

## **MERCER COUNTY COMMUNITY COLLEGE**

Minutes of the 709th Meeting  
of the Board of Trustees  
February 28, 2024

The meeting was called to order by Chair Kristin Appelget at 6:32pm at the Mercer County Community College West Windsor Campus. In addition to the Chair, the following members were in attendance: Julie Blake, Eashwayne Haughton, Daryl Minus-Vincent, Shannon Mason, Lawrence Nespoli, Gregory Puliti, Scarlett Rajski, Christian Perez (Alumni Trustee), and Deborah Preston (MCCC President). Also present was Perry Lattiboudere, College Counsel. Absent was Jermaine Huell.

### **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, Minus-Vincent, Mason, Nespoli, Puliti, and Rajski voting aye.

#### **D) PUBLIC COMMENT**

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

### **II. PRESIDENT'S UPDATE**

Dr. Preston announced that the governor of New Jersey released next year's budget and has recommended a \$20 million cut to community colleges, which puts funding back to 2023. The budget cut is a \$500,000 impact to MCCC. Last year the governor recommended a flat budget and the community colleges advocated with legislators to have \$20 million added and were successful. Dr. Preston will be on NJ12 at 8pm (on February 28, 2024) to express how disappointed and concerned about how the college will serve its students without adequate support. The NJCCC will begin campaigns with legislative official and hearings.

Marvin Carter, Director of Diversity, Equity and Inclusion provided a brief overview of the *Bridge to Completion* program. MCCC received a \$150,000 grant from the *Some College No Degree* program through office of higher education to hire staff, provide academic support and professional development. [Click here](#) for a short video about the Bridge to Completion program.

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

Trustee Puliti moved to approve the minutes of the January 24, 2024 Board Meeting, which was seconded by Trustee Haughton and adopted with Trustees Appelget, Blake, Haughton, Minus-Vincent, Mason, Nespoli, Puliti, and Rajski voting aye.

- A) **APPROVAL OF MINUTES OF JANUARY 24, 2024 BOARD MEETING**  
BE IT RESOLVED, that the minutes of the January 24, 2024 meeting of the Board of Trustees are approved as presented.

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

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

- A) **MONTHLY FINANCIAL STATEMENT** (Resolution FY24-198)  
The members of the Board noted receipt and ratified the Monthly Financial Statement, which is attached.
- B) **INVESTMENT DETAIL** (Resolution FY24-199)  
The members of the Board noted receipt and ratified the Report of Investment Detail, which is attached.
- C) **PURCHASE ORDERS AND CONTRACTS UNDER \$41,600** (Resolution FY24-200)  
The members of the Board noted receipt and ratified the Report on Purchase Orders and Contracts under \$41,600.00, which is attached.
- D) **MONTHLY PAYMENTS LIST** (Resolution FY24-201)  
The members of the Board noted receipt and ratified the monthly payments lists for January 2024.

Trustee Puliti presented Agenda Items (E) through (K), which were seconded by Trustee Minus-Vincent. The items were passed with Trustees Appelget, Blake, Haughton, Minus-Vincent, Mason, Nespoli, Puliti, and Rajski voting aye.

- E) **HAMILTON TOWNSHIP SEWER AUTHORITY PAYMENT OF ANNUAL SEWER TREATMENT SERVICES RESOLUTION FOR COST AMENDMENT** (Resolution FY24-202)  
WHEREAS, Mercer County Community College requires sewer/wastewater treatment services for the West Windsor Campus in FY 2024; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.5 (b) allows for any purchase, contract or agreement of the character described in N.J.S.A. 18A:64A-25.4, to be made, negotiated or awarded by the county college by resolution at a public meeting of its board of trustees without public advertising for bids or bidding, when it is to be made or entered into with the United States of America, the State of New Jersey, with a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision thereof; and

WHEREAS, government agencies are exempt from New Jersey Local Unit Pay to Play Law, N.J.S.A. 19:44A-20.4, et seq. (Pay-to-Play Law) and therefore are not required to submit a Business Entity Disclosure Certification and a Political Contribution Disclosure Certification, and the Hamilton Township Sewer Authority is a governmental entity,

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to purchase sewer/wastewater treatment services from the Hamilton Township Sewer Authority of Hamilton Township, New Jersey, from \$55,000 as previously approved by the Board on May 30, 2023 for a revised not to exceed amount of \$70,000 from July 1, 2023 to June 30, 2024.

