

MERCER COUNTY COMMUNITY COLLEGE
Minutes of the 676th Meeting
of the Board of Trustees
July 15, 2021

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

I. OPENING OF MEETING

A) FLAG SALUTE

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

B) STATEMENT OF NOTIFICATION

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

C) ADOPTION OF REVISED AGENDA

Ms. Delli Santi moved to approve the Revised Agenda, which was seconded by Dr. Nespoli and adopted with Trustees Berrios-Ohler, Brown-Glaude, Delli Santi, Green, Hernandez-Manno, Matzen, and Nespoli voting aye.

D) PUBLIC COMMENT

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

II. A) APPROVAL OF MINUTES OF THE JUNE 17, 2021 BOARD MEETING

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

BE IT RESOLVED, that the minutes of the June 17, 2021 meeting of the Board of Trustees are approved as presented.

B) APPROVAL OF EXECUTIVE SESSION MINUTES FROM JUNE 7, 2021

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

BE IT RESOLVED, that the minutes of the June 7, 2021 Executive Session of the Board of Trustees are approved as presented.

C) APPROVAL OF EXECUTIVE SESSION MINUTES FROM JUNE 17, 2021

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

BE IT RESOLVED, that the minutes of the June 17, 2021 Executive Session of the Board of Trustees are approved as presented.

III. FINANCIAL MATTERS

Chair Matzen presented Agenda Items III (A) through (D) for ratification, which were seconded by Dr. Nespoli. The items were ratified with Trustees Berrios-Ohler, Brown-Glaude, Delli Santi, Green, Hernandez-Manno, Matzen and Nespoli voting aye.

A) MONTHLY FINANCIAL STATEMENT

The members of the Board noted receipt and ratified the Monthly Financial Statement, which is attached. (Attachment #1)

B) INVESTMENT DETAIL

The members of the Board noted receipt and ratified the Report on Investment Detail, which is attached. (Attachment #2)

C) PURCHASE ORDERS AND CONTRACTS UNDER \$36,400

The members of the Board noted receipt and ratified the Report on Purchase Orders and Contracts under \$36,400.00, which is attached. (Attachment #3)

D) MONTHLY PAYMENT LISTS FOR JUNE

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

Chair Matzen presented Agenda Items III (E) through (Z), which were seconded by Dr. Nespoli. The items were passed with Trustees Berrios-Ohler, Brown-Glaude, Delli Santi, Green, Hernandez-Manno, Matzen and Nespoli voting aye.

E) ROBERT WOOD JOHNSON OCCUPATIONAL & CORPORATE HEALTH

WHEREAS, students in the Mercer County Community College Nursing, Physical Therapy, Medical Laboratory Technology and Radiography programs were

required to be tested for COVID-19 prior to access to hospitals for clinical sites; and

WHEREAS, most of these students were unable to afford to pay for testing and completing these clinical assignments were requirement of the College degree programs; and

WHEREAS, the invoices issued by Robert Wood Johnson Occupational and Corporate Health of Newark, NJ could not be located during the College's remote operations and the College received re-issued invoices in June of 2021; 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 issue payments to Robert Wood Johnson Hamilton Occupational & Corporate Health of Newark, NJ utilizing CARES Act funding to pay for COVID-19 testing and related costs so that College Nursing, Physical Therapy, Medical Laboratory Technology and Radiography program students who were subject to testing requirements were able to report to their various clinical sites, at a cost not to exceed \$50,000 through June 30, 2021. Paid by the CARES Act.

F) ADAMS, GUTIERREZ & LATTIBOUDERE, LLC

WHEREAS, Mercer County Community College has a need to continue legal counsel services; and

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

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

WHEREAS, the legal services provided by Adams, Gutierrez and Lattiboudere, LLC have been satisfactory; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a contract with Adams, Gutierrez and Lattiboudere, LLC of Newark, New Jersey, in accordance with the resolution adopted by the Board of Trustees on May 25, 2017, for a one year period from August 1, 2021 to July 31, 2022 to continue to provide legal counsel services at a cost not to exceed \$90,000 per year for the annual retainer and the balance to cover projected out of scope costs.

G) ARCHITECT OF RECORD SERVICES

WHEREAS, Mercer County Community College has need for architectural services for various projects that are not supported by the State of New Jersey Chapter 12 program but are paid for by the College's operational funds; and

WHEREAS, the purchasing agent has determined and certified in writing that the value of this service will exceed \$37,500; and

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

WHEREAS, of the ten (10) vendors which responded to the advertised bid for professional architectural services, Clarke Caton Hintz of Trenton, NJ, Speizle Architectural Group Inc. of Hamilton, NJ, and LAN Associates of Voorhees, NJ were evaluated for price and other factors and considered to have the most responsible and cost-effective bid representing the best value for the College;

WHEREAS, Clarke Caton Hintz, Speizle Architectural Group Inc., and LAN Associates have completed and submitted a Business Entity Disclosure Certification which certifies that Clarke Caton Hintz, Speizle Architectural Group Inc., and LAN Associates have not made any reportable contributions to a political or candidate committee in Mercer County in the previous one year, and the contract will prohibit Clarke Caton Hintz, Speizle Architectural Group Inc., and LAN Associates from making and reporting contributions through the term of the contract; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into contracts with a term of two (2) years with Clarke Caton Hintz of Trenton, NJ, Speizle Architectural Group Inc. of Hamilton, NJ and LAN Associates of Voorhees, NJ to provide professional architectural services for which an Architect of Record is required for various non-Chapter 12 projects on the West Windsor and the James Kerney campuses, for the period from August 1, 2021 to July 31, 2023.

Mercer County Community College RFP #2102

MERCER COUNTY COMMUNITY COLLEGE

REQUEST FOR BOARD APPROVAL: July 15, 2021

VENDOR

Clarke Caton Hintz
100 Barrack St.
Trenton, NJ 08608

BUDGET LINE: Various

Speizle Architectural Group Inc.
1395 Yardville-Hamilton Square Rd.
Hamilton, NJ 08619

DEPARTMENT: Facilities

LAN Associates
1018 Laurel Oak Road
Voorhees, NJ 08043

TYPE OF PURCHASE:

Bids Distributed: 15

Bids Received: 10

DESCRIPTION: RFP # 2102 Professional Architectural Services (Architect of Record)

BID SUMMARY:

VENDOR	Price and Other Factors Committee Evaluation Total Score
Clarke Caton Hintz	20
Speizle	19.75
LAN	19
Posen	17.583
USA	16.25
Element	16.167
G3	15.917
Musial	14.917
Lothrop	13.75
Designs for Life	10.25

*Note: Larger score indicates lower cost and higher committee rating on evaluation criteria:

- Cost
- Experience
- References
- Certifications and Licenses

H) ARCHITECT SERVICES FOR CHAPTER XII

WHEREAS, Mercer County Community College has the need for architectural services for various projects that are supported by State of New Jersey Chapter 12 program; and

WHEREAS, the purchasing agent has determined and certified in writing that the value of this service will exceed \$37,500; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A 18A:64A-25.4 requires every contract or agreement for the performance of any work or the furnishing or hiring of any materials and supplies which is to be paid with or out of college funds or Chapter 12 program funds, shall be made and awarded only by the County College after public advertising for bids and bidding and therefore, the requirements to a fair and open contract process were met; and

