

MERCER COUNTY COMMUNITY COLLEGE  
Minutes of the 683<sup>rd</sup> Meeting  
of the Board of Trustees  
February 17, 2022

The public meeting was called to order by Chair Mark Matzen, at 6:30 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, Yasmin Hernandez-Manno, Anthony Inverso, Larry Nespoli, Laura Ceras, Alumni Trustee, and Jianping Wang, President. Also present was Perry Lattiboudere, College Counsel. Absent was Dave Fried.

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 Ms. Delli Santi and adopted with Trustees Berrios-Ohler, Brown-Glaude, Delli Santi, Drennan, 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 JANUARY 20, 2022 BOARD MEETING

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

BE IT RESOLVED, that the minutes of the January 20, 2022 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, 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 \$37,500

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

D) MONTHLY PAYMENT LISTS FOR JANUARY

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

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

E) CDW GOVERNMENT, AMENDED RESOLUTION FOR COST

WHEREAS, Mercer County Community College has a need to purchase (300) three hundred Dell Chromebook 3100 Celeron N4020 laptop computers for the James Kerney and West Windsor campuses paid by the Opportunity Meets Innovation Challenge (OMIC) grant for FY 2022; 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 goods and services through the use of a nationally recognized and accepted cooperative purchasing agreements\*; and

WHEREAS, Mercer County Community College is a member of the Sourcewell Cooperative Pricing consortium for the procurement of goods and services at competitive pricing; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to increase the FY 2022 aggregate purchase order amount of \$125,000 with CDW Government of Verona, Illinois, for the purchase of computer hardware, software, communication and other related equipment for the James Kerney and West Windsor campuses, as approved by the Board on June 17, 2021 by \$70,000 to \$195,000 for the purchase of (300) three hundred Dell Chromebook 3100

Celeron N4020 laptop computers, for the period July 1, 2021 through June 30, 2022. Paid by the Opportunity Meets Innovation Challenge (OMIC) grant.

\*Sourcewell #081419-CDW Tech catalog

F) DECOTIIS, FITZPATRICK, COLE & GIBLIN, LLP

WHEREAS, Mercer County Community College has a need to acquire additional legal services in connection with contract negotiations with the College's Adjunct Association; 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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to increase the retainer with DeCotiis, Fitzpatrick, Cole & Giblin, LLP of Paramus, New Jersey, to acquire legal services for contract negotiations with the College's Adjunct Association and increase the current fiscal year 2022 purchase order amount approved by the Board on April 15, 2021 by an additional \$25,000, from \$25,000 to \$50,000 from April 16, 2021 through June 30, 2022.

G) DELL MARKETING LP, AMENDED RESOLUTION FOR COST

WHEREAS, Mercer County Community College has a need to purchase various computer software, hardware and other equipment, including twenty (20) Dell Latitude 5520 laptop computers to support college-wide needs and forty-six (46) OptiPlex computers for the Electronic Engineering department, funded with New Jersey Department of Education Carl D. Perkins grant program funds for FY 2022; 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 increase the FY 2022 aggregate purchase order amount of \$225,000 with Dell Computer Corporation of Round Rock, Texas, for the purchase of various computer software, hardware and other related equipment for the James Kerney and West Windsor campuses as approved by the Board on June 17, 2021, by \$110,129 to

\$335,129, \$50,000 for various computer software, hardware and other equipment, including twenty (20) Dell Latitude 5520 laptop computers to support college-wide needs and \$69,129 for forty-six (46) OptiPlex computers for the Electronic Engineering department (paid by New Jersey Department of Education Carl D. Perkins FY 2022 grant program funds), from July 1, 2021 through June 30, 2022.

- Dell NASPO Computer Equipment PA – State of NJ Contract # M0483/19TELE00656

H) FRANKLIN GRIFFITH ELECTRICAL SUPPLY COMPANY, AMENDED RESOLUTION FOR COST

WHEREAS, Mercer County Community College has a need to purchase electrical equipment, materials and supplies for fluorescent to LED lighting conversions associated with various classroom and bathroom renovations projects for the James Kerney and West Windsor campuses in FY 2022; 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 goods and 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 (ESCNJ) Pricing Consortium for the procurement of goods and services at competitive pricing; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to increase the FY 2022 aggregate purchase order amount of \$55,000 with Franklin Griffith Electrical Supply Company, Trenton, New Jersey, for the purchase of electrical equipment, materials and supplies as approved by the Board on July 15, 2021, by \$25,000 to \$80,000 for fluorescent to LED lighting conversions associated with various classroom and bathroom renovations projects for the James Kerney and West Windsor campuses, for the period July 1, 2021 through June 30, 2022. Paid by the New Jersey Chapter 12 program.

