

## MERCER COUNTY COMMUNITY COLLEGE

Minutes of the 695<sup>th</sup> Meeting  
of the Board of Trustees  
February 16, 2023

The meeting was called to order by Chair Kevin Drennan at 6:32 p.m. at the Mercer County Community College James Kerney Campus. In addition to the Chair, the following members were in attendance: Kristin Appelget, Blanca Berrios-Ohler, Shannon Mason, Daryl Minus-Vincent, Lawrence Nespoli, Greg Puliti, Madelaine Benowitz (Alumni Trustee) and Deborah Preston (MCCC President). Also present was Adam Herman, College Counsel. Absent was Julie Blake.

### I. OPENING OF MEETING

A) FLAG SALUTE

Trustee Puliti 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 REVISED AGENDA

Trustee Nespoli moved to approve the revised agenda, which was seconded by Trustee Berrios-Ohler and adopted with Trustees Appelget, Berrios-Ohler, Drennan, Mason, Minus-Vincent, Nespoli, and Puliti voting aye.

D) PUBLIC COMMENT

Chair Drennan read the public comment procedures:

In order to accomplish all business on the agenda and be respectful of everyone's time, Trustees will not be able to engage in dialogue with individual members of the audience and no immediate action will be taken on any public comment issue.

1. Public comments sign in sheet must be completed before speaking.
2. Public comment limited to three (3) minutes per speaker. The Presidents of the Collective Bargaining Units (United Adjunct Faculty, Faculty Association, Professional Staff Federation, AFSCME and Federation of Administrative Professionals) may speak for six (6) minutes.
3. Comments shall be courteous and respectful at all times.
4. No person may use public comment for the purpose of campaign or advertisement.

E) PUBLIC HEARING ON TUITION

A public hearing was opened at 6:49pm to discuss tuition and fee increases.

On behalf of the MCCC Faculty Association, Dr. Jennings made the following statement:

*In recent years, Board leadership has stated publicly that there would be more transparency in the process of raising tuition and fees.*

*This commitment was made because last year the public meeting was scheduled when the college was closed for Spring Break, making it impossible for key stakeholders, the students, to weigh in. Everyone agreed that the college would do better in the future when it came to these public meetings.*

*However, holding a “public hearing,” within a board of trustees meeting, at night, on the JKC campus, without so much as an email announcement sends a clear message that the board does not seek public input on this matter. If the board truly values transparency and respects the students’ input on tuition, then the board should schedule a meeting on a day, time, and location that would maximize, not minimize community voices. And it should be communicated clearly and well in advance through email, the college’s website, and any other form that guarantees an increase in public participation. You can, and should do better for them.*

Ms. Laura Schepps, Vice President of Finance & Administration, gave a presentation outlining the increases and showing the impact in dollars, depending on credit load. The presentation also compared increases in the past five years and provided details these increases. A copy of the presentation will be made a part of the minutes of this meeting. (Attachment #1)

Trustee Nespoli asked about the timing of the tuition increase and where MCCC tuition was in comparison with all the other NJ community colleges. Ms. Schepps explained that the tuition increase is in line with the college budgetary procedures and more importantly, registration for AY23-24 starts in March. She also noted that in 2022 MCCC was right in the middle of the pack, and will have more information after the other community colleges also complete their budgets for next year. Trustee Appelget volunteered to work with President Preston to explore best practices from other colleges on tuition. The Board thanked Ms. Schepps for the presentation.

Trustee Berrios-Ohler moved that the Board move out of the Public Hearing and back into the public meeting, which was second Trustee Nespoli.

II. PRESIDENT’S UPDATE

Dr. Preston provided the following updates:

- ACCT National Legislative Summit
  - Met with many members of Congress to advocate our state and legislative priorities for community colleges and higher education.
- Important Dates
  - March 24 – Presidential Inauguration
  - April 16 – 19 – Middle States Evaluation Team Site Visit
  - May 4 – Foundation Gala
  - May 18 – Commencement Ceremony at CURE Arena

- MCCC Celebrates TRIO Week – designated by the federal government to celebrate the program success in serving low income students.

### **III. APPROVAL OF MINUTES**

#### **A) APPROVAL OF MINUTES OF JANUARY 19, 2023 BOARD MEETING**

Trustee Puliti presented Agenda Item III (A), which was seconded by Trustee Appelget. The item passed with Trustees Appelget, Berrios-Ohler, Drennan, Mason, Minus-Vincent, Nespoli, and Puliti voting aye.

BE IT RESOLVED, that the minutes of the January 19, 2023 meeting of the Board of Trustees are approved as presented.

### **IV. FINANCE & FACILITIES MATTERS**

Trustee Berrios-Ohler presented Agenda Items IV (A) through (D) for ratification, which were second by Trustee Puliti. The items were ratified with Trustees Appelget, Berrios-Ohler, Drennan, Mason, Minus-Vincent, Nespoli, and Puliti voting aye.

