

MERCER COUNTY COMMUNITY COLLEGE
Minutes of the 666th Meeting
of the Board of Trustees
November 19, 2020

The public meeting was called to order by Chair Mark Matzen, at 6:35 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

Dr. Nespoli moved to approve the Agenda, which was seconded by Mr. Inverso 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.

E) ELECTION OF OFFICERS

Trustee Berrios-Ohler moved the slate of officers from the nominating committee, with the new officers being: Mark Matzen as Chair, Angela Delli Santi as Vice Chair, and Kevin Drennan as Treasurer. She asked for nominations from the floor. There being none, Trustee Inverso moved the slate of officers seconded by Trustee Nespoli and adopted with Trustees Berrios-Ohler, Brown-Glaude, Delli Santi, Drennan, Green, Inverso, Matzen and Nespoli voting aye.

II. APPROVAL OF MINUTES OF THE OCTOBER 15, 2020 BOARD MEETING

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

BE IT RESOLVED, that the minutes of the October 15, 2020 meeting of the Board of Trustees are approved as presented.

APPROVAL OF THE MINUTES OF THE OCTOBER 21, 2020 BOARD MEETING

Mr. Drennan presented Agenda Item II (B), 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 Green abstained.

BE IT RESOLVED, that the executive session minutes of the October 21, 2020 meeting of the Board of Trustees are approved as presented.

III. FINANCIAL MATTERS

Mr. Inverso presented Agenda Items III (A) through (D) for ratification, which were seconded by Mr Drennan. 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 OCTOBER

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

Mr. Inverso presented Agenda Items III (E) through (K), 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) BIBLIOTHECA, LLC LIBRARY SERVICES

WHEREAS, Mercer County Community College has need to acquire library security equipment and services to ensure safe library services for students, faculty and staff, during reduced on-site college attendance imposed by COVID-19 through “non-contact” and self-checkout of books, periodicals, and other primary resources, in support of all Academic programs offered by the College at the James Kerney and West Windsor campuses in FY 2021; 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 supported 100% by the federal and/or state Coronavirus Aid, Relief and Economic Security (CARES) Act and related acts, with zero percentage financed from non-governmental sources; and

WHEREAS, this 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) (6) exempts library materials including without limitation books, periodicals and newspapers, including specialized library services, from public advertising for bids but requires a resolution authorizing the award of such a contract; and

WHEREAS, the firm of Bibliotheca, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate committee in Mercer County in the previous one year, and the contract will prohibit Bibliotheca, LLC from making any reportable contributions through the term of the contract; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a contract with Bibliotheca, LLC of Norcross, Georgia to provide specialized library services, including book drops, scanners and patron counters in support all academic studies offered by the College on the James Kerney and West Windsor campuses from December 1, 2020 through November 30, 2021 at a cost not to exceed \$43,000, supported 100% by the federal and/or state Coronavirus Aid, Relief and Economic Security (CARES) Act and related acts, with zero percentage financed from non-governmental sources.

F) CONOVER BUILDING MAINTENANCE AND JANITORIAL SERVICES

WHEREAS, Mercer County Community College has the need to acquire janitorial services for the James Kerney and West Windsor Campuses and the shared facility at Mercer County Vocational School as well as the leased property at 101 North Broad Street, Trenton, NJ; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A 18A:64A-25.4 requires

every contract or agreement for the performance of any work or the furnishing or hiring of any materials and supplies which is to be paid with or out of college funds, shall be made and awarded only by the County College after public advertising for bids and bidding and therefore, the requirements to a fair and open contract process were met; and

WHEREAS, of the four (4) vendors which responded to the publically advertised Request for Proposal (RFP #2007) for Janitorial Services by the required due date of October 7, 2020, Conover Building Maintenance was evaluated to have the most responsible and cost-effective bid representing the best value for Mercer County Community College; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a new contract with Conover Building Maintenance, North Brunswick, NJ, to provide janitorial cleaning services and supplies at the James Kerney and West Windsor Campuses and the shared facility at Mercer County Vocational School as well as the leased property at 101 North Broad Street, Trenton, NJ for an amount not to exceed \$2,089,465 from December 1, 2020 through November 30, 2023.

MERCER COUNTY COMMUNITY COLLEGE

REQUEST FOR BOARD APPROVAL: November 19, 2020

Budget lines beginning with “2” indicate grant funded

VENDOR

Conover Building Maintenance AMOUNT: not to exceed \$2,089,465
656 Georges Road
North Brunswick, NJ BUDGET LINE: 10-07-01-03-301401-68570

DEPARTMENT: Facilities Dept.

TYPE OF PURCHASE:

Bids Distributed: (26) Bids Received: (4)

DESCRIPTION: RFP # 2007 Janitorial Services

BID SUMMARY:

VENDOR	Price
Conover Building Maintenance	\$2,089,465
Prichard Industries Inc.	\$2,328,792

ACB Services	\$3,312,940
Atalian US Northeast LLC	\$4,221,408

G) DFX STREAMING TECHNOLOGY

WHEREAS, Mercer County Community College has a need to purchase audio visual cameras and ancillary equipment including installation services for the College's streaming technology project at the West Windsor campus in FY 2021; and

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

WHEREAS, a provision of the County Contracts Law, N.J.S.A 18A:64A-25.4 requires every contract or agreement for the performance of any work or the furnishing or hiring of any materials and supplies which is to be paid with or out of college funds, shall be made and awarded only by the County College after public advertising for bids and bidding and therefore, the requirements to a fair and open contract process were met; and

WHEREAS, of the thirteen (13) vendors that responded to the advertised bid for Streaming Technology Project Services by the required due date of November 10, 2020, DFX was evaluated to have the most responsible and cost-effective bid representing the best value for Mercer County Community College; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a contract with Dynamite Disc Jockey's Inc. d/b/a DFX of West Berlin, NJ to purchase cameras and ancillary equipment,, including installation services for the College's streaming technology project at the West Windsor campus, not to exceed \$147,169.44 funded by the federal and/or state Coronavirus Aid, Relief and Economic Security (CARES) Act and related acts, from November 19, 2020 through June 30, 2021.

MERCER COUNTY COMMUNITY COLLEGE

REQUEST FOR BOARD APPROVAL: November 19, 2020

Budget lines beginning with "2" indicate grant funded

VENDOR

DFX AMOUNT: not to exceed \$147,169.44
465 Taunton Ave. – Suite 108
West Berlin, NJ 08091
69711

BUDGET LINE: 10-06-01-03-301013-

CARES CRF-STATE of NJ

DEPARTMENT: Information Technology

TYPE OF PURCHASE:

Bids Distributed: (13) Bids Received: (2) Responsive Bids Received: (1)

DESCRIPTION: RFP # 2008 Streaming Technology Project – Cameras and related equipment, including installation.

BID SUMMARY:

VENDOR	Price
DFX - West Berlin, NJ	\$147,169.44

H) EXTEL COMMUNICATIONS, INC.

WHEREAS, Mercer County Community College has a need to purchase streaming audio, data and video network cabling installation services for the College’s streaming technology and alert beacon projects at the West Windsor campus in FY 2021; and

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

WHEREAS, the College's alert beacon project is supported by Chapter 12 funding and installation of Cat6 cabling and jacks in BS 306 is for equipment for the College's Business and STEM department's aviation program and will be paid for by College ITS department funds, and;

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

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a contract with Extel Communications, Inc. of North Haledon, New Jersey to purchase streaming audio, data and video network cabling installation services not to exceed \$45,000 for the College's streaming technology project at the West Windsor campus, funded by the federal and/or state Coronavirus Aid, Relief and Economic Security (CARES) Act and related acts; \$32,000 for the College's alert beacon project to be paid by Chapter 12 funds and \$3,400 for the Business and STEM aviation program cabling installation in BS 306 paid from general College funds, for a total not to exceed amount of \$80,400 from November 19, 2020 through June 30, 2021.