\* Educational Services Commission Co-op (ESCNJ) # 21/22-20

I) ACCEPTANCE OF GRANT FUNDS – NJ JUVENILE JUSTICE COMMISSION’S OFFICE OF EDUCATION – HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION (HVCAR) PROGRAM

WHEREAS, the State of New Jersey, Juvenile Justice Commission’s Office of Education, has approved Mercer County Community College’s application for the Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) Program Project grant beginning January 1, 2022 and ending on December 31, 2023; and

WHEREAS, the State of New Jersey, Juvenile Justice Commission’s Office of Education is providing grant funds to support the college’s ability to provide an opportunity for Commission residents, both high school and post high school students, to earn

an EPA 608 Certification and HVACR Technician Certification and to develop industry recognized HVACR skills; and

WHEREAS, Mercer County Community College will provide 322 hours of instruction and exam preparation for the 608 EPA exam for (3) cohorts of up to 12 students each, and (1) cohort of up to 12 students for advanced certification that provides 634 hours of instruction and exam preparation for the 608 EPA and R 410A Safety Coalition Exam; and

WHEREAS, the program will prepare youth to be competitive candidates for employment in the HVACR field, create entrepreneurial/self-employment opportunities in the HVACR field and provide the opportunity to pursue advanced training or a bachelor's degree in the HVACR field; now therefore

WHEREAS, the State of New Jersey, Juvenile Justice Commission, 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, Juvenile Justice Commission Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) grant at an estimated funding amount of \$299,999 (\$149,999 per calendar year) for the period January 1, 2022 through December 31, 2023 two year (2) grant period.

#### IV. HUMAN RESOURCES MATTERS

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

A) APPOINTMENT, RATIFICATION OF APPOINTMENTS, STIPENDS, AND STAFF SEPARATION REPORT

BE IT RESOLVED, that this Board approves the Appointment, Ratification of Appointments, Stipends, 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 Ms. Delli Santi. The item was passed with Trustees Berrios-Ohler, Brown-Glaude, Delli Santi, Drennan, Hernandez-Manno, Inverso, Matzen, and Nespoli voting aye.

B) SECOND-YEAR FACULTY REAPPOINTMENTS

BE IT RESOLVED, That this Board hereby approves the offering of new appointments effective with the 2022-2023 academic year to certain faculty members currently in their second 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)

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

C) RATIFICATION OF THE MERCER COUNTY COMMUNITY COLLEGE PROFESSIONAL STAFF FEDERATION, AFT-NJ LOCAL 4537 CONTRACT

WHEREAS, negotiations have been conducted between Mercer County Community College and the Mercer County Community College Professional Staff Federation, AFT Local 4537, 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 #6)

V. OPERATIONS MATTERS

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

A) JANUARY 2022 CLERY REPORT

The members of the Board noted receipt and review and ratified the January 2022 Clery Report, which is attached. (Attachment #7)

VI. PRESIDENT'S UPDATE

**Enrollment**

Spring enrollment in our 14-week session is currently down 2%. More importantly, we need to understand the details of this picture. While our spring enrollment is not finalized, we are seeing a continued increase in part-time students and a decrease in full-time students. We are also seeing a significant decrease in students between 20-34, but significant increase in students between 18-19 coming to the College. We will use the data to inform our marketing strategies.

**Financial Health**

As with the entire higher education sector, Mercer continues to face challenges caused by tremendous enrollment decline in the past two years. The College continues to find creative ways to balance its budget while dealing with increasing pressure from the rising cost of doing business and from the competitive workforce market.

The College continues to closely monitor our expenses through business process improvement and digital transformation. We also continue to monitor our replacement hiring to ensure that we have the right organizational structure to ensure the best services to students and staff. Overall, the College continues to have a stable financial status with a strong cash flow.

The College also continues to be successful in securing grants and raising scholarship funds to meet the needs of our students. The NJ Department of Labor has awarded MCCC the Bridges to Employment FY 22 Continuation grant for \$265,000. The funding from this grant will expand the capacity of NJDOL's workforce system, through an influx of specialized providers, to adequately address the career development needs of the following special populations:

- Youth with disabilities
- Justice-involved youth
- Youth who are or have aged out of Foster Care
- Pregnant or parenting youth.

The concept is to bridge them into employment, vocational, or post-secondary training.

Here are a few examples of grant applications we have submitted:

The Trio Upward Bound Grant was submitted. The purpose is to serve first generation, low-income students from Trenton Central High School and provide them with a rigorous course schedule in preparation for college. Students will gain the skills and motivation necessary to complete a program of secondary education, and enter into and succeed in a program of postsecondary education.

The Delta Dental 2022 Dental Assistant Student Scholarship Program at MCCC was also submitted, and provides scholarships to students who successfully complete the Dental Assistant program and apply for the scholarships.

The Philanthropy at PNC grant was also submitted, and provides scholarships to students who successfully complete a non-credit healthcare program.

### **COVID-19 Responses**

As of today, 90.77% of full and part-time employees and 61% of students enrolled in the spring semester have uploaded their vaccination records.

Weekly COVID testing is continuing. As of yesterday, 58 people have been tested this week. On average, we have 1-2 positive results weekly. The overall response to COVID-19 has allowed the college to have smooth instruction and operations for all students and staff.

### **College News**

The College has lost a strong advocate and a great friend, Ms. Lenora Green. Trustee Green passed away last Thursday. She spent 37 years working at ETS, which allowed her to fulfill her life purpose for higher education and helping others. She was a founding executive in creating the ETS Center for Advocacy and Philanthropy (CAAP). She focused CAAP's mission on using social investment and advocacy programs to mitigate challenges in higher education faced by disadvantaged groups by identifying, supporting and helping national, regional and local organizations that advance quality and equity in education. We send our deepest condolences to the Green family.

