Welcome & Updates from Dr. Robert Schreyer
Vice President of Academic Affairs

Welcome Week
Academic Affairs Updates

- Updates for:
  - Curriculum, Colleague & Student Planner

- Academic Affairs Leadership Team Updates
  - Who, What, Where?

- Dual Enrollment

- Collaborating with our new VPSA!

Welcome & Updates from Dr. Leonard Winogora
President of MCCC Adjunct Faculty Union

- Your Adjunct Faculty Union Team's negotiations with Mercer Administration have resulted in real gains in salary, employment status and working conditions.

- Your Union Team promotes Professional Development for our members, through our involvement in the Adjunct Faculty Institute, IPIC, and assistance in departmental promotion applications.

- Your Union Team has achieved direct involvement for our members in all College Governance committees.

MERCER
COUNTY COMMUNITY COLLEGE

Updates From:

Yvette Henry
Vice President of Human Resources

- **HR Team Members**
  - Jeby Mathew, Manager of HRIS & HR Operations
  - Nia McGowan, Manager of Employee Relations & Development
  - Laura Byrd, Manager of Employee Engagement
  - Audrey Mostrowski, Coordinator HR Generalist & Benefits
  - Jenna Hampton, Coordinator of HR Information Systems
  - Carol Sanderson, HR Department Specialist
  - Catherine Roberts, HR Department Specialist

- **College Safety Department**
  - Todd Sparks, Interim Director of College Safety
    - Clifford Pollard, Second Shift Manager – WWC
    - Hope Jarvis, Supervisor of College Safety - JKC

- **HR Focus for 2024-2025**
  - Employee Training & Development
  - Special Projects
    - Organizational Chart
    - Performance Management
    - Employee Handbook Project
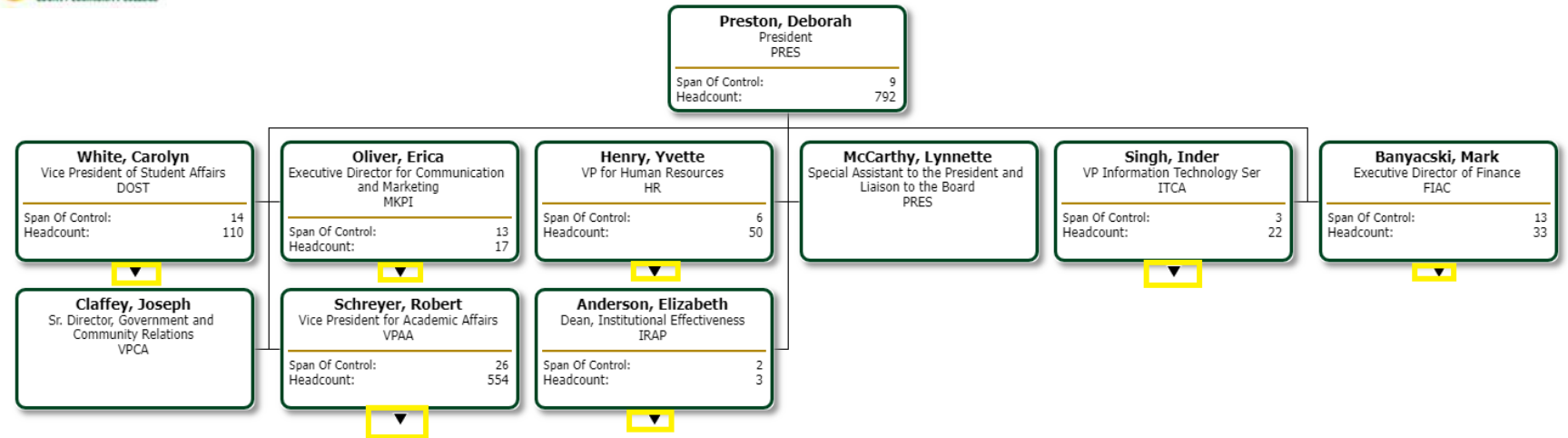   - Continued development of Standard Operating Procedures (SOPs)

Organizational Chart

Located on the My Mercer page under the section titled 'Employee App Quick Links'

Employee App Quick Links

- ITS Help Desk/MITTS
- MCCC Employee...
- **MCCC Org Chart**
- Microsoft Office 365
- MLink
- Self Service
- School Dude (Facilities/M...

