

MERCER COUNTY COMMUNITY COLLEGE
Minutes of the 667th Meeting
of the Board of Trustees
December 10, 2020

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

I. OPENING OF MEETING

A) FLAG SALUTE

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

B) STATEMENT OF NOTIFICATION

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

C) ADOPTION OF AGENDA

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

D) PUBLIC COMMENT

No one from the attending public addressed the Board at this time.

II. APPROVAL OF MINUTES OF THE NOVEMBER 19, 2020 BOARD MEETING

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

BE IT RESOLVED, that the minutes of the November 19, 2020 meeting of the Board of Trustees are approved as presented.

III. FINANCIAL MATTERS

Mr. Drennan presented Agenda Items III (A) through (D) for ratification, which were seconded by Ms. Delli Santi. The items were ratified with Trustees Berrios-Ohler, Brown-Glaude, Delli Santi, Drennan, Green, 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 NOVEMBER

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

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

E) ACCELERATED INFORMATION SYSTEMS, AMENDED RESOLUTION

WHEREAS, Mercer County Community College has need to acquire additional user licenses as part of the cloud-based document management system (Laserfiche) with the capability of migrating various documents and records from existing legacy systems that are no longer supported by the College as well as additional user licenses for e-signature software (HelloSign), at the James Kerney and West Windsor campuses during FY2021; and

WHEREAS, Mercer County Community College has prepared a COVID-19 Technology Plan for College re-opening support for FY 2021 and the subsequent contract will be paid for and/or enabled 100% by the federal and/or state Coronavirus Aid, Relief and Economic Security (CARES) Act and related acts, with zero (0%) financed from non-governmental sources; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.11a(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 Accelerated Information Systems Inc. of Hicksville, New York has the needed Laserfiche software available under the Cooperative Pricing Agreement with the Educational Services Commission of New Jersey* pricing system which represents the best value for the College ; and

WHEREAS, Mercer County Community College Purchasing Policy requires every contract or agreement for the performance of any work or the furnishing or hiring of any materials and supplies greater than \$7,280 but less than \$36,400 and that is not available under a Cooperative Pricing Agreement, shall be made and awarded only after soliciting a Request for Quotation RFQ from at least three (3) bidders;

WHEREAS, Mercer County Community College determined that Accelerated Information Systems Inc. of Hicksville, New York was not able to provide HelloSign software under a nationally recognized and accepted cooperative purchasing agreement or New Jersey State Contract,

WHEREAS, Mercer County Community College solicited three (3) quotes pursuant to RFQ-2101⁺ for e-signature software and on July 7, 2020 issued a contract to Accelerated Information Systems Inc. of Hicksville, New York; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to amend the contract with Accelerated Information Systems Inc. of Hicksville, New York, to purchase additional user licenses for the cloud based document management system known as Laserfiche, in accordance with the resolution adopted by the Board of Trustees from December 12, 2019, 2019, and amend the contract for additional user licenses for e-signature software known as HelloSign, at a cost not to exceed \$46,202, from December 10, 2020 through June 30, 2021

*Educational Services Commission of New Jersey Contract #65MCESCCPS

⁺MCCC RFQ-2101

F) APPLE STORE FOR EDUCATIONAL INSTITUTIONS

WHEREAS, Mercer County Community College has a need to purchase various computer software, hardware and other equipment at the James Kerney and West Windsor campuses during FY 2021; and

WHEREAS, Mercer County Community College has received funding from the Walker Photography Endowment Fund to purchase twenty two (22) Apple MacBook Pro computers for use by the Photography Program in the Arts and Communication Department of the Liberal Arts Division and various computer software, hardware and other equipment for the James Kerney and West Windsor campuses during FY 2021; and

WHEREAS, Mercer County Community College has identified that the Apple Store for Educational Institutions has the needed computers and related software and equipment available under the Cooperative Pricing Agreement with the Educational Services Commission of New Jersey* which represents the best value for the College; now therefore

BE IT RESOLVED, the President is authorized, on behalf of the Board, to enter into a contract with Apple Store for Educational Institutions of Austin, Texas, for an amount not to exceed \$83,000 for the purchase of twenty two (22) Apple MacBook Pro computers for the Photography Program in the Arts and Communication Department in the Liberal Arts Division, and various computer software, hardware and other equipment for the James Kerney and West Windsor campuses, from December 10, 2020 through June 30, 2021 (FY2021). Paid for by the Walker Photography endowment fund.