Last week Trustee Larry Nespoli and I attended the ACCT National Legislative Summit in Washington, DC. Highlighting the conference was an address by the First Lady Dr. Jill Biden, who spoke at the Opening Session. She was absolutely passionate about the mission of community colleges. It was great to have such a strong advocate for community colleges. It was also great to know that the free community college legislation is not completely dead. We remain hopeful that it will happen for our students.

We are beginning preparations for an in-person Commencement Ceremony in May. We will keep you all posted as details emerge.

### **Student News**

Amelia De Guzman, a Liberal Arts student in the honors program and an active student leader, will be attending Smith College as an Ada Comstock Scholar. Smith College meets 100% of students' financial needs. This speaks volumes of the work of Professor Caluori, and the rest of the Honors faculty's dedication to our students.

Two student athletes who graduated in December have decided to stay at Mercer to play on the baseball and softball teams for the spring semester, taking advantage of the college's 3+1 program. The College is working with William Paterson University to further advertise our 3+1 partnership program to benefit more students.

We have some good news regarding the strategic planning data. The final official submission for cohort 2018 graduation rate is 21%. This means we increased our graduation rate during this pandemic period by 1%.

We are pleased to announce that MCCC Lacrosse is ranked number nine in the country in the national rankings. Mercer is the only New Jersey community college that is ranked.

### **VII. NEW JERSEY COUNCIL OF COUNTY COLLEGES REPORT**

Dr. Nespoli reported on the recent Association of Community College Trustees NATIONAL LEGISLATIVE SUMMIT where nearly 1,000 community college trustees from throughout the country gathered in the nation's capital to advocate for important federal community college initiatives. New Jersey's community colleges were well represented at this gathering. The Summit was in three parts.

- National Speakers
  - We were treated to comments from First Lady Dr. Jill Biden, a long-time faculty member at Northern Virginia Community College. Her remarks were uplifting and inspiring for all who care about community colleges and our students. She emphasized the nonacademic issues that are so challenging to many community college students. For example, she mentioned that about half of the students in her current class do not have the money to buy textbooks. This makes Open Educational Resources (OER), which make free instructional materials available to students, more important than ever.



- Rick Torres, president of the National Student Clearinghouse, especially emphasized the importance of short-term skills-based credentials for community college students. He mentioned, for example, that IBM last year hired 15,000 people without college degrees. Time is the enemy for many of our students. Short-term programs are an attractive alternative for many of them.
- New Jersey Meetings
  - NJ's delegation of 30+ trustees, presidents, and students heard from Congressman Donald Norcross as the featured speaker over breakfast the first day. Congressman Norcross, a proud alum of Camden County Community College, shared his hope that pieces of the Build Back Better Act might be reintroduced and that portions important to community colleges would be included.
  - Senators Menendez and Booker both took time from busy schedules to meet with us. They are very well informed about and highly supportive of things that we care about, like increased funding for Pell grants.
  - We also had the privilege of a special briefing by David Baime, Senior VP for Governmental Relations for the American Association of Community Colleges (and a NJ native son). His main message was that it appears that the Pell program is going to be expanded to include students enrolled in short-term training programs (150+ hours over at least eight weeks). This would be an important victory for community colleges.
- Mercer County Meetings
  - MCCC trustees, led by Chair Matzen and President Wang, also had productive meetings with Congresswoman Bonnie Watson-Coleman and Congressman Chris Smith (and members of their staffs).

In summary, it was a very productive couple of days in DC. Key take-aways for MCCC are (1) the increasing importance OER (2) the increasing importance of short-term training programs like the microcredentials the college has recently rolled out (3) we should keep an eye on Build Back Better Act (the community college programs in it) and be ready to support them if they move forward as separate bills in the coming weeks and (4) keep building the already strong relationships we have with Congresswoman Watson-Coleman and Congressman Smith and their staffs. Getting them to campus to meet our students is always something they welcome.

## VIII. CHAIR'S REPORT

Chair Matzen introduced Foundation Board Chair, Dr. Aamir Rehman. Dr. Rehman introduced a program called "Tuition Plus". He said the goal of the program is to close the gap, or the amount of money a student still needs to fund their educational expenses after having exhausted all personal funds, scholarships, and financial aid. He said this amount sometimes means the difference between deferring education or graduating. Types of student support include scholarships, program expenses, technology, and hardship assistance.

Chair Matzen then introduced Mr. Marvin Carter, Director of Diversity, Equity, and Inclusion, who gave an update on the Climate Survey that went out to the college community. Mr. Carter said that over 975 people participated. They are now holding listening sessions for those who want to participate. He also reported that on April 8th there will be a Truth Racial Healing and Transformation virtual conference. Dr. Derek Greenfield, a national speaker on diversity, will be the keynote for the conference, which will be free to all of MCCC. Chair Matzen said he looks forward to the results of the climate survey and hearing more about the conference.