Preston, Deborah
President
PRES

| Span Of Control: | 9 |
| Headcount: | 792 |

White, Carolyn
Vice President of Student Affairs
DOST

| Span Of Control: | 14 |
| Headcount: | 110 |

Oliver, Erica
Executive Director for Communication and Marketing
MKPI

| Span Of Control: | 13 |
| Headcount: | 17 |

Henry, Yvette
VP for Human Resources
HR

| Span Of Control: | 6 |
| Headcount: | 50 |

McCarthy, Lynnette
Special Assistant to the President and Liaison to the Board
PRES

Singh, Inder
VP Information Technology Ser
ITCA

| Span Of Control: | 3 |
| Headcount: | 22 |

Banyacski, Mark
Executive Director of Finance
FIAC

| Span Of Control: | 13 |
| Headcount: | 33 |

Claffey, Joseph
Sr. Director, Government and Community Relations
VPCA

Schreyer, Robert
Vice President for Academic Affairs
VPAA

| Span Of Control: | 26 |
| Headcount: | 554 |

Anderson, Elizabeth
Dean, Institutional Effectiveness
IRAP

| Span Of Control: | 2 |
| Headcount: | 3 |

Click on 'Arrow' below box to view additional charts for employees with direct reports

MCCC Employee Training System

Located on the My Mercer page under the section titled 'Employee App Quick Links'

- **Mandatory training assignments**
  - Title IX and Sexual Harassment Prevention for Employees *(29 minutes)*
- *30-days* to complete mandatory training
  - *Tuesday - October 8, 2024*

Updates from Mark A. Banyacski
Acting Vice President of Finance and Administration

Banyacski, Mark
Executive Director of Finance
FIAC

Span Of Control: 13
Headcount: 33

Krebs, Nancy
Administrative Specialist II
FIAC

Palughi, Theresa
Grant Accounting Officer
FIAC

McCormick, Cheryl
Dir, Budgets & Foundation Ops
FIAC

McKiernan, Lori
Disbursement Manager, AP
ACCP

Mulkey, Jessica
Director, Conference Center Events & Operations
CNFC

Span Of Control: 3
Headcount: 4

Herrick, Courtney
Asst Controller & Comp Officer
FIAC

Span Of Control: 2
Headcount: 3

Quattro, Steven
Director of Purchasing
PURC

Span Of Control: 3
Headcount: 4

Mercene, Delia
Grant Accountant
FIAC

Trotman, Sheryl
Sr. Administrative Specialist
FIAC

Miller, Alice
Station Manager/Program Direct
WWFM

Span Of Control: 7
Headcount: 8

Van Exel, Jami
Disbursements Manager
PAYR

Span Of Control: 2
Headcount: 3

Hernandez, Raquel
Senior Executive Assistant
VPFN

Brown-Joseph, Lucia
Director, Student Accounts
FIAC

Span Of Control: 2
Headcount: 3

MERCER
COUNTY COMMUNITY COLLEGE

Comply Hotline
Anonymous Employee Reporting

- Telephone: **(800) 928-0084**

- Website: **report.complyline.com**

If You See Something, Say Something!

Workplace compliance and safety is everyone's job. If you see something, report it through ComplyLine's anonymous hotline or web portal.

Toll Free - (800) 928-0084

Online - report.complyline.com

Organization PIN

880773

Site ID by Location

JKC Campus - 2
West Windsor - 1

**Updates from
Erica M. Oliver**
*Interim Vice President of
College Advancement*

Fundraising

The team raised…

- ~ **$1,155,786 raised** this past fiscal year (2023-2024)
  - ~ Includes: with and without donor restrictions

- ~ **387 scholarships provided** this past fiscal year (2023-2024)
  - Includes: Continuing, Graduating, Completion Fund and Mercer Fund scholarships

Reminder…

- **Mercer Tuesday** - November 12, 2024

  - Last year the team raised $32,000
    THANKS to all of you for contributing and spreading the wor

  - If you want to make a pledge today, you can, by stopping by th Development Office in the AD building or go to: www.mccc.edu/mercertuesday

- Your gift could earn you this Stanley-type mug!!!

KUDOS TO THE TEAM!! These are Amazing numbers!