WHEREAS, of the eight (8) vendors which responded to the advertised bid for professional architectural services for projects supported by State of New Jersey Chapter 12 funding, Clarke Caton Hintz of Trenton, NJ, Speizle Architectural Group, Inc. of Hamilton NJ, and LAN Associates of Voorhees, NJ were evaluated for price and other factors and considered to have the most responsible and cost-effective bid representing the best value for the College;

WHEREAS, Clarke Caton Hintz, Speizle Architectural Group Inc., and LAN Associates have completed and submitted a Business Entity Disclosure Certification which certifies that Clarke Caton Hintz, Speizle Architectural Group Inc., and LAN Associates have not made any reportable contributions to a political or candidate committee in Mercer County in the previous one year, and the contract will prohibit Clarke Caton Hintz, Speizle Architectural Group Inc., and LAN Associates from making and reporting contributions through the term of the contract; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into contracts with a term of two (2) years with Clarke Caton Hintz of Trenton, NJ, Speizle Architectural Group Inc. of Hamilton, NJ, and LAN Associates of Voorhees, NJ to provide professional architectural services for various projects on the West Windsor and the James Kerney campuses for the period from August 1, 2021 to July 31, 2023. Paid for by Chapter 12 funding.

Mercer County Community College RFP #2103

MERCER COUNTY COMMUNITY COLLEGE

REQUEST FOR BOARD APPROVAL: July 15, 2021

VENDOR

Clarke Caton Hintz
100 Barrack St.
Trenton, NJ 08608
accounts (various)

BUDGET LINE: Chapter 12 General Ledger

Speizle Architectural Group Inc.
1395 Yardville-Hamilton Square Rd.
Hamilton, NJ 08691

DEPARTMENT: Facilities

LAN Associates
1018 Laurel Oak Road
Voorhees, NJ 08043

TYPE OF PURCHASE:

Bids Distributed: 15 Bids Received: 8

DESCRIPTION: RFP # 2103 Professional Architectural Services for Chapter 12 Projects

BID SUMMARY:

VENDOR	Price and Other Factors Committee Evaluation Total Score
Clarke Caton Hintz	20
Speizle	19.75
LAN	18
Posen	16.58
G3	16.16
USA	15.25
Lothrop	14.75
Musial	13.16

*Note: Larger score indicates lower cost and higher committee rating on evaluation criteria:

- Cost
- Experience
- References
- Reliability and Accessibility to professionals and staff
- Certifications and Licenses

I) CANTEEN/COMPASS GROUP USA

WHEREAS, Mercer County Community College has a need to acquire food management services to operate a Hybrid Café and Market and provide catering and vending

services on the West Windsor campus and provide vending services, only, on the James Kerney campus, for students, faculty and staff in FY 2022; 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-25.4 requires every contract or agreement for the performance of any work or the furnishing or hiring of any materials and supplies which is to be paid with or out of college funds, shall be made and awarded only by the County College after public advertising for bids and bidding and therefore, the requirements to a fair and open contract process were met; and

WHEREAS, Canteen / Compass Group, U.S.A. has completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate committee in Mercer County in the previous one year, and the contract will prohibit them from making and reporting contributions through the term of the contract; and

WHEREAS, on July 16, 2020 this Board authorized the College to enter into a one year (1) contract, with two (2) one year extension options with Canteen / Compass Group, U.S.A. of Charlotte, North Carolina to provide food service management and vending services to the West Windsor campus and vending services to the James Kerney campus for the period from August 1, 2020 to July 30, 2021.

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to extend the contract with Canteen / Compass Group, U.S.A, of Charlotte, North Carolina for one (1) year, in accordance with the resolution adopted by the Board of Trustees on July 16, 2020, to provide Hybrid Café and Market food service management, catering and vending services for the West Windsor campus and vending services, only, on the James Kerney campus, at a cost not to exceed \$119,865 from August 1, 2021 to July 31, 2022.

MCCC RFP #2003 (2020)

J) CONSTELLATION NEW ENERGY, INC.

WHEREAS, Mercer County Community College requires the purchase of electric supply services to operate and provide heat, light, and cooling for the James Kerney Campus for fiscal years 2022 and 2023; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25-10, allows for one or more county colleges to provide for such purchases by joint agreement with the governing bodies of the municipality or of the county within whose boundaries any such college or colleges is or are wholly or partly located

pursuant to Local Public Contracts Law, P.L. 1971, c.198 (C.40A:11-1 et seq.);
and

WHEREAS, New Jersey's community colleges appointed Ocean County College to act as purchasing agent with respect to the purchase and delivery of Electric Generation Supply Service (NJCC JPC Electric bid*); and

WHEREAS, public bids were solicited for the provision of this service and the low bid was submitted by Constellation Energy at \$0.0879 per kWh (an increase of 4% from the previous contract's rate of \$0.084505 per kWh), for a period of twenty-four (24) months, beginning August 1, 2021 through July 31, 2023; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, through participation in the NJ County Colleges Joint Purchasing Consortium (NJCCC JPC) to enter into a new two (2) year contract with Constellation NewEnergy, Inc. of Chicago, Illinois at a rate of \$0.0879 per kWh (an increase of 4% from the previous contracted rate of \$0.084505 per kWh) for an amount not to exceed \$262,000 (\$131,000 annually) to purchase electric supply services for the James Kerney campus and the WWFM radio station, from August 1, 2021 through July 31, 2023 (FY 2022 and 2023).

*NJCC Electric RFB 2021

K) ELSEVIER/HESI INC.

WHEREAS, Mercer County Community College has a need to acquire testing and assessment services for the Nursing program FY 2022 academic year paid for by Nursing program student fees; 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 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 contract; and

WHEREAS, Elsevier/HESI, Incorporated has completed and submitted a Business Entity Disclosure Certification which certifies that Elsevier/HESI, Incorporated 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 Elsevier/HESI, Incorporated from making any reportable contributions through the term of the contract; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a contract with Elsevier/HESI, Incorporated of Houston, Texas to purchase testing and assessment services for students enrolled in the Nursing program at a cost not to exceed \$121,000 from August 1, 2021 to July 31, 2022. Paid by Student Course fees.

L) FRANKLIN GRIFFITH ELECTRICAL SUPPLY

WHEREAS, Mercer County Community College has a need to purchase electrical supplies and light bulbs for the James Kerney and West Windsor campuses in FY 2022; 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 contract with Franklin Griffith Electrical Supply Company, Trenton, New Jersey for the purchase of electrical supplies and light bulbs for the James Kerney and West Windsor campuses at a cost not to exceed \$55,000 from August 1, 2021 to July 31, 2022.

*New Jersey State Contract #85580

M) GARDEN STATE SEALING, INC.

WHEREAS, Mercer County Community College has the need to purchase paving services to re-pave the Administration building (AD) parking lot, the University Center parking lot, the Kelsey Theatre parking lot and curb replacement and repair, Loop Road from the main entrance to the Physical Education building (PE) circle, re-pave and repair East Lot 1 and student walkways from various parking lots at the West Windsor campus; 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 goods and services through the use of a nationally recognized and accepted cooperative purchasing agreements*; 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 Garden State Sealing Inc. has the experience necessary to provide paving and pavement repair

services for the West Windsor campus, under the Cooperative Pricing Agreement with the Educational Services Commission of New Jersey* which represents the best value for the College; now therefore;

BE IT RESOLVED, that the President be authorized, on behalf of the Board, to enter into a contract and issue purchase orders with Garden State Sealing Inc. of Tinton Falls, New Jersey to re-pave the Administration building (AD) parking lot, the University Center parking lot, the Kelsey Theatre parking lot and curb replacement and repair, Loop Road from the main entrance to the Physical Education building (PE) circle, re-pave and repair East Lot 1 and student walkways from various parking lots at the West Windsor campus, for an amount not to exceed \$1,220,000 in fiscal year 2022. Paid for by Chapter 12 fiscal year 2020 and 2021 program funds.