* Educational Services Commission of New Jersey contract #15/16-69

G) FINANCIAL CONSULTING SERVICES

WHEREAS, Mercer County Community College has a need to acquire financial consulting services to ensure sufficient oversight and management of the College's Facilities, Finance, Safety and Security, and Purchasing Departments until a permanent Vice President of Administration and Finance is appointed; 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, Susan K. Perkins, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Susan K. Perkins, LLC has not made any reportable contributions to a political or candidate committee in Mercer County in the previous year, and the contract will prohibit Susan K. Perkins, LLC 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 contract with Susan K. Perkins, LLC to acquire financial consulting services to ensure sufficient oversight and management of the College's Facilities, Finance, Safety and Security, and Purchasing Departments until a permanent Vice President of Administration and Finance is appointed at a cost not to exceed \$64,000 for the time period October 15, 2020 through March 31, 2021.

H) KAMCO BUILDING SUPPLIES

WHEREAS, Mercer County Community College has a need to purchase building materials for bathroom renovations at the Administration, Engineering & Technology, Fine Arts, Library and Physical Education buildings; and at the Student Center and Kelsey Theater, on the West Windsor campuses in FY 2021; and

WHEREAS, Mercer County Community College Purchasing Policy requires every contract or agreement for the performance of any work or the furnishing of any materials and supplies greater than \$7,280 but less than \$36,400, which is to be paid with or out of college funds, be made and awarded only after soliciting a Request for Quotation (RFQ) from at least three (3) bidders; and

WHEREAS, Mercer County Community College Purchasing Policy states that when an individual vendor exceeds an annual, cumulative spending threshold of \$36,400, that a Board of Trustee resolution is required; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to contract with Kamco Building Supply Corporation of Chester, Pennsylvania to purchase building materials for bathroom renovations at the Administration, Engineering & Technology, Fine Arts, Library and Physical Education buildings; and at the Student Center and Kelsey Theater at the West Windsor campus, funded under the 2020-21 New Jersey Chapter 12 program, at a cost not to exceed \$71,000 through June 30, 2021.

I) MARK'S PLUMBING

WHEREAS, Mercer County Community College has a need to purchase plumbing supplies for bathroom renovations at the Administration, Engineering & Technology, Fine Arts, Library and Physical Education buildings; and at the Student Center and Kelsey Theater, on the West Windsor campuses in FY 2021; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.9 (b) exempts the purchase of any materials, supplies, goods, services or equipment, pursuant to a contract for such equipment entered into on behalf of the Federal Supply Schedules of the General Services Administration* as permitted by the Federal Acquisition Streamlining Act of 1994 (P.L.. 103-355) 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 the Board, to contract with Mark's Plumbing Supplies Inc. of Fort Worth, TX, to acquire plumbing supplies for bathroom renovations for the Administration, Engineering & Technology, Fine Arts, Library and Physical Education buildings; and at the

Student Center and Kelsey Theater at the West Windsor campus, funded under the 2020-21 New Jersey Chapter 12 program, at a cost not to exceed \$67,000 through June 30, 2021.

* GSA Contract GSA # GS-07F-0342U

J) NICKERSON CORPORATION

WHEREAS, Mercer County Community College has a need to purchase toilet partitions for bathroom renovations at the Administration, Engineering & Technology, Fine Arts, Library and Physical Education buildings; and at the Student Center and Kelsey Theater, on the West Windsor campuses in FY 2021; and

WHEREAS, Mercer County Community College has identified that the Nickerson Corporation has the required toilet partitions available under the Cooperative Pricing Agreement with the Educational Services Commission of New Jersey* which represents the best value for the College; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to contract with Nickerson Corporation, Bay Shore, New York, to purchase toilet partitions for bathroom renovations at the Administration, Engineering & Technology, Fine Arts, Library and Physical Education buildings; and at the Student Center and Kelsey Theater at the West Windsor campus, funded under the 2020-21 New Jersey Chapter 12 program, at a cost not to exceed \$53,000, through June 30, 2021.

