

MERCER COUNTY COMMUNITY COLLEGE
Minutes of the 664th Meeting
of the Board of Trustees
October 15, 2020

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

I. OPENING OF MEETING

A) FLAG SALUTE

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

B) STATEMENT OF NOTIFICATION

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

C) ADOPTION OF AGENDA

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

D) PUBLIC COMMENT

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

II. APPROVAL OF MINUTES OF THE SEPTEMBER 17, 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, Hernandez-Manno, Inverso, MacDonald, and Matzen voting aye.

BE IT RESOLVED, that the minutes of the September 17, 2020 meeting of the Board of Trustees are approved as presented.

APPROVAL OF EXECUTIVE SESSION MINUTES OF THE SEPTEMBER 17, 2020
BOARD MEETING

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

BE IT RESOLVED, that the executive session minutes of the September 17, 2020 meeting of the Board of Trustees are approved as presented.

III. FINANCIAL MATTERS

Dr. MacDonald presented Agenda Items III (A) through (D) for ratification, which were seconded by Ms. Berrios-Ohler. The items were ratified with Trustees Berrios-Ohler, Brown-Glaude, Delli Santi, Drennan, Hernandez-Manno, Inverso, MacDonald, and Matzen 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 SEPTEMBER

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

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

E) ACCEPTANCE OF FY21 TRIO UPWARD BOUND GRANT

WHEREAS, Mercer County Community College Board of Trustees hereby certifies that a Notification of Grant Award has been received for the U.S. Department of Education TRIO Upward Bound Grant Program for the purposes described in the application for an amount up to \$469,328 for FY 2021; and

WHEREAS, the goal of the grant is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of post-secondary education; and

WHEREAS, Mercer County Community College, as grantee, must continue to demonstrate substantial progress to meet the statutory requirement of two-thirds of participants being low income, potential first generation College students and must serve 85% of the number of participants the project was funded to serve each budget period; now therefore

BE IT RESOLVED, that the Board of Trustees approve the acceptance of the grant award totaling \$469,328 for Year 4 of 5 of the U.S. Department of Education TRIO Upward Bound Grant Program, for the period from September 1, 2020 through August 31, 2021.

F) ALLEGRA PRINTING – INTERIOR WAYFINDING AND SIGNAGE

WHEREAS, Mercer County Community College has a need to acquire interior wayfinding and signage to update offices, classroom labs and lecture halls for all buildings at the James Kerney and West Windsor campuses in FY 2021; and

WHEREAS, Mercer County Community College is a member of the Educational Services Commission of New Jersey Cooperative Pricing Agreement for the procurement of goods and services at competitive pricing; and

WHEREAS, Mercer County Community College has identified that Allegra Printing of Princeton, New Jersey has the needed new interior wayfinding and signage to update offices, classroom labs and lecture halls available under the Cooperative Pricing Agreement with the Educational Services Commission of New Jersey* which represents the best value for the College; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board to continue to contract with Allegra Printing of Princeton, New Jersey to acquire interior wayfinding and signage to update offices, classroom labs and lecture halls for all buildings at the James Kerney and West Windsor campuses at a cost not to exceed \$265,000 from July 1, 2020 through June 30, 2021(FY21) using New Jersey Chapter 12 program funding.

* Educational Services Commission of New Jersey Contract #18/19-10

G) APPLE STORE FOR EDUCATIONAL INSTITUTIONS

WHEREAS, the Mercer County Community College has a need to acquire Apple MacBook Pro computer workstations and software from the Apple Store for Educational Institutions for the James Kerney and West Windsor campuses during

FY 2021; and

WHEREAS, Mercer County Community College has prepared a COVID-19 Technology Plan for College re-opening support for FY 2021 and has a continued need to purchase Apple MacBook Pro computer workstations and software from the Apple Store for Educational Institutions pursuant to the plan, whose costs are paid from or enabled by the Coronavirus Aid, Relief and Economic Security (CARES) Act funding sources; and

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

BE IT RESOLVED, the President is authorized, on behalf of the Board, to continue to contract with Apple Store for Educational Institutions of Austin, Texas for an amount not to exceed \$87,302 to purchase Apple MacBook Pro computer workstations and software for the West Windsor and James Kerney campuses from July 1, 2020 through June 30, 2021.

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

H) FACILITIES DEPARTMENT – SURPLUS SALE

WHEREAS, Mercer County Community College Facilities Department has surplus vehicles that are unrepairable and no longer needed, as listed below; and

1. 2004	Dodge Durango	VIN # 1D8HB38N94F236469
2. 1995	Ford E150 Cargo/Pass	VIN # 1FTRE1427WHB26747
3. 2001	Ford F250 Pick-Up	VIN # 1FTNF21L21EB70115
4. 2009	Ford Escape Hybrid	VIN # 1FMCU59349KC41553
5. 1987	Ford Tractor	VIN # CU414C

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.

I) FINANCIAL AID SERVICES

WHEREAS, Mercer County Community College recently experienced three full-time employees' retirement and/or resignations that necessitated the acquisition of financial aid interim staffing to ensure sufficient staffing levels within the Financial Aid department until permanent staffing is appointed; and

WHEREAS, the purchase will be executed as a Political Contribution Disclosure contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (1) exempts professional services from public advertising for bids but requires a resolution authorizing the award of such a contract; and

WHEREAS, Financial Aid Services, Inc. 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 year, and the contract will prohibit them from making any reportable contributions through the term of the contract; now therefore

BE IT RESOLVED, the President is authorized, on behalf of the Board, to contract with Financial Aid Services, Inc. of Atlanta, Georgia to acquire financial aid interim staffing services necessitated by three full-time employees' retirement and/or resignations to ensure sufficient staffing levels within the financial aid department until permanent staffing is appointed, at a cost not to exceed \$78,500 for the period of September 8, 2020 through June 30, 2021.