*Educational Services Commission of New Jersey (ESCNJ) Contract 18/19-66.

N) GLOBAL INDUSTRIAL

WHEREAS, Mercer County Community College has the need to purchase janitorial, safety, and sanitation services and supplies as well as restroom, classroom and office furniture and supplies for the James Kerney and West Windsor campuses for FY 2022; 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 goods and services through the use of a nationally recognized and accepted cooperative purchasing agreements*; and

WHEREAS, Mercer County Community College is a member of The Interlocal Purchasing System (TIPS) for the procurement of goods and services at competitive pricing; and

WHEREAS, Mercer County Community College has identified that Global Industrial of Port Washington, New York, has the experience and credentials necessary to supply janitorial, safety, and sanitation services and supplies as well as restroom, classroom and office furniture and supplies for the James Kerney and West Windsor campus, under the Cooperative Pricing Agreement with The Interlocal Purchasing System (TIPS)* which represents the best value for the College; now therefore;

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to issue purchase orders with Global Industrial, Port Washington, New York to supply janitorial, safety and sanitation services and supplies and classroom and office furniture and supplies for the James Kerney and West Windsor campuses for an amount not to exceed \$55,000 from August 1, 2021 to June 30, 2022 (FY 2022).

*The Interlocal Purchasing System (TIPS) Contract #s 200106, 200301, 190101

O) HONORLOCK, INC.

WHEREAS, Mercer County Community College has an ongoing need to acquire campus-wide online proctoring services for approximately 5,300 students for the Division of Innovation, Online Education and Student Success, procured through the New Jersey County College Joint Purchasing Consortium (JPC); and

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

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

WHEREAS, the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC) is composed of the membership of the county colleges in New Jersey and was formed to provide an instrument for the county colleges to combine purchasing power and realize savings to benefit the participating institutions; and

WHEREAS, Ocean County College has acted as the lead agency on behalf of the New Jersey Council of County Colleges (NJCCC) and acting on behalf of the Joint Purchasing Consortium with Honorlock, Boca Raton, Florida, procured through New Jersey County College Joint Purchasing Consortium (JPC) RFP #20/21 R-891; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, through participation in the NJ County Colleges Joint Purchasing Consortium (NJCCC JPC) to renew its annual agreement with Honorlock, Inc. Boca Raton, Florida for the purchase of campus-wide online proctoring services for an amount not to exceed \$150,000 for the period August 1, 2021 to July 31, 2022.

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

P) MCCLOSKEY MECHANICAL CONTRACTORS, INC.

WHEREAS, Mercer County Community College has the need for installation services for seven (7) new replacement boilers and associated supplies at the (BS) Business, (ET) Engineering Technology, and (LA) Liberal Arts buildings and for removal and replacement of a 40-ton rooftop Copeland compressor on the (CM) Communications Center Annex at the West Windsor campus in FY2022; and

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

WHEREAS, Mercer County Community College has identified that McCloskey Mechanical Contractors, Inc. of Blackwood, NJ has the required experience, equipment, parts and supplies under the Cooperative Pricing Agreement with the Hunterdon County Education Services Commission* which represents the best value for the College; now therefore;

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to contract with McCloskey Mechanical Contractors, Inc. of Blackwood, NJ for installation services for seven (7) new replacement boilers and associated supplies at the (BS) Business, (ET) Engineering Technology, and (LA) Liberal Arts buildings and for removal and replacement of 40-ton rooftop Copeland compressor on the (CM) Communications Center Annex at the West Windsor campus, at a cost not to exceed \$175,000 for FY2022. Paid by the Chapter 12 program.

* Hunterdon County Education Services Commission #HCESC-SER-12A, HVAC Services and #HCESC-SER-20C, Plumbing Services and Supplies

Q) NEW JERSEY COUNCIL OF COUNTY COLLEGES

WHEREAS, Mercer County Community College has a need to acquire advocacy, legislative liaison, informational and other related professional services in FY 2022; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.5, (b) exempts from public advertising services made or entered into with the United States of America, the State of New Jersey, a county or municipality or any board, body, or officer, agency or authority or any state or subdivision thereof; and 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 pay an annual assessment not to exceed \$57,945 to the New Jersey Council of County Colleges in Trenton, New Jersey for advocacy, legislative liaison, informational and other related professional services in FY 2022.

R) PERFORMANCE FOODS

WHEREAS, Mercer County Community College has a need to acquire food supplies to support its James Kerney campus cafeteria, the Conference Center, and the Hotel Restaurant and Institution Management (HRIM) Program for FY 2022; 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 enter into a contract with Performance Food Service of Elizabeth, New Jersey, for an amount not to exceed \$55,000 for the period between August 1, 2021 and July 31, 2022. Paid by Student fees.

S) SHI

WHEREAS, Mercer County Community College has a need to purchase computer hardware, software, communications and other related equipment at both the James Kerney and West Windsor campuses in FY 2022; and

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

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to refresh the annual purchase order with SHI International Corporation of Somerset, New Jersey to acquire computer accessories and ancillary items at both the James Kerney and West Windsor campuses at a cost not to exceed \$75,000 from August 1, 2021 through July 31, 2022.

* New Jersey State Contract #89851 and/or Omnia Contract # RFP2018011-02

T) SYSCO FOODS

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 in FY 2022; 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, Sysco Foodservice has completed and submitted a Business Entity Disclosure Certification which certifies that Sysco Foodservice 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 Sysco Foodservice from making any reportable contributions through the term of the contract; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a contract with Sysco Foodservice of Philadelphia, Pennsylvania for an amount not to exceed \$125,000 for the period August 1, 2021 to July 31, 2022. Paid by Student fees.

U) TRI-STATE LED

WHEREAS, Mercer County Community College has the need for the supply, installation and replacement of LED light fixtures on the Administration building (AD) as well as the replacement of light poles, light fixtures and underground wiring that failed testing in connection with this building's parking lot expansion on the West Windsor campus; 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 goods and services through the use of a nationally recognized and accepted cooperative purchasing agreements*; 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 Tristate LED, LLC of Greenwich, Connecticut, has the experience necessary to provide supply, installation and replacement of LED light fixtures in addition to light pole and fixture and underground wiring repair services for the West Windsor campus, under the Cooperative Pricing Agreement with the Educational Services Commission of New Jersey* which represents the best value for the College; now therefore;

BE IT RESOLVED, that the President be authorized, on behalf of the Board, to enter into a contract and issue purchase orders with Tristate LED, LLC of Greenwich, Connecticut to provide supply, installation and replacement of LED light fixtures on the Administration building (AD) as well as the replacement of light poles and fixtures and the repair of underground wiring in connection with this building's parking lot expansion on the West Windsor campus for an amount not to exceed \$525,000 for fiscal years 2022 and 2023. Paid for by Chapter 12 fiscal year 2020, 2021 and 2022 program funds.

