

## MERCER COUNTY COMMUNITY COLLEGE

Minutes of the 691<sup>st</sup> Meeting  
of the Board of Trustees  
October 20, 2022

The meeting was called to order by Chair Mark Matzen at 6:33 p.m. at the the Mercer County Community College James Kerney Campus. In addition to the Chair, the following members were in attendance: Kristin Appelget, Blanca Berrios-Ohler, Julie Blake, Winnifred Brown-Glaude, Angela Delli Santi, 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. Absent was Kevin Drennan.

### I. OPENING OF MEETING

#### A) FLAG SALUTE

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

#### B) STATEMENT OF NOTIFICATION

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

#### C) ADOPTION OF REVISED AGENDA

Ms. Appelget moved to approve the revised agenda, which was seconded by Ms. Blake and adopted with Trustees Appelget, Berrios-Ohler, Blake, Brown-Glaude, Delli Santi, Mason, Matzen, Minus-Vincent, Nespoli, and Puliti voting aye.

#### D) PUBLIC COMMENT

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

### II. APPROVAL OF MINUTES

#### A) APPROVAL OF MINUTES OF SEPTEMBER 15, 2022 BOARD MEETING

Ms. Delli Santi presented Agenda Item II (A), which was seconded by Ms. Blake. The item passed with Trustees Berrios-Ohler, Blake, Brown-Glaude, Delli Santi, Mason, Matzen, Minus-Vincent, Nespoli, and Puliti voting aye. Trustee Appelget abstained.

BE IT RESOLVED, that the minutes of the September 15, 2022 meeting of the Board of Trustees are approved as presented.

#### B) APPROVAL OF EXECUTIVE SESSION MINUTES OF SEPTEMBER 15, 2022

Ms. Blake presented Agenda Item II (B), which was seconded by Mr. Puliti. Ms. Blake motioned to withdraw the Executive Session Minutes of September 15, 2022, which was second by Mr. Puliti. Ms. Delli Santi motioned to table the minutes, which was second

by Ms. Blake.

The Board did not approve the Executive Session Minutes of September 15, 2022 at this time.

- C) APPROVAL OF REVISED MINUTES OF JUNE 7, 2022 Executive Session  
Mr. Puliti presented Agenda Item II (C), which was seconded by Mr. Nespoli. The item passed with Trustees Berrios-Ohler, Blake, Brown-Glaude, Delli Santi, Mason, Matzen, Nespoli, and Puliti voting aye. Trustees Appelget and Minus-Vincent abstained.

BE IT RESOLVED, that the Revised Minutes of June 7, 2022 Executive Session are approved as presented.

### III. FINANCE & FACILITIES MATTERS

Ms. Delli Santi presented Agenda Items III (A) through (D) for ratification, which were second by Ms. Appelget. The items were ratified with Trustees Appelget, Berrios-Ohler, Blake, Brown-Glaude, Delli Santi, Mason, Matzen, 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 FOR SEPTEMBER  
The members of the Board noted receipt and ratified the monthly payments lists for September.

Ms. Delli Santi presented Agenda Items III (E) through (H) and (J) through (K) for ratification, which were second by Mr. Minus-Vincent. The items were ratified with Trustees Appelget, Berrios-Ohler, Blake, Brown-Glaude, Delli Santi, Mason, Matzen, Minus-Vincent, Nespoli, and Puliti voting aye. Trustee Mason abstained from item (G).

Ms. Delli Santi presented Agenda Items III (I) for ratification, which was second by Ms. Blake. Ms. Blake motioned to amend the resolution to cover only bills received to date, which was seconded by Mr. Nespoli. Ms. Delli Santi moved to accept the amended resolution, which Ms. Blake seconded. The item was ratified with Trustees Appelget, Berrios-Ohler, Blake, Brown-Glaude, Delli Santi, Mason, Matzen, Minus-Vincent, Nespoli, and Puliti voting aye.

Discussion on Agenda Item III (I) included Trustee Puliti suggestion that the LeadGood expenses should have been discussed in the Human Resources Committee. Trustee Berrios-Ohler responded that any resolution could be brought up for discussion at any

committee meeting. Trustee Puliti also asked about the process that resulted in a \$21,000 overage above the approved amount. Ms. Laura Schepps, MCCC Vice President of Finance and Administration, explained that a 10% variance is permissible. Trustee Puliti concluded by noting that the recent LeadGood expense was significantly more than prior years, and ultimately the students and tax payers are paying for these investigations and the Board needs to be mindful of that.