#### **A. MONTHLY FINANCIAL STATEMENT**

The members of the Board noted receipt and ratified the Monthly Financial Statement, which is attached (Attachment #2)

#### **B. INVESTMENT DETAIL**

The members of the Board noted receipt and ratified the Report of Investment Detail, which is attached (Attachment #3)

#### **C. PURCHASE ORDERS AND CONTRACTS UNDER \$37,500**

The members of the Board noted receipt and ratified the Report on Purchase Orders and Contracts under \$37,500.00, which is attached. (Attachment #4)

#### **D. MONTHLY PAYMENTS LIST FOR JANUARY**

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

Trustee Berrios-Ohler presented Agenda Items IV (E) through (J) for ratification, which were second by Trustee Nespoli. The items were ratified with Trustees Appelget, Berrios-Ohler, Drennan, Mason, Minus-Vincent, Nespoli, and Puliti voting aye.

#### **E. BUILDERS TRAINING RESOURCE**

WHEREAS, Mercer County Community College has a need to provide customized classes on project management, problem solving, train-the-trainer and virtual teams for the Division of Lifelong Learning during the 2023-2024 academic year; and

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

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

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

WHEREAS, Builders Training Resource has completed and submitted a Business Entity Disclosure Certification which certifies that Builders Training Resource 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 Builders Training Resource 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 contract with Builders Training Resource of Hamilton, New Jersey to provide customized classes on project management, problem solving, train-the-trainer and virtual teams for the Division of Lifelong Learning for an amount not to exceed \$75,000 from July 1, 2022 through June 30, 2023

F. DECOTIIS, FITZPATRICK, COLE & GIBLIN, LLP

WHEREAS, Mercer County Community College has a need to acquire legal services in connection with contract negotiations conducted with the College's faculty and staff unions, in fiscal year 2023; and

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

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

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract 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, for an amount not to exceed \$75,000 from November 1, 2022 through June 30, 2023 (FY23).

G. DELL FINANCIAL SERVICES L.L.C. LEASING  
NEW JERSEY STATE CONTRACT PRICING FOR COMPUTERS

WHEREAS, Mercer County Community College has a need to replace desktop computers for faculty, administrative staff, student computer laboratories, testing centers, tutoring centers and career centers at the James Kerney and West Windsor campuses for FY(s) 2023-2027; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.9, exempts the purchase of equipment, pursuant to a contract for such equipment entered

into on behalf of the State of New Jersey by the Division of Purchase and Property\*, from public advertising from bids but requires a resolution authorizing the award of such a contract; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a new lease agreement with Dell Financial Services L.L.C. of Round Rock, Texas, to lease two-hundred and ten (210) desktop computers for faculty, administrative staff, student use at computer laboratories, testing centers, tutoring centers and career centers at the James Kerney and West Windsor campuses at a cost not to exceed \$297,768 for a four (4) year period beginning April 1, 2023 and ending March 30, 2027.

\*New Jersey State# M0483/19TELE00656

H. ELLUCIAN COMPANY L.P.  
CLOUD SUBSCRIPTION AND MAINTENANCE SERVICES

WHEREAS, Mercer County Community College has a need to renew its Enterprise Resource Management (ERM) software agreement with Ellucian Company L.P. for Colleague cloud software (Advise, Elevate, Recruit and SaaS), maintenance (portal & ODS data orchestrator) and application hosting services (AHS); 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) (3) exempts materials or supplies which are not available from more than one potential bidder from public advertising for bids but requires a resolution authorizing the award of such a contract; and

WHEREAS, Ellucian Company L.P. is the only available vendor that can provide the proprietary Colleague cloud software, maintenance and application hosting services (AHS) that the College needs to renew and extend its agreement with the current Enterprise Resource Management (ERM) software, Ellucian Colleague ; and

WHEREAS, Ellucian Company L.P. has completed and submitted a Business Entity Disclosure Certification which certifies that Ellucian Company L.P. 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 this vendor 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 renew the Enterprise Resource Management (ERM) software agreement with Ellucian Company L.P. of Reston, Virginia, effective April 1, 2023 for Ellucian Elevate and Portal Maintenance products thru June 30, 2024 and Advise, Recruit, Colleague SaaS, ODS data orchestrator (maintenance) and application hosting (AHS) services, through June 30, 2026, at a fixed cost of \$186,726 (FY23 for three months), \$758,302 for FY24, \$738,723 for FY25 and \$775,658 for FY26.

I. GRAYBAR ELECTRIC COMPANY

WHEREAS, Mercer County Community College has a need to purchase LED light bulbs and related equipment and supplies for the James Kerney and West Windsor campuses in FY 2023; and

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

WHEREAS, Mercer County Community College Purchasing Policies and Procedures require every contract or agreement for the performance of any work or the furnishing or hiring of any materials and supplies greater than \$7,280 but less than \$36,400 and is not available under an accepted cooperative purchasing agreement shall be made and awarded only after soliciting a Request for Quotation (RFQ) + from at least three (3) bidders; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a contract with Graybar Electric Company, Newark, New Jersey for the purchase of LED light bulbs and related equipment and supplies for the James Kerney and West Windsor campuses at a cost not to exceed \$75,000 from July 1, 2022 to June 30, 2023.