J) HONORLOCK, INC.

WHEREAS, Mercer County Community College has a continuing need to acquire campus-wide online proctoring services for the Division of Innovation, Online Education and Student Success, procured through the New Jersey County College Joint Purchasing Consortium (JPC) in FY 2021; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.10, authorizes the Board of Trustees of two or more county colleges to provide jointly by agreement for the purchase of professional services, work, materials or supplies for their respective colleges; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.10 exempts the purchase of any materials, supplies, goods, services or equipment from public advertising for bids when two or more county colleges agree jointly for the purchasing for their respective colleges, but requires a resolution authorizing the award of such a contract; and

WHEREAS, the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC) is composed of the membership of the county colleges in New Jersey; and

WHEREAS, the Joint Purchasing Consortium (JPC) was formed to provide an instrument for the county colleges to combine purchasing power and realize savings to benefit the participating institutions; and

WHEREAS, Ocean County College has acted as the lead agency on behalf of the New Jersey Council of County Colleges (NJCCC) and acting on behalf of the Joint Purchasing Consortium has awarded a one-year contract with a second-year contract option with Honorlock, Boca Raton, Florida, procured through New Jersey County College Joint Purchasing Consortium (JPC) RFP #20/21 R-891, for the contract term from July 1, 2020 to June 30, 2021; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Honorlock, Inc. Boca Raton, Florida for the purchase of campus-wide online proctoring services procured through the New Jersey County College Joint Purchasing Consortium (JPC) for an amount not to exceed \$96,000 annually for the period from July 1, 2020 to June 30, 2021 (FY21) whose costs are paid from or enabled by Coronavirus Aid, Relief and Economic Security (CARES) Act funding.

NJCCC Joint Purchasing Consortium (JPC) RFP #20/21 R-891

K) OTIS ELEVATOR MODERNIZATION SERVICES – AMENDED
RESOLUTION FOR COST – BS BUILDING

WHEREAS, Mercer County Community College has the need to complete the modernization of the elevator in the BS-STEM Building on the West Windsor campus in FY 2021 funded under the FY 2019-20 New Jersey Chapter 12 program; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.11(b) authorizes a county college to make purchases and contract for services through the use of a nationally recognized and accepted cooperative purchasing agreement; and

WHEREAS, Mercer County Community College has joined the Omnia Partners, Public Sector* cooperative pricing system for the procurement of goods and services at competitive pricing; and

WHEREAS, Omnia Partners, Public Sector offers competitively solicited and awarded service agreements by public agencies and governmental units to insure that industry best practices, processes and procedures are applied to obtain the most cost-effective bids representing the best value for its membership; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to amend the contract with Omnia Partner's awarded vendor, OTIS Elevator of Moorestown, New Jersey, in accordance with the resolution adopted by the Board of Trustees on October 24, 2019 for \$130,000 (FY 20), to increase by \$109,510 to \$239,510, to complete elevator repairs at the BS-STEM Building on the West Windsor campus from July 1, 2020 through June 30, 2021 (FY 21) as funded under the FY 2019-20 New Jersey Chapter 12 program

- Omnia Partners, Public Sector Contract #384899

L) OTIS ELEVATOR MODERNIZATION SERVICES – AMENDED
RESOLUTION FOR COST – STUDENT CENTER

WHEREAS, Mercer County Community College has the need to repair the freight elevator in the Student Center on the West Windsor campus in FY 2021 funded under the FY 2019-20 New Jersey Chapter 12 program; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.11(b) authorizes a county college to make purchases and contract for services through the use of a nationally recognized and accepted cooperative purchasing agreement; and

WHEREAS, Mercer County Community College has joined the Omnia Partners, Public Sector* cooperative pricing system for the procurement of goods and services at competitive pricing; and

WHEREAS, Omnia Partners, Public Sector offers competitively solicited and awarded service agreements by public agencies and governmental units to insure that industry best practices, processes and procedures are applied to obtain the most cost-effective bids representing the best value for its membership; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Omnia Partner's awarded vendor, OTIS Elevator of Moorestown, New Jersey, at a cost not to exceed \$51,745 for repair of the Student Center freight elevator on the West Windsor campus, from July 1, 2020 through June 30, 2021 (FY 21) as funded under the FY 2019-20 New Jersey Chapter 12 program.

- Omnia Partners, Public Sector Contract #384899

IV. HUMAN RESOURCES MATTERS

Ms. Delli Santi presented Agenda Items IV (A) and (B), which were seconded by Ms. Berrios-Ohler. The item was passed with Trustees Berrios-Ohler, Brown-Glaude, Delli Santi, Drennan, Hernandez-Manno, Inverso, MacDonald, and Matzen 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)

B) RATIFICATION OF THE MCCC CHAPTER UNITED ADJUNCT FACULTY OF NEW JERSEY, LOCAL 2222, AFT, AFL-CIO CONTRACT

WHEREAS, negotiations have been conducted between Mercer County Community College and the Mercer County Community College Chapter United Adjunct Faculty of New Jersey, Local 2222, AFT, AFL-CIO resulting in a proposed agreement for the period July 1, 2019, to June 30, 2021, 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 #5)

V. OPERATIONS MATTERS

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

A) REVISED OMB 401 – STUDENT ACADEMIC STANDING POLICY

BE IT RESOLVED, that the Board hereby approves the revisions to the Student Academic Standing Policy (OMB 401) 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 #6)

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

B) SEPTEMBER 2020 CLERY REPORT

The members of the Board noted receipt and review and ratified the September 2020 Clery Report, which is attached. (Attachment #7)

VI. OTHER MATTERS

A) NOMINATING COMMITTEE – REPORT OF SLATE OF OFFICERS

The Nominating Chair, Ms. Berrios-Ohler, presented the slate of officers for the new year:

Chair: Mark Matzen
Vice Chair: Angela Delli Santi
Treasurer: Kevin Drennan

The elections will take place at the November Board meeting.