Mr. Kevin Drennan then gave an update on the Presidential Search. Mr. Drennan said the search committee narrowed the candidates down to four finalists; Dr. Deborah Preston, Dr. Warren Haynes, Dr. Matthew Reed, and Dr. Patrick Tompkins. All will be visiting MCCC the week of March 7. Mr. Drennan thanked the search committee for their great effort during this process. Chair Matzen thanked Mr. Drennan for chairing the process as well as the search committee, including trustees Dr. Nespoli and Ms. Berrios-Ohler. He said he is excited for the candidate visits and asked trustees to reserve the evenings of March 8-11 for interviews.

There being no further business to discuss, Mr. Drennan moved to adjourn the meeting. The motion was seconded by Ms. Delli Santi and passed unanimously. The meeting adjourned at 7:25 p.m.

Respectfully submitted,



Dr. Jianping Wang  
President, Mercer County Community College

/bb  
Attachments



	<b>FY2022 Budget</b>	<b>1/31/2022 YTD Actual</b>	<b>(Over)/Under Annual Budget</b>	<b>Actual % Used/Earned</b>	<b>Expected % Used/Earned</b>	<b>Variance % Used/Earned</b>
<b>Revenues:</b>						
State of New Jersey	7,000,000	4,306,026	2,693,974	61.51%	58.33%	3.18%
Mercer County	18,592,000	10,391,386	8,200,614	55.89%	58.33%	-2.44%
Tuition & Fees	27,511,000	17,334,811	10,176,189	63.01%	65.00%	-1.99%
Non -Credit Tuition & Fees	450,000	294,936	155,064	65.54%	56.00%	9.54%
Other **	3,840,500	1,200,366	2,640,134	31.26%	62.00%	-30.74%
<b>Total Revenue</b>	<b>57,393,500</b>	<b>33,527,525</b>	<b>23,865,975</b>	58.42%	53.00%	5.42%
<b>Salaries - 56.93% of total Budget</b>	32,676,286	19,560,945	13,115,341	59.86%	60.50%	-0.64%
<b>Benefits - 19.07% of total Budget</b>	10,946,025	5,674,812	5,271,213	51.84%	60.50%	-8.66%
<b>Total Salary and Benefits - 76.00% of total Budget</b>	43,622,311	25,235,757	18,386,554	57.85%	60.50%	-2.65%
<i>- Salaries and Benefits allocated below</i>						
<b>Expenses:</b>						
Instruction	26,293,263	17,372,630	8,920,633	66.07%	63.00%	3.07%
Academic Support	3,327,896	1,455,411	1,872,485	43.73%	63.00%	-19.27%
Student Services	5,477,331	3,028,396	2,448,935	55.29%	63.00%	-7.71%
Institutional Support	15,612,292	8,846,890	6,765,402	56.67%	63.00%	-6.33%
Plant Operations	6,682,718	2,855,600	3,827,118	42.73%	63.00%	-20.27%
	57,393,500	33,558,927	23,834,573	58.47%	63.00%	-4.53%
<b>KEY BUDGET ITEMS (included above):</b>						
Utilities	1,870,000	826,036	1,043,964	44.17%	51.00%	-6.83%
Custodial Contract	892,500	447,648	444,852	50.16%	58.33%	-8.17%
Maintenance, Grounds and Equipment	2,035,429	749,680	1,285,749	36.83%	62.00%	-25.17%
IT Management, Computer Software and Hardware	2,400,000	1,355,941	968,730	56.50%	58.00%	-1.50%
	7,197,929	3,379,304	3,743,296	46.95%	55.00%	-8.05%
<b>Total Expenditures</b>	<b>57,393,500</b>	<b>33,558,927</b>	<b>23,834,573</b>	58.47%	63.00%	-4.53%
<b>(Surplus)/Deficit</b>	<b>-</b>	<b>31,401</b>	<b>31,401</b>			
<b>** Other Revenue Key Items:</b>						
WWFM Listener Donations	503,000	274,082	364,177	54.49%	53.00%	1.49%
Conference Center and Food Commissions	174,600	41,037	144,996	23.50%	47.50%	-24.00%
Partner Schools (Rutgers, Felician, William Patterson, FDU)	260,000	117,654	143,293	45.25%	60.00%	-14.75%
Mercer Institute	650,000	67,876	650,000	10.44%	45.00%	-34.56%
Kelsey Theater	230,000	32,047	227,965	13.93%	63.00%	-49.07%
Tower Rentals	225,000	193,832	154,500	86.15%	63.00%	23.15%
Facility Rentals	317,400	317,295	85,926	99.97%	63.00%	36.97%
Bookstore	150,000	52,305	102,814	34.87%	55.00%	-20.13%
Summer Camps (Tomato Patch/Athletics/Camp College)	500,000	480,325	21,145	96.07%	100.00%	-3.93%

\*\* 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

**MERCER COUNTY COMMUNITY COLLEGE  
 FINANCE DIVISION**

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

<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>TERM &amp; INTEREST</u>		<u>AMOUNT</u>
		<u>RATE</u>	<u>DUE</u>	
01/31/22	BANK OF PRINCETON	0.20%	N/A	3,588,062.20
01/31/22	BANK OF PRINCETON	0.35%	1/11/2022	534,502.34
01/31/22	FIRST BANK	0.35%	N/A	1,047,442.77
01/31/22	WELLS FARGO BANK BALANCE	0.25%	N/A	6,551,315.54
01/31/22	CASH MANAGEMENT FUND-NJ	0.33%	N/A	<u>6,001,407.46</u>
				<u>\$ 17,722,730.31</u> **
	<b><u>LONG TERM INVESTMENTS</u></b>			
01/31/22	WELLS FARGO BANK - UNEMPLOYMENT TRUST FUND	N/A		<u>\$ 543,879.01</u>