* New Jersey State Contract #A88737

D) FACILITIES DEPARTMENT SURPLUS SALE RESOLUTION

WHEREAS, Mercer County Community College Facilities Department and the Mercer County Vocational School's automotive training center has surplus vehicles that are unrepairable and no longer needed, as listed below; and

1. 2006	Ford Ranger (white)	VIN # 1FTYR14U86PA72298
2. 1008	Ford Ranger (white)	VIN # 1FTYR11U48PA39515

WHEREAS, a provision of County College Contracts Law, N.J.S.A. 18A:64A-25-27 requires a resolution authorizing the disposal of such surplus equipment; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to sell or dispose of the above listed vehicles that are unrepairable and no longer needed in a manner consistent with Board policy and the provisions of County College Contracts Law.

J) HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION
COOPERATIVE PRICING SYSTEM FOR GOODS AND SERVICES

WHEREAS, the Hunterdon County Educational Services Commission conducts a voluntary Cooperative Pricing System with municipalities, boards of education and other governmental contracting units, including County Community Colleges, located within the State of New Jersey, utilizing the administrative purchasing services of the Hunterdon County Educational Services Commission; and a subsequent Cooperative Pricing Agreement to effect substantial economies for the provision of work, materials, goods and services; and

WHEREAS, a provision of the County Colleges Contracts Law, N.J.S.A. 18A:64A-25.11a, specifically provides that a county college is authorized to participate in a cooperative pricing system established pursuant to the laws of New Jersey; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a Cooperative Pricing Agreement with Hunterdon County Educational Services Commission for the provision and performance of goods and services for the five (5) year period from December 1, 2020 through November 30, 2025.

K) SECURING OUR CHILDREN'S FUTURE BOND ACT GRANT
APPLICATION

WHEREAS, the State of New Jersey, Office of the Secretary of Higher Education has invited public and private two and four year colleges and universities in New Jersey to apply for grant funding for the cost of renewal, renovation, improvement, expansion, construction and reconstruction of facilities and technology infrastructure; and

WHEREAS, Mercer County Community College desires to submit a Project application for \$4,000,000 to undertake, implement and finance the "Center for Innovation in Renewable Energy" through the College's existing automotive technology program and other College programs, consisting of the renovation and outfitting the college-owned properties at 128-130 N. Warren Street and 136 N. Warren Street in Trenton, New Jersey; and

WHEREAS, Mercer County Community College seeks to finance a portion of the Project from the Securing Our Children's Future Bond Act (P.L. 2018, c.199) in the amount of \$4,000,000; and

WHEREAS, the Board of Trustees and Mercer County Community College has determined that the Project will assist in serving the needs of its students and provide benefits to the College; and

WHEREAS, the Board of Trustees, in accordance with the resolution adopted on April 13th, 2017 approving the College's Facilities Master Plan, authorizes and directs the Officers designated in this resolution to include the College's Facilities Master Plan in the Application(s) in the form attached as an Exhibit; and

WHEREAS, the Board of Trustees authorizes the President, to approve, execute and deliver any and all agreements necessary to undertake, implement and finance the Project on behalf of Mercer County Community College; now therefore

BE IT RESOLVED, that the Board of Trustees approves the submission of an application for Project funding under the Securing Our Children's Future Bond Act entitled "Creating the Center for Innovation in Renewable Energy" and further commits to provide \$1,000,000 in required matching funds to support the twenty-five percent of total project cost, and to support the operation and maintenance of the approved Project funded by this grant.

IV. HUMAN RESOURCES MATTERS

Ms. Delli Santi 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, INTERIM APPOINTMENTS AND STIPENDS, AND STAFF SEPARATION REPORT

BE IT RESOLVED, that this Board approves the Ratification of Appointments, Interim Appointments, and 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)

V. OPERATIONS MATTERS

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

A) REVISED OMB 801 – CONSTITUTION OF THE MERCER COUNTY COMMUNITY COLLEGE GOVERNANCE SYSTEM

BE IT RESOLVED, that the Board hereby approves the revisions to the Constitution of the Mercer County Community College Governance System (OMB 801) as recommended by the President and Operations Committee of the Board, and as outlined in the attached, which will be made part of the minutes of this meeting. (Attachment #5)

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

B) OCTOBER 2020 CLERY REPORT

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

VI. PRESIDENT'S UPDATE

Enrollment

Spring registration began this past week. Not surprisingly, considering the plight of community colleges nationwide, the numbers are down significantly, currently by more than 55%. We are working to chip away at the spring enrollment deficit—on Nov. 9th, it stood at 64.5%, so we are making progress.

Fiscal Health

The College reported a surplus for the month of October, due overwhelmingly to summer enrollment over-performing expectations. However, as we have discussed, lower enrollment revenue for Fall will eat into that surplus as we move forward. We continue to work with great energy and urgency as a campus community to generate new ideas for expanding our revenue streams. We are engaging with the campus community to come up with innovative approaches of generating revenues while continuing to practice cost-saving measures.

On a positive note, the State of New Jersey has approved \$80 million in funding for higher education through the New Jersey Coronavirus Relief Fund, although it is short of the \$150 million originally promised.

One of our initiatives to expand revenue streams is to increase our grant applications. This month, MCCC applied for a Center of Excellence for Veteran Students Success grant from the U.S. Department of Education. This project is an important component in our efforts to serve veterans in Mercer County. The COVID-19 pandemic and the resulting economic crisis have only increased the struggles of many veterans who already had significant challenges with poverty, housing and food insecurity, adding urgency to our efforts to assist them. Our application was supported by Trenton Mayor Reed Gusciora, Mercer County Executive Brian Hughes and the county's Veterans Services, the New Jersey Council of County Colleges, and the New Jersey Department of Military and Veterans Affairs. We sincerely appreciate their support.

The College has also begun the application process to participate in the Securing our Children's Future bond program. It is a multi-step process, with the final application due March 1st. MCCC will apply for the maximum award of \$4 million, which would be used to develop a high-tech innovation center in Trenton to house programs focusing on renewable energy. If awarded, the college is required to come up with 1 million dollars in matching funds.

COVID-19 Responses

To date, the College has released more than 1,700 checks totaling over \$1.2 million in CARES Act funds to MCCC students.

As we move toward the winter season, our greatest concern and challenge is the COVID-19 pandemic. We are acutely aware that it continues to spread unchecked nationwide, with daily records being set for numbers of new cases, new hospitalizations and deaths. In New Jersey, Governor Murphy recently announced a series of new restrictions to try to flatten the virus's resurging curve.

A new report shows that between February and September of this year, higher education institutions across the country lost a total of 484,000 jobs. That's one-tenth of the higher-ed workforce in eight months. Here at Mercer, we have made it a priority to retain our talented full-time faculty and staff, and have so far been successful.

The outlook for the virus in the next several months is bleak. In light of alarming projections, I have directed faculty and staff that for the foreseeable future, only absolutely essential trips to campus will be approved. Our Number-1 priority is the health of our students, faculty, staff and visitors, and at this moment in the pandemic we can't afford to take any chances with anyone's safety.