*Educational Services Commission of New Jersey (ESCNJ) Contract 18/19-39.

V) UNITED STATES POSTAL SERVICE

WHEREAS, Mercer County Community College has a need to acquire electronic payment processing services for its first class postage, metered and other mail delivery services for the James Kerney and West Windsor campuses in FY2022; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.5, (b) exempts from public advertising services made or entered into with the United States of America, the State of New Jersey, a county or municipality or any board, body, or officer, agency or authority or any state or subdivision thereof, 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 refresh the annual purchase order with the United States Postal Service of Philadelphia, Pennsylvania for electronic payment processing to provide first class postage, metered and other mail delivery services at a cost not to exceed \$45,000 from August 1, 2021 through July 31, 2022.

W) UNITED STATES POSTAL SERVICE – PITNEY BOWES BULK MAIL

WHEREAS, Mercer County Community College has a need to acquire electronic

payment processing services for its bulk mail delivery services for the James Kerney and West Windsor campuses in FY 2022; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.5, (b) exempts from public advertising services made or entered into with the United States of America, the State of New Jersey, a county or municipality or any board, body, or officer, agency or authority or any state or subdivision thereof; and 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 extend the contract with United States Postal Service– Pitney Bowes of Trenton, New Jersey for electronic payment processing to the United States Postal Service at \$120,000 to provide bulk mail delivery services for the period from August 1, 2021 through July 31, 2022.

X) US FOOD SERVICE

WHEREAS, Mercer County Community College has a need to acquire food supplies to support the Conference Center and the Hotel Restaurant and Institution Management (HRIM) Program for FY2022; 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, US Foodservices has completed and submitted a Business Entity Disclosure Certification which certifies that US Foodservice 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 US Foodservice 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 its contract with US Foodservices of Philadelphia, Pennsylvania for an amount not to exceed \$60,000 for the period between August 1, 2021 and July 31, 2022. Paid by Student fees.

Y) W.W. GRAINGER

WHEREAS, Mercer County Community College has a continuing need to purchase custodial, electrical, furniture and other supplies for the Advanced Manufacturing program, the Fire Academy and the Facilities Department in FY 2022; and

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with the State of New Jersey's awarded vendor, W.W. Grainger, Incorporated, of Cranford, New Jersey for the purchase of custodial, electrical, furniture and other supplies for the Advanced Manufacturing program, the Fire Academy and the Facilities Department for an amount not to exceed \$45,000 for the period ending June 30, 2022.

* New Jersey Contracts #A79875 and 19-FLEET-00566

Z) KFT FIRE TRAINER LLC

WHEREAS, Mercer County Community College has need to obtain on-site maintenance support and repair services for the fire training equipment, one (1) T-1000, trainer, two (2) O100 trainers, and two (2) O250 trainers at the Dempster Fire Academy for FYs 2022-24; 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, KFT Fire Trainer, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that KLT Fire Trainer, LLC 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 KLT Fire Trainer, LLC from making any reportable contributions through the term of the contract; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a contract with KFT Fire Trainer, LLC of Montvale, New Jersey to obtain on-site maintenance, support and repair services for the Fire Trainer T-1000, F-1000, and O- 1000 at the Dempster Fire Academy for a period of three (3) years from August 1, 2021 to July 31, 2024, at a cost not to exceed \$64,707 (for the three (3) years combined).

IV. HUMAN RESOURCES MATTERS

Ms. Berrios-Ohler presented Agenda Item IV (A), which was seconded by Ms. Hernandez-Manno. The item was passed with Trustees Berrios-Ohler, Brown-Glaude, Delli Santi, Green, Hernandez-Manno, Matzen, and Nespoli voting aye.

A) APPOINTMENTS, RATIFICATION OF APPOINTMENTS AND STAFF SEPARATION REPORT

BE IT RESOLVED, that this Board approves the Appointments, Ratification of Appointments, and notes receipt of the Staff Separation Report, all of which will be made a part of the minutes of this meeting. (Attachment #4)

Ms. Berrios-Ohler presented Agenda Item IV (B), which was seconded by Ms. Delli-Santi. The item was passed with Trustees Berrios-Ohler, Brown-Glaude, Delli Santi, Green, Hernandez-Manno, Matzen, and Nespoli voting aye.

B) PROMOTION IN ACADEMIC RANK

BE IT RESOLVED, that this Board hereby approves promotions in academic rank as indicated below, with salary increases as approved by the Faculty contract, effective for the 2021-2022 academic year, as recommended by the President.

To Associate Professor:
Scott Hornick

V. OPERATIONS MATTERS

Ms. Delli Santi presented Agenda Items V (A) through (C), which were seconded by Dr. Nespoli. The items were passed with Trustees Berrios-Ohler, Brown-Glaude, Delli Santi, Green, Hernandez-Manno, Matzen and Nespoli voting aye.

A) REVISED HOLIDAY SCHEDULES FOR FY2022 THROUGH FY2024

BE IT RESOLVED that this Board hereby approves the proposed revised holiday schedules for fiscal years 2022 through 2024 as recommended by the President and the Operations Committee, and as outlined in the attached, which will be made part of the minutes of this meeting. (Attachment #5)

B) REVISED ACADEMIC CALENDARS FOR AY21-22 AND AY22-23

BE IT RESOLVED, that this Board hereby approves the proposed revision to the Academic Calendars for academic year 2021-22 and 2022-23 as recommended by the President and the Operations Committee of the Board, and as outlined in the attached, which will be made part of the minutes of this meeting. (Attachment #6)

C) APPROVAL OF NEW PROGRAM OF STUDY

WHEREAS, the College faculty recommends the following New Program of Study for academic programs:

New Program

Security Systems Technology

WHEREAS, the President and Vice President for Academic Affairs have reviewed and approve the recommendation; now therefore

BE IT RESOLVED, that the Board of Trustees approves the recommendation for the new listed program.

Ms. Delli Santi presented Agenda Item V (D) for ratification, which was seconded by Dr. Nespoli. The item was ratified with Trustees Berrios-Ohler, Brown-Glaude, Delli Santi, Green, Hernandez-Manno, Matzen and Nespoli voting aye.

D) JUNE 2021 CLERY REPORT

The members of the Board noted receipt and review and ratified the June 2021 Clery Report, which is attached. (Attachment #7)

VI. PRESIDENT'S UPDATE

Enrollment

The final summer enrollment is down 13.9% and as of today, the fall enrollment is down 8.7%. The FY 2022 budget is built on a 1.9% enrollment increase. This trend is worrisome. However, we continue to think outside of the box to reach new and continuing students.

Financial Health

The College closed the FY21 in balance in spite of deep revenue losses due to significant enrollment declines on both credit and non-credit sides. We achieved this largely because of our employees' collective sacrifice and hard work. In general, we all are doing more with less. The College will have to continue the practice of hiring and non-essential expense freeze until our downward enrollment trend stabilizes. Exceptions will continue to be granted by PLT based on the needs of the College.

As of July 12, the College has disbursed \$4,556,058 through 5,135 awards to students under the federal stimulus funds.

COVID-19 Responses

The College will officially reopen in-person operations on August 16th. All teaching faculty will return on August 30th. All departments are engaged in departmental transitions to ensure a smooth reopening for our students and employees.

The College continues to strongly encourage all employees and students to get vaccinated and upload your vaccine information onto the secure and confidential self-service portal.