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

MCCC PURCHASE ORDER REPORT  
 \$7,500 - \$37,500  
 Date of BOARD MEETING: February 17, 2022  
 Budget lines beginning with "2" indicate grant funded

PO#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P14521	12/22/21	Grapefruit Testing Parsippany, NJ	\$8,060.00	10-06-01-03-301001-64110	Exemption: Professional Services
Annual payment for COVID testing compliance reporting 1/1/22 through 12/31/22. Paid by American Rescue Plan (ARP).					
B7036	1/10/22	Conover Building Maintenance North Brunswick, NJ	\$37,000.00	10-07-01-03-301401-68570	MCCC RFP# 2007
Additional cleaning and Cafeteria porter services (for October 2021-June 2022).					
P14552	1/13/22	Continental Fire Safety Hamilton, NJ	\$10,392.45	37-09-04-02-203009-61100	NJSC #17-Fleet-00805
Fire safety equipment for use by Fire Academy instructors.					
P14554	1/13/22	B&H Photo-Video New York, NY	\$17,457.60	10-06-01-03-301001-63997	E&I Cooperative Contract #CNR01341
Renovation of darkroom in Photography classroom at WWC. Paid by MCCC Foundation.					
P14555	1/13/22	Dell Marketing Round Rock, TX	\$37,464.00	10-01-01-03-301302-69724	NJSC #20-Tele-01510
Adobe class licenses for students to use on campus by IT Department.					
P14556	1/13/22	Dell Marketing Round Rock, TX	\$28,632.45	10-06-01-03-301001-69741	NJSC #20-Tele-01510
Adobe licenses for students for remote learning by IT Department.					
P14563	1/13/22	Dell Marketing Round Rock, TX	\$23,748.60	10-01-01-03-301302-69724	NJSC #19-Tele-01510
Adobe software renewal for College by IT Department.					
P14578	1/24/22	Dell Marketing Round Rock, TX	\$16,992.95	10-01-01-003-301306-69642	NJSC #19-Tele-0656
Computers to upgrade BS, CM, ET, & LA classrooms by IT Department.					

P14579 1/24/22 Qwickly Inc. \$7,999.01 21-01-01-02-302059-60400 MCCC RFQ #2223  
Cleveland, OH

Attendance tool for Blackboard. Paid by Title III grant.

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P14580 1/24/22 Smarter Services \$8,300.00 21-01-01-02-302059-61100 MCCC RFQ #2125  
Pittsburgh, PA

Student Learner Readiness Indicator software 12/21-12/22 by Center for Retention and Completion. Paid by Title III grant.

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P14582 1/24/22 Tutor.Com Inc. \$18,430.00 21-01-01-02-302059-60500 GSA #GS-35F-191BA  
New York, NY

Live Homework Help Online academic support program by Center for Retention and Completion. Paid by Title III grant.

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P14583 1/24/22 RH Perry Associates \$16,750.00 10-06-01-03-301001-64102 Exemption: Professional Services  
Asheville, NC

Payment of Retainer 3 of 4 for Executive Search for President.

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P14589 1/24/22 EMSI \$12,000.00 21-01-01-02-302059-64105 NJCCC RFP #18/19Q-227  
Moscow, ID

EMSI Analyst for 10/21-10/22 by Institutional Effectiveness. Paid by Title III grant.

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MCCC

Attachment #4

**APPOINTMENTS**

1. Laura Sosa                      Dean, Business, Technology and Professional Studies

Appointment as Dean, Business, Technology and Professional Studies, at an annual salary of \$118,502, effective January 24, 2022.



*Academic Affairs*

*February 7, 2022*

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**To:** Dr. Jianping Wang, President

**From:** Dr. Robert Schreyer, Vice President of Academic Affairs

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**Subject:** Laura Sosa, Dean of Business, Technology and Professional Studies

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I am pleased to recommend the appointment of Laura Sosa as Dean to fill the vacancy in the Business, Technology and Professional Studies position.

Professor Sosa was unanimously selected by a search committee through an internal call for interest in collaboration with Human Resources. Professor Sosa's expertise as Interim Dean and Chair and Program Coordinator of Business Administration make her the best candidate for the role of Dean.

Effective immediately, Laura Sosa will assume the role of Dean of Business, Technology and Professional Studies. I expect that Laura Sosa will continue to be a valuable contributor to the College.

CURRENT TITLE:	Interim Dean of Business, Technology & Professional Studies
NEW TITLE:	Dean of Business, Technology and Professional Studies
DIVISION:	Academic Affairs, Business, Technology & Professional Studies
RECOMMENDED SALARY:	\$118,502.00
SALARY RANGE:	\$72,807 – \$131,531
BUDGET CODE:	10_01_01_02_201000_50100
EFFECTIVE DATE:	January 24, 2022

**Recommended and approved for presentation to the Board of Trustees:** \_\_\_\_\_

Handwritten signature of Dr. Robert Schreyer in black ink.