Updates from Inder Singh
Vice President of Information Technology
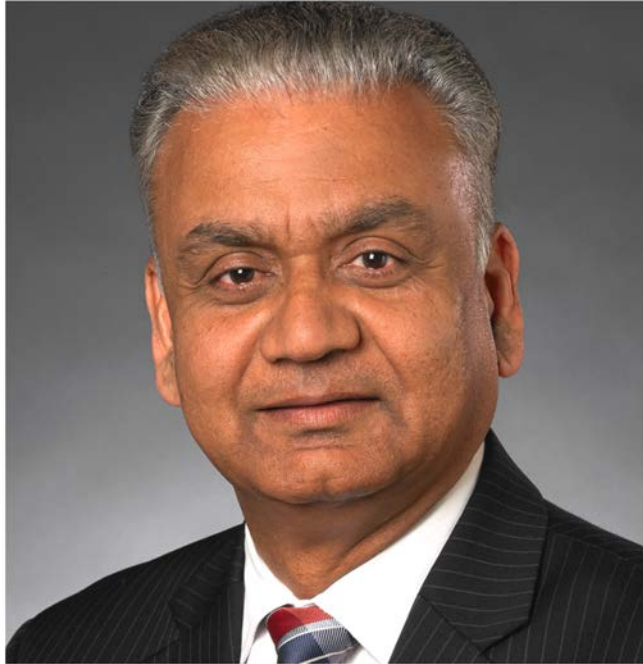
Information Technology Services - Key Updates

Computer Upgrades:

- Academic Computer Labs (WWC/JKC)—Completed (all 57 labs, totaling 1249 computers).
- Faculty computer upgrades to new laptops (FT faculty) – **In progress**, target to complete by September 2024
- All Employees (FT) computer upgrades to new laptops – Start September 15 – December 2024

- **Student Success Data Analytics and Dashboard Data Warehouse Infrastructure –   FY 25 (Phase 1)**
  - Planning to Install and implement a Data warehouse technology to support college student success, retention, and graduation rate goals and objectives – Setup dashboard and data analytics to view real-time data for decision-making from Colleague and Admissions Systems.

- **Annual Cybersecurity Awareness Campaign: October – December 2024**
  - Educate employees on cyber threats and raise awareness of the sensitivity of data and systems
  - Ensure procedures are followed correctly, password reset, and others
  - Provide information on how to avoid phishing emails and other scam tactics

IT Help Desk Contact Number:

- 609-570-3300 ext 4357 or Mitts@mccc.edu

Updates from Carolyn White
Vice President, Student Affairs

- Introduction
- Student Affairs Division

Recruitment & Enrollment
- Enrollment Advising
- Admissions & Recruitment
- Enrollment Center
- Financial Aid
- Student Records
- Student Advocate

Student Affairs
- Athletics
- Center for Accessibility Resources (CAR)
- Counseling & Wellness
- Military & Veterans Services
- Student Life & Leadership

- Contact Information
  - whiteca@mccc.edu
  - 609-570-3536

MERCER
COUNTY COMMUNITY COLLEGE

Updates from Erica M. Oliver
Executive Director for Communications & Marketing

Marketing & Communications

Brand refresh…
- Definitely time for this process. Many logos all over campus. No consistent look. No identifiable brand.
- Tasked our agency (Imbue Creative) to take us through the process
- Imbue conducted research (national and local), stakeholder interviews, student surveys and workshops
- New brand launch this Fall - new advertising, logo, messaging, tagline and more!

New website…
- Inder Singh, Erica Oliver and teams are working with Ifactory to develop a new website
- Many staff were involved in the assessment process and provided input
- A core team (representing various MCCC dept's) involved in the development
- It will be at least a 12-month process. We will keep you posted on progress

Degree Program POV campaign…
- Started October 2023
- Features 3 Academic Degree programs/month (one from each Division)
- Each campaign – video, website home page, campus tv screens, promo piece, social media, press release if applicable
- On-going promotion
- Check out our **YouTube** for all done so far!

Campus Tour video – in the works!
The "M" Newsletter - Drops every other Thursday!

Follow us on Social Media!

