

MERCER COUNTY COMMUNITY COLLEGE

Minutes of the 719th Meeting
of the Board of Trustees
December 18, 2024

The meeting was called to order by Chair Kristin Appelget at 6:30pm via Zoom conferencing. In addition to the Chair, the following members were in attendance: Julie Blake, Eashwayne Haughton, Shannon Mason, Lawrence Nespoli, Gregory Puliti, Scarlett Rajski, Aamir Rehman, Deborah Preston (MCCC President), and Jordyn Bostick (Alumni Trustee). Also present was Perry Lattiboudere, College Counsel. Absent was Daryl Minus-Vincent.

I. OPENING OF MEETING

A) FLAG SALUTE

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

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 emailed to The Trentonian and The Times.

C) ADOPTION OF AGENDA

Trustee Puliti moved to approve the agenda, which was seconded by Trustee Nespoli and adopted with Trustees Appelget, Blake, Haughton, Mason, Nespoli, Puliti, Rajski, and Rehman voting aye.

D) PUBLIC COMMENT

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

II. FINANCE & FACILITIES MATTERS

Trustee Puliti presented agenda item II (A) FY25-170 for ratification, which was second by Trustee Haughton. The item was ratified with Trustees Appelget, Blake, Haughton, Mason, Nespoli, Puliti, Rajski, and Rehman voting aye.

A) PURCHASE ORDERS AND CONTRACTS UNDER \$41,600 (Resolution FY25-170)

The members of the Board noted receipt and ratified the Report on Purchase Orders and Contracts under \$41,600.00, which is attached.

Trustee Puliti presented agenda items II (B) FY25-171 through (G) FY25-176, which were second by Trustee Haughton. The items were passed with Trustees Appelget, Blake, Haughton, Mason, Nespoli, Puliti, Rajski, and Rehman voting aye.

- B) Adams Lattiboudere Croot & Herman, LLC (FY25-171)
- C) DeCotiis, Fitzpatrick, Cole & Giblin, LLP (FY25-172)
- D) Golden Crown Contractors, Inc. (FY25-173)
- E) Labrepco LLC (FY25-174)
- F) Performance Food Group Inc. (FY25-175)
- G) Amendment of FY2025 Funds Carl D. Perkins Career and Technical Education Grant (FY25-176)

Trustee Puliti presented agenda item II (H) FY25-177, which was second by Trustee Haughton. The item passed with Trustees Appelget, Blake, Haughton, Mason, Nespoli, Puliti, Rajski, and Rehman voting aye.

- H) REVISED POLICY & PROCEDURE #320 BANK SIGNATORIES - SECOND AND FINAL READING (Resolution FY25-177)
BE IT RESOLVED, that the Board hereby approves revised policy and procedure #320 Bank Signatories as recommended by the President, Finance and Operations Committees of the Board, and as outlined in the attached, which will be made part of the minutes of this meeting.

III. AUDIT COMMITTEE

Trustee Puliti presented Agenda Item III (A) for ratification, which was seconded by Trustee Rajski. The item was passed with Trustees Appelget, Blake, Haughton, Mason, Nespoli, Puliti, Rajski, and Rehman voting aye.

- A) RESOLUTION TO ACCEPT THE FY2024 COLLEGE FINANCIAL AUDIT (Resolution FY25-178)
WHEREAS, Suplee, Clooney & Company LLP has completed the audit for the College for FY2024; and

WHEREAS, Suplee, Clooney & Company LLP has rendered an unmodified opinion; now therefore

BE IT RESOLVED, that the Board of Trustees hereby accepts the audit report for the College for the fiscal year ending June 30, 2024.

IV. HUMAN RESOURCES MATTERS

Trustee Rehman thanked Trustee Minus-Vincent for his service as Chair of the Human Resource Committee.

Trustee Rehman presented agenda item IV (A) FY25-179 through (E) FY25-183, which was seconded by Trustee Rajski. The item passed with Appelget, Blake, Haughton, Mason, Nespoli, Puliti, Rajski, and Rehman voting aye.

- A) RATIFICATION OF APPOINTMENTS, PROMOTIONS/ RECLASSIFICATIONS, STIPENDS, AND RECEIPT OF STAFF SEPARATION REPORT (Resolution FY25-179)
BE IT RESOLVED, that this Board approves the ratification of appointments, promotions /reclassifications, stipends, and notes receipt of the Staff Separation Report, which will be made a part of the minutes of this meeting.
- B) REAPPOINTMENT OF FOURTH-YEAR FACULTY MEMBERS (Resolution FY25-180)
BE IT RESOLVED, that this Board hereby approves the offering of new appointments effective with the 2025-2026 academic year to certain faculty members currently in their fourth year of service, as recommended by the President as indicated in the attached which is to be made part of the minutes of this meeting.
- C) TENURE APPOINTMENTS (Resolution FY25-181)
BE IT RESOLVED, that this Board hereby approves the offering of tenure appointments effective with the 2025-2026 academic year to faculty members in their fifth year of service as recommended by the President as indicated in the attached which is to be made part of the minutes of this meeting.
- D) SALARY IMPROVEMENT FOR NON-UNION CONFIDENTIAL EMPLOYEES (Resolution FY25-182)
BE IT RESOLVED, that upon the recommendation of the President, the non-union confidential employees are to receive a salary increase of 3% retroactive to July 1, 2024, as indicated in the attached which is to be made part of the minutes of this meeting.
- E) SALARY INCREASE FOR COMPENSATION AND CLASSIFICATION ANALYSIS (Resolution FY25-183)
BE IT RESOLVED, that upon the recommendation of the President, that certain employees are receiving an increase in alignment with the classification and compensation analysis effective December 9, 2024, as indicated in the attached which is to be made part of the minutes of this meeting.

Trustee Rehman presented agenda item IV (F) FY25-184, which was seconded by Trustee Nespoli. The item passed with Appelget, Blake, Haughton, Mason, Nespoli, Puliti, Rajski, and Rehman voting aye.

- F) RATIFICATION OF THE MERCER COUNTY COMMUNITY COLLEGE FACULTY ASSOCIATION CONTRACT (Resolution FY25-184)
WHEREAS, negotiations have been conducted between Mercer County Community College and the Mercer County Community College Faculty Association, resulting in a proposed agreement for the period July 1, 2024 to June 30, 2029, and said agreement has been ratified by the membership of the Faculty Association; 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.

V. OPERATIONS MATTERS

Trustee Blake presented agenda item V (A) FY25-185 for ratification, which were second by Trustee Nespoli. The item was ratified with Appelget, Blake, Haughton, Mason, Nespoli, Puliti, Rajski, and Rehman voting aye.

A) NOVEMBER 2024 REPORTABLE CRIMES, FIRES, AND OTHER EMERGENCIES
(Resolution FY25-185)

The members of the Board noted receipt and review and ratified the report, which is attached.