F) QUALUS POWER SERVICES LLC, INSTALLATION OF REFURBISHED ELECTRICAL TRANSFORMER (Resolution FY24-203)

WHEREAS, on May 1, 2023, one of Mercer County Community College's main electrical transformers at the West Windsor campus experienced a power surge that resulted in extensive damage that required off-site refurbishment and re-installation of the unit in February 2024 (paid by an approved claim by the College's commercial property insurance policy\*) and other College-wide general electrical and maintenance services in FY 2024; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.5 a. (10) authorizes a county college to make purchases and award contracts by a resolution adopted by its Board of Trustees without public advertising for bids or bidding for work performed on specialized machinery or equipment of a technical nature which will not reasonably permit the drawing of specifications, and the procurement thereof without advertising when it is in the public interest; and

WHEREAS, Qualus Power Services LLC of Cincinnati, Ohio was identified by the College's Facilities department and the College's insurance carrier as the best qualified vendor, based on price and previous experience to perform the re-installation of the refurbished transformer; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to issue payments to Qualus Power Services LLC of Cincinnati, Ohio for the re-installation of a refurbished electrical transformer damaged by a May 1, 2023 power surge at the West Windsor campus, as well as other College-wide general electrical and maintenance services non-related to the damaged unit, for an amount not to exceed \$225,000, from July 1, 2023 through June 30, 2024 (FY 2024). Paid by the proceeds of an approved claim

under the College's commercial property insurance policy\* (transformer) with the balance paid by College operating funds (general services).

\* Philadelphia Indemnity Insurance Co. Claim #1506426

G) SCHINDLER ELEVATOR CORPORATION, ELEVATOR MODERNIZATION SERVICES  
(Resolution FY24-204)

WHEREAS, Mercer County Community College has a need for services and parts to modernize elevators in the Administration (AD), Engineering (ET), and Liberal Arts (LA) buildings; 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; and

WHEREAS, Mercer County Community College is a member of OMNIA Partners cooperative purchasing consortium for the procurement of goods and services at competitive pricing; and

WHEREAS, Mercer County Community College has identified that Schindler Elevator of Morristown, NJ has the expertise to provide services and parts that will modernize elevators in the Administration (AD), Engineering (ET), and Liberal Arts (LA) buildings, under the Cooperative Pricing Agreement with OMNIA Partners\* which represents the best value for the College; now therefore;

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a contract with Schindler Elevators, Morristown, New Jersey to provide services and parts to modernize elevators in the Administration (AD), Engineering (ET), and Liberal Arts (LA) buildings for an amount not to exceed \$1,000,000. Paid by the New Jersey Chapter 12 program.

\*OMNIA Partners #R200501

H) SUNBELT SOLOMON SERVICES, INSTALLATION OF REFURBISHED ELECTRICAL TRANSFORMER  
(Resolution FY24-205)

WHEREAS, on May 1, 2023, one of Mercer County Community College's main electrical transformers at the West Windsor campus experienced a power surge that resulted in extensive damage that required the off-site rebuild but also shipping and re-installation of the refurbished unit from February 2 to February 6th, 2024 (covered by and paid for by an approved claim by the College's commercial property insurance policy);

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.5 a. (10) authorizes a county college to make purchases and award contracts by a resolution adopted by its Board of Trustees without public advertising for bids or bidding for work performed on specialized machinery or equipment of a technical nature which will not reasonably permit the drawing of specifications, and the procurement thereof without advertising when it is in the public interest; and

WHEREAS, Sunbelt Solomon Services LLC of Temple, Texas was identified by the College's Facilities department and the College's insurance carrier as the best qualified vendor, based on price and previous experience to handle the shipping and re-installation of the refurbished transformer; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to issue payments to Sunbelt Solomon Services LLC, of Temple, Texas for the refurbishment of an electrical transformer damaged by a May 1, 2023 power surge and shipping cost of the refurbished unit, for an amount not to exceed \$135,000 from July 1, 2023 through June 30, 2024 (FY 2024). Paid by the proceeds of an approved claim under the College's commercial property insurance policy.