\*NJ State Contract #85151  
+MCCC RFQ-23-31

J. ROOT 24HRS. Inc.  
EMERGENCY SEWERAGE LIFT PUMP REPAIR SERVICES

WHEREAS, Mercer County Community College had a need to acquire sewerage lift pump repair services to take corrective action on the sewerage system on the West Windsor campus in order to mitigate any impact to the health, safety and welfare of staff and students FY 2022-2023; and

WHEREAS, Mercer County Community College awarded an emergency contract with Root24 Inc., New Jersey to provide sewerage lift pump repair services at the West Windsor campus, as interim corrective action to address the emergency situation until a permanent solution is in effect; and

WHEREAS, a provision of County Contracts Law, N.J.S.A 18A:64A-25.6 authorizes the award of any purchase, contract or agreement by a County College without public advertising when an emergency affecting the health, safety or welfare of occupants of college property requires the immediate delivery of materials, supplies or the performance of work; and

WHEREAS, not performing the sewage lift pump repairs in an expedient manner would constitute an emergency affecting the health, safety or welfare of staff and students; and

WHEREAS, the College representative in charge of facilities has described the nature of the emergency, the time of its occurrence and the need to invoke N.J.S.A 18A:64A-25.6; and

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

NOW THEREFORE BE IT RESOLVED, that the President is authorized, on behalf of this Board, to increase the current FY23 purchase order of \$120,000 with Root 24hrs. Inc. of Camden, NJ (authorized by the Board on September 15, 2022) by an additional \$55,000 to a final not to exceed amount of \$175,000 to complete the performance of interim sewage lift pump repairs and services from April 27, 2022 through June 30, 2023.

K. TUITION RATES, TECHNOLOGY AND COLLEGE FEES

BE IT RESOLVED, that this Board approves increasing the Tuition Rates, Technology and College Fees effective for the summer semester of 2023 and thereafter:

In-county tuition:	\$5.90 per credit hour from	\$147.60 to \$153.50
Out-of-county tuition:	\$8.05 per credit hour from	\$201.75 to \$209.80
Out-of-state tuition:	\$12.10 per credit hour from	\$302.25 to \$314.35
Technology fee:	\$2.00 per credit hour from	\$ 27.50 to \$ 29.50
College fee:	\$2.00 per credit hour from	\$ 26.75 to \$ 28.75

V. **HUMAN RESOURCE MATTERS**

Trustee Puliti presented Agenda Item V (A) which was seconded by Trustee Mason. The item passed with Trustees Appelget, Berrios-Ohler, Drennan, Mason, Minus-Vincent, Nespoli, and Puliti voting aye.

A) **APPOINTMENTS, RATIFICATION OF APPOINTMENTS, RECLASSIFICATIONS, PROMOTIONS, STIPENDS, EQUITY ADJUSTMENTS, AND STAFF SEPARATION REPORT**

BE IT RESOLVED, that this Board approves the appointments, ratification of appointments, reclassifications, promotions, stipends, equity adjustments, and notes receipt of the Staff Separation Report, which will be made a part of the minutes of this meeting. (Attachment #5)

Trustee Puliti presented Agenda Item V (B) which was seconded by Trustee Berrios-Ohler. The item passed with Trustees Appelget, Berrios-Ohler, Drennan, Mason, Minus-Vincent, Nespoli, and Puliti voting aye.

- B) REAPPOINTMENT OF SECOND-YEAR FACULTY MEMBERS  
BE IT RESOLVED, that this Board hereby approves the offering of new appointments effective with the 2023-2024 academic year to certain faculty members currently in their second year of service, as recommended by the President as indicated in the attached which is to be made part of the minutes of this meeting. (Attachment #6)

**VI. OPERATIONS MATTERS**

Trustee Mason presented Agenda Item VI (A) for ratification, which were second by Trustee Nespoli. The items were ratified with Trustees Appelget, Berrios-Ohler, Drennan, Mason, Minus-Vincent, Nespoli, and Puliti voting aye.

- A) JANUARY 2023 REPORTABLE CRIMES, FIRES, AND OTHER EMERGENCIES  
The members of the Board noted receipt and review and ratified the report, which is attached. (Attachment #7)

Trustee Mason presented the Initial Report from the Operations Governance Ad Hoc Sub Committee. Chair Drennan confirmed that no action will be taken on this agenda item.

- B) Initial Report from Operations Governance Ad Hoc Sub Committee  
Trustee Mason explained that the Operations Ad-Hoc Committee was charged with reviewing governance recommendations and developing a road map to improving MCCC Policies and Trustee Bylaws to foster ethical leadership and improve workplace conditions, culture, and climate. The Board requested that the Committee provide an initial report on its deliberations, activities, and recommendations to the full Board at the February 16, 2023 meeting. The Committee will remain active until all recommendations have been addressed.

Trustee Nespoli provided a brief outline of the road map drafted by the Operations Governance Ad Hoc Sub Committee:

- Foster a Speak-Up Culture (an environment where individuals feel safe to speak out – to raise issues and concerns but also ideas without fear of retribution)
  - Clarify the MCCC Trustee Code of Ethics
  - Clarifications to the Anti-retaliation (C.E.P.A. or whistleblower) policy and
  - Provide Anti-Retaliation Training to MCCC Leadership
  - Candidly Discuss Candor
- Clarify the Board’s Code of Ethics and the Aspiration of “Respect”
  - Develop a More Fulsome Code of Conduct
  - Consider Additional Policies Against Harassment & Bullying
- Additional Recommendations
  - Clarify Confidentiality Policies
  - Clarify the Evaluation and Hiring Processes

**VII. New Jersey Council of County Colleges Report**

Dr. Nespoli shared current New Jersey and federal updates.