* Educational Services Commission of New Jersey contract #18/19-15

K) OPEN SYSTEMS INTEGRATION

WHEREAS, Mercer County Community College has the need to periodically inspect, test and perform preventative maintenance and service, including performance of the annual fire alarm NFPA 72 inspection/certification on the fire alarm system at all buildings on the West Windsor campus; and

WHEREAS, Mercer County Community College has identified that Open Systems Integrators, Inc. of Hamilton Twp., Mercer County, New Jersey has the expertise to inspect, test and perform preventative maintenance and service, including performance of the annual fire alarm NFPA 72 inspection/certification on the fire alarm system at all buildings on the West Windsor campus, 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 the Board, to contract with Open Systems Integrators Inc. of Hamilton Twp., Mercer County, New Jersey, to inspect, test and perform preventative maintenance and service,

including performance of the annual fire alarm NFPA 72 inspection/certification on the fire alarm system at all buildings on the West Windsor campus in order to comply with current municipal fire code standards, from December 10, 2020 through June 25, 2021 (FY 2021) at a cost not to exceed \$50,000 funded under the New Jersey Chapter 12 program.

* Educational Services Commission of New Jersey Contract #17/18-59 / #65MCESCCPS

L) SHI INTERNATIONAL

WHEREAS, Mercer County Community College has a need to purchase computer hardware, software, communication and other related equipment at both the James Kerney and West Windsor campuses in FY 2021; 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 the Board, to amend the contract with SHI International Corporation of Somerset, New Jersey to purchase computer hardware, software, communication and other related equipment at both the James Kerney and West Windsor campuses at a cost not to exceed \$65,000 in FY 2021.

* New Jersey State Contract #89851 and/or Omnia Contract # RFP2018011-02

M) FY2021 CHAPTER XII FUNDING, AMENDED RESOLUTION

WHEREAS, the Board of Trustees resolution approved on April 16, 2020 for Mercer County community College's FY2021 funding not to exceed \$5,000,000 under New Jersey's Chapter XII program, and authorized the President to request the endorsement and support of the county of Mercer, and

WHEREAS the funding amount appropriated to the College increased by \$70,000

BE IT RESOLVED, that the Board of Trustees approves Mercer County Community College's FY2021 funding not to exceed \$5,070,000 under New Jersey's Chapter XII program, and authorizes the President to request the endorsement and support of the County of Mercer.

IV. HUMAN RESOURCES MATTERS

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

A) RATIFICATION OF APPOINTMENTS, AND STAFF SEPARATION REPORT

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

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

B) TENURE APPOINTMENTS

BE IT RESOLVED, That this Board hereby approves the offering of tenure appointments effective with the 2021-2022 academic year to faculty members in their fifth year of service as recommended by the President as indicated in the attached which is to be made part of the minutes of this meeting. (Attachment #5)

V. OPERATIONS MATTERS

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

A) NOVEMBER 2020 CLERY REPORT

The members of the Board noted receipt and review and ratified the November 2020 Clery Report, which is attached. (Attachment #6)

VI. PRESIDENT'S UPDATE

Enrollment

- As we continue to be impacted by Coronavirus, our enrollment is significantly down. As of this morning, we are down by 37.6%. Our dedicated staff continues to make various efforts to improve the enrollment. We are aggressively working to reach out to students, and to let them know that we have financial aid funds available for almost every one of them. We have learned that some are under the impression that they do not qualify because they are too high-income, others because they think they won't meet an academic merit standard. So we have shifted our outreach messaging: to educate students about various assistance we offer to our students. We are seeing some positive outcomes. For example, after the change in messaging, the response rate to our emails, texts and phone calls jumped from close to zero to 50 percent.

