benefit. It is an addition to the noncontributory life coverage of 1.5x an employee's annual salary and increases an employee's benefit to 3x base salary upon which an employee's pension contributions were based.
- ▶ **\*\*\*For the 1<sup>st</sup> 12 months of employment, the law requires that an employee must be covered by contributory life insurance. After 12 months an employee may cancel this coverage by completing a form available from the Office of HR; once cancelled, can never be re-enrolled.\*\*\***

# Paid Time Off

- ▶ \*Please refer to your appropriate contract for specifics. Contract supersedes any information contained in this presentation.
- ▶ Sick time: 12 month employees get 12 days, any deviation from a 12 month contract is prorated accordingly, accrued from year to year
- ▶ Vacation time: 12 days per fiscal year for non-faculty 12 month employees in first year (see contract for additional information)
- ▶ Personal time: 3 days per year, may not be carried over from year to year
- ▶ Floating Holiday: 2 days per fiscal year
- ▶ Paid Holidays for 12 month employees per fiscal year
  - ▶ Winter Recess (December 24-January 1), Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving.

# Tuition Reimbursement

- ▶ Must be pre-approved by the Supervisor and Vice President prior to the start of the semester
- ▶ Must attain a grade of “C” or better
- ▶ 75% of **Rutgers University’s** lowest current rate
- ▶ Six credits per semester





# Tuition Waiver for Full Time Employees

- ▶ Credit courses
- ▶ All full-time employees, their spouses and/or dependent children (see contract for specifics related to dependents)
- ▶ \*Non-credit courses may be covered. Please see your contract for specifics.

# Camp College for Employee Children

- ▶ Discounted or waived fee for full-time employees.
- ▶ Please see your contract for specifics.

# Additional Services

## Services

- ▶ Book Store: <https://www.bkstr.com/mercercountycstore/home>
- ▶ Library: [https://mlink.mccc.edu/academic\\_library.shtml](https://mlink.mccc.edu/academic_library.shtml)
- ▶ Cafeteria: [http://www.mccc.edu/welcome\\_eateries.shtml](http://www.mccc.edu/welcome_eateries.shtml)
- ▶ Direct Deposit
- ▶ Employee Parking
- ▶ Fitness Center and Pool: [http://www.mccc.edu/community\\_recreation.shtml](http://www.mccc.edu/community_recreation.shtml)
- ▶ Mercer County NJ Teachers' Credit Union: <https://www.mcnjtfcu.org/>
- ▶ Cell phone discount - Verizon: <https://www.verizonwireless.com/discount-program/>

# Metro Employee Assistance Service (MEAS)

- ▶ MEAS is an Employee Assistance Program, or EAP
- ▶ 100% free to employees
- ▶ Completely confidential
- ▶ Short-term counseling and referrals for a variety of situations:
  - ▶ Family issues
  - ▶ Marital Issues
  - ▶ Substance Abuse
  - ▶ Grief/Bereavement
  - ▶ Stress and anxiety
- ▶ Call for an appointment: 609-396-5877
- ▶ *To learn more, visit: <https://www.mercercouncil.org/>*

# Family Medical Leave Act

- ▶ Up to 12 weeks of job-protected leave for eligible employees
- ▶ Can be used for a variety of reasons - own illness, care of family member, etc.
- ▶ Please contact HR if you need to be out of work for more than 5 days for any reason and we will guide you

# Accommodation under the Americans with Disabilities Act

- ▶ Used when employees have difficulty performing essential functions of their job due to a medical/health condition or situation
  - ▶ Can be a physical or mental condition, situation, or impairment
  - ▶ Example: If you have a condition or injury that prevents you from lifting, but you need to lift things as part of your job
- ▶ Please contact HR if you think you might need an accommodation

# Unions at Mercer

- ▶ Professional Staff Federation (PSF), Local 4537 AFT, AFL-CIO
  - ▶ Francis Paixao, extension 3731
- ▶ MCCC Faculty Association (NJEA)
  - ▶ Art Schwartz, extension 3761
- ▶ Federation of Administrative Professionals, Local 2319 AFT, AFL-CIO
  - ▶ Beth Knight, extension 3221
- ▶ United Adjunct Faculty, Local 2222 AFT, AFL-CIO
  - ▶ Leonard Winogora, extension 3358
- ▶ American Federation of State, County, and Municipal Employees (AFSCME), Local 2473
  - ▶ Bob Bowman, extension 3510
- ▶ *For copies of union contracts, visit: [https://mlink.mccc.edu/hr\\_contracts.shtml](https://mlink.mccc.edu/hr_contracts.shtml)*

# Who to Contact in Human Resources

- ▶ **Monise Princilus, Ed.S., Executive Director, Human Resources & Compliance x3635**
  - ▶ **Tammi Stuebe, Assistant Director of Human Resources x3272**
    - ▶ Margaret Tsui, Human Resources Benefits Manager x3273
      - ▶ Questions related to insurance, benefits, pension, retirement
    - ▶ Jeby Mathew, HRIS Coordinator x3215
      - ▶ Questions related to changes to personal information, timesheets, and paid time off
    - ▶ Kelly Greene, Administrative Specialist II x 3243
      - ▶ Questions related to leaves of absence, tuition reimbursement
    - ▶ Carol Sanderson, Administrative Specialist II x3270
      - ▶ Questions related to recruitment, job postings, hiring paperwork
    - ▶ Catherine Roberts, Coordinator I x3271
      - ▶ Questions related to timesheets

Questions?

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