Due to the concerns regarding the rising Delta variant, the College will require all employees and students to continue to wear masks in all indoor spaces when in presence of other people. We will continue to require those who have not uploaded your vaccine information to continue to fill out the Symptom Tracking Form each day you access campuses. As of July 14, 207 employees have uploaded their vaccine information.

College Successes

We are grateful to receive notice that we will receive funding of \$99,833 for the Hunger-Free Campus Grant. The funding's purpose is to address student hunger, leverage sustainable solutions to address basic food needs on campus and continue building strategic partnerships at the local, state, and national levels to address food insecurity among our students. A food pantry will be set up on Trenton Campus first. Mercer is one of four community colleges and one of eleven institutions of higher education in the state to receive this award.

The College has also been notified by OSHE that we will receive \$1 million for the Opportunity Meets Innovation Challenge grant. These funds will enable us to better serve underserved middle and high school students in our dual enrollment programs, and to prepare them for gainful employment. Mercer is one of 13 community colleges receiving this award, but one of only four receiving the maximum \$1 million.

The Mercer County/MCCC Fire Academy plans to collaborate with Penn Medicine Princeton Health to expand Emergency Medical Services training within Mercer County. This is responding to the needs of our surrounding communities.

The College has successfully transferred the Help Desk Service from Ellucian to in-house. Thanks to the commitment to best customer service, careful planning and effective communication, now most of requests for service are addressed within 15 minutes.

We have completed the 2019 annual report. You may notice that this annual report is much delayed and much shorter due to the pandemic. The report can be found here: https://www.mccc.edu/pdf/annual-report_2019-20.pdf

Student Successes

The Trenton Section of the American Chemical Society awarded scholarships to two MCCC Chemistry students: Luisa Quezada, who graduated in May, and Jeanette Mieses, who will continue her studies at Mercer in the fall.

Luisa earned associate degrees in both Chemistry and Physics, and will transfer to Rutgers University in the fall, where she plans to complete her bachelor's degree.

Jeannette is a returning adult and career changer who came to MCCC to fulfill some prerequisites and has decided to stay to earn her associate degree in Chemistry.

In a couple of weeks, we will be holding an in-person outdoor commencement for the classes of 2020 and 2021. This is a special moment for us to celebrate extraordinary achievements of our students who overcame tremendous obstacles to complete their degrees at Mercer. We hope to see you all there.

VII. NEW JERSEY COUNCIL OF COUNTY COLLEGES REPORT

Dr. Nespoli provided a year-end report on a number of community college priorities at the state and federal levels, which we have been tracking for the past several months. There is much good news to share.

1. STATE-LEVEL PRIORITIES FOR COMMUNITY COLLEGES

The recently approved FY2022 state budget includes important funding for several community college priorities including:

- State Aid to Community Colleges - \$10 million increase, the first increase in many years.
- Chapter 12 – Full funding for important capital funding for community colleges.
- Community College Opportunity Grant (CCOG) – Full funding for NJ's free community college tuition program.
- Garden State Guarantee – Amended to complement CCOG by limiting free tuition to the junior and senior years at NJ's state colleges and universities. Students can now qualify for free tuition for a full four years of college by starting at their local community college.
- Workforce Development – \$11.5 million for community college workforce development programs including Centers of Excellence in key industries throughout the state.
- College Readiness – Continuation of this statewide program that strengthens the college readiness of NJ high school students throughout the state.

2. FEDERAL PRIORITIES FOR COMMUNITY COLLEGES

Congress is right now considering large-scale federal investments in community colleges, all of which would support NJ's community colleges in new and important ways:

- Tuition-Free Community College – This would provide three federal dollars for every dollar that states provide for tuition-free community college. If passed, this would greatly strengthen NJ’s CCOG program.
- Community College Infrastructure - \$50 billion for new investments in community college facilities. If passed, this would nicely complement NJ’s Chapter 12 program.
- Community College Workforce Development Programs – \$10 billion for new investments in community college programs for business and industry. If passed, this would especially complement NJ’s new efforts to support community college workforce development programs that were included in the FY2022 state budget.
- Student Success Grants – New funding for wraparound student services to better support retention and completion of low-income students, especially those enrolled at community colleges. If passed, this would nicely complement NJ’s student success funding that our colleges receive through CCOG.

VIII. CHAIR’S REPORT

Chair Matzen reported that the College is fully engaged in reopening in August. He invited Joshua Johnson, Manager of Facilities Operations to give an update on the campus preparation for return. He also invited Francis Paixao, Director of Marketing, Publications & Web Services to give an update on the comprehensive website the PR office has put together to keep everyone informed.

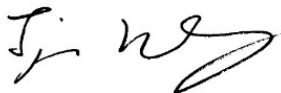
Chair Matzen reported that there will not be a board meeting during the month of August and that he hoped the September board meeting will be on campus and in person.

BE IT RESOLVED, that this Board adjourns to Executive Session at 7:30 p.m. to discuss contracts. Circumstances under which these discussions will be disclosed to the public when necessary actions are taken at public session

The public session reconvened at 9:01 p.m.

There being no further business to discuss, Ms. Delli Santi moved to adjourn the meeting. The motion was seconded by Dr. Nespoli and passed unanimously. The meeting adjourned at 9:02 p.m.

Respectfully submitted,



Dr. Jianping Wang
President, Mercer County Community College

/bb
Attachments



30-Jun-21

	<u>FY2021 Budget</u>	<u>Jun-21 YTD Actual</u>	<u>(Over)/Under Annual Budget</u>	<u>Actual % Used/Earned</u>	<u>Expected % Used/Earned</u>	<u>Variance % Used/Earned</u>
Revenues:						
State of New Jersey	6,230,000	6,504,929	(274,929)	104.41%	100.00%	4.41%
Mercer County	18,228,000	18,227,200	800	100.00%	100.00%	0.00%
Tuition & Fees	27,003,000	24,736,761	2,266,239	91.61%	100.00%	-8.39%
Non -Credit Tuition & Fees	1,750,000	853,244	896,756	48.76%	100.00%	-51.24%
Other **	4,983,000	4,444,157	538,843	89.19%	100.00%	-10.81%
Total Revenue	58,194,000	54,766,290	3,427,710	94.11%	100.00%	-5.89%
Salaries - 55.05% of total Budget	32,034,000	31,755,426	278,574	99.13%	100.00%	-0.87%
Benefits - 18.44% of total Budget	10,730,000	10,136,082	593,918	94.46%	100.00%	-5.54%
Total Salary and Benefits - 73.49% of total Budget	42,764,000	41,891,508	872,492	97.96%	100.00%	-2.04%
<i>- Salaries and Benefits allocated below</i>						
Expenses:						
Instruction	25,767,900	25,323,928	443,972	98.28%	100.00%	-1.72%
Academic Support	3,281,400	2,173,606	1,107,794	66.24%	100.00%	-33.76%
Student Services	5,359,500	5,124,576	234,924	95.62%	100.00%	-4.38%
Institutional Support	17,190,900	16,523,463	667,437	96.12%	100.00%	-3.88%
Plant Operations	6,594,300	5,057,213	1,537,087	76.69%	100.00%	-23.31%
	58,194,000	54,202,786	3,991,214	93.14%	100.00%	-6.86%
KEY BUDGET ITEMS (included above):						
Utilities	1,870,000	1,450,197	419,803	77.55%	100.00%	-22.45%
Custodial Contract	850,000	492,265	357,735	57.91%	100.00%	-42.09%
Maintenance, Grounds and Equipment	2,254,000	1,343,894	910,106	59.62%	100.00%	-40.38%
IT Management, Computer Software and Hardware	3,729,000	2,228,166	1,500,834	59.75%	100.00%	-40.25%
	8,703,000	5,514,522	3,188,478	63.36%	100.00%	-36.64%
Total Expenditures	58,194,000	54,202,786	3,991,214	93.14%	100.00%	-6.86%
(Surplus)/Deficit	-	(563,504)	(563,504)			
** Other Revenue Key Items:						
WWFM Listener Donations	540,000	473,204	(66,796)	87.63%	100.00%	-12.37%
Conference Center and Food Commissions	582,000	(856)	(582,856)	-0.15%	100.00%	-100.15%
Partner Schools (Rutgers, Felician, William Patterson, F)	274,000	168,902	(105,098)	61.64%	100.00%	-38.36%
Mercer Institute	840,000	281,497	(558,503)	33.51%	100.00%	-66.49%
Kelsey Theater	307,500	2,280	(305,220)	0.74%	100.00%	-99.26%
Tower Rentals	425,000	282,000	(143,000)	66.35%	100.00%	-33.65%
Facility Rentals	254,000	495,086	241,086	194.92%	100.00%	94.92%
Bookstore	150,000	43,383	(106,617)	28.92%	100.00%	-71.08%
Summer Camps (Tomato Patch/Athletics/Camp College)	780,000	485,938	(294,062)	62.30%	100.00%	-37.70%