02 / 07 / 2022

Dr. Robert Schreyer, Vice President of Academic Affairs

Date \_\_\_\_\_

Handwritten signature of Barbara Basel in black ink.

02 / 07 / 2022

Barbara Basel, Vice President for Human Resources

Date \_\_\_\_\_

Handwritten signature of Dr. Jianping Wang in black ink.

02 / 07 / 2022

Dr. Jianping Wang, President

Date \_\_\_\_\_



## BIOGRAPHICAL SKETCH

**Name:** Laura Sosa

**Position:** Dean, Business Technology and Professional Studies

**Education:**

- **Northeastern University, Graduate School of Education** 2021  
EdD, Organizational Leadership  
(secondary focus - Intl. Higher Education)
- **Rutgers University - Graduate School Management** 1996  
MBA - Finance
- **Institute of Management Accountants** Certified  
Management Accountant (CMA), 1996
- **Rutgers University - Rutgers College**, 1988 BA, Economics  
(Minors in Math and Spanish)

**Related Experience:**

**Mercer County Community College (MCCC), West Windsor, NJ, 1/2002-Present**

- Interim Dean, Business, Technology and Professional Studies Division,  
12/2020- Present
- Department Chair, Business Programs, 2015-2020
- Program Coordinator, Business Administration - AS transfer degree  
program, 2012-2020
- Professor, Business Administration, 1/2002 - Present



***Human Resources Office***

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**To: Jianping Wang, President**  
**From: Barbara Basel, Vice President for Human Resources**  
**Date: February 2, 2022**  
**Re: Ratification of Appointments**

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The following appointments have been made since January 20, 2022.

Effective Date of /Hire	Department	Name	Title	Salary	Range	FLSA
1/24/2022	Academic Affairs/ Nursing	Jaisimha, Radhika	Nursing Program Specialist,	\$43,612	\$36,512 - \$64,346	Non-Exempt
1/24/2022	Academic Affairs/ Lifelong Learning	Rodgers, Travis	Coordinator, HealthWorks Grant	\$45,000	\$37,695 – \$67,305	Exempt
1/24/2022	Admin/ Facilities & Security	Sparks, Ryan	Security Officer I	\$35,360	\$26,900 - \$55,081	Non-Exempt
2/7/2022	Admin/ Facilities & Security	Jewett, Damione	Security Officer I	\$35,360	\$26,900 - \$55,081	Non-Exempt
2/7/2022	Admin/ Facilities & Security	White, Mark	Security Officer II	\$39,520	\$26,900 - \$55,081	Non-Exempt



*Human Resources Office*

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**To: Jianping Wang, President**  
**From: Barbara Basel, Vice President for Human Resources**  
**Date: February 4, 2022**  
**Re: Ratification of Stipends**

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The following stipends have been made since January 20, 2021.

Effective Date of Stipend	Department	Name	Title	Annual Stipend Based on Additional Duties	Purpose
11/15/2021	Academic Affairs	Jeffrey Cooper	Assistant Registrar	\$115.38 bi-weekly	Additional responsibilities with aviation students and veteran services
12/1/2021	Administration/ Facilities	Russel Stupienski	Maintenance Specialist I	\$350 per month	Additional duties serving as Interim Fitness Center Coordinator
01/24/2022	Business, Technology and Professional Studies	Laura Sosa	Dean, Business, Technology & Professional Studies	\$500 per month	Additional duties with the Securing Our Children's Future Bond Act



**Human Resources**

**February 5, 2022**

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

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<b>Date</b>	<b>Name</b>	<b>Title</b>	<b>Division</b>	<b>Type*</b>
01/03/2022	David Pie	Operation Manager	College Safety	RS
01/07/2022	Laura Vichroski-Weber, Administrative Specialist	Registration		RS

\*  
**RS - Resignation**

**REAPPOINTMENT OF SECOND-YEAR FACULTY MEMBERS**

<b>Name</b>	<b>Title</b>	<b>Division</b>	<b>Date of FT Hire</b>
Edwin Crane	Assistant Professor	Math's, Science and Health Professions	08/01/2020
Douglas Wangombe	Assistant Professor	Math's, Science and Health Professions	01/11/2021



**MEMORANDUM OF UNDERSTANDING BETWEEN MERCER COUNTY  
COMMUNITY COLLEGE AND  
THE PROFESSIONAL STAFF FEDERATION, AFT-NJ LOCAL # 4537**

THIS MEMORANDUM OF UNDERSTANDING, by and between MERCER COUNTY COMMUNITY COLLEGE (hereinafter referred to as the “College”) and THE PROFESSIONAL STAFF FEDERATION, AFT-NJ LOCAL # 4537 (hereinafter referred to as “AFT”) (and mutually, the “Parties”), made and entered into on this \_\_\_\_ day of February 2022.

WHEREAS, the Parties have engaged in negotiations in good faith in an effort to arrive as a successor agreement to a collective bargaining agreement (hereinafter referred to as “CBA”) that expired on June 30, 2021 and a subsequent Memorandum of Agreement which expires on June 30, 2022; and

WHEREAS, the Parties have arrived at an agreement on the terms and conditions of employment, which are subject to ratification by both Parties.