VI. EXECUTIVE SESSION

BE IT RESOLVED, that this Board adjourned to an Executive Session at 6:55pm to discuss a legal matters. Circumstances under which these discussions will be disclosed to the public when necessary actions are taken at public session. The Executive Session concluded at 7:00pm. The public session reconvened at 7:01pm.

There being no further business to discuss, Trustee Blake moved to adjourn the meeting. The motion was seconded by Trustee Puliti and passed unanimously. The meeting adjourned at 7:05pm.

Respectfully submitted,



Deborah E. Preston, Ph.D.
President
Mercer County Community College

MCCC PURCHASE ORDER REPORT
 \$8,320 - \$41,600
 DATE OF BOARD MEETING: December 18, 2024

Resolution FY25-170

Purchases over \$8,320 require three (3) quotes or over \$41,600 require Publically Advertised Bids unless specifically exempted by New Jersey County College Contract Law N.J.S.A. 18A:64A-25.5(a)
 Budget lines beginning with "2" indicate grant funded

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P20105	11/04/24	OMNIGO Software St. Louis, MO	\$13,855.42	10-01-01-03-301304-64110	Exemption: Proprietary

Dispatching annual software licenses for College-Safety.

P20100	11/04/24	DeCotiis, Fitzpatrick, Cole & Giblin LLP Paramus, NJ	\$10,416.20	10-06-01-03-301001-64103	Exemption: Professional Services
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Legal services for contract negotiations for period ending 9/30/24.

P20099	11/04/24	AACC - American Association of Community Colleges Philadelphia, PA	\$11,437.00	10-06-01-03-301001-60001	Exemption: Professional Services
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Institutional Membership FY25.

P20108	11/05/24	Laerdal Medical Wappingers Falls, NY	\$32,655.18	22-01-01-02-302144-64110 22-01-01-02-302144-69310 22-01-01-02-302144-69340	Sourcwell Contract #011822-LAE
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Nursing simulation equipment. Paid for by Perkins Grant.

P19339	11/12/24	Theatre To Go Lawrenceville, NJ	\$13,076.64	33-03-01-02-209001-42518	Exemption: Entertainment
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Box office split/Performance fees for Kelsey Theatre.

B8815	11/12/24	Broudy Precision Equipment Westville, NJ	\$17,000.00	10-07-01-03-301401-61530	MCCC RFQ #2511
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HVAC Supplies for Facilities for FY25.

B8835	11/13/24	Compass Group / Canteen Charlotte, NC	\$13,000.00	61-05-01-04-403032-63200	MCCC RFP #2003
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Catering for Student Life/ Leadership FY25.

MCCC PURCHASE ORDER REPORT
 \$8,320 - \$41,600
 DATE OF BOARD MEETING: December 18, 2024

Resolution FY25-170

Purchases over \$8,320 require three (3) quotes or over \$41,600 require Publically Advertised Bids unless specifically exempted by New Jersey County College Contract Law N.J.S.A. 18A:64A-25.5(a)
 Budget lines beginning with "2" indicate grant funded

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P20186	11/19/24	EMSI / Lightcast Moscow, ID	\$12,750.00	10-01-01-03-301304-64110	NJCCC RFP #23/24 R-1445

Economic Modeling Software for Institutional Effectiveness.

P20185	11/19/24	Laerdal Medical Wappingers Falls, NY	\$32,895.00	10-01-01-02-206200-61102	Sourcewell Contract #011822-LAE
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Resuscitation Quality Improvement program for Healthcare. Paid for by Student Nursing Fees.

P20214	11/21/24	Blackbaud, Inc. Charleston, SC	\$8,762.61	10-06-01-05-500110-64110	Exemption: Proprietary
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Raiser's Edge donation software for the Foundation.

P20212	11/21/24	Merchants Auto Group, LLC Hooksett, NH	\$8,853.20	10-05-01-04-402000-69830	MCCC RFQ #2406
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Athletic department Van Lease/ Rental for September – November 2024.

P20211	11/21/24	Intersection Media, LLC New York, NY	\$34,940.00	10-06-01-05-500120-66350	Exemption: Advertising
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Public transit advertising campaign.

P20207	11/21/24	DeCotiis, Fitzpatrick, Cole & Giblin LLP Paramus, NJ	\$16,134.00	10-06-01-03-301001-64103	Exemption: Professional Services
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Legal services for contract negotiations for period ending 10/31/24.

P20224	11/25/24	Apple Computer Austin, TX	\$8,759.00	10-06-01-03-301001-63997	PPM Contract #535802-001
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Computers and equipment for Photography department.

P20228	11/26/24	Global Industrial Port Washington, NY	\$15,666.47	10-07-01-03-301401-61030	OMNIA Contract #R211402
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Purchase of feminine hygiene dispensers for restrooms by Facilities.

MCCC PURCHASE ORDER REPORT
\$8,320 - \$41,600
DATE OF BOARD MEETING: December 18, 2024

Resolution FY25-170

Purchases over \$8,320 require three (3) quotes or over \$41,600 require Publically Advertised Bids unless specifically exempted by New Jersey County College Contract Law N.J.S.A. 18A:64A-25.5(a)
Budget lines beginning with "2" indicate grant funded

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P20225	11/26/24	Bonfire Interactive LTD Kitchener, ON	\$9,700.00	10-06-01-03-301001-69724	NJCCC Joint Purchasing Consortium

Purchase of contract management software for Purchasing.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
DECEMBER 18, 2024**

RESOLUTION FY25 - 171

**ADAMS, LATTIBOUDERE CROOT & HERMAN, LLC
90-DAY EXTENSION OF LEGAL SERVICES CONTRACT**

WHEREAS, Mercer County Community College has a need to acquire legal services from Adams, Lattiboudere Croot & Herman, LLC and increase the fiscal year 2025 purchase order amount for the period of July 1, 2024 through March 31, 2025; and

WHEREAS, on June 26, 2024 the Board of Trustees approved a (90) ninety-day Agreement with Adams, Lattiboudere Croot & Herman of Iselin, NJ through September 30, 2024 for an amount not to exceed \$40,000; and

WHEREAS, on September 24, 2024 the Board of Trustees approved a (90) ninety-day Agreement with Adams, Lattiboudere Croot & Herman of Iselin, NJ through December 31, 2024 for an amount not to exceed \$80,000; and

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

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

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to increase the fiscal year 2025 purchase order amount for professional legal services with Adams Lattiboudere Croot & Herman, LLC of Iselin, NJ, by \$20,000 from \$100,000 to \$120,000 for the period July 1, 2024 through March 31, 2025.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
DECEMBER 18, 2024**

RESOLUTION FY25 - 172

**DECOTIIS, FITZPATRICK, COLE & GIBLIN, LLP
LEGAL SERVICES**

WHEREAS, Mercer County Community College has a need to acquire legal services from Decotiis, Fitzpatrick, Cole & Giblin, LLP, in connection with contract negotiations conducted with the College's faculty and staff unions and increase the fiscal year 2025 purchase order amount for the period of July 1, 2024 through March 31, 2025; and