** Negative variance in the expected revenue equates to unfavorable anticipated earnings

** Negative variance in the expected expense equates to favorable cost savings

MCCC

Attachment #2

**MERCER COUNTY COMMUNITY COLLEGE
 FINANCE DIVISION**

**INVESTMENT DETAIL
 FOR THE PERIOD ENDING June 30, 2021**

<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>TERM & INTEREST</u>		<u>AMOUNT</u>
		<u>RATE</u>	<u>DUE</u>	
06/30/21	BANK OF PRINCETON	0.10%	N/A	3,586,856.27
06/30/21	BANK OF PRINCETON	2.00%	7/11/2021	523,915.35
06/30/21	FIRST BANK	0.35%	N/A	1,046,860.40
06/30/21	WELLS FARGO BANK BALANCE	0.25%	N/A	<u>12,214,922.55</u>
				<u>\$ 17,372,554.57</u> ***
<u>LONG TERM INVESTMENTS</u>				
06/30/21	WELLS FARGO BANK - UNEMPLOYMENT TRUST FUND	N/A		<u>\$ 546,901.94</u>

*** Cash Balances are gross, current Liabilities are not netted against these balances
 Includes 6.34mil of CARES 2 drawdown funds to offset 8.724 in lost revenue

MCCC PURCHASE ORDER REPORT
 \$7,280 - \$36,400
 DATE OF BOARD MEETING: July 15, 2021
 Budget lines beginning with "2" indicate grant funded

PO#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
B646	5/21/21	Clarke Caton Hintz Trenton, NJ	\$10,000.00	10-07-01-03-301401-64105	Exemption: Professional Services
Payment 1 of 2 for preparation of College Master Plan update.					
P13539	5/20/21	Follett Higher Education Group Westchester, IL	\$8,581.60	22-01-01-02-302025-61100	MCCC RFP #1154
Nursing educational supplies for students. Paid by Perkins grant.					
P13551	5/21/21	Global Equipment Port Washington, NY	\$11,302.57	70-07-01-03-701258-76101	MCCC RFQ #2149
Bathroom renovations by Facilities department. Paid by Chapter 12.					
P13554	5/21/21	Dell Marketing LP Round Rock, TX	\$7,734.28	10-01-01-03-301302-69520	NJSC #19-TELE-00656
Two laptop computers for use by Security team for security related applications.					
P13563	5/24/21	Allstate Office Interiors Robbinsville, NJ	\$12,589.73	10-07-01-03-301401-61570	NJSC #81754
Flooring for Student Center bathroom and two (2) adjunct offices in MS & BS buildings. Scheduled replacement by Facilities department.					
P13592	5/25/21	FW Webb DBA Lincoln Supply Bedford, MA	\$29,255.00	10-07-01-03-301401-61530	HCESC # CAT-19-09
Two (2) boilers and pump assemblies for Library building. Preventive maintenance by Facilities department.					
P13595	5/26/21	Humphry's Coversports Phila, PA	\$16,726.68	10-06-01-03-301016-61100	MCCC RFQ #2155
Gym floor tarps and related equipment by Facilities department. Paid by CARES Act.					

P13605	6/1/21	Presidio Network Solutions Iselin, NJ	\$29,775.00	10-06-01-03-301016-69741	NJSC #87720
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Wireless network survey to assess the College's current Wi-Fi network for 24 buildings at the JKC and WW campuses. Paid by CARES Act.

P13613	6/3/21	Krueger Int'l. Green Bay, WI	\$18,142.84	70-07-01-03-701260-69420	ESCNJ Contract #20/21-01
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Adjunct faculty furniture for BS and MS buildings by Facilities department. Paid by Chapter 12.

P13618	6/3/21	Heath Lumber Ewing, NJ	\$8,266.66	70-07-01-03-701258-76101	Mercer County Contract # CK09MERCER2020-02
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Bathroom renovations at various buildings on the James Kerney and West Windsor campuses. Paid by Chapter 12.

P13626	6/8/21	RFS Commercial Saddle Brook, NJ	\$7,400.00	10-07-01-03-301401-61550	ESCNJ Contract #20/21-56
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Ultra-violet lighting for bathrooms by Facilities department. Paid by CARES Act.

P13643	6/14/21	Dell Marketing LP Round Rock, TX	\$7,734.56	10-01-01-03-301302-69520	NJSC #M083-19TELE00656
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Laptops for new Security staff.

P13648	6/14/21	Power Place Whitehouse Station, NJ	\$9,987.58	10-07-01-03-301401-72100	ESCNJ #18/19-25
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John Deere mower and trash receptacles by Facilities department.

P13651	6/14/21	GovConnection Merrimack, NH	\$11,884.00	10-01-01-03-301303-69612	Sourcewell Contract #RFP-081419
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Network connectivity tester hardware to diagnose and resolve network issues for IT network staff.

B6474	6/15/21	HD Supply Inc. Atlanta, GA	\$10,000.00	10-07-01-03-301401-61510	Omnia Contract #16154
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Hardware supplies for renovation projects by Facilities department.

P13658	6/15/21	Patch Management Fairless Hills, PA	\$9,610.00	10-07-01-03-301401-68560	NJSC #18-GNSV2-00428/T-2817
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Hot asphalt spray injection system to fill and repair potholes by Facilities department.

P13663	6/15/21	RR Donnelley Yardley, PA	\$10,491.50	10-06-01-03-301001-69320	MCCC RFQ #2158
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Check sealer machine for Finance department.

P13670 6/18/21 SHI International \$12,420.00 10-06-01-03-301016-61100 Omnia Contract #RFP2018011-02
Corp.
Somerset, NJ

Appointment Scheduling and Queue Management System for Student Enrollment/Recruitment/Advisement. Paid by CARES Act.

