

## MERCER COUNTY COMMUNITY COLLEGE

Minutes of the 699<sup>th</sup> Meeting  
of the Board of Trustees  
May 30, 2023

The meeting was called to order by Chair Kristin Appelget at 6:33 p.m. at the Mercer County Community College West Windsor Campus. In addition to the Chair, the following members were in attendance: Blanca Berrios-Ohler, Julie Blake, Jermaine Huell, Shannon Mason, Daryl Minus-Vincent, Lawrence Nespoli, Greg Puliti, Madelaine Benowitz (Alumni Trustee), and Deborah Preston (MCCC President). Also present was Perry Lattiboudere, College Counsel.

### OPENING OF MEETING

A) FLAG SALUTE

Trustee Puliti led those attending the meeting in the Pledge of Allegiance to the flag of the United States.

B) STATEMENT OF NOTIFICATION

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

C) ADOPTION OF AGENDA

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

D) PUBLIC COMMENT

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

College Counsel Perry Lattiboudere announced that in accordance of Article V Section III of the bylaws of the MCCC Board of Trustees, Trustee Appelget was elected as Vice Chair of the Board. Also in accordance with the bylaws, due to a vacancy, Trustee Appelget will complete the remainder of the term as Chair. Article V Section II requires a vacancy to be filled within the following month the vacancy was created, therefore the Board will need to elect a Vice Chair. Trustee Puliti motioned to suspend the ballot requirement and allow the election to take place by vote. Trustee Blake nominated Trustee Nespoli for Vice Chair. A roll call vote was conducted with the Trustees Appelget, Berrios-Ohler, Blake, Huell, Mason, Minus-Vincent, Nespoli, and Puliti voting aye.

Due to technical issues, the Zoom session was restarted at 6:48pm.

## II. PRESIDENT'S UPDATE

Dr. Preston provided the following updates:

- Dr. Preston thanked the college community who planned and trustees who attended for a successful and special commencement ceremony at the new venue (CURE Arena).
- During the summer, there are several campus and administrative activities taking place:
  - Dr. Bette Simmons and Student Affairs will be conducting an Enrollment Summit to dive into enrollment, market share, and data.
  - The Leadership Team will be attending a policy planning day to develop a plan to review and update college policies.
  - Franklin Covey will be presenting a professional development session for the Leadership Team.
  - A leadership retreat will take place over the summer to plan for goals and strategic initiatives for next academic year.
  - A Data Day session will take place to discuss data definitions and sources of data. This is very important to help with diversity, equity and inclusion and closing gaps or achievements in that area.
  - Six deans/directors will be attending Chair Academy in June, which is a national curriculum for leadership development.
  - Facilities and capital projects will continue during the summer, including moving back into the Liberal Art building due to the HVAC upgrade which is currently on schedule.
  - Beginning the week of June 5<sup>th</sup>, the college starts the 4-day summer work week program. Two out of the three unions have signed the MOA, and working on adjustments to the MOA to have all three unions participate.

## III. APPROVAL OF MINUTES

### A) APPROVAL OF MINUTES OF APRIL 20, 2023 BOARD MEETING

Trustee Puliti moved to approve the minutes of the April 20, 2023 Board Meeting, which was seconded by Trustee Huell and adopted with Trustees Appelget, Berrios-Ohler, Blake, Huell, Mason, Minus-Vincent, Nespoli, and Puliti voting aye.

BE IT RESOLVED, that the minutes of the April 20, 2023 meeting of the Board of Trustees are approved as presented.

## IV. FINANCE & FACILITIES MATTERS

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

### A. MONTHLY FINANCIAL STATEMENT

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

B. INVESTMENT DETAIL

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

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

The members of the Board noted receipt and ratified the Report on Purchase Orders and Contracts under \$37,500.00, which is attached. (Attachment #3)

D. MONTHLY PAYMENTS LIST

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

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

E. CONNECTABLE INC.

WHEREAS, Mercer County Community College has a need to purchase student information system (SIS) software including initial portal build and website development and implementation as well as payment of the annual online learning management membership fee for FY 2023; and

WHEREAS, a provision of the County College 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, ConnectAble, Inc. of Camby, Indiana is a non-profit organization and exempt from submitting 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 any reportable contributions through the term of the contract; now therefore

BE IT RESOLVED, that the President is authorized, to increase the fiscal year 2023 purchase order amount of \$20,000 with ConnectAble, Inc. of Camby, Indiana, for the ConnectAble student information system including initial portal build and website development and implementation by \$20,000 for the ConnectAble annual online learning management and maintenance fee, for a new not to exceed amount of \$40,000 from July 1, 2022 through June 30, 2023.

Paid by New Jersey Department Labor and Workforce Development grant.

F. DECOTIIS, FITZPATRICK, COLE & GIBLIN, LLP

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

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

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

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to increase the FY2023 purchase order amount with DeCotiis, Fitzpatrick, Cole & Giblin, LLP of Paramus, New Jersey, to acquire legal services for contract negotiations conducted with the College's faculty and staff unions, by \$50,000 from \$75,000 to a new not to exceed amount of \$125,000 from November 1, 2022 through June 30, 2023 (FY23).