- New Jersey Statehouse Update – Governor Murphy will deliver his proposed FY2024 state budget on February 28th. We will know more about state funding for community colleges at that time.



- Federal Update – President Preston and Chairman Drennin shared observations from their attendance at the National Community College Legislative Summit on Feb 5-8 in Washington, DC where federal community college priorities were shared and meetings with the NJ Congressional Delegation occurred to advocate for those priorities. Dr. Nespoli added that expanding the federal Pell grant program for students to include those enrolled in short-term training programs is a top priority. Currently, students are eligible for Pell grants only if their programs are at least 600 contact hours over at least 15 weeks. Legislation has been introduced to expand the Pell program to include students enrolled in programs of 150-600 contact hours that can be completed in 8-15 weeks. We will be closely tracking progress on this important new legislation in the new Congress.

**VIII. Chair's Report**

No report.

There being no further business to discuss, Trustee Appelget moved to adjourn the meeting. The motion was seconded by Trustee Nespoli and passed unanimously. The meeting adjourned at 7:15 p.m.

Respectfully submitted,



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

# BUDGET & TUITION

## FY 24 Proposed Tuition & Fees

### FY24 Proposed Tuition & Fees


	Proposed Per Credit Increase	Rate Change	Per Semester Impact 12/15 credits
<b>In-County Tuition</b>	\$ 5.90	\$147.60 to <b>\$153.50</b>	\$ 70.80 / \$ 88.50
<b>Out-of-County</b>	\$ 8.05	\$201.75 to <b>\$209.80</b>	\$ 96.60 / \$ 120.75
<b>Out-of-State</b>	\$12.10	\$302.25 to <b>\$314.35</b>	\$145.20 / \$181.50
<b>Technology Fee</b>	\$ 2.00	\$ 27.50 to <b>\$ 29.50</b>	\$ 24.00 / \$ 30.00
<b>College Fee</b>	\$ 2.00	\$ 26.75 to <b>\$ 28.75</b>	\$ 24.00 / \$ 30.00


• For a student taking 12 credits per semester, the proposed increase would result in additional charges of \$118.80, per semester, for In-County students. FY2024 proposed total semester cost = \$2,541.00  
 • For a student taking 15 credits per semester, the proposed increase would result in additional charges of \$148.50, per semester, for In-County students. FY2024 proposed total semester cost = \$3,176.25


### FY24 Proposed Tuition & Fees

Per Credit Tuition and Per Credit Fees

	FY 24	Change	FY 23	Change	FY 22	Change	FY 21	Change	FY 20	Change	FY 19
Tuition IC	\$153.50	4.00%	\$147.60	3.00%	\$143.30	1.99%	\$140.50	4.68%	\$134.25	4.07%	\$129.00
Technology Fee	\$29.50	\$2.00	\$27.50	\$1.00	\$26.50	\$1.00	\$25.50	\$1.00	\$24.50	\$1.00	\$23.50
College Fee	\$28.75	\$2.00	\$26.75	\$1.00	\$25.75	\$1.00	\$24.75	\$1.00	\$23.75	\$1.00	\$22.75



- ### Why Increase Tuition and Fees?
- New expenses in FY24:
    - \$1.2 million in 3% salary improvement
    - \$900k increase in College health insurance premiums
  - Flat tuition or minimal increases have a cumulative effect over time
  - Inflation and supply chain issues have increased our expenses for utilities, maintenance, information technology and supplies
  - Over half of our students attend without financial aid, and we can help any student who is financially burdened by an increase.
- 

- ### Mitigating Tuition & Fees Increase
- Pell Grant eligible students receive up to \$6,895 per year.
  - Community College Opportunity Grant (CCOG) eligible with an adjusted gross income (AGI) of \$0 - \$65,000.
  - Partial CCOG with AGI between \$65,001 - \$80,000.
  - Foundation Scholarships and Student Emergency Funds of \$930,00 in 2023
  - Mercer County Community College will make every effort to minimize any negative impact of this increase and does not want any student left behind due to their inability to pay for education at MCCC.
- 



Attachment #2

Agenda Item IV (A)