Ms. Delli Santi presented Agenda Item VI (B), which was seconded by Ms. Berrios-Ohler and approved by Trustees Berrios-Ohler, Brown-Glaude, Delli Santi, Drennan, Hernandez-Manno, Inverso, MacDonald, and Matzen voting aye.

B) RESOLUTION OF APPRECIATION FOR DR. WALT MACDONALD

WHEREAS, Dr. Walt MacDonald has faithfully served with distinction and devotion on the Board of Trustees of Mercer County Community College since August 2016; and

WHEREAS, Dr. MacDonald started his higher education at a community college earning an Associate Degree; and

WHEREAS, Dr. MacDonald served as the Treasurer to the Board for three years; and

WHEREAS, Dr. MacDonald generously donated his time, expertise and financial resources that significantly contributed to student success at Mercer; and

WHEREAS, Dr. MacDonald actively and enthusiastically served as a strong advocate, supporter, and ambassador of the College; and

WHEREAS, Dr. MacDonald earned the respect of his Trustee colleagues and the students of MCCC; now therefore

BE IT RESOLVED, that this Board of Trustees extends its appreciation to Dr. MacDonald for his outstanding dedication to this Board and the College; and

BE IT FURTHER RESOLVED, that this Board wishes Walt MacDonald many years of health, prosperity, and personal fulfillment in all of his future endeavors.

The Board expressed their gratitude for Dr. MacDonald's service to the Board and the College, saying he is a role model and advocate for community colleges. Dr. MacDonald said it has been a pleasure to serve on the board for the past four years.

VII. PRESIDENT'S UPDATE

President's Update

Enrollment

I met virtually with the other New Jersey Community College presidents and they confirmed what we suspected: enrollment at all of the schools has been significantly impacted by the pandemic. Each of the colleges is experiencing a double-digit enrollment decline this fall. Our fall enrollment is down 16%. We cannot predict what the public health environment will be like going forward, but we are working hard to try to ensure that those trends do not continue into the spring term.

Fiscal Health

Thanks to our collective efforts, sacrifice, hard work and creativity, Mercer continues to do well compared to our sister institutions. Our September statement reflects a surplus, due to the unexpected summer enrollment increase by 6%. The College Foundation Endowment has also grown to over 12 and a half million.

Our commitment to job security remains strong and so is our effort to generate new revenues. But our challenges ahead are serious. We are looking to both improve operational efficiency and excellence as we continue to maintain our fiscal health.

COVID-19 Responses

303 free, refurbished computers have been distributed to needy students with low cost internet access from Comcast. We are working with Verizon for high speed, low cost internet access.

Engagement with our Admissions social media pages has increased by 85%, with close to 600 followers now on the MCCC Admissions Facebook page.

Over 750 students have been served in the Virtual One Stop Center since our launch in late August. This program assists students and prospective students with Admission Applications, Financial Aid, Course Registration, and more. And we are currently scheduling several new virtual high-school information sessions and financial-aid workshops, and developing a virtual Welcome Center with increased student-staffing presence.

Our Student Clubs have begun their activities. I am happy to report that, despite the inability of most students to gather on campus, 23 clubs have been active, with several more underway. Our Student Life staff works very hard to try to provide as active and normal a college experience as possible during this challenging time, and they deserve

great credit—as do the students, who are doing their best to connect and engage despite the forced disruptions to familiar routines.

Reopening the College

Our newly-reconstituted Reopening Task Force has met, and very quickly developed recommendations for the next phase of the process. I thank all of the members for their diligence, creativity, and most of all their focus on the needs and safety of our students above all else. The Task Force submitted its recommendations Monday morning. We will be seeking campus-wide input and will finalize our plan before the end of the month to ensure adequate time for preparation for the spring semester.

We are aggressively enforcing our safety and health protocols to ensure that we provide best and safest working and learning environment for students and employees and all others under very difficult and challenging circumstances.

Community Outreach

We publicized a new app developed by the State of New Jersey. “COVID Alert NJ” as a tool to supplement the effort to trace and contact individuals who experience a COVID exposure. Since it became available on Oct. 1, we saw more than 166,000 downloads.

As a reminder of Mercer’s commitment to helping the community, our annual Blood Drive will be held on campus—safely—on Thursday, Oct. 22, in the athletics parking lot.

Our PASS program will begin to offer professional tutorial services to high school students starting the first week of November.

Strategic Plan and Self-Study Task Forces

We have launched two new and critically important task forces. 31 faculty and staff members have volunteered to serve. The first is focused on developing a new Strategic Plan, because our current plan will expire on June 30, 2021. The second is tasked with developing a Self-Study Report for our upcoming Middle States Commission on Higher Education re-accreditation in the next 18 months. I will provide updates on the work of both task forces as we move forward.

Fundraising

The 29th Annual MCCC Golf Classic was held this past Monday and I am pleased to say that, despite the very unusual challenges presented by the pandemic, we raised more than \$25,000 for athletic scholarships. Congratulations to Joe Claffey and his Advancement team, and a sincere thank you to our sponsors and golfers who made the event a success. The dedication of Mercer’s supporters to our mission of student success and life-long learning is very gratifying.