G. ELSEVIER/HESI, INC., PROGRESSIVE TESTING FOR NURSING STUDENTS, AMENDED COST

WHEREAS, Mercer County Community College has a need to acquire testing and assessment services for the Nursing program FY 2023 academic year; 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 increase the FY 2023 purchase order amount with Elsevier/HESI, Incorporated of Houston, Texas, by \$35,000 from \$31,039 to \$66,039 from July 1, 2022 through June 30, 2023, to acquire testing and assessment services for the Nursing program.

H. GLOBAL INDUSTRIAL

WHEREAS, Mercer County Community College has a need to purchase janitorial, safety, and sanitation services and supplies as well as restroom, classroom, office, and exterior space furniture and supplies for the James Kerney and West Windsor campuses for FY2023; and;

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

WHEREAS, Mercer County Community College is a member of the OMNIA Partners Purchasing Cooperative 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 supplies as well as restroom, classroom, office, and exterior space furniture and supplies for the James Kerney and West Windsor campuses, 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 the Board, to increase the FY2023 purchase order amount with Global Industrial of Port Washington, New York to acquire janitorial, safety, and sanitation services and supplies as well as restroom, classroom, office, exterior space furniture and supplies for the James Kerney and West Windsor campuses, by an additional \$55,000 from \$90,000 to a new not to exceed amount of \$145,000, from July 1, 2022 to June 30, 2023.

\* OMNIA Partners #R211402

I. YARDLEY PLAYERS THEATRE COMPANY RESOLUTION

WHEREAS, Mercer County Community College has a need to acquire services from various production companies to produce theatrical and other entertainment events held at Kelsey Theater during FY 2023; and

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

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (16) exempts from public advertising entertainment, including without limitation theatrical presentations, band and other concerts, movies, and other audiovisual productions; and

WHEREAS, Yardley Players Theatre Company has completed and submitted a Business Entity Disclosure Certification which certifies that Yardley Players Theatre Company has not made any reportable contributions to a political or candidate committee in Mercer County in the previous year, and the contract will prohibit Yardley Players Theatre Company from making any reportable contributions through the term of the contract; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to increase the current FY 2023 purchase order amount of \$24,904 with Yardley Players Theatre Company of Langhorne, Pennsylvania to acquire stage production and design services for assigned theatrical productions held at Kelsey Theatre by \$20,096 for a new not to exceed amount of \$45,000 for the period from July 1, 2022 to June 30, 2023.

J. CM3 BUILDING SOLUTIONS INC.

WHEREAS, Mercer County Community College has a need to upgrade the classroom information technology in eighteen (18) classrooms in the Liberal Arts (LA) building at

the West Windsor campus, in conjunction with the HVAC system upgrade project, including new lecterns as well as all equipment and ancillary supplies, installation, project management, programming, training and warranty support, for FY 2024; and

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

WHEREAS, CM3 Building Solutions Inc. is a member of the Camden County Educational Services Commission Cooperative Purchasing Consortium and was selected to provide licensed electrician and classroom technology installation services based on price, experience and references and deemed to be qualified to provide the best value for Mercer County Community College; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with CM3 Building Solutions Inc., of Fort Washington, PA, to upgrade the classroom information technology in eighteen (18) classrooms in the Liberal Arts (LA) building at the West Windsor campus, in conjunction with the HVAC system upgrade project, including new lecterns as well as information technology equipment and ancillary supplies, installation, project management, programming, training and warranty support, for an amount not to exceed \$324,421.24 from June 1, 2023 through June 30, 2024.

\*Camden County Educational Services Commission Cooperative Purchasing State Contract #66CCEPS

K. ELIZABETHTOWN WATER COMPANY RESOLUTION

WHEREAS, Mercer County Community College requires water supply services to operate and provide water on 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. (8) exempts from public bidding or advertising the supplying of any product or the rendering of any service by the public utility which is subject to the jurisdiction of the Board of Public Utilities; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to issue payments not to exceed \$85,000 to Elizabethtown Water Company, Philadelphia, Pennsylvania for the cost to provide water supply services for the period from July 1, 2023 through June 30, 2024.

L. HAMILTON TOWNSHIP SEWER AUTHORITY

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 Unites 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, at a total cost not to exceed \$55,000 from July 1, 2023 to June 30, 2024.

M. PUBLIC SERVICE ELECTRIC AND GAS (PSE&G)

WHEREAS, Mercer County Community College requires the purchase and delivery of electric and natural gas supply service to operate and provide heat, light, cooling and other utilities on the James Kerney and West Windsor Campuses for FY2024; 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 College Contracts Law, N.J.S.A. 18A:64A-25.5 (a) (8) exempts from public bidding or advertising the supplying of any product or the rendering of any service by the public utility which is subject to the jurisdiction of the Board of Public Utilities; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to issue payments not to exceed \$685,000 to Public Service Electric and Gas of New Brunswick, New Jersey for the cost to purchase and deliver electric and natural gas power supply service to the James Kerney and West Windsor campuses for the period from July 1, 2023 to June 30, 2024.