P13673 6/18/21 Atrion Comm. \$9,153.75 10-01-01-03-301303-69736 GSA Contract #GS-35F-0511T
Resources

Software licenses for Pulse Platinum support and VPN remote access by IT department.

P13677 6/22/21 PRX Inc. \$18,200.00 32-03-01-03-301501-64110 Exemption: Sole Source
Cambridge, MA

Public radio exchange that provides programming for WWFM. Paid by WWFM listeners.

P13685 6/22/21 Markertek Video \$7,502.63 10-01-01-03-301306-69642 GSA Contract #47QSMA19D08PN
Supply
Saugerties, NY

Video accessories for 2021 commencement by IT department.

P13686 6/22/21 Map N Broad LLC \$7,412.86 10-07-02-03-301402-68120 Exemption: Public Utility
Titusville, NJ

Water bill and fire monitoring fees for 102 N. Broad Street, Trenton building. Expect landlord reimbursement.

P13691 6/23/21 Trenton Country \$18,216.00 91-00-01-05-590326-63200 MCCC RFQ #2145
Club
West Trenton, NJ

Catering for MCCC Hall of Fame Gala. Paid by MCCC Foundation.

P13692 6/23/21 Another Source \$9,405.00 10-06-01-06-600100-66110 Exemption: Professional Service
a.k.a 4 G Corp.
Seattle, WA

VP Finance & Administration search.

P13696 6/24/21 Careeramerica \$9,500.00 10-01-01-03-301304-69713 Exemption: Proprietary
Boulder, CO

Financial aid customer service videos.

P13697 6/24/21 Wegmans Food \$9,000.00 10-01-01-02-202604-61200 Exemption: Food
Markets
Rochester, NY

Purchase of food supplies for the HRIM program. Paid by Student fees.

MCCC
APPOINTMENTS

Attachment #4

1. Sarmite Catalfomo Assistant Professor, Nursing
 Health Science

Appointment as Assistant Professor, Nursing in the Health Science Division, at an annual salary of \$67,323, effective August 30, 2021.



Math, Science, and Health Professions

June 21, 2021

To:

From: Kevin Duffy, Dean Math, Science, and Health Professions

Subject: Appointment of Sarmite Catalfomo

Based upon the recommendation of the Search Committee and Elizabeth Mizerek, Director of Nursing Education, I recommend the appointment of Sarmite Catalfomo to the tenure track Faculty position of Assistant Professor within the Nursing Education Program.

The position was posted through the usual college recruitment channels. In addition, the position was shared with multiple professional nursing associations, the Nursing Education Advisory Committee, and various clinical partners to ensure a diverse pool of applicants. A total of six candidates were interviewed by the search committee. The search committee was composed of nursing faculty, nursing staff, and a math faculty member. This position is a replacement position for Maria Molle, who resigned in fall of 2019.

Ms. Catalfomo completed her practicum requirements for her master's degree at MCCC, as well as being an alumni of the nursing education program at MCCC. She has served as a clinical adjunct within the nursing education department. In addition to her nursing experience, she has managerial experience that included coaching and supporting over 100 employees. Her experience in working with diverse groups of people will be an asset to the department.

TITLE:	FT Faculty - Nursing
DIVISION:	Math, Science, and Health Professions
UNION AFFILIATION:	Mercer County Community College Faculty Association
FLSA STATUS:	Exempt
SALARY RANGE:	Faculty Association Contract - Level A5 - FY 2020 - 21
RECOMMENDED SALARY:	\$67,323
BUDGET CODE:	10-01-01-02-206200-50300
EFFECTIVE DATE:	August 30, 2021

Recommended and approved for presentation to the Board of Trustees

Barbara Basel, Vice President, Human Resources Date

Laura Schepps, VP Finance and Administration Date

Dr. Jianping Wang, President Date

BIOGRAPHICAL SKETCH

Name: Sarmite Catalfamo

Position: Assistant Professor, Nursing

Education: Thomas Edison State University, 2015-2020
Master of Science, Nursing

Thomas Edison State College, 2010-2015
Bachelor of Science, Nursing

Mercer County Community College, 2003-
2006 Associate of Science, Nursing

Related

Experience: January 2021- present
Mercer County Community College, Trenton, NJ
Adjunct Clinical Instructor

January 2015-present
RWJBarnabas Health , Hamil
lton, NJ Clinical Coordinator

May 2006-December 2014
RWJBamabas Health,
Hamilton, NJ Registered
Nurse



Human Resources Office

To: Jianping Wang, President
From: Barbara Basel, Vice President for Human Resources
Date: June 30, 2021
Re: Ratification of Appointments

The following appointments have been made since June 2, 2021.

Effective Date of /Hire	Department	Name	Title	Salary	Range	FLSA
4/19/2021	Academic Affairs	Valere, Kimyata	Academic Advisor, Upward Bound (Grant Funded)	\$45,000	\$37,695-\$67,305	Exempt
5/29/2021	Academic Affairs	Brown, Alyssa	Educational Specialist I, VIP Program, (Grant Funded)	\$40,000	\$37,695-\$67,305	Exempt
6/7/2021	Enrollment Management & Student Experience	Corrato, Christopher	Financial Aid Advisor	\$52,500	\$37,695-\$67,305	Exempt
6/14/2021	Student Success	Samayoa, Anna-Graciela	EOF Intake Specialist (Grant Funded)	\$45,580	\$37,695-\$67,305	Exempt
6/21/2021	Facilities & College Safety	Pie, David	Operations Manager	\$80,000	\$42,873-\$76,364	Exempt
6/28/2021	Facilities & College Safety	Greene, Kelly	Department Specialist	\$49,870	\$36,512-\$64,346	Non-Exempt
6/28/2021	Human Resources	Carter, Marvin	Director of Diversity, Equity & Inclusion	\$92,000	\$54,778-\$106,166	Exempt
7/12/2021	Facilities & College Safety	Gazzale, Douglas	Manager, Fire Safety, Safety & Compliance	\$65,000	\$42,873-\$76,364	Exempt



Human Resources

June 30, 2021

To: Barbara Basel, Vice President of Human Resources
From: Jeby Mathew, Coordinator HRIS Operations, Human Resources
Subject: **Separation Report for June 2021**

Date	Name	Title	Division	Type*
06/21/2021	Christopher Rowe	Security Officer	College Safety	RS
06/30/2021	Elizabeth Bondurant	Professor of Criminal Justice, Business and Technology		RT

*
RS - Resigned
RT - Retried

Recommended and approved for presentation to the Board of Trustees

Barbara Basel, Vice President of Human Resources

Date

Jianping Wang, President

Date



HUMAN RESOURCES

**OFFICIAL COLLEGE
HOLIDAY SCHEDULE
2021 – 2022 FISCAL YEAR**

<u>DATES</u>	<u>HOLIDAY</u>	<u># OF DAYS</u>
July 5 (Monday)	Independence Day	1
September 6 (Monday)	Labor Day	1
November 25 & 26 (Thursday & Friday)	Thanksgiving	2
December 23 – (Thursday) December 31, 2021 (Friday)	Winter Recess	7
January 17 (Monday)	Martin Luther King	1
May 30 (Monday)	Memorial Day	1
June 20 (Monday)	Juneteenth	1