Fiscal Health

- Thanks to the collective dedication and sacrifice from our faculty and staff, the college continues to be able to safeguard every full-time employees' job security. The college is facing a revenue challenge from Spring enrollment. We are hopeful that we will reduce the negative impact in the coming weeks.
- Due to the summer enrollment increase and better management of accounts receivables of the fall semester, we have a surplus on our November monthly statement.
- We continue to find ways to generate revenues and to improve operational efficiency. For example, under the dedicated and experienced leadership of John Simone, the Athletic department has brought in close to \$192,000 in rental revenue. The Division of Lifelong Learning is beginning to offer some remote services to businesses. Our Health Professions division is expanding some popular programs. In terms of operational efficiency, we continue to create opportunity from the challenges brought on by the pandemic by automating many of our business processes to increase efficiency and services. The Finance department will complete its business process audit by next week and begin implementation right after that. Our Financial Aid department will begin its own business process and automation implementation next week.
- The State of New Jersey Coronavirus Relief Funds are expected to be disbursed before the end of December, which will assist in offsetting some of the college's pandemic-related expenditures.
- We secured a gift of \$75,000 from the Kahn Foundation, \$20,000 of which will support Trenton Central High students taking dual enrollment courses at MCCC. \$50,000 will go to fund scholarships established for Trenton High School students attending Mercer. One exceptional member of that group who will attend a four-year college or university after graduation will receive \$5,000. We are grateful to the Kahn Foundation for its continued support of our students.

COVID-19

- After having almost no cases among MCCC students, faculty or staff for many months through the summer, the number of positive cases has begun to rise. That increase is due almost entirely to exposures occurring off-campus, and in fact many are due to a single event. Kudos to our Human Resources staff, who continue to do extensive work in contact tracing, and a great job keeping our community informed. With the COVID situation across the country worsening, we are allowing only absolutely essential visits to campus.
- The good news is there is light on the horizon: the coming availability of vaccines. We also know that the FDA's advisory panel has said that other essential workers to receive the first round of doses will likely include "education" employees—but we don't know yet if that includes the Higher-Ed community. We are monitoring the situation closely and keeping the college community informed. The college is also in contact with the County and is prepared to assist in vaccine distribution if called upon. Our Nursing Director Liz Mizerek is doing a great job leading this effort.

New Academic Programs

- As part of our strategic drive to envision a new, innovative future for MCCC, we are introducing several new “Micro-Credentials” programs. These programs provide qualifications that students can gain in just one or two semesters, creating an efficient pathway to enhanced career success. These new programs include Entrepreneurial Management, IT Concepts and Skills Associate, IT System Analyst Associate, and Oracle SQL Programming & Database Design Specialist. Our analytics show that more than 750 prospective students have visited the programs’ pages on our website in the past week. We are hopeful these will help boost our spring enrollment.

Student Services

- On December 4th, we hosted a virtual information session for high school guidance counselors: 40 counselors from 16 high schools attended. Information on our new Micro-Credentials programs was shared and was well received.
- We texted and emailed over 2,200 prospective students on December 1st, inviting them to join us for one of our upcoming information sessions, which will also include the Micro-Credentials programs. We already have close to 100 RSVPs from prospective students.
- Our Virtual OneStop Student-Services Center has been a major success: since opening at the end of August, almost 1,300 prospective and current students have been served. We survey each of them afterward, and so far we have a 100% satisfaction rate—with 95% saying they are very satisfied.

Community Services

- As the pandemic and the economic crisis have dramatically increased food insecurity across the nation, the MCCC Student Life and Leadership department is taking action by participating in a food drive for December.
- MCCC is partnering with the U.S. Marine Corps Reserve to host a Toys for Tots collection, accepting unused, unwrapped toys to be distributed to children in need. Through the gift of a new toy, the program is designed to help bring the joy of the holidays and send a message of hope to children facing significant economic challenges.

Student Success

- Congratulations to MCCC Criminal Justice major Maria Gonzales, named one of two winners of rapper and singer Megan Thee Stallion’s national \$10,000 “Don’t Stop Scholarship Fund” awards. The four-time Grammy Award nominee announced the creation of her scholarship fund in October, in celebration of women of color pursuing higher education.
- On Tuesday evening we held a virtual ceremony, inducting more than 80 students into Mercer’s Phi Theta Kappa Alpha Theta Gama Chapter two-year community college Honor society. Congratulations to these students, who are driven to academic success and leadership.