N. SUNLIGHT GENERAL CAPITAL RESOLUTION

WHEREAS, Mercer County Community College requires the purchase of electric supply service to operate and provide heat, light, and cooling for the West Windsor Campus for FY2024; and

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

WHEREAS, the Board of Trustees approved on September 15, 2011 a Power Purchase Agreement with Sunlight General Capital and Power Partners Mas Tec and as of the Commencement date of October 1, 2013, pay the Power Purchase agreement price as defined therein, which commences at \$0.03 per kWh with an annual escalation of 1.5% throughout the fifteen-year term of the agreement; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to issue payments not to exceed \$370,000 to Sunlight General Capital of Englewood, New Jersey, in

accordance with the resolution adopted by the Board of Trustees on September 15, 2011 with a Commencement date of October 1, 2013, to purchase electric power supply services for the period from July 1, 2023 through June 30, 2024.

O. VICINITY ENERGY-TRENTON, LP

WHEREAS, Mercer County Community College requires the purchase and delivery of steam supply services to provide heat to the James Kerney Campus for FY2024; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.5 (a) (8) exempts from public bidding or advertising the supplying of any product or the rendering of any service by the public utility which is subject to the jurisdiction of the Board of Public Utilities; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to issue payments not to exceed \$275,000 to Vicinity Energy-Trenton LP, Trenton, New Jersey for the cost to provide steam supply services to James Kerney Hall at the James Kerney Campus for the period from July 1, 2023 through June 30, 2024.

P. WINDSTREAM SERVICES LLC

WHEREAS, Mercer County Community College has a need to obtain digital landline telephone services in FY2024; and

WHEREAS, a provision of the County 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 body of the municipality or of the county within whose boundaries any such college or colleges is or are wholly or partly located and may enter agreements with other institutions of higher education or with other units of government pursuant to Local Public Contracts Law, P.L. 1971, c198 (C.40A:11-1, et seq.); and

WHEREAS, the New Jersey colleges selected NJEdge.Net to act as purchasing agent with respect to the purchase of digital landline telephone services; and

WHEREAS, Windstream Services LLC (formerly Broadview Networks Inc.) is an approved affiliate with NJEdge.Net to provide digital landline telephone services at reduced pricing; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to issue a FY 2024 purchase order to Windstream Services LLC (formerly Broadview Networks Inc.) of Philadelphia, Pennsylvania, for twelve (12) months, to provide digital landline telephone services for FY 2024 at a cost not to exceed \$180,000 from July 1, 2021 through June 30, 2024.



**V. HUMAN RESOURCE MATTERS**

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

- A) APPOINTMENTS, RATIFICATION OF APPOINTMENTS, RECLASSIFICATIONS, PROMOTIONS, EQUITY ADJUSTMENTS, AND STAFF SEPARATION REPORT  
BE IT RESOLVED, that this Board approves the appointments, ratification of appointments, reclassifications, promotions, equity adjustments, and notes receipt of the Staff Separation Report, which will be made a part of the minutes of this meeting. (Attachment #4)
- B) REAPPOINTMENT OF ADMINISTRATIVE AND PROFESSIONAL PERSONNEL ELIGIBLE FOR ONE-YEAR CONTRACTS  
BE IT RESOLVED, That certain members of the administrative, professional and teaching assistant staff are hereby reappointed as recommended by the President and shall receive one- year contracts for the period July 1, 2023 through June 30, 2024 as indicated in the attached which is to be made part of the minutes of this meeting. (Attachment #5)
- C) REAPPOINTMENT OF ADMINISTRATIVE AND PROFESSIONAL PERSONNEL ELIGIBLE FOR MULTIPLE YEAR CONTRACTS (2 YEAR)  
BE IT RESOLVED, That certain members of the administrative, professional and teaching assistant staff are hereby reappointed as recommended by the President and shall receive one- year contracts for the period July 1, 2023 through June 30, 2025 as indicated in the attached which is to be made part of the minutes of this meeting. (Attachment #6)
- D) REAPPOINTMENT OF ADMINISTRATIVE AND PROFESSIONAL PERSONNEL ELIGIBLE FOR MULTIPLE YEAR CONTRACTS (3 YEAR)  
BE IT RESOLVED, That certain members of the administrative, professional and teaching assistant staff are hereby reappointed as recommended by the President and shall receive one- year contracts for the period July 1, 2023 through June 30, 2026 as indicated in the attached which is to be made part of the minutes of this meeting. (Attachment #7)
- E) EMERITUS STATUS FOR RETIRED FACULTY MEMBERS  
BE IT RESOLVED, that this Board approves the award of emeritus rank to the following retired faculty members of Mercer County Community College, as recommended by the President in accord with established policy.
- Kristen Callahan
  - Carol Friend
  - Josephine Mathias
- F) 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 2023-2024 academic year, as recommended by the President. (Attachment #8)

**VI. OPERATIONS MATTERS**

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

A) April 2023 REPORTABLE CRIMES, FIRES, AND OTHER EMERGENCIES

The members of the Board noted receipt and review and ratified the report, which is attached. (Attachment #9)

Trustee Blake presented Agenda Item VI (B), which were second by Trustee Nespoli. The item were passed with Trustees Appelget, Berrios-Ohler, Blake, Huell, Mason, Minus-Vincent, Nespoli, and Puliti voting aye. The second reading will take place at the June 2023 meeting.