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

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

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to increase the fiscal year 2025 purchase order with DeCotiis, Fitzpatrick, Cole & Giblin, LLP of Paramus, New Jersey, to acquire legal services for contract negotiations conducted with the College's faculty and staff unions by \$50,000 from \$50,000 to \$100,000 for the period of July 1, 2025 through March 31, 2025.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
DECEMBER 18, 2024**

RESOLUTION FY25 - 173

**GOLDEN CROWN CONTRACTORS, INC.
HALLWAY RENOVATIONS**

WHEREAS, Mercer County Community College has a need to renovate hallway ceiling tiles and lighting in the BS and LB buildings for compliance with building code regulations to be paid for by Chapter 12; and

WHEREAS, the County of Mercer conducts a voluntary Cooperative Pricing System with municipalities and the Boards of Education located in Mercer County, utilizing administrative purchasing services and facilities of the County of Mercer; and this Cooperative Pricing Agreement* is to effect economies in the purchase of facilities repair services ; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.10, specifically provides for the purchase of work, materials and supplies by Cooperative Agreement with the governing bodies of any municipality or of the county within whose boundaries any such college is wholly or partially located; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a contract with the County of Mercer's awarded vendor, Golden Crown Contractors, Inc. of Yardville, New Jersey, for an amount not to exceed \$125,000 to renovate hallway ceiling tiles and lighting in the BS and LB Buildings for compliance with building code regulations to be paid for by Chapter 12.

*Mercer County Contract CK09Mercer 2021-14

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
DECEMBER 18, 2024**

RESOLUTION FY25 - 174

**LABREPCO LLC
GETINGE AUTOCLAVE**

WHEREAS, Mercer County Community College has a need to dispose of and replace aging equipment with a new Getinge Autoclave for the Biology Department; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.11 a. (b) authorizes a county college to make purchases and contract for services through the use of nationally recognized and accepted cooperative purchasing agreements* but requires a resolution authorizing the award of such contracts; and

WHEREAS, Mercer County Community College Purchasing Policy states that when an individual vendor exceeds an annual, cumulative spending threshold exceeding \$41,600 that a Board of Trustee resolution is required, now therefore

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to contract with LabRepCo of Horsham, PA to dispose of and replace aging equipment with a new Getinge Autoclave for the Biology Department for an amount not to exceed \$65,000 from July 1, 2024 through June 30, 2025 (FY 25).

* E&I Cooperative Contract #CNR01424

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
DECEMBER 18, 2024**

RESOLUTION FY25 -175

**PERFORMANCE FOOD GROUP INC.
CAFETERIA AND HRIM PROGRAM FOOD SUPPLIES**

WHEREAS, Mercer County Community College has a need to acquire food supplies to support its James Kerney campus cafeteria and the Conference Center, and the Hotel Restaurant and Institution Management (HRIM) Program on the West Windsor campus for FY 2025; and

WHEREAS, the acquisition 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) (7) exempts food supplies and related services from public advertising for bids but requires a resolution authorizing the award of such a contract; and

WHEREAS, Performance Food Service has completed and submitted a Business Entity Disclosure Certification which certifies that Performance Food Service has not made any reportable contributions to a political or candidate committee in Mercer County in the previous one year, and the contract will prohibit Performance Food Service 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 increase the FY25 Purchase Order with Performance Food Group Inc. of Elizabeth, New Jersey, to acquire food and supplies to support the James Kerney campus cafeteria, the Conference Center and the Hotel Restaurant and Institution Management (HRIM) program at the West Windsor campus, for an amount not to exceed \$90,000 for the period of July 1, 2024 through June 30, 2025.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
DECEMBER 18, 2024**

RESOLUTION FY25 - 176

**AMENDMENT OF FY 2025 FUNDS
CARL D. PERKINS CAREER AND TECHNICAL EDUCATION GRANT**

WHEREAS, the New Jersey Department of Education, Office of Grants Management, has approved Mercer County Community College's application for Carl D. Perkins Career and Technical Education Grant for FY2025; and

WHEREAS, the New Jersey Department of Education, Office of Grants Management, notified the College on August 12, 2024 that it is approving its Carl D. Perkins Career and technical Grant application for FY 2025; and

WHEREAS, the Mercer County Community College Board of Trustees in a resolution adopted on June 26, 2024 approved the application and acceptance of the New Jersey Department of Education Carl D. Perkins Career and Technical Education Grant, for an estimated amount of \$730,198, for the period from July 1, 2024 through June 30, 2025 (FY2025); and

WHEREAS, the college has the necessity to modify the Perkins' budget due to the cost savings generated from the purchasing process;

WHEREAS, the New Jersey Department of Education requires the Board of Trustees to approve the amendment of grant budget modifications; now therefore

BE IT RESOLVED, that the Mercer County Community College Board of Trustees hereby approves the budget modifications of the New Jersey Department of Education Carl D. Perkins Career and Technical Education Grant, for the period from July 1, 2024 through June 30, 2025 (FY2025).

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
DECEMBER 18, 2024**

RESOLUTION FY25 - 177

**REVISED POLICY & PROCEDURE #320
BANK SIGNATORIES**

BE IT RESOLVED, that the Board hereby approves revised policy and procedure #320 Bank Signatories as recommended by the President, Finance & Facilities and Operations Committees of the Board, and as outlined in the attached, which will be made part of the minutes of this meeting.

Banking Signatories			
Policy #	Applicability	Responsible Executive	Applicable Laws/Statutes
320	College-Wide	Vice President for Finance & Auxiliary Services	

PURPOSE

For the purposes of executing financial instruments from any college account.

POLICY

The Board of Trustees authorizes the President to establish policies and procedures for executing financial instruments from any College account, ensuring that the College is able to meet financial obligations while maintaining appropriate standards of transparency and accountability. In the case of procedures related to executing financial instruments from College accounts, the Board shall approve the *Procedure on Banking Signatories* as well as the *Policy on Banking Signatories*.

APPROVED

Board of Trustees - February 19, 1998

REVISION DATE(S)

Revised:
November 15, 2001
March 18, 2004
August 4, 2005
January 19, 2006
January 18, 2007
December 18, 2024

RELATED PROCEDURES, GUIDELINES, OR RESOURCES

Procedure # 320 – Procedure on Banking Signatories

Banking Signatures			
Procedure #	Applicability	Responsible Executive	Applicable Laws/Statutes
320	College-Wide	Vice President for Finance & Auxiliary Services	

PURPOSE

For the purposes of executing financial instruments from any college account, this procedure provides mechanisms whereby the College meets financial obligations.