In light of the cancellation of our inaugural Athletic Hall of Fame induction ceremony in June, I can happily report that two local donors, who have asked to remain anonymous, have pledged to match all donations supporting scholarships supporting student-athletes,

up to \$30,000. Mercer's supporters are truly committed to our students' success, and in this case in particular, they turned a setback into a great opportunity. I thank them sincerely for their generosity.

MCCC's annual Giving Day will take place on Tuesday, November 17, 2020. The goal is to raise \$20,000 for student financial assistance. Anyone who donates will have their gift matched by the MCCC Foundation Board up to a maximum of \$10,000. The Foundation Board has already exceeded raising their \$10,000 commitment.

Student Success

Congratulations go to Mercer Engineering students Albert Julius Re and Michelle Quinones, who were accepted into NASA's Community College Scholars program. Students nationwide are chosen to participate through a competitive process, and we are proud that not just one, but two Mercer students were selected for the program.

And one of our recent alumni, Arad Mishkal, an international student from Israel who came to Mercer to play basketball, is now continuing his education at Yeshiva University in New York City. Because the pandemic forced him to return home, he is currently taking virtual classes from Israel. Arad excelled playing here at Mercer, earning an athletic scholarship to play basketball at Yeshiva.

Academic Excellence

The college hosted a virtual accreditation site-visit for our Medical Laboratory Technology program on October 8-9. Thanks to the hard work of Program Coordinator Lisa Shave, with strong support from Dean Kevin Duffy and Vice President Rob Schreyer, the program passed the visit with flying colors, with no recommendations and with praise from the reviewers.

Our College Automotive Program has been recognized for the integration of Academics and Technical Skills in our curriculum. Our program also continues to meet the requirement for Masters Automotive Service Technology Accreditation, which is the highest level of program accreditation by the National Institute for Automotive Service Excellence. I would like to take this opportunity to thank Professors Jason Evans and Barbara Dudycz for their hard and rigorous work and their dedication to our students.

VIII. NEW JERSEY COUNCIL OF COUNTY COLLEGES REPORT

FINAL STATE BUDGET RESTORES FUNDING TO COMMUNITY COLLEGES

Working together, NJ's community colleges sent nearly 18,000 emails to legislators urging them to restore \$25 million in state funding to community colleges – and they listened. This will mean \$1.3 million in restored state funding to MCCC from what the Governor proposed.

The final state budget also includes:

- Full funding for the Community College Opportunity Grant program, which provides free community college tuition for students in households making less than \$65,000;
- \$5 million in student success funding (\$250,000 for MCCC); and
- Full funding for the Chapter 12 program, which will permit MCCC capital construction projects to move forward as previously planned.

The board wants to thank all MCCC faculty and staff who supported this very successful statewide advocacy campaign by sending emails to state legislators from Mercer County. You made a difference!

IX. CHAIR'S REPORT

Chair Matzen introduced Savita Bambhrolia, Dean of Student Enrollment Management and Student Experience. Savita gave a report on the MCCC Virtual One Stop Center, which provides many services to students, such as help with registration, financial aid, Blackboard and MyMercer. Chair Matzen said this is so important right now because we are helping students where we can and contributing to student success. He said this is incredibly helpful and innovative and the board appreciates the hard work.

Dr. Aamir Rehman, Chair of the Foundation Board, reported that the Golf Outing was held on October 5 and they achieved the \$25,000 goal. He said it was comforting to see such support for the College. He mentioned that Giving Tuesday will be held on November 17. Anyone who contributes will have their amount matched by the Foundation, up to \$10,000. Chair Matzen said he appreciates the work the Foundation does to support the College and students.

There being no further business to discuss, Dr. MacDonald moved to adjourn the meeting. The motion was seconded by Mr. Drennan and passed unanimously. The meeting adjourned at 7:49 p.m.

Respectfully submitted,



Dr. Jianping Wang
President, Mercer County Community College

/bb
Attachments



**Preliminary
 September 30, 2020 Draft Financial Statement**

	FY2021 Budget	Sept 30, 2020 YTD Actual	(Over)/Under Annual Budget	Actual % Used/Earned	Expected % Used/Earned	Variance % Used/Earned **
Revenues:						
State of New Jersey	6,230,000	1,038,901	5,191,099	16.68%	16.68%	0.00%
Mercer County	18,228,000	4,557,000	13,671,000	25.00%	25.00%	0.00%
Tuition & Fees	27,003,000	6,766,886	20,236,114	25.06%	21.25%	3.81%
Non -Credit Tuition & Fees	1,750,000	199,993	1,550,007	11.43%	28.29%	-16.86%
Other **	4,983,000	881,000	4,102,000	17.68%	35.12%	-17.44%
Total Revenue	58,194,000	13,443,781	44,750,219	23.10%	23.33%	-0.23%
Salaries - 55.05% of total Budget	32,034,000	6,226,944	25,807,056	19.44%	25.00%	-5.56%
Benefits - 18.44% of total Budget	10,730,000	2,376,195	8,353,805	22.15%	25.00%	-2.85%
Total Salary and Benefits - 73.49% of total Budget	42,764,000	8,603,139	34,160,861	20.12%	25.00%	-4.88%
<i>- Salaries and Benefits allocated below</i>						
Expenses:						
Instruction	25,767,900	5,635,465	20,132,435	21.87%	25.00%	-3.13%
Academic Support	3,281,400	670,672	2,610,728	20.44%	26.67%	-6.23%
Student Services	5,359,500	1,076,054	4,283,446	20.08%	26.67%	-6.59%
Institutional Support	17,190,900	4,069,461	13,121,439	23.67%	26.67%	-3.00%
Plant Operations	6,594,300	1,141,064	5,453,236	17.30%	26.67%	-9.37%
	58,194,000	12,592,715	45,601,285	21.64%	25.93%	-4.29%
KEY BUDGET ITEMS (included above):						
Utilities	1,870,000	252,225	1,617,775	13.49%	20.00%	-6.51%
Custodial Contract	850,000	112,107	737,893	13.19%	25.00%	-11.81%
Maintenance, Grounds and Equipment	2,254,000	408,322	1,845,678	18.12%	25.00%	-6.88%
IT Management, Computer Software and Hardware	3,729,000	849,725	2,879,275	22.79%	25.00%	-2.21%
	8,703,000	1,622,380	7,080,620	18.64%	23.93%	-5.28%
Total Expenditures	58,194,000	12,592,715	45,601,285	21.64%	25.93%	-4.29%
Surplus/Deficit	-	851,066	(851,066)			
** Other Revenue Key Items:						
WWFM Listener Donations	540,000	104,507	435,493	19.35%	21.50%	-2.15%
Conference Center and Food Commissions	582,000	727	581,273	0.12%	15.00%	-14.88%
Partner Schools (Rutgers, Felician, William Patterson, FDU)	274,000	14,174	259,826	5.17%	21.00%	-15.83%
Mercer Institute	840,000	65,883	774,117	7.84%	15.00%	-7.16%
Kelsey Theater	307,500	-	307,500	0.00%	15.00%	-15.00%
Tower Rentals	425,000	104,735	320,265	24.64%	25.00%	-0.36%
Facility Rentals	254,000	78,930	175,070	31.07%	25.00%	6.07%
Bookstore	150,000	-	150,000	0.00%	25.00%	-25.00%
Summer Camps (Tomato Patch/Athletics/Camp College)	780,000	74,002	705,998	9.49%	100.00%	-90.51%