B) Revision to By-Laws of the Board of Trustees (OMB) – First Reading

**VII. OTHER MATTERS**

A) MCCC FY2024 BOT MEETING SCHEDULE

Chair Appelget confirmed that no action will be taken on this agenda item. The Board of Trustees will continue to discuss the meeting schedule at the June committee meetings.

**VIII. NEW JERSEY COUNCIL OF COUNTY COLLEGES REPORT**

Dr. Nespoli provided an update on two statewide issues important to NJ's community colleges:

- State Funding to Community – The NJCCC is seeking a \$20 million increase in state aid to community college. Now would be a good time for trustees and others to send emails to legislative leaders asking their support of this important request in the FY2024 state budget. Emails can be generated through the NJCCC website, [www.njccc.org](http://www.njccc.org)
- New Mental Health Supports for Community College Students – The Murphy Administration recently announced a new partnership with Uwill to provide free teletherapy services to community college students throughout the state. This was a priority for the college during COVID – and it remains a priority as we continue to emerge from the pandemic.

**IX. CHAIR'S REPORT**

Chair Appelget provide the following updates:

- Additional dates will be sent to the Trustees to schedule the summer retreat.
- A Board assessment tool will be forthcoming.
- Trustee Puliti is working on a survey for the President's assessment.
- The Board of School Estimates meeting was held (May 24<sup>th</sup>), with county appropriations of an increase of 2% were approved, as were the county share of the operating budget and chapter 12 projects. Chair Appelget thanked Vice President Laura Schepps and her team for their work.
- Thank you to the college staff and leadership for the remarkable commencement to celebrate the students.

- Chair Appelget welcomed Jermaine Huell as the newest member of the Board of Trustees.

There being no further business to discuss, Trustee Puliti moved to adjourn the meeting. The motion was seconded by Trustee Huell and passed unanimously. The meeting adjourned at 7:16 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Deborah E. Preston". The signature is written in a cursive style with a large, looped 'D' at the beginning.

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



Attachment #1

Agenda Item IV (A)

30-Apr-23

	<u>FY2023</u>		<u>Apr-23</u>	<u>Over/(Under)</u>	<u>Actual %</u>	<u>Expected %</u>	<u>Variance %</u>
	<u>Annual Budget</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Used/Earned</u>	<u>Used/Earned</u>	<u>Used/Earned</u>
<b>Revenues:</b>							**
State of New Jersey	7,344,000	6,120,000	6,197,276	77,276	84.39%	83.33%	1.05%
Mercer County	18,963,840	15,803,200	14,222,880	(1,580,320)	75.00%	83.33%	-8.33%
Tuition & Fees	27,576,240	27,076,823	23,978,729	(3,098,094)	86.95%	98.19%	-11.23%
Non-Credit Tuition & Fees	450,000	375,000	572,159	197,159	127.15%	83.33%	43.81%
Other	2,190,500	1,825,417	4,537,826	2,712,409	207.16%	83.33%	123.83%
<b>Total Revenue</b>	<b>56,524,580</b>	<b>51,200,440</b>	<b>49,508,870</b>	<b>(1,691,570)</b>	87.59%	90.58%	-2.99%
<i>** Negative variance in the expected revenue equates to unfavorable anticipated earnings</i>							
<b>Salaries - 59.28% of total Budget</b>	33,509,501	27,065,366	28,373,980	1,308,614	84.67%	80.77%	3.91%
<b>Benefits - 20.75% of total Budget</b>	11,728,336	9,472,887	9,674,565	201,678	82.49%	80.77%	1.72%
<b>Total Salary and Benefits - 80.03% of total Budget</b>	45,237,837	36,538,253	38,048,545	1,510,292	84.11%	80.77%	3.34%
<i>- Salaries and Benefits allocated below</i>							
<b>Expenses:</b>							
Instruction	26,035,344	21,696,120	22,146,677	450,557	85.06%	83.33%	1.73%
Academic Support	3,294,617	2,745,514	1,924,824	(820,690)	58.42%	83.33%	-24.91%
Student Services	5,322,559	4,435,466	5,160,496	725,030	96.96%	83.33%	13.62%
Institutional Support	15,256,169	12,713,474	14,334,055	1,620,581	93.96%	83.33%	10.62%
Plant Operations	6,615,891	5,513,243	4,911,859	(601,384)	74.24%	83.33%	-9.09%
	56,524,580	47,103,817	48,477,911	1,374,094	85.76%	83.33%	2.43%
<i>** Negative variance in the expected expense equates to favorable cost savings</i>							
<b>Key Budget Items (Included Above):</b>							
Utilities	1,880,000	1,566,667	1,493,599	(73,068)	79.45%	83.33%	-3.89%
Custodial Contract	895,000	745,833	737,838	(7,995)	82.44%	83.33%	-0.89%
Maintenance, Grounds and Equipment	2,100,000	1,750,000	1,358,180	(391,820)	64.68%	83.33%	-18.66%
IT Management, Computer Software and Hardware	2,300,000	1,916,667	1,507,900	(408,767)	65.56%	83.33%	-17.77%
	7,175,000	5,979,167	5,097,516	(881,650)	71.05%	83.33%	-12.29%
<b>Total Expenditures</b>	<b>56,524,580</b>	<b>47,103,817</b>	<b>48,477,911</b>	<b>1,374,094</b>	85.76%	83.33%	2.43%
<b>Surplus/(Deficit)</b>	<b>-</b>	<b>4,096,623</b>	<b>1,030,959</b>	<b>(3,065,664)</b>			
<b>Other Revenue Key Items:</b>							
WWFM Listener Donations	503,000	419,167	311,322	(107,845)	61.89%	83.33%	-21.44%
Conference Center and Food Commissions	174,600	145,500	329,327	183,827	188.62%	83.33%	105.28%
Partner Schools (Rutgers, William Patterson, FDU)	260,000	216,667	154,373	(62,294)	59.37%	83.33%	-23.96%
Mercer Institute	200,000	166,667	339,095	172,428	169.55%	83.33%	86.21%
Kelsey Theater	230,000	191,667	211,358	19,691	91.89%	83.33%	8.56%
Tower Rentals	225,000	187,500	326,395	138,895	145.06%	83.33%	61.73%
Facility Rentals	450,000	375,000	604,821	229,821	134.40%	83.33%	51.07%
Bookstore	150,000	125,000	66,218	(58,782)	44.15%	83.33%	-39.19%
Summer Camps (Tomato Patch/Athletics/Camp College)	500,000	500,000	372,508	(127,492)	74.50%	100.00%	-25.50%