Community Partnerships

On November 9th, MCCC joined with KinderSmile to cut the ribbon on the dental practice's new offices in our Health and Wellness Education Center at 101 North Broad Street in Trenton. KinderSmile provides dental services and oral health education to economically-disadvantaged children and their families. In addition, we are excited to partner with them to Develop dental assistant, dental hygienist, and other health programs to serve the underserved communities and to provide educational services that will enable people to enter health care professions. We were joined for the ceremony by New Jersey First Lady Tammy Murphy, Trenton Mayor Reed Gusciora and a number of other guests and supporters. Thank you to all who helped make this possible, and to those who participated in the grand opening.

Career Services at MCCC presented its first ever Virtual Job Fair. Organizing a fair during this time was especially important to help bring job opportunities to our students and community members who have experienced a loss or lack of work due to the pandemic. The fair featured full-time, part-time and internship opportunities. In all, we hosted 18 employers and over 50 registered students.

The Educational Opportunity Fund College Fair at Trenton Central High School moved virtual in its 15th year to provide more than 500 seniors exposure via Zoom links to the resources, support and advantages of being an Educational Opportunity Fund participant in the state of New Jersey. The fair featured EOF representatives from every community college in the state.

The Gallery at MCCC held its first-ever virtual live art event, hosting the 2020 Mercer County Artists Exhibit on October 29th. The show selected works from county artists that were judged for awards and cash prizes. This year, 27 pieces from 21 artists were accepted into the show.

Academics and Student Support

The Coding School in Mercer's Upward Bound program partnered with IBM and MIT to provide 12 high school students with a free, virtual Quantum Computer Science course, a subject usually taught in graduate school. Participants in the course nationwide are now the first group of high students to learn quantum computing.

The College Library and Tutoring Center are again partnering to provide research and tutoring services to students on the last two Sundays of the semester. Called "Super Sundays," these are extra days of virtual tutoring time, and additional librarians will be online to assist with research.

The Counseling Center presented our first De-Stress Fest, a series of activities to help students, faculty and staff manage during these difficult times. They provided daily tips on ways to cope with stress and anxiety.

Student and Alumni Success

Congratulations are in order for one of Mercer's recent graduates. Sam Zdanowicz, who majored in Biochemistry in the class of 2017, has been accepted into Rowan University's College of Osteopathic Medicine.

We are very pleased to have received a social media shout-out from one of our all-time star Athletics alumni this past week. Dave Gallagher, who played in Major League Baseball for nine years, and who coached the MCCC baseball team to the junior college World Series in 2000, posted this message on Twitter: "Attending Mercer County Community College changed my life. I was drafted twice in the 1st round before signing with Cleveland. I also held a job on campus and another off campus. Somehow I found ample time to have boat loads of fun!" Dave epitomizes the exceptional student-athletes that Mercer has gained a well-deserved reputation for helping to develop, and we are grateful for his continuing support.

Other Successes

Our Nursing program obtained a 100% pass rate on the National Council Licensure exam (NCLEX) for the past two cohorts, which totaled 43 students. This is well above the national average of 89.25%. This accomplishment would not be possible if not for the

tireless efforts of our dedicated nursing faculty & staff: Director, Liz Mizerek, Dr. Adena Romeo-Ratliff, Dr. Lisa Dunn, Crystal Adams, Shannon Lee, and Tracy Scaletti.

VII. NEW JERSEY COUNCIL OF COUNTY COLLEGES REPORT

Dr. Nespoli reported that he and President Wang attended the quarterly NJCCC meeting on November 16, 2020. He highlighted three actions the Council took per its statutory responsibilities.

1. STATE BUDGET REQUEST FOR FY2022

Building on the positive impact the NJCCC had on the FY2021 state budget process, it has turned its attention to the FY2022 state budget. Council members (trustees and presidents from NJ's 18 community colleges) approved a FY2022 state budget request that calls for a \$10 million increase in state aid to community colleges, which will help keep our colleges affordable and help us sustain our commitments to our staff and local community.

2. CAPITAL FUNDING PROJECTS IN 2020-21

The NJCCC also approved a recommended distribution of \$82 million for new capital funding projects (Chapter 12) for NJ's community colleges in 2020-2021, including approximately \$5 million for Mercer. Bonds for these projects must be approved by the counties by June 30, 2021.

3. POLICY AND LEGISLATIVE AGENDA FOR 2020-21

The NJCCC also approved a new policy and legislative agenda for the coming year, which includes the following priorities:

- Reimagining high school to community colleges pathways. Note: The NJCCC will seek legislation to strengthen dual enrollment programs so that every high school student has the opportunity to earn at least six community college credits before graduating from high school
- Integrating workforce development into community colleges
- Building career pathways to industry needs
- Rethinking delivery of new flexible competency-based models.
- Strengthening pathways with four-year institutions. Note: The NJCCC will seek legislation to establish a common course number system for public higher education in NJ, and also legislation to expand 3+1 programs by requiring each public four-year institution to develop 3+1 partnerships with a community college.
Expanding regional and statewide collaborations among NJ's community colleges

VIII. CHAIR'S REPORT

Chair Matzen introduced Dr. Aamir Rehman, Chair of the Foundation Board. Dr. Rehman reported that the College's first ever Giving Tuesday was this week. He asked

Laura Richards, Scholarship Program and Donor Relations Coordinator for the College, to report on what was raised. Laura reported that, as of today, 158 donations, along with matching funds, have raised \$28,559 for student support and that donations are still rolling in. Dr. Rehman said that 158 donors is an exciting number to see and that it is great to see the goodwill in the community to continue to support student success.

Chair Matzen then introduced Barbara Basel, Vice President for Human Resources, who gave a presentation on the Open Enrollment process, which took place during the month of October. Ms. Basel said this year's enrollment involved better external communication and improved policies, processes and technology. Ms. Basel thanked her team, including Scott Butchley, Catherine Roberts, Kelly Greene, Jeby Mathew, and Carol Sanderson for their part in making this process a success. Chair Matzen thanked Ms. Basel and her team, saying this is a huge step forward for the College.

Chair Matzen then thanked the bargaining units for their recent conversations. He said it is important to learn different viewpoints on the College. He thanked members of the board and members of the bargaining units for participating in these conversations.

He then said the board is excited about moving forward with the Strategic Plan refresh. He said this is one of the most important documents needed to lead us into the future, and that he is excited about the board having an active role in the plan. He closed by thanking board members for their confidence in electing him Board Chair for the coming year. He thanked them for their hard work and all that they do to support the College.

There being no further business to discuss, Dr. Nespoli moved to adjourn the meeting. The motion was seconded by Ms. Berrios-Ohler and passed unanimously. The meeting adjourned at 7:49 p.m.