VII. NEW JERSEY COUNCIL OF COUNTY COLLEGES REPORT

Dr. Nespoli reported that he spoke with NJCCC President Aaron Fichtner, and Aaron asked that MCCC's trustees be briefed on two important statewide community college priorities.

1. GOVERNOR'S PROPOSED STATE BUDGET REQUEST FOR FY2022

Building on the positive impact the NJCCC had on the FY2021 state budget process, it is next turning its attention to the FY2022 state budget. The NJCCC is asking trustees from NJ's 18 community colleges to send emails to Governor Murphy asking him to include a \$10 million increase in state aid to community colleges in his proposed FY2022 state budget. Dr. Nespoli will work with Chair Matzen to ensure that Mercer trustees participate in this statewide effort.

2. COMMUNITY COLLEGE OPPORTUNITY GRANT (CCOG) LEGISLATION

For the past several years, the Governor and the Legislature have approved the CCOG program, through state budget language. A better way to sustain this important program going forward is to pass separate CCOG enabling legislation. To that end, the NJCCC has worked with legislative leaders to develop a bill (A4410), which passed the Assembly on 11/16 and was reported out of the Senate Budget Committee on 12/14. It still needs to pass the Senate and then signed by the Governor to become law. All of this is very good progress on this important piece of legislation for NJ community college students.

Dr. Nespoli also shared that he and his family met earlier in the day with Dione McDaniel, an MCCC Respiratory Therapy student and this year's recipient of the Deborah Nespoli Memorial Scholarship. He thanked the MCCC Foundation staff for helping him (1) create an annual scholarship right now, funded through a one-time contribution from the Nespoli family and (2) create an endowed scholarship, funded through Dr. Nespoli's will, which will fund the scholarship in perpetuity. The power of these kinds of scholarships on students' lives are perhaps best captured in a note from Dione: "Along with being the first in my family to attend college, I believe one of the greatest obstacles I faced was shifting my mind set from thinking 'I can't do this, I'm not smart enough' to 'I can do this and I will work hard to get to where I want to be.'" Dr. Nespoli encouraged other friends of the college to consider including MCCC scholarships in their future charitable giving and estate planning activities.

VIII. CHAIR'S REPORT

Chair Matzen thanked newest board members Blanca Berrios-Ohler, Dr. Winnifred Brown-Glaude and Lenora Green for attending a legal orientation this week. He then said the Board was privileged to have a presentation from Student Life, whose members have been unbelievable during this time. He invited Student Life and Leadership staff Danielle Garruba, Chelsey Johnstone, and Gerson Martinez, and students Ruth Anderson and Meagan Sekunda to present highlights from the SOAR (Student Orientation,

Advisement and Registration) Orientations, the College's interactive events, and programs they hosted throughout the semester.

Chair Matzen then introduced Dr. Aamir Rehman, Chair of the Foundation Board. Dr. Rehman reported that Giving Tuesday was a great success and exceeded the goal by 45%. He reported that Foundation Board member Dan Klim has been a great advocate for athletics at MCCC. The Mercer Athletic Committee, which is a subgroup of the Foundation, was formed and has created an Athletic Hall of Fame. The date for the induction ceremony is June 12, 2021.

Chair Matzen reminded everyone that next month's meeting will be back on the regular schedule. On behalf of the Board, he thanked all Mercer employees and students for stepping up and helping during these difficult times. He said the leadership has allowed us to deliver a first-rate education. He said the Board recognizes all of the sacrifices everyone has made. He wished everyone a safe, happy and healthy holiday.

There being no further business to discuss, Dr. Nespoli moved to adjourn the meeting. The motion was seconded by Mr. Inverso and passed unanimously. The meeting adjourned at 7:39 p.m.