**MERCER COUNTY COMMUNITY COLLEGE  
 FINANCE OFFICE**

**Agenda Item IV (B)**

**INVESTMENT DETAIL  
 FOR THE PERIOD ENDING APRIL 30, 2023**

<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>TERM &amp; INTEREST</u>		<u>AMOUNT</u>
		<u>RATE</u>	<u>DUE</u>	
04/30/23	BANK OF PRINCETON	3.50%	N/A	594,446.87
04/30/23	BANK OF PRINCETON	4.00%	1/23	537,239.10
04/30/23	FIRST BANK	3.85%	N/A	1,064,442.77
04/30/23	WELLS FARGO BANK BALANCE	3.69%	N/A	6,381,610.40
04/30/23	CASH MANAGEMENT FUND-NJ	4.80%	N/A	<u>7,718,655.53</u>
				<u>\$ 16,296,394.67</u> *
	<u>LONG TERM INVESTMENTS</u>			
04/30/23	WELLS FARGO BANK - UNEMPLOYMENT TRUST	3.55%		<u>\$ 504,782.33</u>

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

MCCC PURCHASE ORDER REPORT  
 \$7,500.00 - \$37,500.00  
 DATE OF BOARD MEETING: May 30, 2023

Purchases over \$7,500 require three (3) quotes or over \$37,500 require Publically Advertised Bids unless specifically exempted by New Jersey County College Contract Law N.J.S.A. 18A:64A-25.5(a)  
 Budget lines beginning with "2" indicate grant funded

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
B7675	3/30/23	Visual Computer Solutions (Jobs4Blue) Freehold, NJ	\$8,500.00	10-06-01-03-301407-68550	Exemption: Professional Services

Extra Security Detail (Police) for home basketball games.

P16525	3/30/23	Robert Ferrilli LLC Haddonfield, NJ	\$15,000.00	10-01-01-03-301304-64102	Exemption: Consulting Services
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Workforce Development Business Process review and report.

P16425	4/5/23	Fastsigns Lawrenceville, NJ	\$9629.98	10-05-01-04-402000-61100	MCCC RFQ #2328
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Purchase and install of indoor banners at the gymnasium.

P16727	3/30/23	Allstate Office Interiors Robbinsville, NJ	\$32,012.76	70-07-01-03-700102-69240	Sourcewell Contract #080819
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LA Building office renovations. Paid for by Chapter 12.

P16756	4/3/23	Coursedog New York, NY	\$10,000.00	10-04-01-02-200105-69712	Exemption: Proprietary
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Implementation of cloud-hosted software for class scheduling, curriculum, and course catalog management services.

P16790	4/6/23	Adams, Gutierrez, Lattiboudere. LLC Iselin, NJ	\$8,607.00	10-06-01-03-301001-64103	Exemption: Professional Services
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Professional Legal Services.

P16789	4/6/23	Energy Transfer, Solutions, LLC West Chester, PA	\$12,378.00	10-07-01-03-301401-61530	Exemption: Emergency Declaration
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Emergency HVAC Condenser repairs at the University Center.