HUMAN RESOURCES

**OFFICIAL COLLEGE
HOLIDAY SCHEDULE
2022 – 2023 FISCAL YEAR**

<u>DATES</u>	<u>HOLIDAY</u>	<u># OF DAYS</u>
July 4 (Monday)	Independence Day	1
September 5 (Monday)	Labor Day	1
November 24 & 25 (Thursday & Friday)	Thanksgiving	2
December 23 – (Friday) January 2, 2023 (Monday)	Winter Recess	7
January 16 (Monday)	Martin Luther King	1
May 29 (Monday)	Memorial Day	1
June 19 (Monday)	Juneteenth	1



HUMAN RESOURCES

**OFFICIAL COLLEGE
HOLIDAY SCHEDULE
2023 – 2024 FISCAL YEAR**

<u>DATES</u>	<u>HOLIDAY</u>	<u># OF DAYS</u>
July 4 (Tuesday)	Independence Day	1
September 4 (Monday)	Labor Day	1
November 23 & 24 (Thursday & Friday)	Thanksgiving	2
December 22 – (Friday) January 1, 2024 (Monday)	Winter Recess	7
January 15 (Monday)	Martin Luther King	1
May 27 (Monday)	Memorial Day	1
June 19 (Wednesday)	Juneteenth	1

Academic Calendar - 2021/2022				
Semester	Event	Day	Begin Date	End Date
Fall 2021	Pre-Class Activities	Mon	8/30/2021	
	Classes Begin	Tue	9/7/2021	
	7 Week A Term Begins	Tue	9/7/2021	
	10 week Term Begins	Tue	10/5/2021	
	7 Week A Term Ends	Mon	10/25/2021	
	7 Week A Term Grades Due 10am	Wed	10/27/2021	
	7 Week B Term Begins	Tue	10/26/2021	
	Recess-Thanksgiving *Tues follows Thur/Wed follows Fri schedule	Th-F*	11/25/2021	11/26/2021
	Classes End	Wed	12/15/2021	
	Final Exams	TH-M	12/16/2021	12/20/2021
	Final Exams Conflict Day/Grading	Tue	12/21/2021	
	Grades Due by 5 pm	Wed	12/22/2021	
Winter Break			23-Dec	31-Dec
Winter Session 2022	Online Classes Begin	Thur	12/23/2021	
	On Campus Classes Begin	Mon	1/3/2022	
	On Campus Classes End	Fri	1/14/2022	
	On Campus Grades Due by 10am	Mon	1/17/2022	
	Online Classes End	Wed	1/26/2022	
	Online Grades Due by 10:00am	Mon	1/31/2022	
Spring 2022	Pre-Class Activities Tues - Fri	Tues	1/18/2022	1/21/2022
	Classes Begin	Mon	1/24/2022	
	7 Week A Term Begins	Mon	1/24/2022	
	10 week Term Begins	Mon	2/21/2022	
	7 Week A Term Ends	Sun	3/13/2022	
	Recess-Spring Break, M-Su	Mon	3/14/2022	3/20/2022
	7 Week B Term Begins	Mon	3/21/2022	
	7 Week A Term Grades Due 10am	Tue	3/22/2022	
	Classes End	Sun	5/8/2022	
	Final Exams M-Su	Mon	5/9/2022	5/15/2022
	Grades Due by 10:00am	Tue	5/17/2022	

	Commencement	Fri	5/20/2022	
Summer 2022	U and UA Term Classes Begin	Mon	5/23/2022	
	Memorial Day Recess	Mon	5/30/2022	
	Juneteenth Recess	Mon	6/20/2022	
	Summer UA Term Ends	Tue	6/28/2022	
	Final Exams Wed & Thur	Wed	6/29/2022	6/30/2022
	Summer A Grades Due by 4pm	Fri	7/1/2022	
	July 4th Recess	Mon	7/4/2022	
	Summer UB Begins	Mon	7/11/2022	
	U and UB Term Classes End	Mon	8/15/2022	
	Final Exams Tues & Wed	Tue	8/16/2022	8/17/2022
	Grades Due by 4:00pm	Fri	8/19/2022	

Academic Calendar - 2022/2023				
Semester	Event	Day	Begin Date	End Date
Fall 2022	Pre-Class Activities	Mon	8/29/2022	
	Classes Begin	Tue	9/6/2022	
	7 Week A Term Begins	Tue	9/6/2022	
	10 week Term Begins	Tue	10/4/2022	
	7 Week A Term Ends	Mon	10/24/2022	
	7 Week A Term Grades Due 10am	Wed	10/26/2022	
	7 Week B Term Begins	Tue	10/25/2022	
	Recess-Thanksgiving *Tues follows Thur/Wed follows Fri Schedule	Th-F*	11/24/2022	11/25/2022
	Classes End	Wed	12/14/2022	
	Final Exams	TH-M	12/15/2022	12/19/2022
	Final Exams Conflict Day/Grading	Tue	12/20/2022	
	Grades Due by 5 pm	Wed	12/21/2022	
Winter Break			23-Dec	2-Jan
Winter Session 2023	Online Classes Begin	Wed	12/21/2022	
	On Campus Classes Begin	Mon	1/2/2023	
	On Campus Classes End	Fri	1/13/2023	
	On Campus Grades Due by 10am	Mon	1/16/2023	
	Online Classes End	Tues	1/24/2023	
	Online Grades Due by 10:00am	Mon	1/30/2023	
Spring 2023	Pre-Class Activities	Tues	1/17/2023	
	Classes Begin	Mon	1/23/2023	
	7 Week A Term Begins	Mon	1/23/2023	
	10 week Term Begins	Mon	2/20/2023	
	7 Week A Term Ends	Sun	3/12/2023	
	Recess-Spring Break, M-Su	Mon	3/13/2023	3/19/2023
	7 Week B Term Begins	Mon	3/20/2023	
	7 Week A Term Grades Due 10am	Tues	3/21/2023	
	Classes End	Sun	5/7/2023	
	Final Exams Mon - Sun	Mon	5/8/2023	5/14/2023
	Grades Due by 10:00am	Tue	5/16/2023	

	Commencement	Fri	5/19/2023	
Summer 2023	U and UA Term Classes Begin	Mon	5/22/2023	
	Memorial Day Recess	Mon	5/29/2023	
	Juneteenth Recess	Mon	6/19/2023	
	Summer UA Term Ends	Tue	6/27/2023	
	Final Exams Wed & Thur	Wed	6/28/2023	6/29/2023
	Summer A Grades Due by 4pm	Mon	7/3/2023	
	July 4th Recess	Tue	7/4/2023	
	Summer UB Term Begins	Wed	7/12/2023	
	U and UB Term Classes End	Tues	8/15/2023	
	Final Exams Wed & Thurs	Wed	8/16/2023	8/17/2023
	Grades Due by 4:00pm	Mon	8/21/2023	



To: Dr. Tonia Perry-Conley,
Executive Dean (interim) - Student Support Services,
Dean - James Kerney Campus

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

Date: July 01, 2021

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 I have the following to report.

For the calendar month of June 2021, there was One (1) Reportable Offense-Crime(s), fires, and other emergencies occurred on campus during the reporting period which were recorded by campus security at this time.

Incident #1: Harassment-Cyber Bullying

June 17 - West Windsor Campus: A group of students reported being harassed and cyberbullied by another student. The matter was referred to John Simone the Assistant Dean of Student Services and Widmarc Dalce the Coordinator of Student Development for review and action.