** 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

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

<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>TERM & INTEREST</u>		<u>AMOUNT</u>
		<u>RATE</u>	<u>DUE</u>	
09/30/20	Bank of Princeton	0.10%	N/A	3,591,149.31
09/30/20	Bank of Princeton	2.00%	1/22/2021	524,689.10
09/30/20	FIRST BANK	0.35%	N/A	1,052,778.18
09/30/20	WELLS FARGO BANK BALANCE	0.25%	N/A	<u>9,654,433.91</u> ###
09/30/20				<u>14,823,050.50</u> ***
	<u>LONG TERM INVESTMENTS</u>			
09/30/20	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 \$1.0 million of funds earmarked for students under the Cares Act

MCCC PURCHASE ORDER REPORT
 \$7,280 - \$36,400
 DATE OF BOARD MEETING: October 15, 2020
 Budget lines beginning with "2" indicate grant funded

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P12587	9/1/20	Blackbaud, Inc. Charleston, SC	\$22,379.28	10-01-01-03-301304-69713	
Annual payment for NXT phone support and related services.					
P12610	9/1/20	Wolters Kluwer Health Philadelphia, PA	\$13,192.96	10-07-01-03-301401-61580	
Semi-annual payment for the vSim Complete Virtual Nursing Software Package for the Nursing Department in order for students to complete their clinical education remotely.					
B6297	9/8/20	Thomson Reuters St. Paul, MN	\$24,000.00	10-04-01-02-200300-69724	
Annual maintenance contract for library software for the Library.					
B6301	9/14/20	Inceptia Lincoln, NE	\$14,000.00	10-06-01-03-301001-64110	
Annual payment for Student Counseling Services provided to the Financial Aid Department.					
P12623	9/17/20	NJEDge.Net Newark, NJ	\$ 7,426.00	10-06-01-03-301001-60001	
Annual payment for NJ Transfer Assistance Program Assessment					
P12645	9/17/20	Orbital Media Englewood, CO	\$14,952.00	32-03-01-03-301501-64110	Exemption: Sole Source
Payment for the Satellite uplink between WWFM to Steamboat Springs, CO, funded by WWFM listener donations.					
P12646	9/17/20	Nucleus Robotics Los Angeles, CA	\$12,250.00	21-01-02-302003-60120	Exemption: Professional Services
Payment for online robotics courses and related supplies, funded by Upward Bound grant.					
P12647	9/17/20	Kaplan Inc. New York, NY	\$7,475.00	21-01-02-302003-60120	Exemption: Professional Services
Payment for SAT Live Online classes.					
P12650	9/17/20	Dude Solutions Pittsburgh, PA	\$12,755.51	10-01-01-03-301304-69713	
Annual maintenance payment for management software license for the Facilities Department.					
P12662	9/22/20	Dell Marketing Round Rock, TX	\$8,603.40	22-01-02-02-302042-61100	NJ State Contract #3000068235906

Ten (10) Laptops for students in NJ Youth Corps program, funded by the NJ Youth Corps. Grant.

P12668	9/22/20	Dickerson Corp. Bay Shore, NY	\$20,018.20	70-07-01-03-701258-76101	ESCNJ #18/19-15
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Toilet partitions for the West Windsor campus Bathroom renovations for the Facilities Department.

P12682	9/22/20	Lighthouse Consulting Coos Bay, OR	\$7,500.00	21-01-01-02-302059-64105	Exemption: Professional Services
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Year 5 contractual payment for vendor services associated with obtaining U.S. Department of Education Title III Grant, paid for by the grant program.

P12683	9/22/20	CMD Outsourcing Solutions Baltimore, MD	\$9,012.08	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.



Human Resources Office

To: Jianping Wang, President
From: Barbara Basel, Vice President for Human Resources
Date: September 30, 2020
Re: Ratification of Appointments and Interim Appointments

The following appointments have been made since September 2, 2020.