P16809	4/10/23	Extel Communications North Haledon, NJ	\$8,950.00	10-01-01-03-301307-69611	NJ State Contract #88737
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Installation of eight (8) network drops for JKC room 117 and eight (8) network drops for JKC room 137.

MCCC PURCHASE ORDER REPORT  
\$7,500.00 - \$37,500.00  
DATE OF BOARD MEETING: May 30, 2023

Purchases over \$7,500 require three (3) quotes or over \$37,500 require Publically Advertised Bids unless specifically exempted by New Jersey County College Contract Law N.J.S.A. 18A:64A-25.5(a)  
Budget lines beginning with "2" indicate grant funded

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P16814	4/11/23	EMSI Moscow, ID	\$10,475.00	21-01-01-02-302059-60400	NJCCC BID #21/22 B-1191

Renewal of Career Coach subscription through April 2024. Paid by Title III.

P16813	4/11/23	RDW Group / iFactory Providence, RI	\$28,200.00	10-01-01-03-301304-64102	Exemption: Consulting Services
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Website assessment services for the College.

B7446	4/11/25	Compass Group, Charlotte, NC	\$11,000.00	61-05-01-04-403032-63200	MCCC RFP #2003
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Student Event Catering for FY23.

B7486	4/13/23	RF Specialties of Pennsylvania Inc. Ebensburg, PA	\$8,400.00	32-03-01-03-301501-69320	Exemption: Entertainment
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Purchase of WWFM Broadcast Equipment for FY23.

P16834	4/14/23	Musco Sports Lighting Oskaloosa, IA	\$8,175.00	10-05-01-04-402000-69240	Sourcwell Contract #071619-MSL
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Replacement of athletic lighting systems.

P16899	4/20/23	Graybar Electric Co. Newark, NJ	\$13,797.00	70-07-01-03-701521-76101	MCCC RFQ #2338
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Purchase of light packs and sensors for the LA building HVAC upgrade project at the West Windsor Campus. Paid for by Chapter 12.

P16897	4/20/23	Dynamic Security Edison, NJ	\$25,266.40	70-07-01-03-701532-76101	GSA Contract #07F-0251X
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Installation of Cameras at the ES Building and Greenhouse. Paid for by Chapter 12.

B7777	4/24/23	Graybar Electric Co. Edison, NJ	\$24,288.00	70-07-01-03-701521-76101	MCCC RFQ #2331
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Purchase of LED light panels for the West Windsor Campus. Paid for by Chapter 12.

MCCC

Attachment # 4  
Agenda Item V (A)

MERCER COUNTY COMMUNITY COLLEGE

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

RESOLUTION

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

Board of Trustees Meeting  
May 30, 2023





***Human Resources Office***

**To: Deborah Preston, Ph.D.**  
**From: Barbara Basel, Vice President for Human Resources**  
**Date: May 3, 2023**  
**Re: Ratification of Appointments**

The following appointment made since April 5, 2023.

Effective Date of /Hire	Department	Name	Title	Salary	Range	FLSA
04/17/23	Center for Inclusion Transition and Accommodations	Kimberly Fisher	CAT Case Manager	\$60,000.00	\$54,110.00 - \$86,922.00	Exempt
5/1/2023	Finance and Administration	Michael Martin	Director, College Safety	\$100,000.00	\$70,432.00 - \$103,127.00	Exempt
5/1/2023	Finance and Administration	Christine Reid	Assistant Director Student Accounts	\$68,000.00	\$61,689.00 - \$96,412.00	Exempt
5/1/2023	Division of Lifelong Learning	Aparna Vira	Coordinator, Registration Services	\$57,000.00	\$42,451.00 - \$64,461.00	Exempt
5/1/2023	Division of Lifelong Learning	Joseph DePalma	Account Executive	\$60,000.00	\$42,451.00 - \$64,461.00	Exempt
5/2/2023	Educational Talent Search	Anijah Jackson	Education Specialist, Talent Search	\$47,000.00	\$42,451.00 - \$64,461.00	Exempt
5/8/2023	College Advancement	Shayla Miles	Executive Assistant	\$53,500.00.	\$52,000.00 - \$65,555.00	Non-Exempt
5/15/2023	Human Resources	Jenna Hampton	Coordinator, HRIS Generalist	\$62,500.00	\$42,451.00 - \$64,461.00	Exempt
6/5/2023	Kelsey Theatre	Nicholas Mastalesz	Coordinator, Technical Theatre	\$77,500.00	\$42,451.00 - \$79,135.00	Exempt



*Human Resources Office*

*May 3, 2023*

**To: Deborah Preston, PhD., President**  
**From: Barbara Basel, Vice President for Human Resources**  
**Date: May 3, 2023**  
**Re: Promotions**