KUDOS TO THE MARKETING & COMMUNICATIONS TEAM for all the great work!!
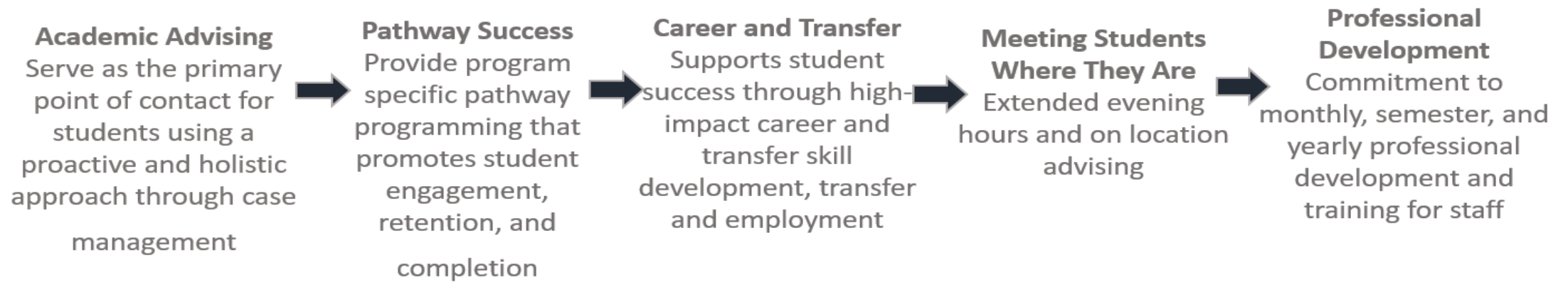
MERCER
COUNTY COMMUNITY COLLEGE

Academic Advising Re-Design

- Each student will have an assigned academic advisor and faculty advisor by the end of the fall semester

- Shaun Patterson has been hired as the new Director of Academic Advising and Student Support

- Contact advisor@mccc.edu for student questions or 609-570-3451

Academic Advising
Serve as the primary point of contact for students using a proactive and holistic approach through case management

Pathway Success
Provide program specific pathway programming that promotes student engagement, retention, and completion

Career and Transfer
Supports student success through high-impact career and transfer skill development, transfer and employment

Meeting Students Where They Are
Extended evening hours and on location advising

Professional Development
Commitment to monthly, semester, and yearly professional development and training for staff

Facilities

- School Dude update is ongoing and service will be restored in the next week
- Multiple construction projects are on going on campus including paving and roof fixes to be completed by the end of the Fall semester

MCCC Libraries
Offering you and your students more than just books

- ✓ A library is available at each of the campus locations + there is a virtual library for remote users

- ✓ Reference librarians assist with building course LibGuides, teaching library instruction, providing library assistance for classes, offering one-to-one individualized research assistance, and general library assistance

- ✓ Reserve materials including most print textbooks and print learning resources are located at the circulation access services desk

- ✓ Copyright questions: Ask us - What's acceptable and what's not

- ✓ We can order and arrange for popular streaming media for use in your classes either F2F or via Blackboard

- ✓ Place your orders for course print and e-book selections

- ✓ Contact us at: **library @mccc.edu**

MERCER
COUNTY COMMUNITY COLLEGE

Adjunct Faculty Benefits

Alternate Benefit Program (ABP)

-401(a) retirement; employee-5%; MCCC-8%; mandatory enrollment; 7 providers
-Non-contributory life insurance
-Long-term disability
-Additional Contributions Tax-Sheltered Program (ACT) - 403(b) and 457(b)
-Please complete and return your carrier election and enrollment forms

Employee Assistance Program - Carebridge

Tuition Waiver

Employee-paid Health Insurance

COLLEGE SAFETY Fall 2024-Spring 2025

Todd Sparks, Interim Director Ext 3506

sparkst@mccc.edu

WWC College Safety Desk: Ext 3503/ 3200

JKC College Safety Desk : 3175

Classroom Access: Fall 2024

- Each of the regular academic classrooms at WWC will be locked electronically
- All listed Faculty have been granted access to these classrooms, simply use your ID card to gain access
- If you don't have a Faculty ID or have the old (white with magnetic stripe-you will need a new card
- Come to College Safety Desk in Welcome Center for new/updated card
- Any access issues-call College Safety at 3503
- If you cannot access a classroom door, email mccc-security@mccc.edu and provide classroom you need
- Note: certain labs and specific areas are only accessible by pre-approved faculty/staff-have your Dean or other Supervisor email mccc-security@mccc.edu to request access