Effective Date of Hire	Department	Name	Title	Salary	Range	FLSA
9/8/2020	College Advancement	Healy, Paul	Director of Public Relations	\$80,000	\$48,048 - \$85,422	Exempt
10/5/2020	Enrollment Management and Student Experience	Brown-Joseph, Lucia	Interim Director of One Stop	\$70,673	\$37,695 - \$76,364	Exempt
10/5/2020	Enrollment Management and Student Experience	Fues, Florian	Interim Assistant Registrar	\$51,861	\$37,695- \$76,364	Exempt
10/5/2020	Enrollment Management and Student Experience	Hover, Nicole	Interim Director, Recruitment and Enrollment	\$50,042	\$37,695- \$76,364	Exempt



Human Resources Office

To: Jianping Wang, President

From: Barbara Basel, Vice President for Human Resources

Date: September 28, 2020

Re: Ratification of Stipends

The following appointments have been made since September 9, 2020.

Effective Date of Stipend	Department	Name	Title	Stipend	End Date of Stipend
10/29/20	IOESS	Jill Marcus	Student Communication Specialist – Title II Grant	\$5,000	6/30/2021
10/29/20	IOESS	Arlene Stinson	Retention Specialist – Title III Grant	\$5,000	6/30/2021
10/29/20	IOESS	Latonya Ashford-Ligon	Project Director – Title III Grant	\$11,600	6/30/2021



Human Resources

September 29, 2020

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

Date	Name	Title	Division	Type* EEO	
09/11/2020	Rose Clarke-Taylor	Educational Specialist, Youth College-Talent Search		GC	F B
09/18/2020	Brian McCloskey	Executive Director, Finance and Accounting Services		RS	M W
09/30/2020	Levi Powell	Security Officer III, College Safety		RT	M B

*

GC- Grant Closed

RS - Resigned

RT - Retired

TR - Termination

Recommended and approved for presentation to the Board of Trustees

Barbara Basel, Vice President of Human Resources

Date

Jianping Wang, President

Date

MEMORADUM OF AGREEMENT BETWEEN MERCER COUNTY COMMUNITY COLLEGE
& THE MERCER COUNTY COMMUNITY COLLEGE CHAPTER
UNITED ADJUNCT FACULTY OF NEW JERSEY
LOCAL 2222 AFT, AFL-CIO

Article I. Recognition

Replace with:

The Board of Trustees of Mercer County Community College, hereinafter referred to as the "Board", hereby recognizes the Mercer County Community College Chapter of the United Adjunct Faculty of New Jersey, Local 2222, AFT-NJ, AFL-CIO, hereinafter referred to as the "Chapter", as the exclusive collective bargaining representative for all adjunct faculty employed by Mercer County Community College, hereinafter referred to as the "College", excluding managerial executives, non-professional employees within the meaning of the New Jersey Public Employment Relations Act, confidential employees, craft employees, police officers, full-time faculty, and retired full-time faculty.

Adjunct faculty members are defined as persons assigned primary responsibility for teaching credit courses whose total assigned workload is less than a full load as defined for full-time faculty members and who are not employed in some other full-time capacity by the College.

Article II. Chapter Rights (renamed, formerly "Federation Rights")

Replace Section A. with:

The Rights and privileges of the Chapter and its representatives as set forth in this Agreement shall be granted exclusively to the Chapter.

Replace Section K. with:

A Chapter/Management Committee will meet to discuss issues of concern. The Committee will consist of three (3) members from the Chapter and three (3) members of the College administration. Meetings will be scheduled once a month unless there is mutual agreement to cancel a scheduled meeting.

Article XIII. Priority Course Assignment

In order to promote and ensure instructional excellence, as well as to reward continued service at the College, adjunct faculty who meet the following criteria may apply for Priority Course Assignment (PCA) status. Adjunct faculty who have been granted PCA status by their Division Dean will receive PCA scheduling in the Fall and Spring semester prior to each Division finalizing assignments. PCA adjunct faculty will be provided an opportunity to teach two (2) courses preferably in a requested discipline/subject area in which they are qualified, provided the requested discipline/subject area is

available. Adjunct faculty members who have been granted PCA status by their Division Dean will be scheduled before finalizing assignments.

A. Qualifying Criteria for Priority Course Assignment (PCA) status:

- o Completion of ten (10) or more semesters which need not be consecutive;
and
- o Demonstration of excellence in teaching in all ten (10) or more semesters as indicated by Classroom Observations and Student Rating of Instructions (SRI) evaluations; and
- o Evidence of professional development related to the respective academic discipline or teaching pedagogy.

Adjunct faculty who have earned the rank of Full Professor will automatically receive PCA status but will still be subject to departmental review every three (3) years. To retain the designation, the adjunct faculty member who has attained the rank of Full Professor will submit their classroom evaluation along with updates regarding their professional development and dedication to the College and discipline, to the Division Dean by May 15th of the third year.

B. Application for Priority Course Assignment Status:

Adjunct faculty who wish to apply for PCA status must submit a completed application form to their Division Dean prior to the end of the Fall/Spring semester (December 15th/May 15th). The Division Dean will provide a determination to the Adjunct Faculty member prior to the start of the next Fall or Spring's Adjunct course assignment scheduling. If an Adjunct faculty is denied PCA status, the Division Dean will provide a written reason for denial along the same timeline as approval.

C. Review of Priority Course Assignment Status:

A review of an Adjunct faculty member's PCA status will take place every three (3) academic years in order to assess fulfillment of the criteria and determine continuation of the status. The College will notify the Adjunct faculty member of the result of the review prior to the start of the next Fall or Spring's Adjunct faculty course assignment scheduling. If an adjunct faculty member is denied PCA continuation, the Division Dean will provide a written reason for denial along the same timeline as approval.