30-Jan-23					Actual %	Expected %	Variance %
	FY2023		Jan-23	Over/(Under)	Used/Earned	Used/Earned	Used/Earned
	Annual Budget	YTD Budget	YTD Actual	YTD Budget			**
<b>Revenues:</b>							
State of New Jersey	7,344,000	4,284,000	4,342,466	58,466	59.13%	58.33%	0.80%
Mercer County	18,963,840	11,062,240	11,062,240	-	58.33%	58.33%	0.00%
Tuition & Fees	27,576,240	25,385,260	25,511,513	126,253	92.51%	92.05%	0.46%
Non-Credit Tuition & Fees	450,000	262,500	380,533	118,033	84.56%	58.33%	26.23%
Other *	2,190,500	1,277,792	3,090,596	1,812,804	141.09%	58.33%	82.76%
<b>Total Revenue</b>	<b>56,524,580</b>	<b>42,271,792</b>	<b>44,387,348</b>	<b>2,115,557</b>	78.53%	74.78%	3.74%
<i>** Negative variance in the expected revenue equates to unfavorable anticipated earnings</i>							
<b>Salaries - 59.28% of total Budget</b>	33,509,501	19,332,404	19,761,108	428,704	58.97%	57.69%	1.28%
<b>Benefits - 20.75% of total Budget</b>	11,728,336	6,766,348	5,815,741	(950,606)	49.59%	57.69%	-8.11%
<b>Total Salary and Benefits - 80.03% of total Budget</b>	45,237,837	26,098,752	25,576,849	(521,903)	56.54%	57.69%	-1.15%
<i>- Salaries and Benefits allocated below</i>							
<b>Expenses:</b>							
Instruction	26,035,344	15,187,284	14,801,658	(385,626)	56.85%	58.33%	-1.48%
Academic Support	3,294,617	1,921,860	1,657,345	(264,515)	50.30%	58.33%	-8.03%
Student Services	5,322,559	3,104,826	3,470,649	365,823	65.21%	58.33%	6.87%
Institutional Support	15,256,169	8,899,432	8,696,455	(202,977)	57.00%	58.33%	-1.33%
Plant Operations	6,615,891	3,859,270	3,316,328	(542,942)	50.13%	58.33%	-8.21%
	56,524,580	32,972,672	31,942,434	(1,030,238)	56.51%	58.33%	-1.82%
<i>** Negative variance in the expected expense equates to favorable cost savings</i>							
<b>Key Budget Items (Included Above):</b>							
Utilities	1,880,000	1,096,667	1,020,069	(76,598)	54.26%	58.33%	-4.07%
Custodial Contract	895,000	522,083	488,041	(34,043)	54.53%	58.33%	-3.80%
Maintenance, Grounds and Equipment	2,100,000	1,225,000	902,880	(322,120)	42.99%	58.33%	-15.34%
IT Management, Computer Software and Hardware	2,300,000	1,341,667	772,180	(569,487)	33.57%	58.33%	-24.76%
	7,175,000	4,185,417	3,183,169	(1,002,248)	44.36%	58.33%	-13.97%
<b>Total Expenditures</b>	<b>56,524,580</b>	<b>32,972,672</b>	<b>31,942,434</b>	<b>(1,030,238)</b>	56.51%	58.33%	-1.82%
<b>Surplus/(Deficit)</b>	<b>-</b>	<b>9,299,120</b>	<b>12,444,915</b>	<b>3,145,795</b>			
<b>Other Revenue Key Items*:</b>							
WWFM Listener Donations	503,000	293,417	183,327	(110,090)	36.45%	58.33%	-21.89%
Conference Center and Food Commissions	174,600	101,850	228,567	126,717	130.91%	58.33%	72.58%
Partner Schools (Rutgers, William Patterson, FDU)	260,000	151,667	116,937	(34,730)	44.98%	58.33%	-13.36%
Mercer Institute	200,000	116,667	327,473	210,807	163.74%	58.33%	105.40%
Kelsey Theater	230,000	134,167	172,505	38,338	75.00%	58.33%	16.67%
Tower Rentals	225,000	131,250	212,657	81,407	94.51%	58.33%	36.18%
Facility Rentals	450,000	262,500	369,421	106,921	82.09%	58.33%	23.76%
Bookstore	150,000	87,500	66,218	(21,282)	44.15%	58.33%	-14.19%
Summer Camps (Tomato Patch/Athletics/Camp Colle)	500,000	500,000	315,298	(184,702)	63.06%	100.00%	-36.94%

MERCER COUNTY COMMUNITY COLLEGE  
 FINANCE OFFICE

Agenda Item IV (B)

**INVESTMENT DETAIL  
 FOR THE PERIOD ENDING JANUARY 31, 2023**

<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>TERM &amp; INTEREST</u>		<u>AMOUNT</u>
		<u>RATE</u>	<u>DUE</u>	
01/31/23	BANK OF PRINCETON	3.50%	N/A	589,553.00
01/31/23	BANK OF PRINCETON	4.00%	1/23	537,239.10
01/31/23	FIRST BANK	2.15%	N/A	1,057,544.66
01/31/23	WELLS FARGO BANK BALANCE	1.65%	N/A	7,369,425.55
01/31/23	CASH MANAGEMENT FUND-NJ	4.16%	N/A	<u>10,609,154.58</u> **
				<u>\$ 20,162,916.89</u> *
	<b><u>LONG TERM INVESTMENTS</u></b>			
01/31/23	WELLS FARGO BANK - UNEMPLOYMENT TRUST	3.30%		<u>\$ 504,782.33</u>

\* Cash Balances are gross, current Liabilities are not netted against these balances  
 \*\* Includes first payment of \$2M in Chapter XII Funds from Mercer County

MCCC PURCHASE ORDER REPORT  
 \$7,500.00 - \$37,500.00  
 DATE OF BOARD MEETING: February 16, 2023

Agenda Item IV (C)

Purchases over \$7,500 require three (3) quotes or over \$37,500 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
B7513	12/20/22	Sav-A-Tree Bedford Hills, NY	\$7,645.00	10-07-01-03-301401-68530	MCCC RFQ #2313

Tree trimming services.