The following Promotions made since April 5, 2023

Effective Date of Promotion/Salary Adjustment	Department	Name	Current Title/New Title	Current Base Salary	Adjusted Base Salary
3/20/2023	Human Resources	Jeby Mathew	Current: Human Resources Business Partner New: Operations Manager	\$75,412.00	\$85,000.00
3/20/2023	Human Resources	Catherine Roberts	Current: Administrative Specialist II New: Department Specialist	\$47,198.00	\$48,750.00
3/20/2023	Human Resources	Carol Sanderson	Current: Administrative Specialist II New: Department Specialist	\$44,137.00	\$48,750.00
5/1/2023	Finance & Administration	Joshua Johnson	Current Title: Assistant Director, Facilities Operations New Title: Director, Facilities Operations	\$71,173.00	\$100,000.00
5/1/2023	Academic Affairs, Library Services	Daniel Calandro	Current Title: Electronic Resources Lib New Title: Digital Resources Librarian	\$67,860.00	\$74,500

5/1/2023	Academic Affairs, Library Services	Lavanya Srinath	Current Title: Library Associate, Circulation  New Title: Access Services Librarian	\$48,804.00	\$55,000
5/15/2023	Student Affairs, Athletics Department	Diane Romulus	Current Title: Department Specialist  New Title: Office Manager for Athletics, Fitness and Recreation	\$48,897.00	\$55,000.00
5/15/2023	Information Technology Services	Irwin G Marks	Technical Support Specialist  Technical Support Analyst	\$46,350.00	\$56,000.00



*Human Resources Office*

*May 3, 2023*

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**To: Deborah Preston, PhD., President**  
**From: Barbara Basel, Vice President for Human Resources**  
**Date: May 3, 2023**  
**Re: Equity Adjustments**

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The following Equity Adjustments made since April 5, 2023.

<b>Effective Date of Promotion/ Salary Adjustment</b>	<b>Department</b>	<b>Name</b>	<b>Current Title/New Title</b>	<b>Current Base Salary</b>	<b>Adjusted Base Salary</b>
5/1/2023	Academic Affairs: Library Services	Olivia Nellums	Current Title: Acquisitions Librarian	\$51,124.00	\$64,000
5/15/2023	Information Technology Services	Jonathan Moore	Technical Support Analyst	\$45,350	\$55,500



***Human Resources Office***

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

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

**Date: May 3, 2023**

**Re: Ratification of Stipends**

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

<b>Effective Date of Stipend</b>	<b>Department</b>	<b>Name</b>	<b>Title</b>	<b>Stipend Based on Additional Duties</b>	<b>Purpose</b>
5/1/2023	Student Affairs: Recruitment & Enrollment	Nicole Hover	Interim Director of Recruitment & Enrollment	\$228.73 paid bi-weekly until the vacancy is filled	Additional duties for a vacancy in the department



**Human Resources**

**May 5, 2023**

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

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<b>Date</b>	<b>Name</b>	<b>Title</b>	<b>Division</b>	<b>Type*</b>
04/03/2023	Bernadine Keck	Education Specialist I, Community Education Training/JKC		RS

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

MCCC

MERCER COUNTY COMMUNITY COLLEGE

REAPPOINTMENT OF ADMINISTRATIVE AND PROFESSIONAL  
PERSONNEL ELIGIBLE FOR ONE-YEAR CONTRACTS

RESOLUTION

BE IT RESOLVED, That certain members of the administrative, professional and teaching assistant staff are hereby reappointed as recommended by the President and shall receive one- year contracts for the period July 1, 2023 through June 30, 2024 as indicated in the attached which is to be made part of the minutes of this meeting.

Board of Trustees Meeting  
May 30, 2023

**REAPPOINTMENT OF ONE-YEAR CONTRACT  
ADMINISTRATIVE AND PROFESSIONAL PERSONNEL**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>Hire Date</b>	<b>Title</b>
<b>Human Resources</b>			
Carter	Marvin	6/28/21	Director of Diversity Equity and Inclusion
Henry	Yvette	1/23/23	Executive Director for Human Resources
Mathew	Jeby	11/20/06	Operations Manager
Mostrowski	Audrey	12/7/20	Coordinator, Human Resources Generalist / Benefits
<b>Student Affairs</b>			
Cooper	Jeffery	11/15/21	Registrar
Fry	Allyson	11/7/22	Coordinator, Freshman Recruitment & Pre-College Programs
Garrett	Kayla	8/22/22	Coordinator, Student Records & Intake Registration
Gerez	Cindy	4/18/22	Financial Aid Advisor
Hover	Nicole	7/2/2012	Interim Director of Recruitment & Enrollment
Kleinschmidt	Kencis	10/31/22	Sr. Coordinator, Military & Veterans Services
Ladson	Yannick	9/8/20	Senior Counselor
Ng	Jonathan	7/26/21	Director Financial Aid
Patwary	Athena	12/13/21	Coordinator of Transfer Services
<b>Information Technology Services</b>			
Barbu	Marinela	11/28/22	System Analyst
Carter	Jared	4/1/20	Director Enterprise Applications
Cuccia	Domenico	2/10/20	Manager, Records Information Management
Frader	Edward	2/26/18	Sr. Technical Support Analyst
Kitchen	Steven	11/7/22	Sr. Technical Support Analyst
Marks	Irwin	6/24/19	Technical Support Specialist
Monegro	Robert	9/28/20	Director of IT, Customer Services Operations
Moore	Jonathan	11/29/21	Technical Support Analyst