\*Philadelphia Indemnity Insurance Co. Claim #1506426

I) TUTOR.COM, ONLINE HOMEWORK HELP, RESOLUTION FOR COST FOR AMENDMENT (Resolution FY24-206)

WHEREAS, Mercer County Community College has a need to acquire live online homework help services College-wide for FY 2024; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.9(b) authorizes a county college without advertising for bids, to purchase any materials, supplies, goods, services or equipment pursuant to Federal Supply Schedules of the General Services Administration and federal regulations adopted thereunder or schedules from other federal procurement programs; now therefore

WHEREAS, on July 26, 2023, this Board authorized the College to contract with Tutor.com for an amount not to exceed \$50,000;

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to increase the FY24 purchase order amount with Tutor.com of New York, New York by \$40,000 to acquire additional live online homework help services for the West Windsor and James Kerney campuses for a new, not to exceed amount of \$90,000 from July 1, 2023 through June 30, 2024.

\* GSA #GS-35F-191BA

J) WEATHERPROOFING TECHNOLOGIES, INC., ROOF REPLACEMENT SERVICES (Resolution FY24-207)

WHEREAS, Mercer County Community College has a need to procure a contractor to provide materials and labor for roof replacement services at the Engineering Building (ET) and Liberal Arts (LA) Building, paid by the New Jersey Chapter 12 program; 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; and

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

WHEREAS, Mercer County Community College has identified that Weatherproofing Technologies, Inc. of Beachwood, OH has the expertise to provide labor for roof replacement services at the Engineering Building (ET) and Liberal Arts (LA) Building, under the Cooperative Pricing Agreement with the Educational Services Commission of New Jersey; now therefore;

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a contract with Weatherproofing Technologies, Inc. of Beachwood, Ohio for roof replacement services at the Engineering Building (ET) and Liberal Arts (LA) Building, for an amount not to exceed \$1,400,000. Paid by the New Jersey Chapter 12 program.  
\* Educational Services Commission of New Jersey (ESCNJ) Contract AEPA 21D

K) WOLTERS KLUWER HEALTH, VIRTUAL NURSING SIMULATOR SOFTWARE AND TEXTBOOKS (Resolution FY24-208)

WHEREAS, Mercer County Community College has a need to acquire virtual nursing simulator software and textbooks for students who must complete their clinical education, for the Nursing program for the FY 2024 academic year; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.5 (a) (3) exempts materials and 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, a provision of County Contracts Law, N.J.S.A. 18A:64A-25.5 (a) (6) exempts library materials and supplies from public advertising for bids but requires a resolution authorizing the award of such contract, and

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to acquire virtual nursing simulator software and textbooks for students who must complete their clinical education for the Nursing program, from \$75,000 as previously approved by the Board on July 26, 2023 for a revised not to exceed amount of \$125,000 from July 1, 2023 to June 30, 2024. Paid by Student Nursing Program Fees.

V. HUMAN RESOURCES MATTERS

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

- A) RATIFICATIONS OF PROMOTIONS, STIPENDS, AND RECEIPT OF STAFF SEPARATION REPORT (Resolution FY24-209)  
BE IT RESOLVED, that this Board approves the ratification of promotions, stipends, and notes receipt of the Staff Separation Report, which will be made a part of the minutes of this meeting.
- B) REAPPOINTMENT OF SECOND-YEAR FACULTY MEMBERS (Resolution FY24-210)  
BE IT RESOLVED, that this Board hereby approves the offering of new appointments effective with the 2024-2025 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.