NOW THEREFORE, and in consideration of the mutual covenant contained herein, the Parties hereinabove referred hereby agree as follows:

1. The provisions of the Memorandum of Understanding are subject to ratification by the respective Parties to this CBA.
2. Their signatories below agree to recommend this Memorandum of Understanding for ratification by their respective constituencies.
3. All provisions of the CBA between the Parties, which expired on June 30, 2021, and a subsequent Memorandum of Agreement, which expires of June 30, 2022, shall remain in full force and effect unless otherwise modified herein.
4. All proposals not covered herein made by either Party during negotiations have been deemed withdrawn.
5. **The following text shall replace Article 1, Section C:**
  - C. The employees excluded are:
    - President



- Vice Presidents; Assistant Vice President
- Provost; Assistant Provost;
- Deans; Assistant Deans
- Executive Director, Information Technology Services
- Executive Director, Financial Services; Controller
- Director of Facilities, Maintenance and Grounds; Director of College Safety
- Director of Purchasing
- Registrar
- Employees in Human Resources Department
- Employees represented by other collective bargaining units
- Confidential employees exempt from other collective bargaining units

**6. The following text shall replace Article 3, Section P:**

P. Member’s authorizations and revocation for the deduction of dues/personal information/access to Unit Members

The Board shall fully comply with the New Jersey “Workplace Democracy Enhancement Act” until such time as the “Act” has changed or no longer exists.

**7. The following text shall replace Article 5, Section A, paragraph 8; and Section B:**

A. Appointment and Reappointment

8. The College will follow standard processes for changes to any job title/responsibility to any position for any member of the Federation. If any employee is given a promotion which results in a change in title, job duties and responsibilities, the College shall increase the member’s base salary by a minimum of \$1,500.00.

B. New employees will be provided a copy of this agreement via an online access link at orientation or at time of transfer to the Professional Staff Federation.



**8. The following text shall replace Article 7, Section A, paragraphs 1 – 3; Section C; and Section E, paragraphs 1 – 7:**

A. 1. Effective July 1, 2021, unit members who were employed as of June 30, 2021 shall receive a salary increase of 2.50% to their base salary, paid retroactively.

2. Effective July 1, 2022, unit members who were employed as of June 30, 2022 shall receive a salary increase of 2.55% to their base salary.

3. Effective July 1, 2023, unit members who were employed as of June 30, 2023 shall receive a salary increase of 3.00% to their base salary.

**Upon ratification of this contract**, all current full-time members that worked from June 1, 2020, through September 1, 2021, shall be entitled to a one-time payment of \$1,500.00 to be paid within the first pay period after ratification of the contract. The \$1,500.00 one-time payment shall not be added to the member's base salary.

E. Professional Staff members will receive longevity payments according to the following schedule:

1. Employees who have completed four (4) or more years of service and were hired before July 1, 1996

Four years	\$200.00
Five years	\$600.00
Ten years	\$900.00
Fifteen years	\$1,350.00
Twenty years	\$1,850.00
Twenty-five years	\$2,300.00
Thirty years	\$2,900.00
Thirty-five years	

2. Employees who have completed five (5) or more years of service, and were hired after July 1, 1996 but before July 19, 2018, who qualify for longevity will receive:

Five years	\$800.00
Ten years	\$1,500.00
Fifteen years	\$2,000.00
Twenty years	\$3,000.00





3. Longevity payments shall commence with the first day of the first full pay period following the anniversary of hire. Any such payment shall not be restricted by the maximum in the salary range and shall be included for pension purposes. **Longevity payments will be made in equal payments over the 26 pay period cycle used by the College.**

4. Professional Staff members hired after July 19, 2018 will not be eligible for longevity.

5. Effective July 1, 2021, and ending June 30, 2022, the College shall make longevity payments for those who qualify by adding longevity to the unit member's base salary in the first pay period following the unit member's anniversary date.

**6. Beginning July 1, 2022, longevity payments shall commence with the first day of the first full pay period following the anniversary of hire each and every year. Any such payment shall not be restricted by the maximum in the salary range and shall be included for pension purposes. Longevity payments shall not be added to the unit member's base salary.**

9. **The following text shall replace Article 8, Section C 1 – 6; and Section I:**

C. Tuition Waiver/Reimbursement

1. Employees, retired employees with 20 years of service, their spouses, registered domestic partners, and dependent children may attend regular credit courses offered by the College for credit without payment of tuition and fees. However, these individuals are responsible for the difference in extraordinary fees (flight, etc.) over \$150 as paid by other students enrolled at the College. Employees shall pursue such courses during their normal free time. Family members shall be subject to the same rules and regulations as regular students of the College. Dependent children shall be those defined by the Internal Revenue code of the United States. Employees may attend noncredit courses without payment of tuition and fees if said course is deemed work related by the appropriate administrator.

2. Employees may take one (1) non-work related, non-credit course, annually with the approval of the Vice President for Administration and Finance. Furthermore, if denied, the decision of the Vice President is final.

Employees may enroll in degree programs offered at other colleges provided that this training shall be of clear benefit to the institution and applicable to the employee's current or prospective position and meet all other criteria as set forth in the Procedures Manual. Reimbursement for such course work shall be at 75% of the applicable Rutgers University rate. All employees seeking tuition reimbursement under this contract shall: (a) be limited



to a maximum total of 15 credits per calendar year, with a maximum of 6 credits per semester (fall, spring, and summer); and (b) provide a two-year commitment to the College.