Respectfully submitted,



Dr. Jianping Wang
President, Mercer County Community College

/bb
Attachments



	FY2021 Budget	Oct. 31, 2020 YTD Actual	(Over)/Under Annual Budget	Actual % of Budget	Remaining % of Budget
Revenues:					
State of New Jersey	6,230,000	1,649,758	4,580,242	26.48%	73.52%
Mercer County	18,228,000	4,649,639	13,578,361	25.51%	74.49%
Tuition & Fees	27,003,000	9,684,585	17,318,415	35.86%	64.14%
Non-Credit Tuition & Fees	1,750,000	290,809	1,459,191	16.62%	83.38%
Other **	4,983,000	1,166,628	3,816,372	23.41%	76.59%
Total Revenue	58,194,000	17,441,419	40,752,581	29.97%	70.03%
Salaries - 55.05% of total Budget	32,034,000	10,226,252	21,807,748	31.92%	68.08%
Benefits - 18.44% of total Budget	10,730,000	3,710,990	7,019,010	34.59%	65.41%
Total Salary and Benefits - 73.49% of total Budget	42,764,000	13,937,243	28,826,757	32.59%	67.41%
Expenses:					
Instruction	25,767,900	9,020,489	16,747,411	35.01%	64.99%
Academic Support	3,281,400	988,157	2,293,243	30.11%	69.89%
Student Services	5,359,500	1,655,753	3,703,747	30.89%	69.11%
Institutional Support	17,190,900	5,008,210	12,182,690	29.13%	70.87%
Plant Operations	6,594,300	1,701,923	4,892,377	25.81%	74.19%
	58,194,000	18,374,532	39,819,468	31.57%	68.43%
KEY BUDGET ITEMS (included above):					
Utilities	1,870,000	428,133	1,441,867	22.89%	77.11%
Custodial Contract	850,000	207,367	642,633	24.40%	75.60%
Maintenance, Grounds and Equipment	2,254,000	490,917	1,763,083	21.78%	78.22%
IT Management, Computer Software and Hardware	3,729,000	907,846	2,821,154	24.35%	75.65%
	8,703,000	2,034,263	6,668,738	23.37%	76.63%
Total Expenditures	58,194,000	18,374,532	39,819,468	31.57%	68.43%
Surplus/Deficit	-	(933,112)	933,112		
** Other Revenue Key Items:					
WWFM Listener Donations	540,000	137,324	402,676	25.43%	74.57%
Conference Center and Food Commissions	582,000	(862)	582,862	-0.15%	100.15%
Partner Schools (Rutgers, Felician, William Patterson, FDU)	274,000	96,839	177,161	35.34%	64.66%
Mercer Institute	840,000	128,520	711,480	15.30%	84.70%
Kelsey Theater	307,500	85	307,415	0.03%	99.97%
Tower Rentals	425,000	128,283	296,717	30.18%	69.82%
Facility Rentals	254,000	118,827	135,173	46.78%	53.22%
Bookstore	150,000	-	150,000	0.00%	100.00%
Summer Camps (Tomato Patch/Athletics/Camp College)	780,000	66,967	713,033	8.59%	91.41%

MCCC

Attachment #2

**INVESTMENT DETAIL
 FOR THE PERIOD ENDING October 30, 2020**

		TERM & INTEREST		
<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>RATE</u>	<u>DUE</u>	<u>AMOUNT</u>
10/30/20	Bank of Princeton	0.10%	N/A	3,584,469.10
10/30/20	Bank of Princeton	2.00%	1/22/2021	523,915.35
10/30/20	FIRST BANK	0.35%	N/A	1,046,197.96
10/30/20	WELLS FARGO BANK BALANCE	0.25%	N/A	<u>11,753,444.02</u> ###
				<u>16,908,026.43</u> ***
 <u>LONG TERM INVESTMENTS</u>				
10/30/20	WELLS FARGO BANK - UNEMPLOYMENT TRUST FUND	N/A		<u>520,558.29</u>

*** Cash Balances are gross, current Liabilities are not netted against these balances
 ### Includes \$1 million of advanced capital funding from the County
 and \$0.9 million of funds earmarked for students under the Cares Act

MCCC PURCHASE ORDER REPORT
 \$7,280 - \$36,400

DATE OF BOARD MEETING: November 19, 2020
 Budget lines beginning with "2" indicate grant funded

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P12693	9/30/20	Allstate Office Interiors Robbinsville, NJ	\$18,676.08	70-07-01-03-701269-76101	NJSC #1754

Student Center building flooring funded by Chapter 12 funding.

P12715	10/6/20	AACC/American Assoc. of Comm. Colleges Baltimore, MD	\$10,888.00	10-06-01-03-301001-60001	Exemption: Professional Services
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Annual payment for the AACC Institutional Membership.

P12706	10/6/20	Accelerated Info. Systems Hicksville, NY	\$9,720.00	10-06-01-03-301013-61030	NJ State Cooperative #65MCESCCPS ESCNJ 20/21-19
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Hellosign licenses (15) and implementation for IT Department paid for and/or enabled by federal and state CARES Act and related acts.

P12714	10/6/20	Craftmaster Hardware Northvale, NJ	\$30,363.90	70-07-01-03-701258-76101	ESCNJ 20/21-08 and ESCNJ 19-Food-0846
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Automatic door openers for the West Windsor campus bathroom renovation by the Facility Department – Chapter 12 funding

P12726	10/8/20	SBA Towers V Boca Raton, FL	\$16,200.00	32-03-01-03-301501-64110	Exemption: Leasing Contract
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Payment for rental of the Swainton Tower site by WWFM, funded by WWFM listener donations.

P12732	10/13/20	Elsevier Inc. Maryland Hts, MO	\$9,652.51	10-01-01-02-206200-64110	
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Quarterly payment for NextGen RN annual online subscription package paid for by Nursing Program student fees.

P12730	10/13/20	CMD Outsourcing Solutions Baltimore, MD	\$8,580.88	21-01-01-02-302059-64105	MCCC RFP #1710
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Payment for CMD Call Center Services, payable from the Title III –Strengthening Institutions federal grant.

P12745	10/15/20	Campus Works Bradenton, FL	\$35,200.00	10-06-01-03-301001-64105	NJEdge Cooperative RFP #269EMCPS-19-005
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ITS Agreement for Process Reimagine and Redesign service on Finance and Accounting areas.

P12740 10/15/20 EMSI \$12,500.00 21-01-01-02-302059-64105 JPC RFP #19/20 R-227
Moscow, ID

Payment for EMSI analyst and Workforce profile analytics for the Division of Retention and Completion, payable from Title III Federal Grant.

P12750 10/20/20 Continental Fire \$12,830.20 37-09-04-02-203009-69320 NJSC #17-Fleet-00805
and Safety
Hamilton, NJ

Fire gear and equipment for the College's Fire Academy.

P12767 10/22/20 Ellucian Co. \$23,856.00 10-06-01-03-301013-61030 Exemption: Proprietary Source
Fairfax, VA

Ellucian Elevate Pro-Plus software paid for and/or enabled by federal and state CARES Act and related acts.

P12772 10/29/20 Marks Plumbing \$30,522.51 70-07-01-03-701258-76101 MCCC RFQ #2113
Parts
Ft. Worth, TX

Plumbing supplies for Bathroom Renovation project in AD, BS, SC buildings by Facilities Department payable by NJ Chapter 12 funding



Human Resources Office

To: Jianping Wang, President
From: Barbara Basel, Vice President for Human Resources
Date: November 3, 2020
Re: Ratification of Appointments

The following appointments have been made since October 15, 2020.

Effective Date of Hire	Department	Name	Title	Salary	Range	FLSA
1/11/2021	B-STEM Math	Wangombe, Douglas	Asst. Professor of Math	\$62,879.00	\$48,048 - \$85,422	Exempt



Human Resources Office

To: Jianping Wang, President

From: Barbara Basel, Vice President for Human Resources

Date: November 3, 2020

Re: Ratification of Stipends

The following appointments have been made since November October 15, 2020.