**VI. OPERATIONS MATTERS**

Trustee Blake presented Agenda Item VI (A) for ratification, which were second by Trustee Haughton. The item was ratified with Appelget, Blake, Haughton, Minus-Vincent, Mason, Nespoli, Puliti, and Rajski voting aye.

- A) JANUARY 2024 REPORTABLE CRIMES, FIRES, AND OTHER EMERGENCIES (Resolution FY24-211)  
The members of the Board noted receipt and review and ratified the report, which is attached.

**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 FY2025 state budget on February 27th. We will know more about state funding for community colleges at that time.
- Federal Update – Dr. Nespoli shared observations from the National Community College Legislative Summit on Feb 4-7 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 gave a special shout out to MCCC student Elijah Parkman-William who represented the college extraordinarily well in his comments during meetings with Congresswoman Bonnie Watson-Coleman and in Congressman Andy Kim’s office as well. Dr. Nespoli added that expanding the federal Pell grant program to include 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. Bi-partisan legislation has been introduced (and a vote has been scheduled) in the House of Representatives to expand the Pell program to include students enrolled in programs of 150-600 contact hours the equivalent of 10 to 40 credits) that can be completed in 8-15 weeks. We will be closely tracking progress on this important new legislation.

**VIII. CHAIR'S REPORT**

Chair Appelget announced the new County Executive's transition team has issued a [transition report](#), which addresses education and higher education.

Dr. Preston announced the Tuition & Fees Forum will take place on March 7<sup>th</sup> at 12pm in the Communications Building (West Windsor Campus). The Forum will be simulcast to the James Kearny Campus, and available on Zoom. The Forum presentation will include information from Joseph Claffey, Vice President for College Advancement on how the MCCC Foundation is available to help students.

The next meeting will take place on March 27, 2024 at 6:30pm at the West Windsor Campus.

There being no further business to discuss, Trustee Nespoli moved to adjourn the meeting. The motion was seconded by Trustee Puliti and passed unanimously. The meeting adjourned at 6:57pm.