Classroom doors:

- Do NOT prop doors open with chairs, desks, or trash cans (this is a Fire Code violation and someone could trip/fall over such obstructions
- Faculty are encouraged to keep doors closed during instruction as this also helps the HVAC system keep classrooms at proper temperature
- Use a strong rubber or wooden wedge to prop door open
- In case of emergency just kick out wedge and pull door closed as it's already locked
- This is the safest way to ensure student and faculty/staff safety

Making you Panic Button accessible

- Click the arrow and open up the notification area, then drag the Panic button to the area so it stays there for quicker access

B. Select the appropriate Incident Type: **Intruder, Medical Emergency, Active Shooter, Other**

C. Enter an Incident Description: (if applicable)

D. Enter the "Send Alert" button to send your emergency request to the Mercer's Security & College Safety offices.   Note:

Note:

The ALERTUS Desktop Panic button is a computerized version of the CAMPUS 9-1-1 emergency phone system and should only be used in case of Emergency.

Examples include but are not limited to:

- Fire
- Crime, especially if in progress
- intruder
- Active Shooter
- Medical Emergency, such as someone who is unconscious, gasping for air or not breathing, experiencing an allergic reaction, having chest pain, having uncontrollable bleeding, or any other symptoms that require immediate medical attention.

EMERGENCY ALERT SYSTEM

ALERT!

THIS IS A TESTOF THE ALERTUS SYSTEM FROM
RCER COLLEGE SAFETY NO THREAT OR INCIDE
IS IMMINENT

.

ACKNOWLEDGE

What type of incidents merit using ALERTUS:

- The ALERTUS Desktop panic button is a version of the 9-1-1 system and should be for emergencies only. This system is NOT to be used for door openings, facilities calls; etc.

- Minor medical emergencies call MCCC College Safety at 3200 (WWC) or 3175 (JKC)

- Emergencies that would merit using ALERTUS:

- fire

- Crimes in progress

- Intruder

- Active Shooter

- Medical Emergency (serious)

MERCER
COUNTY COMMUNITY COLLEGE

If you see fire, smell smoke:

- If in your classroom-evacuate quickly ensuring all in the classroom are accounted for; move to your closest exit and out of the building

- Activate the nearest fire alarm device

- Note: prior to entering the hallway determine if the hallway is safe to enter.

Fire Alarm Activation:

- UNLESS COLLEGE SAFETY INFORMS YOU THAT THE FIRE ALARM IS BEING TESTED, YOU MUST LEAVE THE BUILDING. You should take a headcount of your students and re-count upon reaching your designated Evacuation Zone (see page 29 of the EOP). These are areas that are grassy and away from any potential pathways of emergency vehicles.

Fire Doors: They will close upon fire alarm activation but are unlocked, push the bar to open TOWARDS the exit (if for some reason you need to open them, they are all unlocked)

Assistance to persons with mobility issues:

- At the beginning of semester or if a particular student/faculty/staff who may have a need for assistance and have a "Buddy" system to have one or more people to help

- Determine where the stair chair device is in your building, we can provide training if needed. Don't wait until an actual event

- If you cannot evacuate a person due to mobility issues, get to a designated Area of Refuge (each building has one, see Appendix B of the EOP

Access Control:

- As the College continues to install new card access "swipe" devices; some are not activated yet. You should be able to access your room.
- The newer devices are "Tap" and won't allow the magnetic strip (old white ID/Access cards); please come to the College Safety desk and obtain a new "tap" card (green)

MERCER
COUNTY COMMUNITY COLLEGE

WHAT TO DO:

- Should an alert be broadcast, a report (verbal), or there are sounds that indicate a serious problem (shots fired, screaming, seeing a person armed, etc.);

- DO NOT PANIC: Remain in your room and the lock your door (use the TeacherLock device

- Get into a "Hard Corner" (out of sight from the doorway, preferably behind a solid wall), and below the windows if possible (shooter could be in hallway or outside of building

A hard corner is a section of a room or classroom where occupants are not visible from the hallway through openings like a window or door. With this concept, angles are used to conceal occupants from threats exterior to the classroom by being outside their line of sight