B7593	12/20/22	Ampro Primos, PA	\$9,385.00	61-05-01-04-402004-61384 61-05-01-04-402005-61384	NJCCC BID #20/21 B-1020
-------	----------	---------------------	------------	--	-------------------------

Men's and Women's soccer clothing.

B7712	12/20/22	KSI Consulting Engineering Farmingdale, NJ	\$24,000.00	70-07-01-03-701510-64105	Exemption: Professional Services
-------	----------	--	-------------	--------------------------	----------------------------------

LA Building engineering design for the LA Building HVAC project. Paid by Chapter 12.

P15450	12/20/22	Dance Connection Hillsborough, NJ	\$13,848.20	33-03-01-02-209001-64550	Exemption: Entertainment
--------	----------	--------------------------------------	-------------	--------------------------	--------------------------

Box Office Split for "Nutcracker" at the Kelsey Theatre.

P15446	12/20/22	Playful Theater Productions Fallsington, PA	\$10,628.79	33-03-01-02-209001-64550	Exemption: Entertainment
--------	----------	---	-------------	--------------------------	--------------------------

Box Office Split for "Once" at the Kelsey Theatre.

P15445	12/20/22	Maurer Productions Onstage Ewing, NJ	\$16,839.88	33-03-01-02-209001-64550	Exemption: Entertainment
--------	----------	--	-------------	--------------------------	--------------------------

Box Office Split for "Something Rotten" and "Gentleman's Guide" at the Kelsey Theatre.

P15443	12/20/22	MTM Players New Egypt, NJ	\$33,600.00	33-03-01-02-209001-64550	Exemption: Entertainment
--------	----------	------------------------------	-------------	--------------------------	--------------------------

Box Office Split for "Trial of Ebenezer Scrooge" and "Sordid Lives" at Kelsey Theatre.

P15442	12/20/22	Yardley Players Langhorne, PA	\$24,904.68	33-03-01-02-209001-64550	Exemption: Entertainment
--------	----------	----------------------------------	-------------	--------------------------	--------------------------

Box Office Split for "Oliver", "Gypsy", and "Come Blow Your Horn" at the Kelsey Theatre.

MCCC PURCHASE ORDER REPORT  
\$7,500.00 - \$37,500.00  
DATE OF BOARD MEETING: February 16, 2023

Purchases over \$7,500 require three (3) quotes or over \$37,500 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
P15669	12/20/22	J.F. Kiely Construction Co. Fallsington, PA	\$7,580.00	37-09-04-02-203009-64110	Exemption: Emergency Declaration
Fire Academy Hydrant repair and testing.					
P16220	12/20/22	EMSI Moscow, ID	\$12,500.00	10-06-01-03-301001-69713	NJCCC BID #21/22 B-1191
Economic Modeling software for Institutional Effectiveness – annual.					
P16224	12/20/22	National Business Furniture Milwaukee, WI	\$7,779.68	70-07-01-03-700102-69420	MCCC RFQ #2323
Furniture for offices and conference rooms in the AD Building					
P16223	12/20/22	Adams, Gutierrez & Lattiboudere, LLC	\$8,684.00	10-06-01-03-301001-64105	Exemption: Professional Services
Professional Legal Services for December 2022					
B7713	12/21/22	B&G Engineering Ewing, NJ	\$10,500.00	70-07-01-03-701505-64105	Exemption: Professional Services
Elevator and Site Lighting design for the Quad Elevator Project. Paid by Chapter 12.					
P16259	1/9/23	Dynamic Security Edison, NJ	\$8,268.07	10-06-01-03-301407-68220	GSA Contract #07F-0251X
Clear ID Visitor Management System for Security at JKC.					
P16258	1/9/23	Qwickly, Inc. Cleveland, OH	\$7,999.00	10-06-01-03-301407-68220	MCCC RFQ #2223
Qwickly Attendance Pro software License for Mercer Online classes – annual.					
P16257	1/9/23	American Public Media Downington, PA	\$28,144.20	21-06-01-03-302105-64110	Exemption: Sole Source
WWFM program broadcast affiliation and usage fees. Paid by National Public Broadcasting grant.					

MCCC PURCHASE ORDER REPORT  
\$7,500.00 - \$37,500.00  
DATE OF BOARD MEETING: February 16, 2023

Purchases over \$7,500 require three (3) quotes or over \$37,500 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
P16275	1/11/23	National Healthcare Healthcareer Association / ATI Leawood, KS	\$17,531.25	10-01-01-02-206200-64110	Exemption: Impractical Quote

ATI Testing and Assessment software.

B7416	1/18/23	Follett Higher Education Group, LLC Westchester, IL	\$16,000.00	38-03-01-02-207004-61100	MCCC RFP #1154
-------	---------	---	-------------	--------------------------	----------------

Books for Mercer Institute classes.