Respectfully submitted,



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



**MERCER COUNTY COMMUNITY COLLEGE  
FINANCE OFFICE**

Resolution FY24-198

REVENUE	FY 24 Budget Modification	Actual as of 01/31/2024	Percent of Budget Realized	2023 Actual
Tuition- Credit	\$ 23,200,000	\$ 21,841,326	94%	\$ 19,353,684
Course Fees	\$ 8,600,000	\$ 7,702,013	90%	\$ 6,980,152
Tuition Waivers	\$ (1,600,000)	\$ (2,200,451)	138%	\$ (1,792,905)
<b>TOTAL TUITION &amp; FEES:</b>	<b>\$ 30,200,000</b>	<b>\$ 27,342,888</b>	<b>91%</b>	<b>\$ 24,540,931</b>
<b>APPROPRIATIONS</b>				
State of New Jersey	\$ 7,967,611	\$ 4,627,002	58%	\$ 7,433,816
County of Mercer	\$ 19,343,117	\$ 11,283,485	58%	\$ 18,963,840
Partnerships	\$ 160,000	\$ 49,622	31%	\$ 154,373
Community Education/Non Credit	\$ 850,000	\$ 407,935	48%	\$ 790,523
Auxiliary Operations	\$ 2,800,000	\$ 1,481,566	53%	\$ 2,532,492
Facility Rentals	\$ 600,000	\$ 519,450	87%	\$ 695,942
Other Income	\$ 2,079,272	\$ 1,985,763	96%	\$ 2,392,409
<b>TOTAL REVENUE:</b>	<b>\$ 64,000,000</b>	<b>\$ 47,697,710</b>	<b>75%</b>	<b>\$ 57,504,326</b>
<b>EXPENSES</b>				
Salaries & Wages	\$ 36,071,415	\$ 22,321,092	62%	\$ 34,530,522
Faculty	\$ 16,000,055	\$ 9,880,749	62%	\$ 15,271,854
Administrators	\$ 3,857,616	\$ 2,271,063	59%	\$ 3,574,821
Clerical	\$ 2,273,544	\$ 1,359,519	60%	\$ 2,189,076
Professional	\$ 9,667,545	\$ 5,207,564	54%	\$ 8,255,446
Part Time	\$ 1,923,411	\$ 2,211,532	115%	\$ 3,019,780
Custodial / Maintenance / Security	\$ 2,349,244	\$ 1,390,665	59%	\$ 2,219,545
Total Salaries & Wages	\$ 36,071,415	\$ 22,321,092	62%	\$ 34,530,522
Employee Benefits	\$ 12,000,000	\$ 6,566,264	55%	\$ 10,477,561
<b>TOTAL PERSONNEL EXPENDITURES:</b>	<b>\$ 48,071,415</b>	<b>\$ 28,887,356</b>	<b>60%</b>	<b>\$ 45,008,083</b>
Utilities	\$ 1,988,401	\$ 659,872	33%	\$ 1,979,721
Building Lease	\$ 260,000	\$ 193,784	75%	\$ 257,168
Maintenance Contracts	\$ 980,000	\$ 495,192	51%	\$ 972,247
Facilities Maintenance	\$ 705,000	\$ 233,202	33%	\$ 612,184
Insurance	\$ 853,000	\$ 484,058	57%	\$ 685,240
Staff Development/Travel	\$ 409,622	\$ 319,011	78%	\$ 348,679
Marketing General Advertising	\$ 365,000	\$ 254,079	70%	\$ 605,967
IT Hardware / Software	\$ 1,465,741	\$ 1,170,629	80%	\$ 1,939,608
Legal/Professional Fees	\$ 898,450	\$ 337,482	38%	\$ 279,669
Purchased Services	\$ 2,757,001	\$ 1,390,165	50%	\$ 1,375,123
General Ed/Lab Supplies	\$ 559,250	\$ 146,347	26%	\$ 396,242
Student Development	\$ 790,650	\$ 212,521	27%	\$ 185,221
Other	\$ 3,896,470	\$ 2,289,367	59%	\$ 5,099,220
Budget Deficit	\$ -	\$ -		\$ -
<b>TOTAL OTHER EXPENDITURES:</b>	<b>\$ 15,928,585</b>	<b>\$ 7,332,054</b>	<b>46%</b>	<b>\$ 12,499,401</b>
<b>TOTAL OPERATING AND PERSONNEL</b>	<b>\$ 64,000,000</b>	<b>\$ 37,073,065</b>	<b>58%</b>	<b>\$ 59,744,373</b>

**MERCER COUNTY COMMUNITY COLLEGE  
 FINANCE OFFICE**

**Resolution FY24-199**

**INVESTMENT DETAIL  
 FOR THE PERIOD ENDING JANUARY 31, 2024**

<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>TERM &amp; INTEREST</u>		<u>AMOUNT</u>	
		<u>RATE</u>	<u>DUE</u>		
01/31/24	BANK OF PRINCETON	4.25%	N/A	1,166,724.52	
01/31/24	BANK OF PRINCETON	4.00%	1/24	-	***
01/31/24	FIRST BANK	3.95%	N/A	1,085,067.88	
01/31/24	WELLS FARGO BANK BALANCE	3.91%	N/A	6,842,118.29	
12/31/23	CASH MANAGEMENT FUND-NJ	5.40%	N/A	18,411,554.41	**
				\$ 27,505,465.10	*
	<u>LONG TERM INVESTMENTS</u>				
01/31/24	WELLS FARGO BANK - UNEMPLOYMENT TRUST	3.95%		<u>\$ 509,974.89</u>	

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

\*\* Includes 6.7 Million of PrePaid Flight Fees & 3.0 Mil for 101 N. Broad Purchase

\*\*\* CD matured. Proceeds moved into MM in preparation for 101 N.Broad Purchase