Respectfully submitted,



Dr. Jianping Wang
President, Mercer County Community College

/bb
Attachments



**Preliminary
 DRAFT**

November 30, 2020

	FY2021 Budget	Nov 30, 2020 YTD Actual	(Over)/Under Annual Budget	Actual % Used/Earned	Expected % Used/Earned	Variance % Used/Earned
Revenues:						
State of New Jersey	6,230,000	2,260,615	3,969,385	36.29%	41.67%	-5.38%
Mercer County	18,228,000	5,975,478	12,252,522	32.78%	41.67%	-8.89%
Tuition & Fees	27,003,000	12,660,299	14,342,701	46.88%	46.00%	0.88%
Non -Credit Tuition & Fees	1,750,000	293,945	1,456,055	16.80%	46.00%	-29.20%
Other **	4,983,000	1,791,845	3,191,155	<u>35.96%</u>	<u>45.00%</u>	<u>-9.04%</u>
Total Revenue	58,194,000	22,982,181	35,211,819	42.28%	44.00%	-4.51%
Salaries - 55.05% of total Budget						
	32,034,000	13,037,135	18,996,865	40.70%	44.00%	-2.83%
Benefits - 18.44% of total Budget						
	10,730,000	4,345,850	6,384,150	<u>40.50%</u>	<u>44.00%</u>	<u>-3.50%</u>
Total Salary and Benefits - 73.49% of total Budget	42,764,000	17,382,985	25,381,015	40.65%	44.00%	-3.00%
<i>- Salaries and Benefits allocated below</i>						
Expenses:						
Instruction	25,767,900	12,658,832	13,482,886	47.68%	44.00%	5.13%
Academic Support	3,281,400	1,001,691	2,279,709	30.53%	44.00%	-13.47%
Student Services	5,359,500	2,045,520	3,313,980	38.17%	44.00%	-5.83%
Institutional Support	17,190,900	3,234,206	13,956,694	18.81%	44.00%	-25.19%
Plant Operations	6,594,300	2,106,180	4,488,120	<u>31.94%</u>	<u>44.00%</u>	<u>-12.06%</u>
	58,194,000	21,046,429	37,521,389	35.52%	44.00%	-6.14%
KEY BUDGET ITEMS (included above):						
Utilities	1,870,000	539,425	1,330,575	28.85%	35.00%	-6.15%
Custodial Contract	850,000	273,580	576,420	32.19%	42.67%	-10.48%
Maintenance, Grounds and Equipment	2,254,000	589,321	1,664,679	26.15%	46.00%	-19.85%
IT Management, Computer Software and Hardware	3,729,000	971,278	2,757,722	<u>26.05%</u>	<u>40.00%</u>	<u>-13.95%</u>
	8,703,000	2,373,604	6,329,396	27.27%	40.00%	-12.73%
Total Expenditures	58,194,000	20,672,611	37,521,389	35.52%	44.50%	-8.33%
Surplus/Deficit	-	(1,935,751)	(1,935,751)			
** Other Revenue Key Items:						
WWFM Listener Donations	540,000	158,648	381,352	29.38%	38.00%	-8.62%
Conference Center and Food Commissions	582,000	(1,846)	583,846	-0.32%	40.00%	-40.32%
Partner Schools (Rutgers, Felician, William Patterson,	274,000	96,839	177,161	35.34%	44.00%	-8.66%
Mercer Institute	840,000	127,259	712,741	15.15%	33.00%	-17.85%
Kelsey Theater	307,500	75	307,425	0.02%	40.00%	-39.98%
Tower Rentals	425,000	94,000	331,000	22.12%	40.00%	-17.88%
Facility Rentals	254,000	182,893	71,107	72.01%	40.00%	32.01%
Bookstore	150,000	36,478	113,522	24.32%	48.00%	-23.68%
Summer Camps (Tomato Patch/Athletics/Camp Colle	780,000	66,967	713,033	8.59%	100.00%	-91.41%