MCCC

MERCER COUNTY COMMUNITY COLLEGE  
REAPPOINTMENT OF ADMINISTRATIVE AND PROFESSIONAL PERSONNEL  
ELIGIBLE FOR MULTIPLE YEAR CONTRACTS (2 YEAR)

RESOLUTION

BE IT RESOLVED, That certain members of the administrative, professional and teaching assistant staff are hereby reappointed as recommended by the President and shall receive one- year contracts for the period July 1, 2023 through June 30, 2025 as indicated in the attached which is to be made part of the minutes of this meeting.

Board of Trustees Meeting  
May 30, 2023

**REAPPOINTMENT OF TWO-YEAR CONTRACT  
 ADMINISTRATIVE AND PROFESSIONAL PERSONNEL**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>Hire Date</b>	<b>Title</b>
<b>Student Affairs</b>			
Bogdziewicz	Lisa	1/25/2016	Coordinator, Non-Traditional & Transfer Student Recruitment
Ward	Lisa	8/3/2015	Learning Disabilities Specialist
Waniak	Stephen	3/20/2017	Financial Aid Advisor
Thomas	Letrice	5/28/2018	Coordinator, Career Development
Muka	Trisha	8/28/2017	Associate Director, Financial Aid
Dalce	Widmarc	6/1/2016	Coordinator Student Services
Livingston	Keir	9/20/2016	Associate Athletic Director/Trainer
Cahill-Wetzel	Erin	11/19/2018	Coordinator Fitness Center, Swimming Pool
<b>Information Technology Services</b>			
Walsh	Carolyn	4/17/2017	Business Analyst

Attachment #7

MCCC

Agenda Item V (D)

MERCER COUNTY COMMUNITY COLLEGE

REAPPOINTMENT OF ADMINISTRATIVE AND PROFESSIONAL PERSONNEL  
ELIGIBLE FOR MULTIPLE YEAR CONTRACTS (3 YEAR)

RESOLUTION

BE IT RESOLVED, That certain members of the administrative, professional and teaching assistant staff are hereby reappointed as recommended by the President and shall receive one- year contracts for the period July 1, 2023 through June 30, 2026 as indicated in the attached which is to be made part of the minutes of this meeting.

Board of Trustees Meeting  
May 30, 2023

**REAPPOINTMENT OF THREE-YEAR CONTRACT  
 ADMINISTRATIVE AND PROFESSIONAL PERSONNEL**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>Hire Date</b>	<b>Title</b>
<b>Student Affairs</b>			
Bambhrolia	Savita	1/7/2002	Dean of Enrollment Management & Student Experience
Bowser	Kimberly	6/21/2004	Senior Coordinator of Enrollment
Onaitis	Susan	9/26/2005	Manager, DREAM Program & ASS
<b>Information Technology Services</b>			
Bianco	Richard	5/27/2001	Manager, Application Services
Bledsoe	Floyd	6/29/1998	Media Center Technician II
Faheem	Yasir	2/21/2011	Network Administrator
Harrison	Tonia	5/20/1991	Assistant Director of User Support Services
Neagu	Florin	9/26/2005	Systems and Applications Admin
Price	Darren	12/4/2006	Conference Center Technician

MCCC

MERCER COUNTY COMMUNITY COLLEGE

PROMOTIONS IN ACADEMIC RANK

RESOLUTION

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 2023-2024 academic year, as recommended by the President.

<b><u>Name</u></b>	<b><u>Division</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
Harry Bittner	Business, Technology, and Professional Studies	Assistant Professor	Associate Professor
Michael Hanna	Business, Technology, and Professional Studies	Assistant Professor	Associate Professor
Queen Okike	Business, Technology, and Professional Studies	Associate Professor	Professor
Geralda Aldajuste	Business, Technology, and Professional Studies	Assistant Professor	Associate Professor
Christopher Cruz-Cullari	Liberal Arts	Assistant Professor	Associate Professor
Richard Giantisco	Liberal Arts	Assistant Professor	Associate Professor
Jacqueline Vogtman	Liberal Arts	Associate Professor	Professor
Deborah Greer	Math, Science & Health Professions	Assistant Professor	Associate Professor
Tracy Scaletti	Math, Science & Health Professions	Assistant Professor	Associate Professor

Board of Trustees Meeting  
May 30, 2023



Attachment #9

Agenda Item VI (A)

To: Dr. Simmons  
Interim Vice President- Student Affairs

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

Date: May 01, 2023

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

In accordance with S-485/A-1976 law the Cunningham/ Ruiz Bill requiring presidents of public institution of higher education to regularly report on-campus criminal and fire events to the institution's governing board please accept the following information:

For the calendar month of April 2023, there were no reported Clery offenses or occurrences reported through College Safety and Security.

End of report