Effective Date of Stipend	Department	Name	Title	Stipend	End Date of Stipend
10/19/20	Finance	Mark Banyacski	Additional Duties due to vacancy	\$535.50 per month	30 days after the new VPFA is hired



Human Resources Office

To: Jianping Wang, President

From: Barbara Basel, Vice President for Human Resources

Date: November 3, 2020

Re: Ratification of Contractual Obligations

The following appointments have been made since October 15, 2020.

Effective Date of Contractual Adjustment	Union; Section	Name	Title	Current Salary	Contractual Amount	Adjusted Salary
7/1/2020	AFSCME, Local 2473	Kerns, Brian	Receiving & Supply Agent	45,610.00	\$1,000	46,610.00
7/1/2020	AFSCME, Local 2473	Sheppard, Larond	Maintenance I	44,941.00	\$1,000	45,941.00
7/1/2020	AFSCME, Local 2473	Zakrzeski, Michael	Craftsman	45,370.00	\$1,000	46,370.00



Human Resources

November 3, 2020

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

Date	Name	Title	Division	Type*	EEO
10/02/2020	Nichol Killian	Success Coach, Innovation, Online Education & Student Success		RS	F W
10/02/202	Shapree Barlow,	Education Specialist, Youth College - Urban Academy		GE	F B
10/19/2020	Mark Carmichael,	Vice President, Finance and Administration		RS	M W
10/31/2020	Kami Abdala,	Director of Institutional and Corporate Grants College Advancement		RS	F W

*
RS - Resigned
GE - Grant Ended

Recommended and approved for presentation to the Board of Trustees

 Barbara Basel, Vice President of Human Resources

 Date

 Jianping Wang, President

 Date

**Constitution of the
Mercer County Community College
Shared Governance System**

Preamble

The Constitution of the Mercer County Community College Shared Governance System establishes a formal set of procedures through which members of the faculty and staff collaborate to review and make recommendations concerning matters of importance to the college's educational programs and services.

The Mercer County Community College Shared Governance System is composed of the College Assembly (CA) consisting of all full-time faculty and staff members, the College Governance Council (CGC), the Faculty Council on Teaching and Learning (FCTL), and their Task Forces and Standing Committees. The above components of this shared governance system allow efficient and thorough consideration of governance issues by elected representatives of the full-time faculty and staff, and also student and adjunct faculty representatives as appropriate.

The shared governance system is a critical element in institutional leadership and decision-making for the benefit of continued improvement of the institution. The system is intended to efficiently, intelligently, and effectively address a wide range of issues and concerns that affect program quality and student success.

General Rules for Elected Governance Bodies

The following are general rules that will apply to the two Councils and all Task Forces and Standing Committees:

1. All members shall be elected each year at the end of the academic year on a schedule announced by the President of the College or his or her designee, on the basis of an updated organization/staff listing approved by the President. The election process shall be coordinated by

the Office of Academic and Student Affairs and overseen by the CGC Executive Committee.

2. All elected terms shall be for one year, and there shall be no limit as to the number of consecutive terms an elected representative may serve. In any academic year, each designated electoral unit or group has the option not to fill one or more of its allotted representative positions, by formal action of the group reported to the Vice President for Academic Affairs (VPAA).
3. Each elected representative shall be expected to report regularly (at least once per semester) to the members of the unit or group that he or she is representing, and to solicit opinions and suggestions from those members on policy matters that come before the body to which he or she has been elected.
4. Elected members are expected to be actively involved in the work of the body to which they have been elected. In cases of unavoidable absence, a member may notify the chair of the body of a specific proxy member who has agreed to represent the group and vote at a particular meeting.
5. The officers of each Council shall be elected each academic year at the reorganization meeting of the respective body. No person may serve in a particular office for more than two consecutive years.
6. The President or his or her designee is an *ex officio* non-voting member of each Council.
7. The authority of each Council includes the following:
 - a. may initiate and make recommendations by a simple majority vote of those members present
 - b. may create *ad hoc* committees or task forces to address particular issues
 - c. may adopt or amend by-laws for the effective operation of the body [Note: unless otherwise specified therein, meetings shall be conducted under *Roberts Rules of Order, Revised, in Brief*]
8. All members of the college community are welcome to attend any meeting of either Council or any Standing Committee or Task Force. However, participation by non-members in the deliberations of

the body may be limited by the chair.

9. The President or his or her designee shall respond to recommendations of each Council within two weeks of receipt, offering reasons when a recommendation is not accepted or returned to the body for further deliberation.
10. The CGC will review the governance system every three years and will develop recommendations for consideration and action by the CA, President, and Board of Trustees.
11. The CGC will review the status of the current Strategic Plan one year before its expiration and assist in the process of developing a new Strategic Plan. Ideally the review of the governance structure will be coordinated with the redevelopment of the Strategic Plan.

The College Assembly

Role

1. The CA shall provide opportunities for the President to report to the entire full-time faculty and staff on the general well-being of the college and on progress toward college-wide goals.
2. The CA shall provide opportunities for the entire full-time faculty and staff to act in an advisory capacity to the President on matters affecting the general well-being of the college, and on goals for the future.
3. The CA shall provide opportunities for the entire full-time faculty and staff to hear reports of the activities and accomplishments of the Councils and, when appropriate, Standing Committees and Task Forces.
4. The CA may adopt or amend by-laws for its effective operation.
5. The CA may initiate and make recommendations to the President by a simple majority vote of those present.
6. The CA shall recommend amendments to the Constitution of the College Governance System, subject to approval by the President and the Board of Trustees.

Membership, Officers and Meetings

1. The CA shall include all full-time faculty and staff members as voting members. Students and part-time faculty and staff members are welcome to attend but may not vote.
2. The CA shall have as its officers a chair and vice-chair. Nominations for these positions will be submitted by motion at the last scheduled meeting of the CA each academic year, and election for each position shall be by majority vote.
3. The Executive Committee of the CA shall consist of the chair and vice-chair of the CA, the President or his or her designee, and the chair of each Council. The Executive Committee shall establish and distribute the agenda for each meeting and resolve any jurisdictional boundary issues that may emerge between the two Councils.
4. The CA shall meet twice a year, at the beginning and end of the academic year, with other meetings to be scheduled as needed.
5. A quorum shall be considered present when one-third of all current full-time faculty and staff members are present.

The College Governance Council

Role

1. The College Governance Council (CGC) provides a college-wide body of elected representatives for discussion and debate, and for providing recommendations regarding college initiatives, practices, and procedures having campus-wide impact across the various constituencies of the college. It is responsible for guiding, supporting and monitoring the college's strategic planning efforts and communicating information on the decisions and issues that are of interest to the entire college. The group is a conduit for the concerns of the community to the President's Leadership Team. The scope of work of the CGC includes, but is not limited to:
 - a. advising and working with the President and other administrators as designated by the President on college-wide initiatives and on ensuring compliance with the Strategic Plan
 - b. providing a forum for the consideration of matters of general interest to the college community

- c. recommending actions resulting from this discussion to the President's Leadership Team
- d. reviewing its governance structure at a minimum of every three years or earlier if needed.
- e. reinforcing MCCC as "one college" by ensuring effective communication of key initiatives with the entire college community via the CGC Committee page on MLink, member reports to their respective units or groups, and other venues.