PROCEDURE

The following are designated as authorized signatories:

1. President
2. Financial Officers:
 - a. Vice President for Finance & Auxiliary Services
 - b. Executive Director for Finance
 - c. Controller
 - d. Assistant Controller
3. Other Authorized Signatories:
 - a. Vice President for Academic Affairs
 - b. Vice President for College Advancement

The above individuals are authorized on behalf of the College, and in its name, to sign checks, receipts, or orders for the payment or withdrawal of funds deposited to the credit of said accounts when so signed.

Checks in excess of \$10,000 shall be executed by two authorized signatories, one of whom must be a Financial Officer, and one of whom must be the President or other authorized signatory as identified in #3 above.

This shall remain in full force and effect until the bank shall receive written notice of its amendment or rescission and that receipt of such notice shall not affect any action taken by the bank prior thereto.

APPROVED

December 18, 2024

RELATED POLICIES, GUIDELINES, OR RESOURCES

Policy #320 – Policy on Banking Signatories

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
DECEMBER 18, 2024**

RESOLUTION FY25 - 178

RESOLUTION TO ACCEPT THE FY2024 COLLEGE FINANCIAL AUDIT

WHEREAS, Suplee, Clooney & Company LLP has completed the audit for the College for FY2024; and

WHEREAS, Suplee, Clooney & Company LLP has rendered an unmodified opinion; now therefore

BE IT RESOLVED, that the Board of Trustees hereby accepts the audit report for the College for the fiscal year ending June 30, 2024.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
DECEMBER 18, 2024**

RESOLUTION FY25 – 179

**RATIFICATION OF APPOINTMENTS, PROMOTIONS/RECLASSIFICATIONS, STIPENDS,
AND RECEIPT OF STAFF SEPARATION REPORT**

BE IT RESOLVED, that this Board approves the ratification of appointments, promotions/reclassifications, stipends, and receipt of the staff separation report, which will be made a part of the minutes of this meeting.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
DECEMBER 18, 2024**

RESOLUTION FY25 - 179A

APPOINTMENTS

Human Resources Department

To: Deborah Preston, Ph.D., President
From: Yvette Henry, Vice President for Human Resources
Date: December 3, 2024
Re: Ratification of Appointments

The following appointment(s) have been made since November 2024.

Effective Date of / Hire	Department	Name	Title	Salary	FLSA
12/16/2024	Liberal Arts	Francine Ventura	Administrative Specialist II	\$45,200	Non-Exempt
1/6/2025	Center for Accessibility Resources	Danielle Windsor	Center for Adult Transition Program Specialist	\$50,000	Exempt

**MERCER COUNTY COMMUNITY COLLEGE
 BOARD OF TRUSTEES MEETING
 DECEMBER 18, 2024**

RESOLUTION FY25 - 179B

PROMOTIONS

Human Resources Department

To: Deborah Preston, PhD., President
 From: Yvette Henry, Vice President for Human Resources
 Date: December 3, 2024
 Re: Promotions/Reclassifications

The following Promotions/Reclassifications have been made since November 2024.

Effective Date of Promotion/Salary Adjustment	Department	Name	Current Title/New Title	Current Base Salary	Adjusted Base Salary
11/25/2024	Nursing & Health Professions	Radhika Jaisimha	Current: Nursing Program Specialist New: No Change	\$53,397	\$58,397
12/09/2024	Finance & Administration	Mark Banyacski	Current: Executive Director Finance New: VP of Finance & Auxiliary Services	\$143,222	\$179,172
12/09/2024	Human Resources	Catherine Roberts	Current : Department Specialist New: Human Resources Coordinator I	\$51,719	\$60,000

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
DECEMBER 18, 2024**

RESOLUTION FY25 - 179C

STIPENDS

Human Resources Department

To: Deborah Preston, Ph.D., President
From: Yvette Henry, Vice President for Human Resources
Date: December 3, 2024
Re: Ratification of Stipends

The following stipends have been made since November 2024

Effective Date of Stipend	Department	Name	Title	Stipend Based on Additional Duties	Purpose
11/18/2024	Student Affairs	Marvin Carter	Director of DEI	\$394.59 bi-weekly through Feb. 18, 2025 or until position of Dean of Student Affairs is filled, whichever comes first.	Assuming additional responsibilities as Interim Dean of Student Affairs

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
DECEMBER 18, 2024**

RESOLUTION FY25 - 179D

SEPARATIONS

Human Resources Department

To: Deborah Preston, PhD., President
From: Yvette Henry, Vice President for Human Resources
Date: December 3, 2024
Re: Separations

The following Separations have been made since November 2024.

Effective Date of Separation	Department	Name	Current Title/New Title	Type
12/31/2024	Math, Science and Health Professions	Kevin Duffy	Dean for Math, Science and Health Professions	RS

*

RS - Resignation
TR - Termination
GE - Grant Ended
RT - Retired
CNR - Contract Not Renewed

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
DECEMBER 18, 2024**

RESOLUTION FY25 - 180

REAPPOINTMENT OF FOURTH-YEAR FACULTY MEMBERS

BE IT RESOLVED, that this Board hereby approves the offering of new appointments effective with the 2025-2026 academic year to certain faculty members currently in their fourth year of service, as recommended by the President as indicated in the attached which is to be made part of the minutes of this meeting.

Name	Title	Division	Date of FT Hire
Desiree Allison	Assistant Professor	Health Professions	10/4/2021
Rachel Krause ^{*1}	Assistant Professor	Math, Science	10/4/2021
Sarmite Catalfomo	Assistant Professor	Health Professions	8/30/2021
Guy Armour	Assistant Professor	Business, Technology and Professional Studies	8/30/2021
Patrick Natale ^{*2}	Assistant Professor	Math, Science & Health Professions	10/4/2021

*1) Full-time professional staff effective 1/25/2018

*2) Full-time professional staff effective 03/19/2012

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
DECEMBER 18, 2024**

RESOLUTION FY25 - 181

TENURE APPOINTMENTS

BE IT RESOLVED, that this Board hereby approves the offering of tenure appointments effective with the 2025-2026 academic year to faculty members in their fifth year of service as recommended by the President as indicated in the attached which is to be made part of the minutes of this meeting.

Name	Title	Division	Date of FT Hire
Douglas Wangombe	Assistant Professor	Math, Science	1/11/2021

**MERCER COUNTY COMMUNITY COLLEGE
 BOARD OF TRUSTEES MEETING
 DECEMBER 18, 2024**

RESOLUTION FY25 - 182

SALARY IMPROVEMENT FOR NON-UNION CONFIDENTIAL EMPLOYEES

Human Resources Department

To: Deborah Preston, PhD., President
 From: Yvette Henry, Vice President for Human Resources
 Date: December 6, 2024
 Re: Salary Improvement for Non-Union Confidential Employees

Be it resolved that upon the recommendation of the President, the following non-union confidential employees are to receive a salary increase of 3% retroactive to July 1, 2024.