MCCC PURCHASE ORDER REPORT  
 \$8,320 - \$41,600  
 DATE OF BOARD MEETING: February 28, 2024

Purchases over \$8,320 require three (3) quotes or over \$41,600 require Publicly 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
P18207	1/1/24	Carahsoft Technology Reston, VA	\$11,353.53	10-07-01-03-301401-64530	OMNIA Contract #R191902
Procure - Project Management software for Facilities.					
P17330	1/1/24	Dance Connection Hillsborough, NJ	\$14,946.40	33-03-01-02-209001-42518	Exemption: Entertainment
Box Office Split/Performance fees for Kelsey Theatre.					
B8364	1/2/24	Doreen T. Miri LLC Pennington, NJ	\$12,000.00	10-06-01-06-600100-60110	Exemption: Consulting Services
Executive team training.					
P18213	1/3/24	OMNIGO Bristol, PA	\$12,595.85	10-01-01-03-301304-69713	Exemption: Proprietary
Dispatching annual software licenses for College-Safety.					
P18238	1/10/24	National Business Furniture LLC Milwaukee, WI	\$16,761.10	70-07-01-03-700102-69420	GSA Contract# GS-27F-0024V
Replacement of office furniture.					
P18251	1/11/24	Krueger International Green Bay, WI	\$9,335.70	70-07-01-03-700102-69420	ESCNJ Contact #22/23-08
Replacement of classroom furniture.					
P18250	1/11/24	Garden State Sealing, Inc. Tinton Falls, NJ	\$9,178.40	70-07-01-03-701263-76101	ESCNJ Contract #23/24-06
Drainage for Student Drop-Off Circle. Paid by Chapter 12.					
B18262	1/17/24	SNAP-ON Business Solutions Kenosha, WI	\$15,702.46	22-01-01-02-302129-61100	Exemption: Sole Source

Equipment for Auto-Tech program. Paid by Perkins Grant.

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
B8372	1/17/24	CAREBRIDGE Exton, PA	\$11,000.00	10-06-01-03-301002-52107	MCCC RFQ #2349

Employee assistance program for FY24.

B8371	1/17/24	Clarke Caton Hintz Trenton, NJ	\$10,000.00	70-07-01-03-701513-76101	Exemption: Professional Services
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Architectural Services for Quad Elevator. Paid by Chapter 12.

P18287	1/22/24	Global Industrial Port Washington, NY	\$19,561.26	70-07-01-03-700102-69420	OMNIA Contract #R211402
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Replacement of office furniture.

P18285	1/22/24	Global Industrial Port Washington, NY	\$8,616.72	70-07-01-03-700102-69420	OMNIA Contract #R211402
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Replacement of classroom furniture.

P18284	1/22/24	Global Industrial Port Washington, NY	\$12,029.33	70-07-01-03-700102-69420	OMNIA Contract #R211402
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Replacement of classroom furniture.

B18282	1/22/24	Pocket Nurse Enterprises Monaca, PA	\$9,193.80	10-01-01-02-206200-61101	OMNIA Contract #R190201
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Nursing lab supplies for FY24. Paid by Nursing fees.

P18281	1/22/24	Arcmercer Ewing, NJ	\$13,302.00	10-06-01-03-301001-62335	MCCC RFP #2306
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December 2023 Shuttle services from JKC to WWC.

P18293	1/23/24	Jersey Auto Supply Inc. Windsor, NJ	\$19,785.00	22-01-01-02-302129-69310	MCCC RFQ #2419
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Three (3) Air Conditioning Recovery Units for the Auto Tech program. Paid by Perkins Grant.

P18302	1/24/24	HD Supply Inc. Atlanta, GA	\$9,357.00	70-07-01-03-700102-69420	OMNIA Contract #16154
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Replacement of office furniture.

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P17625	1/24/24	Off Centre Stages Three Bridges, NJ	\$19,024.84	33-03-01-02-209001-42518	Exemption: Entertainment

Box office Split/Performance Fees for Kelsey Theatre Productions in FY24.