Membership

1. Fair and equitable representation from both the West Windsor campus and the James Kerney Campus of the college community on the CGC shall be as follows:
 - a. Business and STEM Division (5) –
 - i. Business and Technology Division –three (3) representatives from the full-time faculty members
 - ii. Mathematics Department – one (1) representative from the full-time faculty members
 - iii. Science Department – one (1) representative from the full-time faculty members
 - b. Health Professions Division – one (1) representative from the full-time faculty members
 - c. Liberal Arts Division (5)
 - i. Arts and Communication Department – two (2) representatives from the full-time faculty members
 - ii. English/Languages Department – two (2) representatives from the full-time faculty members
 - iii. Social Sciences Department one (1) representative from the full-time faculty members
 - d. Adjuncts – one (1) adjunct-faculty representative per academic division to be appointed by the Adjunct Faculty Executive Board (total 3)
 - e. Academic Deans – one (1) representative
 - f. Academic Affairs Staff – two (2) representatives from the full-time staff members based at the West Windsor campus and one (1) representative from the full-time staff members based at the James Kerney Campus (total: 3)
 - g. Student Affairs Staff– one (1) representatives from the full-time staff members based at the West Windsor Campus and one (1) representative from the full-time staff members based at the James Kerney Campus (total: 2)

- h. College Advancement and Marketing Staff – one (1) representative from the full-time staff members
 - i. Finance/Purchasing Staff – one (1) representative from the full-time staff members
 - j. Human Resources Staff – one (1) representative from the full-time staff members
 - k. Information Technology Services Staff – one (1) representatives from the full-time staff members
 - l. Innovation, Online Education and Student Success Division - one (1) representatives from the fulltime staff members
 - m. Unions (5)
 - i. Faculty- one (1) representative designated from the union
 - ii. Adjunct Faculty- one (1) representative designated from the union
 - iii. Professional Union Staff (other) – one (1) representative designated from the union
 - iv. Administrative Professional Union Staff – one (1) representative from the full-time staff members based at the West Windsor campus and one (1) representative from the fulltime staff members based at the James Kerney Campus (total: 2)
 - n. Maintenance Staff – one (1) representative from the full-time staff members based at the West Windsor Campus and one (1) representative from the full-time staff members based at the James Kerney Campus (total: 2)
 - o. Security Staff- one (1) representative from the full-time staff members based at the West Windsor Campus and one (1) representative from the full-time staff members based at the James Kerney Campus (total: 2)
 - p. Student Government Association – two (2) students elected by the Student Government
2. By September 1st and/or after the first division meeting at the beginning of each academic year, members for the academic year shall be elected. Names of elected members shall be submitted to the CGC secretary.
3. Members' responsibilities shall include:
- a. attending regularly scheduled CGC meetings
 - b. voluntary service on one CGC standing committee. Each member must volunteer for at least one committee each year but may serve on more than one committee and a list will be maintained for each with a cap of 6 members per committee, unless additional members are

deemed necessary. With written notice and coordination approval from the Vice Chair, a member can shift to a different committee. CGC members' committee involvement will be equitably distributed throughout all CGC standing committees.

- c. sending a proxy if unable to attend a scheduled meeting. When a member misses a second missed consecutive meeting absent or without a proxy, at the second missed consecutive meeting and onward, the member will be excluded from the quorum calculation, until they or a proxy come to another meeting.
4. If a vacancy occurs during the academic year, the chair of the CGC may appoint an individual from the same subgroup from which the vacancy occurs to serve the balance of the term. Failure to appoint a new member will result in that seat being declared vacant and will no longer be counted towards quorum.
5. Two members of the CGC shall be elected as representatives to the FCTL and shall attend all meetings of the FCTL and shall provide written and oral reports at the CGC meetings. The CGC shall elect one representative to each college-wide committee including, but not limited to, Strategic Planning and the Assessment Steering Committee. Duties of these representatives include attending meetings of the college-wide committees and reporting to the CGC on the initiatives being presented at these meetings.

Officers

1. The CGC shall have as its officers a Chair, Vice-Chair, and Secretary. Nominations for these positions will be submitted by motion at the May transition meeting of the CGC each academic year, and election for each position shall be by quorum vote. The candidates nominated must be elected members of the CGC. Officers may not serve in a particular office for more than two **(2)** consecutive years.
2. If the Chair of the CGC must vacate the position, the Vice-Chair will assume the position of Chair for the remainder of the academic year, and an election shall be held as soon as possible for the position of Vice-Chair. If either the Vice-Chair or Secretary must vacate the position, an election shall be held as soon as possible to fill that position.
3. The CGC Executive Committee shall consist of the Chair, Vice-Chair, and Secretary of the CGC, the President of the College, and the chair of each CGC standing committee. If the President is unable to

attend an Executive Committee meeting, (s)he will appoint a designee to attend. The President, or said designee, is an *ex-officio* member of each CGC standing committee. Duties of the Executive Committee include:

- a. establishing and distributing the agenda for each meeting of the CGC
- b. preparing informational reports for the college community and posting them on MLink
- c. meeting at least once a year (early in the Fall semester) with the Executive Committee of the FCTL to coordinate and integrate the work of the two Councils.

4. Duties and responsibilities of the Chair include:

- a. scheduling and conducting meetings of the CGC and the Executive Committee of the CGC
- b. ensuring that the order of business is followed at meetings
- c. reporting to the College Assembly twice a year
- d. serving on the Executive Committee of the College Assembly
- e. coordinating the assignment of CGC members to committees at the first meeting in each academic year
- f. meeting with the college President on a regular basis to present recommendations made by the CGC.

5. Duties and responsibilities of the Vice-Chair include:

- a. assuming the duties of the Chair if the Chair is absent
- b. succeeding the Chair if the Chair vacates the office prior to the expiration of the term of office
- c. maintaining an orderly meeting following *Robert's Rules of Order, Revised, in Brief*
- d. coordinating the assignment of CGC members to committees
- e. participating in meetings of the Executive Committee
- f. working with the Secretary to ensure accuracy and timeliness of notices and minutes to CGC

members

- g. fulfilling other duties as may be assigned by the Chair.

6. Duties of the Secretary include:

- a. keeping the minutes of the meetings and posting them to the CGC page on MLink
- b. keeping attendance records and alerting the Chair of members in need of contact
- c. communicating with the keeper of the official college governance chart about any changes in voting membership
- d. distributing the agenda and minutes of the meetings to CGC members prior to a scheduled meeting
- e. coordinating and recording online voting in absence of a meeting quorum sending recommended action items to the President' Leadership Team
- f. communicating with members of the CGC, standing committees, administration, or other groups as directed by the Executive Committee of the CGC or the Chair
- g. fulfilling other duties as may be assigned by the Chair.

7. An Officer may be removed from office by a majority vote of a quorum of the CGC present at any duly called meeting, providing notice of the vote to remove the Officer has been given at least fourteen (14) calendar days prior to the meeting at which the vote will be taken. The notice provided for in this Section must be in writing and must set forth the date, time and place of the meeting at which the vote to remove an Officer is to be taken, the name of the Officer and the name of the office held by such Officer whose removal is to be voted on, and shall be separately mailed to each and every Officer of the CGC. The Officers shall list the vote for removal of the officer as an agenda item for the next duly called meeting.

Standing Committees

1. The CGC shall determine the committee structure. A standing committee of the CGC is intended to consider matters pertaining to designated subjects and will meet on a regular basis. Chairs of standing committees must be elected members of the CGC. The CGC shall establish committees to deal with

specific substantive areas as needed. Ad hoc committees are created to make recommendations on a particular subject as needed and meet until the given assignment is completed. A task force is created to address a specific college-wide subject or issue and meets until the issue is resolved.