P16314	1/19/23	116 East Hanover LLC Milwaukee, WI	\$8,750.00	10-04-02-02-208001-62134	Exemption: Sole Source
--------	---------	--	------------	--------------------------	------------------------

Payment for January 2023 Parking Lot Lease and fifty (50) gate clickers for JKC

P16312	1/19/23	OnSolve, LLC Orlando, FL	\$8,145.00	10-01-01-03-301307-64110	NCPA Contract #01-118
--------	---------	-----------------------------	------------	--------------------------	-----------------------

Payment for M-Alert security and safety software.

P16306	1/20/23	OmniGo Software LLC St. Louis, MO	\$11,450.75	10-01-01-03-301304-69713	Exemption: Proprietary
--------	---------	---	-------------	--------------------------	------------------------

Report Exec Direct incident reporting software for Security department – annual

P16319	1/20/23	CDW Government LLC Shelton, CT	\$10,509.56	10-01-01-03-301303-69614	NJ State Contract #20-TELE-01511
--------	---------	--------------------------------------	-------------	--------------------------	----------------------------------

Datacenter backup UPS maintenance for ITS.

P16315	1/20/23	Brightly Software, Inc. Pittsburgh, PA	\$15,434.16	10-01-01-03-301303-69614	Exemption: Proprietary
--------	---------	--	-------------	--------------------------	------------------------

Maintenance Essentials software for Facilities.

P16331	1/20/23	Dell Marketing LP Round Rock, TX	\$9,879.74	22-05-01-04-30211761100	MCCC RFQ #2308
--------	---------	-------------------------------------	------------	-------------------------	----------------

Purchase of twenty-six (26) laptops for EOF students. Paid by EOF grant.

---

MCCC PURCHASE ORDER REPORT  
 \$7,500.00 - \$37,500.00  
 DATE OF BOARD MEETING: February 16, 2023

Purchases over \$7,500 require three (3) quotes or over \$37,500 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
B7581	1/24/23	BSN Sports LLC Dallas, TX	\$8,040.00	61-05-01-04-402004-61384 61-05-01-04-402004-61385 61-05-01-04-402005-61384 61-05-01-04-402005-61385	MCCC RFQ #2308

Men's and Women's soccer clothing and equipment

P16346	1/24/23	Kyocera Document Solutions Fairfield, NJ	\$21,510.72	10-06-01-03-301001-69350	Mini Bid #2303/ OMNIA #191102
--------	---------	--	-------------	--------------------------	-------------------------------

Copier maintenance contract from October 1, 2022 through June 30, 2023.

B7639	1/25/23	Central Jersey Equipment, LLC Elmer, NJ	\$14,000.00	10-07-01-03-301401-69340	ESCNJ 18/19-25
-------	---------	---	-------------	--------------------------	----------------

Payment for equipment – John Deere 11D-TLD front-end loader.

B7636	1/26/23	Sam Guarino Hamilton, NJ	\$10,063.00	10-06-01-05-500120-64110	Exemption: Consulting Services
-------	---------	-----------------------------	-------------	--------------------------	--------------------------------

Freelance graphic designer for Publications.

---



MCCC

Attachment #5

Agenda Item V (A)

MERCER COUNTY COMMUNITY COLLEGE

Appointments, Ratification of Appointments, Reclassifications, Promotions, Stipends, Equity  
Adjustments and Receipt of Staff Separation Report

RESOLUTION

BE IT RESOLVED, that this Board approves the appointments, ratification of appointments,  
reclassifications, promotions, stipends, equity adjustments, and notes receipt of the Staff  
Separation Report, which will be made a part of the minutes of this meeting.

Board of Trustees Meeting  
February 20, 2023

## **APPOINTMENTS**

1. Gonzalo Perez appointed as Assistant Vice President of Academic Affairs, Workforce Education and Innovation, in the Academic Affairs at an annual salary of \$138,443 effective January 3, 2023.



***Academic Affairs***

***February 1, 2023***

**To:** Dr. Deborah Preston, President  
**From:** Robert Schreyer, Vice President Academic Affairs  
**Subject:** **Recommendation for Promotion for Dr. Gonzalo Perez**

Based on Academic Affairs, I recommend Dr. Gonzalo Perez, Dean of Innovation, Online Education, Student Success and Division of Lifelong Learning be promoted to Assistant Vice President of Academic Affairs, Workforce Education and Innovation. The promotion supports the divisional reorganization and an assessment of internal salaries.

This new position will serve as the chief administrative officer of the James Kerney Campus; works closely with all departments which provide services in support of Campus operations. Manages operations and serves as liaison to all departments supporting our urban Trenton Campus. Builds effective relationships with Trenton area businesses and community organizations; assesses course offerings, including training programs, to ensure student needs are met and closely monitors enrollment. These programs include but are not limited to the B.A.R. Learning Center, the Career Training Institute, Adult Education including ESL and HiSET, TRIO, Youth College, and other pre-college programs.