B8382	1/25/24	Collective Event Rentals Avondale, PA	\$10,000.00	34-09-01-03-301601-61260	MCCC RFQ #2411
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Linen Services for Conference Center and HRIM.

P18341	1/29/24	Polestar Princeton Lawrenceville, NJ	\$30,000.00	22-01-01-02-302129-69310	MCCC RFQ #2421
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Electric Vehicle (EV) for the Auto Tech program. Paid by Perkins Grant.

P18340	1/29/24	CM3 Building Solutions, Inc. Fort Washington, PA	\$9,503.80	10-01-01-03-301306-69642	Camden Cooperative #66CCEPS
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Replacement of Classroom projectors.

P18338	1/29/24	Energy Transfer Solutions, LLC West Chester, PA	\$14,043.00	10-07-01-03-301401-61530	Exemption: Emergency Declaration
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Replacement of compressor and heat wheel in ES Building.

P18337	1/29/24	Decotiis, Fitzpatrick, Cole, LLP Paramus, NJ	\$8,864.50	10-06-01-03-301001-64103	Exemption: Professional Services
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Professional Legal Services.

B8215	1/31/24	If It's Water Downingtown, PA	\$11,000.00	10-07-01-03-301401-69340 10-07-01-03-301401-61560	MCCC RFQ #2357
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Pool Chemical Supplies for FY24.

P18387	2/1/24	Ellucian Company L.P. Reston, VA	\$40,431.00	10-01-01-03-301304-64110	Exemption: Proprietary
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Ellucian Touchnet payment system renewal.

P18379	2/1/24	Ellucian Company L.P. Reston, VA	\$11,235.00	10-01-01-03-301304-64110	Exemption: Proprietary
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Ellucian – On-Demand training for twenty-five (25) users.

**MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
FEBRUARY 28, 2024**

**RESOLUTION FY24 - 209**

**RATIFICATION OF PROMOTION, STIPENDS AND RECEIPT OF STAFF SEPARATION REPORT**

BE IT RESOLVED, that this Board approves the ratification of promotion, stipends and notes 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  
FEBRUARY 28, 2024**

**Resolution FY24-209A**

*Human Resources Office*

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To: Deborah Preston, Ph.D.  
From: Yvette Henry, Vice President for Human Resources  
Date: January 8, 2024  
Re: Ratification of Promotion

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The following appointment made since December 22, 2023.

<b>Effective Date of /Hire</b>	<b>Department</b>	<b>Name</b>	<b>Title</b>	<b>Salary</b>	<b>Range</b>	<b>FLSA</b>
02/01/2024 (date changed from 1/22/24)	Finance and Administration	Hope Jarvis	College Safety Supervisor	\$60,000	\$48,281 - \$72,154	Exempt

**MERCER COUNTY COMMUNITY COLLEGE  
 BOARD OF TRUSTEES MEETING  
 FEBRUARY 28, 2024**

**Resolution FY24-209B**

*Human Resources Office*

To: Deborah Preston, Ph.D., President  
 From: Yvette Henry, Vice President for Human Resources  
 Date: February 12, 2024  
 Re: Ratification of Stipends

The following stipends have been made since January 18, 2024

Effective Date of Stipend	Department	Name	Title	Stipend Based on Additional Duties	Purpose
01/18/2024	Student Affairs	Eric Testerman	Coordinator of Military & Veteran Services	\$289.67 bi-weekly through June 30, 2024 or until position is filled whichever is first	Covering for a vacancy
01/18/2024	Facilities & Operations	Jerry Simicsak	Maintenance II	\$257.68 bi-weekly through April 30, 2024 or until medical leave ends	Additional responsibilities
01/18/2024	Facilities & Administration	Robert Bowman	Craftsman, HVAC	\$354.18 bi-weekly through April 30, 2024 or until position is filled	Additional responsibilities
01/18/2024	Facilities & Administration	Jonathan Bogdan	Specialist, HVAC Controls	\$298.08 bi-weekly through July 1, 2024 or until position is filled	Additional responsibilities
01/18/2024	Facilities & Administration	Raymond Andrejcik	Team Leader, Warehouse and Office Services	\$236.60 bi-weekly through January 23, 2024 or until medical leave ends	Covering for a vacancy



**MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
FEBRUARY 28, 2024**

**Resolution FY24-209C**

*Human Resources*

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To: Yvette Henry, Vice President of Human Resources  
From: Jeby Mathew, Coordinator HRIS Operations, Human Resources  
Date: February 2, 2024  
Subject: Separation Report for January 2024

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<b>Date</b>	<b>Name</b>	<b>Title</b>	<b>Division</b>	<b>Type*</b>
1/2/2024	Christopher Freihaut	Coordinator Dual Enrollment OMIC Grant	Liberal Arts	GE
1/12/2024	Summer Patterson	Administrative Specialist II	Community Education and Training	RS
1/26/2024	Chellsea Capuano	Health Professions Specialist	Math, Science and Health	RS

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

**MERCER COUNTY COMMUNITY COLLEGE  
 BOARD OF TRUSTEES MEETING  
 FEBRUARY 28, 2024**

**Resolution FY24-210**

**REAPPOINTMENT OF SECOND-YEAR FACULTY MEMBERS**

BE IT RESOLVED, that this Board hereby approves the offering of new appointments effective with the 2024-2025 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>
Katie Carnevale	Assistant Professor, Communications	Liberal Arts	8/29/2022
Wan-Ning Yeh	Assistant Professor, ESL	Liberal Arts	8/29/2022
Nicole Hall	Assistant Professor, ESL	Liberal Arts	8/29/2022
Deanna Lawson	Assistant Professor, Aviation	Business, Technology, Professional Studies	8/29/2022
Shianling Wu	Assistant Professor-Computer Science	Business, Technology, Professional Studies	8/29/2022
Amy Bauer-Sinicin	Assistant Professor of Accounting	Business, Technology, Professional Studies	1/17/2023
Rubana Syed	Assistant Professor, Business Administration	Business, Technology, Professional Studies	1/17/2023
Frank Benowitz	Assistant Professor, Hotel, Restaurant, and Institution Management	Business, Technology, Professional Studies	1/17/2023
Raymond Forte	Assistant Professor, Nursing	Math, Science, and Health Professions	1/9/2023



To: Dr. Mitchell Murtha  
Vice President- Student Affairs

From: Michael Martin  
Director of College Safety

Date: Feb 1, 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 ***January 2024, there were no Clery offenses or occurrences reported through College Safety and Security.***

**Notable incidents: (non-Clery)**

**Theft of desktop computer: Jan 8, 2024 @ 10:30am:** The IT department discovered a missing Apple desktop computer from ES120. Investigation identified a suspect (former student) and the person of interest was recorded swiping into the UC parking lot and on several CCTV recordings. Investigation turned over to West Windsor Police, we are awaiting their findings to determine if charges will be filed. Our case # 2024-1-11-00100

**Student Code of Conduct violation (Joyriding): Jan 17, 2024 @ 2:55pm:** A student helped themselves to an unattended golf cart that was assigned to the Facilities Department. The student was stopped and the golf cart returned unharmed. A Student Code of Conduct violation was issued and the student met with Widmarc Dulce, Todd Sparks and myself and was explained the potential civil and criminal implications of this conduct. The student took full accountability for the transgression and all MCCC parties were satisfied that this was an isolated incident and a significant lapse in judgement by the student. No other penalties were assessed upon him.

**Trespassing: Jan 19 @ 1:30 pm:** As College Safety officers were securing the campus due to an early dismissal due to snow, an individual who is experiencing homelessness; was found in the PE building. He left the building but then refused to leave campus requiring the calling of the West Windsor Police Dept. A conversation with the Director of College Safety was productive and the person signed up for the Fitness Center and was instructed to use the facilities accordingly. No further issues with this individual to date.

End of report