2. Committees should

- a. fulfill the charges assigned to them
- b. establish the links between policies and procedures and the initiatives of the Strategic Plan
- c. focus on the initiatives, and follow up on any recommendations
- d. investigate other college-wide issues that may arise during the year
- e. perform other duties as may be assigned.

3. The following committees are initially recommended and can be restructured and revised in the best interests of the college:

- a. **Services for Student Success** –. Identifies, examines, and monitors programs and best practices that promote student success and engagement throughout the college community; discusses the effectiveness of college-wide student success services, assuring that all are aligned with the Strategic Plan; presents findings for CGC discussion in order to make recommendations for the promotion of student success.
- b. **Community Connections**—Gathers information on local and state proposals that have an impact on the college and informs the college community; informs the local community of positions taken by the college, and of new programs and initiatives at the college; reviews community service offerings; serves as the link between the college community and the local community, including the business sector; reviews the Strategic Plan to identify and recommend goals and objectives for partnerships, community outreach and college involvement within the community.
- c. **Training and Resource Development** — Gathers, discusses, and disseminates information regarding employee development training and resource development needs across the MCCC campuses. Collaborates and has formal communication processes with other CGC

subcommittees to insure information sharing and training needs by area. In conjunction with HR, works to develop a systematic format for mandated training as required by outside agencies. In conjunction with HR and IPIC, develops an assessment format of training programs and processes. Makes recommendations for training and acquisition of resources based on institutional priorities in the Strategic Plan to the CGC.

d. **College Culture and Environment**—Gathers, discusses and disseminates information regarding the general welfare of the college community; identifies and examines programs and best practices that will enhance the work climate of all employees; aligns these programs and best practices to the Strategic Plan; plans and conducts, in conjunction with HR, employee recognition and other events that reinforce MCCC's one-college policy; makes recommendations to the CGC based on discussions.

e. **Sustainability**—Serves as an advising body for positive environmental change at MCCC. Gathers, discusses, and disseminates information on sustainability-related issues and best practices to promote ecologically sound, socially and economically viable activities on both campuses. Works to ensure that both the Strategic Plan and the College's Mission keep sustainability as a priority when creating policies and making decisions; makes necessary recommendations to the CGC.

4. Standing committees may recruit additional members with particular expertise from the greater college community as needed.
5. Each standing committee shall have a Chair, who must be an elected member of the CGC. Nominations for the position of Chair will be submitted by motion at the first regularly scheduled meeting of each committee each academic year, and election for each position shall be by majority vote. The Chair of the committee from the previous academic year (or, if unavailable, the Chair or Vice-Chair of the CGC or a designee) shall convene the first meeting of each committee and conduct the election of the chair for the new academic year at the first meeting in each academic year.
6. Standing committees shall report verbally at CGC meetings and in writing to the Secretary of the CGC on their activities. Reports should include meeting times, actions taken, and issues pending.

Meetings

1. The CGC shall meet monthly on the second Tuesday, with other meetings to be scheduled as needed.
The May transition meeting will be attended by current and newly elected members of the CGC. The election of CGC offices will occur at the May transition meeting.
2. Notice and a statement of the agenda of each meeting will be sent to all members and announced college-wide prior to the meeting.
3. Items to be placed on the agenda should be submitted to the Secretary, in writing, at least ten days prior to the meeting to allow time for the Executive Committee to set a formal agenda. Any member of the college community who wishes to submit an agenda item to the CGC may do so by submitting it to the Secretary in accordance with the prescribed timeline. If the item submitted is not within the scope of the CGC, the Chair shall return the request to the originator with the reason for not including the item on the agenda.
4. A quorum shall be considered present when more than one-half of all current elected CGC members are present. In the event there is not a quorum present at a given CGC meeting, any matter needing immediate voting decisions shall be sent via email to all voting members to respond with their yea, nay or abstention vote by reply email. It shall be decided when voting has closed and a quorum vote has been reached. An official record of such shall be documented by the Secretary and become a part of the minutes from the meeting at which the question should have been voted on.
5. Items not on the agenda may be brought up during a CGC meeting for discussion only and may become part of the agenda for the next scheduled meeting.
6. The order of business for a CGC meeting shall be determined by the Chair but shall generally be as follows:
 - a. call to order
 - b. approval of minutes of preceding meeting
 - c. standing committee reports
 - d. reports from representatives to college-wide committees
 - e. unfinished business (tabled items)

- f. new business (agenda items)
 - g. announcements, comments
 - h. adjournment
7. The Chair shall have the authority to place a time limit on remarks made at CGC meetings.
 8. Members of the college community who are not members of the CGC may request the privilege of the floor on an item already before the CGC. The request should be made to the Chair of the CGC, through the Secretary, at least five days prior to the meeting at which the person wishes to speak.

Amendments

1. Constitutional amendments may be presented in writing to the Executive Committee of the CGC or at a regularly scheduled CGC meeting. The amendment shall be an agenda item at the next scheduled meeting, and may be adopted by a quorum vote.

The Faculty Council on Teaching and Learning

Role

1. The FCTL shall review and make recommendations to the President and/or other responsible administrator(s) concerning the teaching and learning process, programs, calendars, general education, academic standards, academic priorities and related matters.
2. The FCTL shall receive reports from designated Standing Committees of the FCTL and make recommendations to the President as appropriate.
3. The FCTL shall provide a forum for the consideration of issues of general interest that impact the teaching and learning process at the college.
4. The FCTL shall review matters brought to it by the President and advise the President on matters of importance to the teaching and learning process at the college.

Membership, Officers, Meetings, and Task Forces

1. Representation from the full-time faculty, adjunct faculty, and professional staff on the FCTL shall be as follows:

- a. One (1) faculty member for every six (6) full-time faculty members (or fraction thereof) in each academic division and department (e.g., if a division or department has 24 full-time faculty members, it will be entitled to elect 4 representatives to FCTL; whereas if a division or department has 25 full-time faculty members, it will be entitled to elect 5 representatives to FCTL)
 - b. One (1) representative from the full-time Teaching Assistants
 - c. One (1) representative from the James Kerney Campus-based full-time Education Specialists
 - d. The Learning Center director from each campus
 - e. One (1) representative from Organization Development and Community Programs professional staff
 - f. One (1) representative for every fifty (50) adjunct faculty members from each academic division and department
 - g. The chair of each of the FCTL Standing Committees (or his or her designee)
 - h. Two (2) liaisons from the CGC
 - i. Two (2) students elected by the Student Government Association
2. Candidates for membership shall be elected at the end of each academic year within each academic division or department.
 3. The FCTL shall have as its officers a chair, vice-chair, and secretary. Nominations for these positions will be submitted by motion at the end of each academic year, and election for each position shall be by majority vote.
 4. If a vacancy occurs during the academic year, the chair of the FCTL shall request that the dean of the division or chair of the department from which the vacancy occurs to conduct an election within that division or department to serve the balance of the term. If the chair of the FCTL must vacate the position, the vice-chair will assume the position of chair for the remainder of the academic year, and an election shall be held as soon as possible for the position of vice-chair. If either the vice-chair or secretary must vacate the position, an election shall be held as soon as possible for that position.