Last Name	First Name	Title	New Base Salary	Longevity	Total Salary
Anderson	Elizabeth	Dean, Institutional Effectiveness	107,726.00	800.00	108,526.00
Bambhrolia	Savita	Dean, Academic Partnerships	116,434.00	3,000.00	119,434.00
Banyacski	Mark	Executive Director of Finance	143,222.00		143,222.00
Byrd	Laura	Manager, Employee Engagement	84,460.00		84,460.00
Carter	Jared	Dir, Enterprise Apps & IT Infrastructure Services	144,319.00		144,319.00
Carter	Marvin	Director of Diversity Equity and Inclusion	102,594.00		102,594.00
Claffey	Joseph	Sr. Director, Government and Community Relations	150,826.00		150,826.00
Cooper	Jeffery	Registrar	93,359.00		93,359.00
Duffy	Kevin	Dean, Health Professions	132,148.00		132,148.00
Hampton	Jenna	Coordinator, HRIS Generalist	66,306.00		66,306.00
Henry	Yvette	VP for Human Resources	159,650.00		159,650.00
Herrick	Courtney	Assistant Controller & Comp Officer	93,730.00	800.00	94,530.00
Johnson	Joshua	Director, Facilities Operation	106,090.00	800.00	106,890.00
Kleinschmidt	Robert	Dean, Liberal Arts Division	134,275.00	800.00	135,075.00

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
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RESOLUTION FY25 - 182

Last Name	First Name	Title	New Base Salary	Longevity	Total Salary
Mathew	Jeby	Manager, HR Operations	90,177.00	2,000.00	92,177.00
McCarthy	Lynnette	Special Assistant to the President and Liaison to the Board	89,116.00		89,116.00
McGowan	Nia	Manager, Employee Relations	84,460.00		84,460.00
Monegro	Robert	Director of IT, Customer Services Operations	143,319.00		143,319.00
Mostrowski	Audrey	Coordinator, Human Resources Generalist / Benefits	69,698.00		69,698.00
Oliver	Erica	Executive Director for Communication and Marketing	143,222.00		143,222.00
Perez	Gonzalo	Asst. VP of Academic Affairs, Workforce Education and Innovation	146,874.00		146,874.00
Preston	Deborah	President	238,703.00		238,703.00
Quattro	Steven	Director of Purchasing	114,996.00		114,996.00
Schreyer	Robert	Vice President for Academic Affairs	184,409.00	800.00	185,209.00
Singh	Inder	VP Information Technology Services	176,306.00		176,306.00
Sosa	Laura	Executive Dean, Business, Technology & Professional Studies	131,468.00	3,000.00	138,412.00
White	Carolyn	Vice President of Student Affairs	165,315.00		165,315.00
Whitney III	James	Assistant Vice President of Academic Affairs	146,874.00		146,874.00

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
DECEMBER 18, 2024**

RESOLUTION FY25 - 183

SALARY INCREASE FOR COMPENSATION AND CLASSIFICATION ANALYSIS

Human Resources Department

To: Deborah Preston, PhD., President
From: Yvette Henry, Vice President for Human Resources
Date: December 9, 2024
Re: Salary Increase for Compensation and Classification Analysis

Be it resolved that upon the recommendation of the President, the following employees are receiving an increase in alignment with the classification and compensation analysis effective December 9, 2024.

Professional Staff					
Last Name	First Name	Job Title	Current Annual Base Salary	Proposed New Annual Base Salary	Bring to Percentile Cost
Collins	Amy	Manager, Academic Support	\$60,500	\$67,512	\$7,012
Garrett	Kayla	Coordinator, Student Records & Intake Registration	\$51,500	\$51,896	\$396
Griffith	Edwin	Academic Advisor	\$45,947	\$51,896	\$5,949
Hannawacker	Stacie-Anne	Director of Youth Programs and Non-Credit Registration	\$63,540	\$67,512	\$3,972
Jacobs-Patterson	Shaun	Director of Academic Advising & Support	\$85,000	\$86,880	\$1,880
Jarvis	Hope	Supervisor, College Safety	\$60,000	\$60,058	\$58
Kirkpatrick	Taylor	College Assistant Registrar	\$67,000	\$67,512	\$512
Layton	Carly	Coordinator, Foundation Scholarship	\$50,000	\$51,896	\$1,896
LeCain	Camryn	Academic Technology Digital Media Specialist	\$60,000	\$60,058	\$58
Leon-Vanes	Ashley	Library Technician	\$43,775	\$51,896	\$8,121
Lippincott	Caroline	Event Coordinator	\$51,500	\$51,896	\$396
Lopez	Edith	Accountant I- Payroll	\$49,440	\$51,896	\$2,456
Maldonado	Monica	Coordinator, Testing & Learning Center	\$43,775	\$51,896	\$8,121
Marini	Adelina	Assistant Dir, Academic Operations	\$70,000	\$76,199	\$6,199
McKiernan	Lori	Disbursement Manager, AP	\$59,740	\$67,512	\$7,772
Medina	Emanuel	Academic Advisor	\$46,462	\$51,896	\$5,434
Obermeier	Robert	Manager, Workforce LMS	\$65,000	\$67,512	\$2,512
O'Neill	Kerri	Coordinator, Visual Arts	\$50,628	\$51,896	\$1,268

**MERCER COUNTY COMMUNITY COLLEGE
 BOARD OF TRUSTEES MEETING
 DECEMBER 18, 2024**

RESOLUTION FY25 - 183

Rogers	Nina	Analyst	\$58,059	\$60,058	\$1,999
Srinath	Lavanya	Access Services Librarian	\$55,950	\$60,058	\$4,108
Stupienski	Russell	Coordinator, Fitness Center	\$60,000	\$60,058	\$58

Administrative Professional Staff					
Last Name	First Name	Job Title	Current Annual Base Salary	Proposed New Annual Base Salary	Bring to Percentile Cost
De Los Santos	Jennifer	Executive Assistant to Assistant VP	\$56,707	\$56,817	\$110
DeBonis	Kara	Executive Assistant to Dean	\$55,723	\$58,121	\$2,398
Goehrig	Lyndsey	Executive Assistant to Dean	\$56,228	\$58,121	\$1,893
Miles	Shayla	Executive Assistant to Vice President	\$56,758	\$58,121	\$1,363
Vega	Vicky	Executive Assistant to Assistant VP	\$49,234	\$56,817	\$7,583

AFSCME Staff					
Last Name	First Name	Job Title	Current Annual Base Salary	Proposed New Annual Base Salary	Bring to Percentile Cost
Baldwin	Joseph	Security Officer I	\$37,350	\$37,947	\$597
Brokaw	Bryan	Security Officer I	\$37,350	\$37,947	\$597
Carranza	Jose	Security Officer I	\$37,342	\$37,947	\$605
King	Michael	Security Officer I	\$37,342	\$37,947	\$605
Kuklish	Connor	Security Officer I	\$36,421	\$37,947	\$1,526
Lajeunesse	Johnley	Security Officer I	\$37,350	\$37,947	\$597
Roberson	Tammy	Security Officer I	\$37,342	\$37,947	\$605
Sparks	Ryan	Security Officer I	\$37,350	\$37,947	\$597
Yem	Nathan	Security Officer I	\$37,342	\$37,947	\$605

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
DECEMBER 18, 2024**

RESOLUTION FY25 - 184

**RATIFICATION OF THE MERCER COUNTY COMMUNITY COLLEGE
FACULTY ASSOCIATION CONTRACT**

WHEREAS, negotiations have been conducted between Mercer County Community College and the Mercer County Community College Faculty Association, resulting in a proposed agreement for the period July 1, 2024 to June 30, 2029, and said agreement has been ratified by the membership of the Faculty Association; 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.