D. College Approval of Priority Course Assignment Status:

Approval and continuation of PCA status rests with the College and is not subject to the grievance and arbitration provisions of this Agreement.

Article XI. Pay Rates Section A

Pay rates per semester instructional hour (or equivalent) for teaching in credit courses shall be as follows:

Effective	Instructor	Assistant Professor	Associate Professor	Professor
Fall 2019	\$864	\$894	\$920	\$948
Fall 2020	\$883	\$914	\$941	\$969
Fall 2021	\$905	\$937	\$965	\$993

Full retroactivity from July 1, 2019.

Article XI. Pay Rates: Section B

Pay rates per semester instructional hour (or equivalent) for teaching credit courses shall be \$100 higher effective fall 2019 for those adjunct faculty members who have taught 60 credit hours at the college (50 semester hours for English composition or Nursing Instructors); \$110 effective fall 2020; and \$120 for fall 2021, with full retroactivity from July 1, 2019.

Article XIV. Academic Rank

A.

1. Minimum eligibility requirements for Academic Rank at Time of Hire:

Rank	Academic Requirements	Teaching Experience
Instructor	Master's degree or equivalent	None required
Assistant Professor	Master's degree + 15 post-master's credits related to the position or toward a doctorate, or equivalent	Five (5) years of adjunct college teaching or Equivalent
	Doctorate or Master of Fine Arts degree or master's degree + 30 post-master's credits related to the position or toward a doctorate, or equivalent	None required
Associate Professor	Master's degree + 30 post-master's credits related to the position or toward a doctorate, or equivalent	Seven (7) years of adjunct college teaching or Equivalent
	Master of Fine Arts degree or doctorate, or equivalent	Five (5) years of adjunct college teaching or Equivalent
Professor	Doctorate or equivalent	Eight (8) years of adjunct college teaching or Equivalent

2. Equivalencies for Academic Rank at Time of Hire:

Credential	Equivalencies
Master's degree	A bachelor's degree and /or two years of relevant business or field experience may be acceptable substitute in certain specialized fields, at the discretion of the College. This is above and beyond the experience requirements.
Master's degree + 15 post-master' credits related to the positions or toward a doctorate	At the discretion of the Board, a master's degree + two or more years of relevant business, industrial, artistic or teaching experience beyond that required to meet experience requirements.
Master's degree + 30 post-master's credits related to the position or toward a doctorate	A second master's degree Licensure as a P.E., R.A., or C.P.A. Certification as a C.D.P. or FAA Air Transport Pilot At the discretion of the Board, a Master's degree + four or more years of achievement in research, publication or other professional practice other than teaching, beyond what is needed to meet experience requirements.
Doctorate	In fields where a doctorate is unusual or typically not available, a Master of Fine Arts degree or any of the master's degree + 30 credit equivalencies are acceptable, if accompanied by at least three years of additional achievement in research, publication or other professional practice beyond teaching which, in the opinion of the Board is comparable to the production of a doctoral thesis.
Full-time college teaching experience	Two years of full-time high school teaching, business or other professional experience related to the position may be equated to one year of full-time college teaching. "Teaching" as used in this Article embraces library service for librarians and counseling service for counselors.

B. Promotion in Academic Rank:

Adjunct faculty are initially eligible for promotion to the next higher rank (Assistant Professor, Associate Professor, or Professor, whichever is applicable) after having taught a minimum of 90 credit hours at the college. Subsequently, adjunct faculty are eligible for promotion in 50 credit increments, i.e., after having taught an additional 50 credits at the college, per rank, with the final rank being Professor.

Promotion shall not be automatic. In lieu of full-time teaching, appropriate recognition will be given to other relevant professional experience including adjunct teaching at other accredited institutions. The criteria considered for promotion include the following:

- Minimum academic preparation and experience requirements (see Academic Rank table below);
- Demonstration of outstanding achievement in activities related to his/her primary area of responsibility;
- Professional growth and development, and voluntary college/student/community service;
- Evaluations; and,
- Attained level of achievement and excellence consistent with those who currently hold the rank applied for.

Rank	Academic preparation	Experience
Instructor	Master's degree or equivalent	None required
Assistant Professor	Master's degree + 15 post-master's credits related to the position or toward a doctorate, or equivalent	Five (5) years of adjunct college teaching or equivalent
	Doctorate <u>or</u> Master of Fine Arts degree <u>or</u> master's degree + 30 post-master's credits related to the position or toward a doctorate, or equivalent	None required
	OR Nine (9) years of adjunct college teaching at the rank of Instructor	
Associate Professor	Master's degree + 30 post-master's credits related to the position or toward a doctorate, or equivalent	Seven (7) years of adjunct college teaching or equivalent
	Master of Fine Arts degree <u>or</u> doctorate, or equivalent	Five (5) years of adjunct college teaching or equivalent
	OR Nine (9) years of adjunct college teaching at the rank of Assistant Professor	
Professor	Doctorate or equivalent	Eight (8) years of adjunct college teaching or equivalent
	OR Nine (9) years of adjunct college teaching at the rank of Associate Professor	

1. Equivalencies:

Requirement	Equivalencies
Master's degree	A bachelor's degree and/or two years of relevant business or field experience may be acceptable substitute in certain specialized fields, at the discretion of the College. This is above and beyond the experience requirements.
Master's degree + 15 post-master's credits related to the position or toward a doctorate	At the discretion of the Board, a master's degree + two or more years of relevant business, industrial, artistic or teaching experience beyond that required to meet experience requirements.
Master's degree + 30 post-master's credits related to the position or toward a doctorate	A second master's degree Licensure as a P.E., R.A., or C.P.A. Certification as a C.D.P. or FAA Air Transport Pilot At the discretion of the Board, a Master's degree + four or more years of achievement in research, publication or other professional practice other than teaching, beyond what is needed to meet experience requirements.
Doctorate	In fields where a doctorate is unusual or typically not available, a Master of Fine Arts degree or any of the master's degree + 30 credit equivalencies are acceptable, if accompanied by at least three years of additional achievement in research, publication or other professional practice beyond teaching which, in the opinion of the Board, is comparable to the production of a doctoral thesis.
Adjunct college teaching experience	One year of Adjunct college teaching experience is equivalent to 18 credits taught. Two years of full-time high school teaching, business or other professional experience related to the position may be equated to one year of adjunct college teaching. "Teaching" as used in this Article embraces library service for librarians and counseling service for counselors.