** Negative variance in the expected revenue equates to unfavorable anticipated earnings

** Negative variance in the expected expense equates to favorable cost savings

INVESTMENT DETAIL
FOR THE PERIOD ENDING November 30, 2020

<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>TERM & INTEREST</u>		<u>AMOUNT</u>	
		<u>RATE</u>	<u>DUE</u>		
11/30/20	Bank of Princeton	0.10%	N/A	3,584,773.55	
11/30/20	Bank of Princeton	2.00%	1/22/2021	523,915.35	
11/30/20	FIRST BANK	0.35%	N/A	1,046,281.57	
11/30/20	WELLS FARGO BANK BALANCE	0.25%	N/A	<u>8,629,333.58</u>	###
				<u>13,784,304.05</u>	***

LONG TERM INVESTMENTS

11/30/20	WELLS FARGO BANK - UNEMPLOYMENT TRUST FUND	N/A		<u>529,127.90</u>	
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*** Cash Balances are gross, current Liabilities are not netted against these balances
 ### Includes \$ 500k of advanced capital funding from the County
 and \$600k of funds earmarked for students under the Cares Act

MCCC PURCHASE ORDER REPORT
 \$7,280 - \$36,400
 DATE OF BOARD MEETING: December 10, 2020
 Budget lines beginning with "2" indicate grant funded

P O#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
B6344	11/3/20	Ellucian Co. Inc. Fairfax, VA	\$23,856.00	10-06-01-03-301013-61030	Exemption: Proprietary Source
Ellucian Elevate software for IT Department, paid for and/or enabled by federal and state CARES Act and related acts.					
P12775	11/3/20	Diligent Corp. Washington DC	\$13,575.00	10-06-01-03-301014-61030	MCCC RFQ #2115
Portal for Board of Trustees, paid for and/or enabled by federal and state CARES Act and related acts.					
P12783	11/3/20	Kamco Building Supply Trenton, NJ	\$17,013.67	70-07-01-03-701258-76101	MCCC RFQ #2112
Building Supplies for West Windsor Bathroom renovations by Facilities Department payable - NJ Chapter 12 funding.					
P12792	11/4/20	The Academic Network Lancaster, CA	\$22,000.00	10-06-01-06-600100-66110	Exemption: Consulting Services
Chief Financial Officer and Financial Aid Director searches and Inclusion Training.					
P12782	11/3/20	Fowler Equip. Co. Union, NJ	\$17,985.00	10-05-01-04-402000-72100	MCCC RFQ #2116
Industrial washer and dryer for Athletic Department.					
B6349	11/10/20	Educational Media Foundation Rockland, CA	\$8,000.00	32-03-01-03-301501-64530	Exemption: Entertainment
Supplemental channel to broadcast WWFM programming.					
P12795	11/10/20	Carolina Bio. Supply Charlotte, NC	\$10,230.00	10-06-01-03-301001-67210	Joint Purchasing Consortium FY19JPC-54
Chemistry lab kits for Chemistry department student paid for and/or enabled by federal and state CARES Act and related acts.					
P12797	11/10/20	Heath Lumber Ewing, NJ	\$18,050.95	70-07-01-03-701258-76101	Mercer County Cooperative #CK09Mercer2020-02
Countertops for West Windsor bathroom renovation projects by Facilities department - NJ Chapter 12 funding.					
P12798	11/10/20	Fastsigns Lawrenceville, NJ	\$9,735.26	10-06-01-05-500120-66350	Exemption: Advertising
KinderSmile and American Physical Therapy Association signage on 101 North Broad Street building and College signage for the main entrance marquee on Hanover Street.					

B6353	11/17/20	Sav-A-Tree Hamilton, NJ	\$10,000.00	10-07-01-03-301401-68530	RFQ #2107
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Tree trimming and pruning services for West Windsor campus for the Facilities Department.

B6351	11/17/20	Hogan Security Group Pennington, NJ	\$10,000.00	10-07-01-03-301401-61520	ESCNJ #18/19-43
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Door supplies and lock mechanisms purchased for the Facilities Department.