**MEMORANDUM OF AGREEMENT
BETWEEN MERCER COUNTY COMMUNITY COLLEGE AND
MERCER COUNTY COMMUNITY COLLEGE FACULTY ASSOCIATION**

This **MEMORANDUM OF AGREEMENT**, by and between **MERCER COUNTY COMMUNITY COLLEGE** (hereinafter referred to as the “College”) and the **MERCER COUNTY COMMUNITY COLLEGE FACULTY ASSOCIATION** (hereinafter referred to as “MCCCFA”) (and mutually, the “Parties”), made and entered into on this 20th day of November, 2024.

WHEREAS, the Parties above have engaged in negotiations in good faith to arrive at a successor agreement to a collective negotiations agreement (hereinafter referred to as “CNA”) that expired on June 30, 2024; and

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

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

1. The provisions of this Memorandum of Agreement are subject to ratification by the respective Parties to the CNA.
2. The signatories below agree to recommend this Memorandum of Agreement for ratification by the respective Parties their respective constituencies.
3. All provisions of the CNA between the Parties which expired on June 30, 2024, shall remain in full force and effect unless otherwise modified herein.
4. All proposals not covered herein made by either Party during negotiations have been deemed withdrawn,
5. Unless otherwise stated herein, all modifications shall be fully retroactive to June 30, 2024.
6. **DURATION OF THE AGREEMENT.** This Agreement, having been ratified by both parties, is effective **July 1, 2024** and will remain in effect until **June 30, 2029**.

Monetary Items

Item 1: Retro:

Faculty will receive retro pay starting with the 2024 Summer Session, which shall include the new rates for overload.

Item 2: Length of Contract:

5-year agreement

Item 3: Overload Increase:

Year 1	Year 2	Year 3	Year 4	Year 5
\$1225	\$1260	\$1300	\$1340	\$1380

Item 4: New Salary Grid:

See attached (Appendix 1).

- (1) Movement onto the new grid and adjustments must occur before the College implements an increase in salaries.
- (2) Faculty will be placed in the cell that corresponds to their rank and the closest to their 2023-2024 salary without going below.
- (3) Adjustments will be made to avoid creating new equity issues or making a current equity issue worse.

Item 5: Base Salary Increases:

Year	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Number of Moves	3 lateral moves	5 lateral moves	4 lateral moves	4 lateral moves	4 lateral moves	20 lateral moves

Item 6: Longevity:

Increase to longevity payments will be phased in Year 2.

Five: \$800	Ten: \$1500	Fifteen: \$2000
Twenty: \$3000	Twenty-Five: \$3400	Thirty: \$4000

New Language added to the contract:

Longevity payments are applied the first day of the full pay period following the anniversary of hire. Any such payment shall not be restricted by the maximum in the salary range and shall be included for pension purposes. Furthermore, longevity payments are not permanently added to a faculty's base salary but rather are applied as a separate amount annually.

Item 7: Support for Working Professionals:

Each faculty member shall be reimbursed a **minimum of \$720** for the following items which have been identified as necessary to maintain the academic standards of their disciplines and to help support student success.

- This benefit can be used for professional development opportunities, for attending conferences, or services used in relation to their job, for obtaining/maintaining professional licenses and certificates related to their disciplines, for personal liability insurance, and training seminars that are required to maintain the accreditation standards of their program. In addition, this benefit can also be used towards student loan payments.
- In order to receive reimbursement, the faculty member must provide a receipt and documentation of participating in the activities listed above.
- For any item that requires travel, faculty members must abide by standard college travel policies.

Item 8: One Time Payment for Blackboard Ultra Training:

One-time payment for performing work to update Blackboard Shells to Blackboard Ultra based on Administration requirement that will be made to faculty in the Fall semester of 2025 if the work is completed prior to the fall semester. This is a one-time stipend of \$1,000 for each full-time faculty member in recognition of completing said work. Details on the work are as follows: All courses, course sections and master course shells will have active Blackboard Ultra course shells with the Syllabus, Gradebook, and Attendance in use and clearly defined for student use.

Item 9: Optical Plan:

Step 1: Increase coverage: “The coverage shall be prescription eyeglasses or contact lenses - \$300; bifocal - \$400.”

Item 10: The following items will be incorporated into non-teaching and will be at the discretion of the Division Dean or appropriate supervisor.

- a) **Mentor Program:** Full time faculty who mentor new faculty will receive one (1) contact hour per semester for the first academic year. The full-time faculty mentor would be responsible for fully orienting new faculty members, including completion of an orientation checklist. The selection of mentors will be recommended by their DPC and approved by their Dean before being assigned a mentee.
- b) **Clinical Hours:** Nursing faculty shall receive parity with what faculty in other health professional fields receive when it comes to instructing students in the clinical setting. **(This should be an MOU that is not included within the contract.)**
- c) **Summer Overload: This item is related to language revisions provided within the administration’s proposal.**
 - During the summer, faculty members are limited to **sixteen (16) semester contact hours.** Exceptions require the prior approval of the Vice President for Academic Affairs.
- d) **Club Advisors:** Any faculty member who serves as a club advisor will receive compensation as long as their duties are not already being covered through other non-teaching assignments.

Non-Monetary Items

Item A: Non-teaching Assignments:

Within the contract, the following language shall be inserted:

“The College reserves the exclusive right to define non-teaching assignments for full-time faculty. Any changes in responsibilities shall necessitate a re-negotiation of the contact hours prior to implementation of those changes. These changes should be clearly documented and signed off by both the faculty member and their dean. The scheduling of said extra duty work is the prerogative of the College. However, such scheduling shall

only occur after a conference is held between the faculty member and their supervisor. Faculty members assigned a non-teaching assignment may be required to provide a report outlining the work they accomplished at the end of each semester.

Item B: Office Hours:

Within the contract, the following language shall be inserted:

“Teaching faculty members will schedule (exclusive of activity periods) four (4) student conference office hours per week in a format and modality that allows faculty to make themselves available to as many of their students as possible. To assist with this availability, faculty can schedule at most two hours per week as by appointment only. Also, the option of holding all office hours virtually is only allowed with the division dean’s approval. The scheduled hours and their modality will be submitted to the division dean, described in course syllabus, and posted for students to see. Faculty members teaching in the summer session and overloads during the academic year will be available for students one hour per each additional class.”