Appendix B. Deleted

Section I. of Article # 8 needs to be removed from the contract and the subsequent sections re- lettered.

1. Term of Contract: The term of the contract is 3 years: July 1, 2019 through June 30, 2022.
2. All parties acknowledge the terms and conditions are subject to ratification by the Mercer County Community College Chapter of the United Adjunct Faculty of New Jersey, and by the Board of Trustees for Mercer County Community College.
3. All provisions of the 2016-2019 agreement shall be continued without change into the successor agreement except as set forth herein.
4. All other proposals not incorporated herein shall be deemed withdrawn by the party who submitted such proposal.

- Both parties agree to present this memorandum of agreement to their respective constituents for ratification.

FOR THE COLLEGE

Jianping Wang

Jianping Wang, President
Mercer County Community College

Barbara Basel

Barbara A. Basel
Vice President for Human
Resources

Robert Kleinschmidt

Robert Kleinschmidt

Scott Butchley

FOR THE CHAPTER

Leonard R. Winogora

Leonard R. Winogora, President
Mercer County Community College Chapter
UAFNJ, Local 2222, AFT, AFL-CIO

STUDENT ACADEMIC STANDING

Good Standing

Each student begins his or her enrollment at Mercer on **Good Standing**, which provides no restrictions on his or her credit load beyond those contained in normal college policy. A student remains on Good Standing by passing the courses in which he or she enrolls each semester and by maintaining a satisfactory cumulative grade point average (GPA).

Academic Progress

The academic sanctions for failing to maintain satisfactory academic standards/progress may include warning, probation, continued probation, academic suspension, or dismissal. These sanctions will be imposed on students who either fail to earn sufficient grade points or who continue to withdraw excessively from classes. More specifically, any student who has completed 12 or more semester hours with a cumulative grade point average below 2.0 (C average) or who has failed to earn at least 50 percent of all credits registered for on the official day of counting student enrollment for two or more consecutive semesters may have an academic sanction of warning, probation, continued probation, academic suspension, or dismissal.

Externally accredited programs may have slightly different academic progress standards, established by said external accreditation body. Please consult the academic progress section of each externally accredited program to determine progression policy. If you are uncertain if your academic program is externally accredited, contact your academic advisor or success coach.

A student placed on academic sanction or dismissal may appeal the action to the Academic Standing Committee.

Academic Standing

To remain in good standing and become eligible for graduation, the student must maintain a C average or a grade-point average of 2.0. Externally accredited programs may have different grade-point average requirements for academic standing and/or graduation. Please consult the academic standing section of each externally accredited program to determine academic standing policy.

A student will be placed on academic probation if he/she earns a cumulative grade-point average of less than 2.0, or below minimum cumulative grade-point average requirements for externally accredited programs.

Academic Sanctions

- If a student falls below a 2.0 GPA they may be placed on academic warning or academic probation for the following semester. The number of credits will be restricted to 13-credits for academic warning, and 10-credits for academic probation.
- If the student remains below a 2.0 GPA while on probation, they may be unable to receive financial aid and/or VA education benefits will be terminated. Students who are no longer

OMB 401
Page 2 of 2

eligible for financial aid or use of VA benefits may continue to attend school; however, they will be responsible for all costs. Some academic programs may dismiss the student from the program, although they may continue to take other classes at MCCC.

- If the student's cumulative GPA remains below a 2.0 GPA after the first semester of probation, they may be dismissed from the college. Dismissal requires a student to take a semester off and develop an approved individual Success Plan in consultation with an MCCC success coach before returning.
- If the student would like to re-enter the program, they must appeal the decision. Appeals are approved or denied by the academic standing committee led by the Dean of Faculty. If the appeal is approved the student may re-enter the program in the following semester.

Approved: Board of Trustees

Revised:

February 13, 1975
August 2, 1979
December 18, 1980
April 19, 1984
May 21, 1987
April 17, 1997
March 22, 2001
October 15, 2020



To: Mark Carmichael,
Vice President of Finance and Administration and CFO

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

Date: October 01, 2020

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

Mr. Carmichael:

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 September 2020 the following reportable offense-crime(s), fires, and other emergencies occurred on campus and was recorded by campus security at this time.

Incident #1: Harassment

September 4, West Windsor Campus: A person reported being harassed by an unknown person(s) via email. The matter was referred to Human Resources. The Victim was advised to follow up with the local police department having jurisdiction where the alleged offenses occurred.

Incident #2: Security Information-Harassment (Possible Title IX Implications)

September 27, 2020, West Windsor Campus: A professor advised that during remote learning session(s) several unknown persons have been entering the remote learning environment, electronically. These person(s) enter and interrupt the learning environment with acts constituting disorderly conduct. In addition to being disorderly, the person(s) have also engaged in sexually inappropriate and offensive remarks.

The matter was forwarded to John Simone, Assistant Dean of Student Services, Widmarc Dalce, Coordinator of Student Development for review and action. The office of the Title IX Coordinator was notified of this series of incidents.

Respectfully Submitted.

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