P12841	11/17/20	Public Radio International Minneapolis, MN	\$21,296.28	32-03-01-03-301501-64110	Exemption: Sole Source
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Program fees for WWFM programming - Classical 24/7

P12837	11/17/20	Omnigo Software St. Louis, MO	\$8,057.90	10-01-01-03-301304-69713	Exemption: Sole Source
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Annual renewal fee for ReportExec software to log and record campus incidents for the Safety & Security Department

P12831	11/17/20	Adams, Gutierrez, Lattiboudere Newark, NJ	\$7,749.00	10-06-01-03-301001-64103	Exemption: Legal Services
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Monthly payment for legal services rendered.

P12834	11/17/20	Power Place Whitehouse Station, NJ	\$7,586.41	10-07-01-03-301401-72100	ESCNJ #65 MCESCCPS-18/19-25
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Leaf vacuum debris loader for Facilities Department.

P12830	11/17/20	Touchnet Lenexa, KS	\$17,425.00	10-06-01-03-301001-64313	RFP #1905
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Monthly payment for student payment services for Accounting Department.

B6354	11/19/20	Spiezele Architectural Group Hamilton, NJ	\$10,000.00	70-07-01-03-701267-64105	RFP #1810
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Architectural services for projects supported by State of New Jersey Chapter 12 funding.

P12843	11/19/20	SHI International Somerset, NJ	\$8,496.60	10-01-01-03-301302-69721	NJSC #89851
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Purchase of (1) MacBook Pro computer and (14) MakeMusic Finale software licenses for Communication Department CM 106 labs for student use



Human Resources Office

To: Jianping Wang, President

From: Barbara Basel, Vice President for Human Resources

Date: November 25, 2020

Re: Ratification of Appointments

The following appointments have been made since November 19, 2020.

Effective Date of Hire	Department	Name	Title	Salary	Range	FLSA
11/1/2020	Purchasing	Catherine Roberts	Administrative Specialist II	\$41,860	\$35,295 - \$50,000	Non-Exempt
1/04/2021	MercerOnline	Chinaza Onyile	Instructional Designer	\$80,000	\$48,048 - \$85,422	Exempt
12/14/20	IT	George Neureuther	Business Analyst	\$85,000	\$48,048 - \$85,422	Exempt



Human Resources

November 24, 2020

To: Barbara Basel, Vice President of Human Resources
From: Jeby Mathew, Coordinator HRIS Operations, Human Resources
Subject: **Separation Report for November 2020**

Date	Name	Title	Division	Type*	EEO
11/03/2020	Fady Mdeway	Project Manager and Director of Perkins, Academic		RS	M W
11/06/2020	Brandon Johnson	Associate Coordinator, Public Relations		RS	M B
11/13/2020	Sean Dobeck	Director of Aviation Technology, Business and STEM		RS	M W
11/27/2020	Farah Bennani	Dean of Business and STEM, Academic Affair		RS	F NP

*
RS - Resigned

Recommended and approved for presentation to the Board of Trustees

Barbara Basel, Vice President of Human Resources

Date

Jianping Wang, President

Date

REAPPOINTMENT OF FIFTH YEAR (TENURE) FACULTY MEMBERS

Name	Title	Division	Date of FT Hire	Base Salary	
Lisa	Shave	Assistant Professor Coordinator for MLT	Health Professions	7/2/2016	\$ 83,839.00
Scott	Hornick	Assistant Professor	Liberal Arts	8/15/2016	\$ 63,244.00
Crystal	Adams	Instructor	Health Professions	8/29/2016	\$ 72,406.00
Geralda	Aldajuste	Assistant Professor	Business and STEM	8/24/2016	\$ 69,866.00
Judith	Stillwagon ^{*2}	Assistant Professor	Business and STEM	01/3/2017	\$ 76,267.00

2 Full Time Professional Staff effective 07/05/08



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

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

Date: December 01, 2020

Subj: Reportable Crimes, Fires, and Other Emergencies As Required By S-485/A
1976 Law the Cunningham/ Ruiz Bill

Ms. Perkins:

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 November, there were zero (0) reportable offense-crime(s), fires, and other emergencies occurred on campus and was recorded by campus security at this time.

Respectfully Submitted:

Bryon K. Marshall, Executive Director
Facilities and College Safety,
Mercer County Community College