If a member voluntarily terminates their employment at the College prior to completion of their degree and or fulfillment of the two-year commitment post-graduation, the amounts paid by the College under this program must be repaid to the College.

Affected staff members required to repay tuition reimbursement paid by the College may request a hardship exception to their respective Vice President or Executive Team member.

3. MCCC testing fees will be waived for distance learning exams.
4. Effective Summer 2022, and thereafter pursuant to the contract, the children of unit members will be permitted to attend summer camps offered by the College, including College Specialty Camps, at no cost to the Unit member, provided there is space available and provided there is no additional cost to the College. Unit employees will be required to pay for any before or after care fees, if such services are desired, as well as any hard costs associated with the class i.e., textbooks, necessary equipment, etc.

**Section I. Sick Leave Benefit at Retirement**

Upon retirement, each Professional Staff member will receive a payment for a portion of accumulated sick leave according to the following schedule:

<u>Years employed</u>	<u>% of Sick Leave</u>	<u>Maximum Payment</u>
1-19	25%	\$15,000
20-24	40%	\$15,000
25+	50%	\$15,000

These payments shall be calculated on a daily rate based on the unit member's final base salary. In the event of the employee's death before retirement, his/her estate will receive the amount due.

**10. The following text shall replace Article 9, Section D:**

D. Within the context of a five-day work week and seven-hour work day, which equates to a thirty-five hour work week, Professional Staff members may, with the approval of the appropriate administrator, adopt flexible work hours.



**11. The following text shall replace Article 10, Section B, paragraphs 2 and 9:**

**B. Paid Leave**

**2. Vacation Leave**

All Professional Staff members covered by this Agreement shall be eligible for vacation leave based on their years of continuous service as follows:

- a. In the first year of service, Vacation shall be earned at the rate of one (1) day for each full month worked, with no leave to be taken until after the employee has worked three (3) months.
- b. Employees who are in their second year, through fifth year of employment, shall earn vacation at the rate of fifteen (15) days per year.
- c. Effective with the start of the sixth year, through the ninth year, vacation shall be earned at the rate of eighteen (18) days per year.
- d. Employees having completed more than ten (10) years, but less than fifteen (15) years of continuous service, vacation shall be earned at the rate of twenty-one (21) days per year.
- e. Annual vacation accrual for those Unit members who have completed fifteen (15) or more years of continuous full-time service shall be as follows:

Years of Service	Number of Days to be Accrued
15 – 18	22
19 – 22	23
23	24
24	25
25 <sup>th</sup> and thereafter	26

- f. Vacation leave shall be credited at the end of the month in which it is earned, according to years of service as set forth above, and may be taken only after the requisite employment period.
- g. Vacation days may only be used in half-day or full-day increments.
- h. Vacation leave must be taken within two (2) years of its accrual or it is forfeited.



i. If an employee is called back to work while on vacation, he/she shall not lose unused accrued vacation day(s).

j. Vacation leave credits shall continue to accrue while an employee is on leave with pay.

**k. Individuals are entitled to all unused accrued vacation leave for payment upon separation of employment.**

l. The College and the Federation agree to buy-back three (3) vacation days per fiscal year.

## 9. Holidays

The College shall schedule 14 paid holidays per fiscal year as indicated in the list of holidays approved by the Board and posted on MLink.

Each Unit Member shall also be entitled to 2 (two) floating holidays each fiscal year, taken at any time subject to approval of the immediate supervisor. The floating holidays may be used at the discretion of the employee for a religious/cultural observance (i.e. Good Friday, Passover, etc.). If the employee elects to use a holiday for religious/ cultural observances, it cannot be denied. These floating holidays must be used within the fiscal year.

## 12. The following text shall replace Article 19

A. Prior to the beginning of each membership year, the Federation will notify the College in writing of the amount of membership dues.

B. On or about the last day of each month, the College will submit to the Federation a list of all unit members who began their employment in the bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles, and dates of hire for all such unit members and will include any change in employment status.

C. The Federation shall indemnify and save the College harmless from any and all claims, demands, suits or any other action arising from this provision.

13. Upon ratification by both Parties, and no later than forty-five (45) days after final ratification, the Parties agreed to execute a complete, revised collective bargaining agreement that **incorporates** this Memorandum of Understanding.



In witness whereof, the Parties hereto set their respective hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**ATTEST:**                    **Mercer County Community College**

\_\_\_\_\_ Date: \_\_\_\_\_  
President, Mercer County Community College

\_\_\_\_\_ Date: \_\_\_\_\_  
For Mercer County Community College

**ATTEST:**                    **Professional Staff Federation AFT-NJ Local # 4537**

\_\_\_\_\_ Date: \_\_\_\_\_  
President, AFT

\_\_\_\_\_ Date: \_\_\_\_\_  
For AFT



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: February 01, 2022

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

Dr. Conley,

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 January 2022, there were zero (0) Reportable Offense-Crime(s), fires, and other emergencies occurred on campus during the reporting period which were recorded by campus security at this time.