Item C: Observations:

The following lines should be added to Article VII., D., e:

1. Untenured faculty members who were hired to begin teaching in the fall semester will be limited to **two observation reports** during their first semester.

Item D: Banking Overload Contact Hours:

With prior supervisor approval, overload contact hours earned during a semester or during the winter/summer sessions may be banked to be used to help a faculty member make load. Banked contact hours cannot be used as overload payments. The ratio of banked hours to leave time is 2:2. The maximum amount of banked time for any individual faculty member may not exceed the contact hours of teaching two classes within their discipline.

Item E: Other Items:

1. **Promotion:** (Article IX., H) – New language:
 - A faculty member who is promoted to a higher rank as of the start of any academic year will have **their** salary level adjusted as of the start of that year as follows:
 - Within the salary scale for the year prior to the year in which the promotion becomes effective, the individual will be moved to the cell for the new rank which is equal in value to **but not less than** the cell the individual occupied at the previous rank.
 - The across-the-board increase for the new year shall then be applied in the same manner as for other individuals in that cell.
 - The salary will then be adjusted by an upward movement of one step.
2. **Sabbatical:** (Article XIII. B., 3., d)
 - The recipient of a sabbatical leave retains use of office space and rights of regular employment (such as but not limited to pension, medical insurance and tenure, within the applicable regulations governing same) as if employment has been uninterrupted. **In addition, they are not obligated to attend college, division, or departmental meetings unless they occur before or after their sabbatical leave.**

3. **Pre-Retirement Sabbatical Language:**

- Each faculty member with twenty-five (25) years or more of full-time service at the College will be allowed to submit for a pre-retirement sabbatical. Faculty members must submit in writing to Human Resources by June 30th of the previous academic calendar to voluntarily elect to participate in a terminal sabbatical followed by voluntary separation from full-time employment with the college. Faculty members have the following choices when it comes to their terminal sabbatical:
 - A) No teaching load for one-half year at full (100%) salary.
 - B) Half of their teaching load for one academic year at full (100%) salary.
- Each faculty member's teaching schedule must be pre-approved by their chair, dean, and vice president.
- Administration can modify the retirement sabbatical to the benefit of the faculty member with mutual agreement.
- Faculty member must be in good standing.
- If a faculty member receives this benefit, they are not eligible for overload during this time period.

Administrative Items:

Item #1: Full Document Language Revisions

Full Document: Language Revisions through a collaborative review of the full document with mutually agreeable updates made on a shared document.

Item 1a: Update entire document to Gender-Inclusive Language and Pronouns.

IF agreed, the Administrative team will redline the document to make all appropriate updates. Upon review and confirmation by Faculty Association, this language will be mutually agreed upon before final publishing of the document.

NOTE: This has already been completed by the administrative team and can be shared for review once agreed.

Item 1b: Credit Hours vs. Semester Hours vs. Contact Hours vs. Clock Hours

Throughout the document the aforementioned items are frequently repeated and used interchangeably which creates misinterpretations. They should all be changed to refer to “contact hours.”

The Administrative team will redline the document to make all appropriate updates without changing any values of the items being updated. Upon review and confirmation by Faculty Association, this language will be mutually agreed upon before final publishing of the document.

Item #3: Article II., A – Negotiation Procedure – **Dates updated to reflect 5 year timeline**

ARTICLE II – NEGOTIATION PROCEDURE

A. The parties agree to enter into collective negotiations over a successor Agreement no later than 120 days prior to the Board's required budget submission date for fiscal year **2029**

Item #4: Article IV., C., 2 & 3: The Role of the Faculty

Article IV.C.2 & 3: Remove

Item #5: Article IV., D., 4: Grading of Students – **Redlined to modernize to LMS rather than paper**

4. Grading of Students

Faculty members are authorized and encouraged to exercise professional academic judgment, to assign student grades to determine methods for evaluation of students, and to specify detailed grading procedures and criteria for use by Technical Assistants in appropriate situations. Grades shall be established, in accordance with established college standards and traditional academic prerogatives, and are subject to review and appeal through established college procedures.

Faculty members are responsible for documenting student grading in **the learning management system throughout the duration of the semester and the final grade in the appropriate record system as indicated by the Office of Registration and Student Records.**

A student may challenge a final grade by application to the Academic Integrity Committee as outlined in the Student Handbook. If the AIC formally recommends to the Vice President for Academic Affairs (“VPAA”) that a change should be made in a student’s final grade, the VPAA may make such a change.

The Administration will not change a student’s final grade to a different letter grade, or award credit, without such a recommendation from the AIC. However, the VPAA may authorize that a student be dropped (i.e., removed), or withdrawn (i.e., with a W grade) from a section, if the responsible Dean or designee concludes that doing so is in the best interests of the student and the College, and an academic matter is not involved. In such cases, the responsible faculty member will be notified.

Item #8: Article VII., C., E., 1-2 & Article VII. G: Evaluation and Notification Dates

1. Non-tenured faculty members will receive summary evaluations each year to be completed according to the deadlines indicated below:
 - a. November 30 for those in their third, fourth, or fifth year of service;
 - b. January 15 for those in their first or second year of service, except:
 1. May 1 for those in their first year of service who started in the spring semester.
2. Tenured faculty members will receive summary evaluations by the dates indicated:
 - a. February 28 during each year in which the faculty member is applying for promotion (see Article VIII);
 - b. April 30 during each year following a year in which a visit evaluation takes place;
 - c. April 30 in any additional year in which a summary evaluation is requested by the individual faculty member;
 - d. April 30 in any additional year in which the DPC, at its discretion, chooses to require a summary evaluation of a given faculty member, or any year in which (under extraordinary circumstances) the President of the College requires a summary evaluation of a given faculty member.

G. Notification of Non-Reappointment

Deadlines for Notification of Non-Reappointment are as follows:

- First-year faculty: Hired to Start in the Spring Semester: No later than 1 week after the last BOT Meeting of the Academic Year (April or May)

Hired to Start in the Fall Semester: No later than 1 week after the March BOT Meeting.

- Second-year faculty: No later than 1 week after the March BOT Meeting
- Third-year faculty: No later than 1 week after the February BOT Meeting.
- Fourth and Fifth-year faculty: No later than 1 week after the January BOT Meeting.

Item #9: Article VIII., D: Promotion Upon Earning Tenure - Remove entire Language:

D. Promotion Upon Earning Tenure

Any Faculty member with the rank of Instructor who earns tenure as provided in Article XVII shall at the same time and without further review be promoted to the rank of Assistant Professor.

Item #10: Article IX., C: Salary Increase – Language Revisions

**All courses, course sections and master course shells will have active Blackboard course shells with the Syllabus, Gradebook, and Attendance in use and clearly defined for student use.