**CURRENT TITLE:** Dean of Innovation, Online Education, Student Success and Division of Lifelong Learning  
**NEW TITLE:** Assistant Vice President of Academic Affairs, Workforce Education and Innovation  
**DIVISION:** Academic Affairs  
**CURRENT SALARY:** \$112,041  
**UNION AFFILIATION:** Non-Affiliated  
**FLSA STATUS:** Exempt  
**SALARY RANGE:** A20  
**RECOMMENDED SALARY:** \$138,443  
**BUDGET CODE:** 10\_04\_02\_02\_208001\_50100 (JKC Dean)  
10\_05\_01\_02\_200200\_50100 (IOESS)  
**EFFECTIVE DATE:** January 3, 2023

**Recommended and approved for presentation to the Board of Trustees**

\_\_\_\_\_  
Barbara Basel, Vice President, Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deborah Preston, Ph.D., College President

\_\_\_\_\_  
Date



***Human Resources Office***

---

**To: Deborah Preston, Ph.D.**

**From: Barbara Basel, Vice President for Human Resources**

**Date: February 1, 2023**

**Re: Ratification of Appointments**

---

The following appointment has been made since January 4, 2023.

Effective Date of /Hire	Department	Name	Title	Salary	Range	FLSA
1/30/2023	IOESS	Theresa Melendez	Honors Program Success Coach/ Coordinator	\$53,00	\$42,451 - \$64,461	Exempt



*Human Resources Office*

**To:** Deborah Preston, PhD., President  
**From:** Barbara Basel, Vice President for Human Resources  
**Date:** February 1, 2023 (revised 2/7/23)  
**Re:** Promotions/Reclassifications/Equity Adjustments/Pay

The following Promotions/Reclassifications have been made since January 4, 2023.

Effective Date of Promotion/ Salary Adjustment	Department	Name	Current Title/New Title	Current Base Salary	Adjusted Base Salary
9/1/2022	Academic Affairs	Al-Lateef Farmer	<b>Current Title:</b> Director of EOF <b>New Title:</b> Director of EOF and GEAR UP	\$76,036	\$85,204
9/1/2022	Academic Affairs	Anna-Graciela Samayoa	<b>Current Title:</b> EOF Intake Specialist <b>New Title:</b> EOF Assistant Director of Enrollment and Eligibility	\$47,911	\$61,689
1/23/2023	College Safety	Clifford Pollard	<b>Current Title:</b> Second in Command <b>New Title:</b> Second Shift Manager	\$54,682	\$68,800



***Human Resources Office***

---

**To: Deborah Preston, Ph.D., President**

**From: Barbara Basel, Vice President for Human Resources**

**Date: February 1, 2023**

**Re: Ratification of Stipends**

---

The following stipends have been made since January 4, 2023.

<b>Effective Date of Stipend</b>	<b>Department</b>	<b>Name</b>	<b>Title</b>	<b>Stipend Based on Additional Duties</b>	<b>Purpose</b>
1/30/2023	Student Affairs	Rosemarie Del Valle	Interim Executive Assistant	\$ 186.84 bi-weekly through June 30, 2023 or until a new director is hired whichever comes first	Additional duties for a vacancy in the department.



**Human Resources**

**February 1, 2023**

---

**To:** Barbara Basel, Vice President of Human Resources  
**From:** Jeby Mathew, Coordinator HRIS Operations, Human Resources  
**Subject:** Separation Report for January 2023

---

<b>Date</b>	<b>Name</b>	<b>Title</b>	<b>Division</b>	<b>Type*</b>
01/06/2023	Thomas Scheuren	Assistant Professor of Nursing, Math, Science and Health Professions		RS
01/19/2023	Whitfield Harris	Assistant Professor of Aviation, Business, Technology & Professional Studies		RS
01/20/2023	Jessica Hein	Administrative Specialist, Transfer and & Career Services		TR
01/31/2023	Martin Crabtree	Reference and Information Literacy Librarian, Library		RT

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

MCCC

MERCER COUNTY COMMUNITY COLLEGE

REAPPOINTMENT OF SECOND-YEAR FACULTY MEMBERS

RESOLUTION

BE IT RESOLVED, that this Board hereby approves the offering of new appointments effective with the 2023-2024 academic year to certain faculty members currently in their second year of service, as recommended by the President as indicated in the attached which is to be made part of the minutes of this meeting.

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Date of FT Hire</u>
Desiree Alison	Assistant Professor, Nursing	Math, Science & Health Professions	1/10/2022
Guy Armour	Assistant Professor, Criminal Justice Program	Business, Technology & Professional Studies	8/20/2021
Sarmite Catalfomo	Assistant Professor, Nursing	Math, Science & Health Professions	8/30/2021
Brendan Davis	MLT Clinical Coordinator/Instructor	Math, Science & Health Professions	5/10/2021
Rachel Klaus <sup>1</sup>	Assistant Professor, Biology	Math, Science & Health Professions	10/4/2021
Patrick Natale <sup>2</sup>	Assistant Professor, Biology	Math, Science & Health Professions	10/2/2021

\*1 Full-time professional staff effective 09/04/2018

\*2 Full-time professional staff effective 06/25/2012





To: Dr. Simmons  
Interim Vice President- Student Affairs

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

Date: February 01, 2023

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 January 2023, there were no reported Clery offenses or occurrences reported through College Safety and Security.

End of report