Threat

Area outside line of sight (hard corner)

Area within line of sight

MERCER
COUNTY COMMUNITY COLLEGE
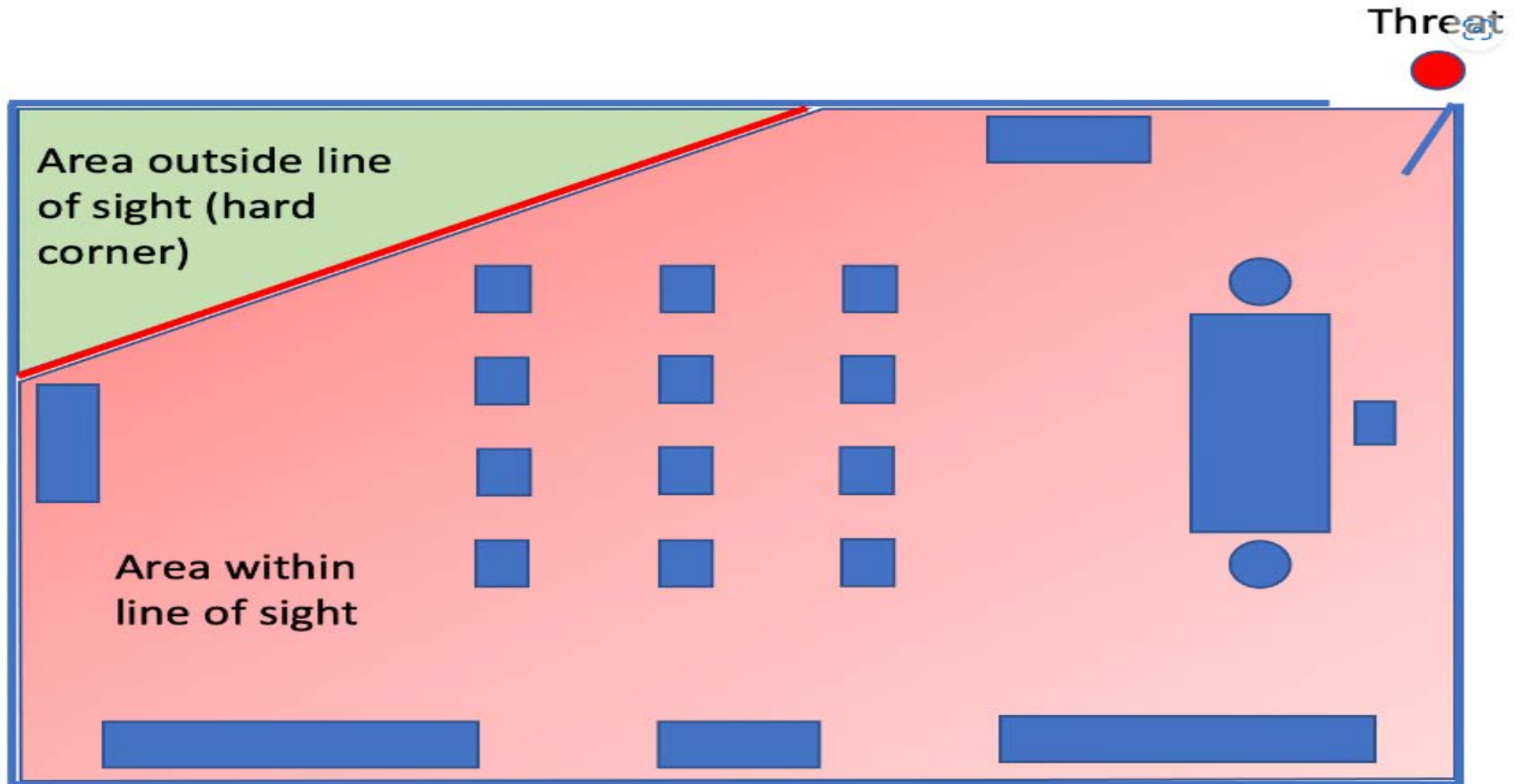
Review the Emergency Operations Plan on the MCCC website.

- [emergency_operations_plan.pdf (mccc.edu)](mccc.edu)

For any concerns email: mccc-security@mccc.edu

Will do our best to respond to your question