*This language should be placed into Item 5 of administration’s proposal.

Item #12: Article IX., Q Adjustments for Professional Growth – Add Language

Q. Adjustments for Professional Growth

3. This provision pertains to graduate programs culminating in degrees within a field or related field directly pertinent to the subject matter for which the faculty member was engaged to instruct.

Item #13: Article X., J – Fringe Benefits – Camp (Changed the date since Summer 2024 has passed)

J. Effective Summer 2025, and thereafter pursuant to the contract, the children of unit members will be permitted to attend summer camps offered by the College at no cost to the Unit member, provided there is space available and provided there is no additional cost to the college. The children of Unit members will also be permitted to attend Camp College Specialty Camps at a 50% reduced rate to Unit members, provided there is space available and provided there is no additional cost to the College. Unit employees will be required to pay for any before or after care fees, if such services are desired, as well as any hard costs associated with the class i.e. textbooks, necessary equipment, etc.

Item #17 Article XII., C – Formal Semester Contact Instructional Hours - Revisions

C. Formal semester contact instructional hours constituting normal load for teaching faculty members are as indicated below for the ten-month academic year:

1. 30 hours per year (15 per semester) with the option, if mutually agreeable to both faculty member and division Dean to reduce/increase the workload by one course in either semester.
2. In view of the unusually large and important faculty responsibility for reviewing student writing assignments in English Composition (including all levels and Technical Writing) and Journalism courses, a full normal load shall be 12 semester contact hours. Such a 12-hour normal load may include up to up to one (1) course (no more than four (4) hours) in related writing-intensive courses such as Literature and/or Journalism (and/or others subject to the approval of the Vice President for Academic Affairs). However, any faculty member who has such a 12-hour normal load shall be limited to six (6) semester contact

hours of overload during the fall and spring semesters.

Item #18: Article XII., P & Q Overload Restrictions – Language

P. Teaching Faculty

Overload and summer course teaching assignments shall be offered to faculty members after normal load assignments for full-time staff have been met, and before assignments are offered to adjunct faculty/staff. Request for overload or summer assignments must be submitted prior to the date designated to start adjunct faculty assignments.

Overload and summer teaching opportunities shall be distributed and/or rotated among interested and qualified faculty members as equally as possible.

Overload and summer assignments may be denied to a faculty member not in good standing with the Dean. The denial of overload or summer assignment may be appealed to a three-member panel made up of two (2) DPC members and one (1) administrator. The decision of the panel may may be appealed to the Vice President of Academic Affairs.

Q. Overload Restrictions

1. See Language defined in Faculty Association section Item 10.C.

Item #20: Article XVII – Tenure – Revisions-

Language is dated and inconsistent with legislative statutes.

Remove entire section and replace with reference to the appropriate NJ statutes:

N.J.S.A. 18A:60-1 etc.

Item #21: Article XX., D – Professional Improvement – Add Section

- C. Tuition reimbursement of actual tuition costs up to 75% of the Rutgers University applicable tuition rate for courses taken at other higher education institutions shall be available to faculty members as per college procedures. Approval for such reimbursement shall not be unreasonably denied.

1. This provision pertains to graduate programs culminating in degrees within a field or related field directly pertinent to the subject matter for which the faculty member was engaged to instruct.

Item #22: Article XXIV., E.- Signatory Update – Names Update only

Deborah E. Preston, President
Mercer County Community College
PO Box 17202
College Trenton, NJ 08690

Heather Jennings, President
MCCC Faculty Association
Mercer County Community
PO Box 17202, Trenton, NJ 08690

Appendix 1

INSTRUCTOR (Each step is \$650.)					ASSISTANT PROFESSOR (Each step is \$800.)							
	A	B	C	D	E		A	B	C	D	E	
10	89,250	89,900	90,550	91,200	91,850	10	103,500	104,300	105,100	105,900	106,700	10
9	86,000	86,650	87,300	87,950	88,600	9	99,500	100,300	101,100	101,900	102,700	9
8	82,750	83,400	84,050	84,700	85,350	8	95,500	96,300	97,100	97,900	98,700	8
7	79,500	80,150	80,800	81,450	82,100	7	91,500	92,300	93,100	93,900	94,700	7
6	76,250	76,900	77,550	78,200	78,850	6	87,500	88,300	89,100	89,900	90,700	6
5	73,000	73,650	74,300	74,950	75,600	5	83,500	84,300	85,100	85,900	86,700	5
4	69,750	70,400	71,050	71,700	72,350	4	79,500	80,300	81,100	81,900	82,700	4
3	66,500	67,150	67,800	68,450	69,100	3	75,500	76,300	77,100	77,900	78,700	3
2	63,250	63,900	64,550	65,200	65,850	2	71,500	72,300	73,100	73,900	74,700	2
1	60,000	60,650	61,300	61,950	62,600	1	67,500	68,300	69,100	69,900	70,700	1

ASSOCIATE PROFESSOR (Each step is \$1000.)					PROFESSOR (Each step is \$1250.)							
	A	B	C	D	E		A	B	C	D	E	
12	130,000	131,000	132,000	133,000	134,000	12	151,250	152,500	153,750	155,000	156,250	12
11	125,000	126,000	127,000	128,000	129,000	11	145,000	146,250	147,500	148,750	150,000	11
10	120,000	121,000	122,000	123,000	124,000	10	138,750	140,000	141,250	142,500	143,750	10
9	115,000	116,000	117,000	118,000	119,000	9	132,500	133,750	135,000	136,250	137,500	9
8	110,000	111,000	112,000	113,000	114,000	8	126,250	127,500	128,750	130,000	131,250	8
7	105,000	106,000	107,000	108,000	109,000	7	120,000	121,250	122,500	123,750	125,000	7
6	100,000	101,000	102,000	103,000	104,000	6	113,750	115,000	116,250	117,500	118,750	6
5	95,000	96,000	97,000	98,000	99,000	5	107,500	108,750	110,000	111,250	112,500	5
4	90,000	91,000	92,000	93,000	94,000	4	101,250	102,500	103,750	105,000	106,250	4
3	85,000	86,000	87,000	88,000	89,000	3	95,000	96,250	97,500	98,750	100,000	3
2	80,000	81,000	82,000	83,000	84,000	2	88,750	90,000	91,250	92,500	93,750	2
1	75,000	76,000	77,000	78,000	79,000	1	82,500	83,750	85,000	86,250	87,500	1

Matthew Koch

11 / 20 / 2024

[Signature]

11 / 20 / 2024

[Signature]

11 / 20 / 2024

Debrah E. Ruston

11 / 20 / 2024



To: Ms. Carolyn White
V.P. Student Affairs
cc: Dr. Robert Schreyer

From: Todd Sparks
Interim Director of College Safety

Date: December 2, 2024

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

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 please accept the following information:

For the calendar month of **November 2024, there were no Clery offenses or occurrences reported through College Safety and Security.**

End of report