5. The chair of the FCTL shall report to the College Assembly twice a year.
6. The chair of the FCTL shall serve on the Executive Committee of the CA.
7. Two members of the FCTL shall be elected as liaisons to the CGC and shall attend all meetings of the CGC.
8. The FCTL Executive Committee shall consist of the chair and vice-chair of the FCTL, the VPAA or his or her designee, and the chair of each Standing Committee. The Executive Committee will establish and distribute the agenda for each meeting of the FCTL and will prepare informational reports for the college community and the on-line bulletin board. Any member of the college community who wishes to submit an item of interest to the FCTL may do so by submitting it to the FCTL Executive Committee. The agenda shall be distributed college-wide at least three days prior to a scheduled meeting.
9. The Executive Committee of the FCTL shall meet at least once a year (early in the Fall semester) with the Executive Committee of the CGC to coordinate and integrate the work of the two Councils.
10. The FCTL shall meet monthly from September through April and may elect to meet more frequently as necessary.
11. A quorum shall be considered present when more than one-half of all current FCTL members are present.
12. There shall be the following Standing Committees of the FCTL:
 - a. The Academic Integrity Committee
 - i. Role
 1. The Academic Integrity Committee (AIC) serves as a board of review for student appeals of grades and related academic decisions, in accord with established policies and procedures.
 2. The AIC holds disciplinary hearings related to alleged multiple or egregious violations of academic integrity policy.
 3. The AIC recommends to the FCTL concerning needed adjustments to college policies

or procedures related to the committee's responsibility.

ii. Membership, Officers and Meetings

1. The membership of the AIC shall consist of:
 - a. One (1) faculty member for every ten (10) full-time faculty members or fraction thereof from each academic division or department
 - b. The Registrar
 - c. One (1) representative from the full-time counselors
 - d. One (1) representative from the adjunct faculty
 - e. Two (2) students (elected by the Student Government Association)
2. The AIC shall have as its officers a chair, vice-chair, and secretary. Nominations for these positions will be submitted by motion at the first regularly scheduled meeting of the AIC each academic year, and election for each position shall be by majority vote. The chair (or, if unavailable, the vice-chair) of the AIC from the previous academic year shall convene the first meeting of the AIC and conduct the election of officers at the first meeting of each new academic year. If a vacancy occurs during the academic year, the chair of the AIC shall request that the dean of the division or department from which the vacancy occurs to conduct an election within that division or department to serve the balance of the term. If the chair of the AIC must vacate the position, the vice-chair will assume the position of chair for the remainder of the academic year, and an election shall be held as soon as possible for the position of vice-chair. If either the vice-chair or secretary must vacate the position, an election shall be held as soon as possible for that position. The chair of the AIC shall serve on the Executive Committee of the FCTL.
3. The AIC shall meet monthly from September through April and shall conduct hearings year-round as necessary.
4. Administrative liaison

- a. The VPAA or his or her designee shall:
 - i. develop a monthly meeting schedule for the AIC prior to the beginning of the fall semester each year;
 - ii. maintain the membership list for the AIC; and
 - iii. designate an office to provide secretarial services in support of the committee.

b. The Curriculum Committee

i. Role

1. The Curriculum Committee (CC) reviews proposals for new credit programs or courses and revisions or suspensions of programs or courses, and makes recommendations to the VPAA.
2. The CC reviews evaluations of credit programs and the overall curriculum, and makes recommendations to the appropriate program coordinator, department chair and/or division dean and the VPAA.
3. The CC may discuss non-credit courses.
4. The CC recommends to the FCTL concerning needed adjustments to college policies or procedures related to the committee's responsibility.

ii. Membership, Officers and Meetings

1. The membership of the CC shall consist of:
 - a. One (1) faculty member for every ten (10) full-time faculty members or fraction thereof from each academic division or department
 - b. The Registrar
 - c. The Director of Library Services
 - d. The Director of Transfer Services

- e. A representative from the Center for Continuing Studies
 - f. A representative from the Publications Office
 - g. One (1) representative from the adjunct faculty
 - h. Two (2) students (elected by the Student Government Association)
 - 2. The CC shall have as its officers a chair and a secretary. Nominations for these positions will be submitted by motion at the first regularly scheduled meeting of the CC each academic year, and election for each position shall be by majority vote. The chair (or, if unavailable, the secretary) of the CC from the previous academic year shall convene the first meeting of the CC and conduct the election of officers at the first meeting of each new academic year. If a vacancy occurs during the academic year, the chair of the CC shall request that the dean of the division or chair of the department from which the vacancy occurs to conduct an election within that division or department to serve the balance of the term. If the chair or secretary of the CC must vacate the position, an election shall be held as soon as possible for that position. The chair of the CC shall serve on the Executive Committee of the FCTL.
 - 3. The CC shall meet monthly from September through April and may elect to meet more frequently as necessary.
- iii. Administrative liaison
 - 1. The VPAA or his or her designee shall:
 - a. develop a monthly meeting schedule for the CC prior to the beginning of the fall semester each year;
 - b. maintain the membership list for the CC; and
 - c. designate an office to provide secretarial services in support of the committee.
- c. The Instruction and Professional Improvement Committee

i. Role

1. The Instruction and Professional Improvement Committee (IPIC) reviews faculty makes recommendations to the President, appropriate administrators and /or the professional development practices and priorities related to teaching and learning and Faculty Council on Teaching and Learning (FCTL).
2. The IPIC generates ideas and/or mechanisms for professional development related to teaching and learning, and initiates activities consistent with the Strategic Plan and other college goals.
3. The IPIC recommends teaching and learning materials and resources for the college to acquire, and provides advisement on the effective implementation of such materials and resources.
4. The IPIC researches and evaluates emerging pedagogical methods for both traditional and online teaching and shares such findings with the wider college community. Research and evaluation includes attendance at professional conferences, communicating opportunities for state and national conferences, evaluation of research journals and sources (e.g. 20 Minute Mentor), and institutional surveys regarding teaching and learning needs conducted by the committee.

ii. Membership, Officers and Meetings

1. The membership of the IPIC shall consist of:
 - a. One (1) faculty member for every ten (10) full-time faculty members or fraction thereof from each academic division or department
 - b. One (1) representative from the full-time Teaching Assistants
 - c. One (1) representative from the James Kerney Campus-based full-time Education Specialists
 - d. One (1) representative from the adjunct faculty

2. The IPIC shall have as its officers a chair and a secretary. Nominations for these positions will be submitted by motion at the first regularly scheduled meeting of IPIC each academic year, and election for each position shall be by majority vote. The chair (or, if unavailable, the secretary) of IPIC from the previous academic year shall convene the first meeting of IPIC and conduct the election of officers at the first meeting of each new academic year. If a vacancy occurs during the academic year, the chair of IPIC shall request that the dean of the division or chair of the department from which the vacancy occurs to conduct an election within that division or department to serve the balance of the term. If the chair or secretary of IPIC must vacate the position, an election shall be held as soon as possible for that position. The chair of IPIC shall serve on the Executive Committee of the FCTL.
3. The IPIC shall meet monthly from September through April and may elect to meet more frequently as necessary.

iii. Administrative liaison

1. The VPAA or his or her designee shall:
 - a. develop a monthly meeting schedule for the IPIC prior to the beginning of the Fall semester each year;
 - b. maintain the membership list for the IPIC;
 - c. designate an office to provide secretarial services in support of the committee; and
 - d. provide material support for IPIC projects and initiatives.

Approved: Board of Trustees

Revised: June 25, 1998

June 19, 2003

September 21, 2006

March 19, 2009

December 10, 2015

Proposed for Revision:

September 17, 2020



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

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

Date: November 02, 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 October, 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