Additionally, Trustee Nespoli noted that he had concerns about the transparency and plans for disclosure of the investigative report. He also noted that this is especially important in preparation for MCCC's upcoming reaccreditation.

E. DELL MARKETING LLP, COOPERTIVE PRICING FOR COMPUTER EQUIPMENT

WHEREAS, Mercer County Community College has a need to purchase (26) Precision 3660 tower computers for the Business, Technology and Professional Studies and (26) Alienware Aurora R13 tower computers for the Liberal Arts Divisions, funded with New Jersey Department of Education Carl D. Perkins grant program funds as well as other computer software, hardware and equipment to support college-wide needs, for FY 2023; 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

WHEREAS, on June 16, 2022 this Board approved the annual refresh of the annual purchase order with Dell Marketing LP of Round Rock, Texas for the purchase of various computer software, hardware and other related equipment for both the James Kerney and West Windsor campuses at a cost not to exceed \$350,000 from July 1, 2022 through June 30, 2023 (FY23);

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to increase the fiscal year 2023 purchase order with Dell Marketing LP of Round Rock, Texas, by an additional \$161,405 to purchase (26) Precision 3660 tower computers for the Business, Technology and Professional Studies division and (26) Alienware Aurora R13 tower computers for the Liberal Arts division, funded with New Jersey Department of Education Carl D. Perkins grant program funds and an additional \$25,000 to purchase other computer software, hardware and equipment to support college-wide needs, for a new fiscal year aggregate not to exceed cost of \$536,405, for this vendor, from July 1, 2022 through June 30, 2023 (FY 23).

\*NASPO Computer Equipment PA – State of NJ M0483/19TELE00656

F. DIRECT ENERGY BUSINESS MARKETING LLC

WHEREAS, Mercer County Community College requires the purchase of natural gas supply service to provide heating for the West Windsor campus for two (2) years from November 1, 2022 to October 31, 2024; 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.) but requires a Board resolution approving such joint agreement; and

WHEREAS, New Jersey's community college consortium appointed Ocean County College to act as purchasing agent with respect to the purchase and delivery of natural gas supply service; and

WHEREAS, public bids were solicited for the provision of this service and of the two (2) responsive bidders (Constellation/New Energy LLC, UGI Energy Services, LLC and Direct Energy Business Marketing LLC) the low bid was submitted by Direct Energy Business Marketing LLC of Princeton, New Jersey at \$9.2270 per dekatherm (dth), previous rate was \$4.760 dth, for a period of twenty-four (24) months, beginning November 1, 2022 and continuing through October 31, 2024; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a contract with Direct Energy Business Marketing LLC of Princeton, New Jersey, for a cost not to exceed \$200,000 annually (\$400,000 for two years) for natural gas supply service only, to utilize the new rates available as a result of the New Jersey County College Energy Consortium's November 1, 2022 RFB for the West Windsor campus for the period from November 1, 2022 to October 31, 2024.

Ocean County College RFP #22/23 R-1370

G. EXPERIENCE HR, INC. D.B.A. EXUDE INC.

WHEREAS, Mercer County Community College has a need to obtain consulting services to optimize recently implemented ATS (applicant tracking system) NEOGOV human resources software to conduct training in key processes/functions for users College-wide; 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) (15) exempts consulting services from public advertising for bids but requires a resolution authorizing the award of such a contract; and

WHEREAS, Experience HR, Inc. d.b.a. Exude Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that Experience HR, Inc. d.b.a. Exude Inc. has not made any reportable contributions to a political or candidate committee in Mercer County in the previous year, and the contract will prohibit Experience HR, Inc. d.b.a. Exude Inc. from making any reportable contributions through the term of the contract; now therefore

BE IT RESOLVED, the President is authorized, on behalf of the Board, to amend the current fiscal year 2023 contract with Experience HR, Inc. d/b/a Exude Inc. of Philadelphia, Pennsylvania for support in job recruitment for an additional \$25,000 to provide consulting services in order to optimize recently implemented ATS (applicant tracking system) NEOGOV human resources software to conduct training in key processes/functions for users College-wide, for an annual aggregate not to exceed amount of \$50,000 for this vendor, from July 1, 2022 through June 30, 2023 (FY 2023).

H. FACILITIES DEPARTMENT – EQUIPMENT SALE OR DISPOSAL

WHEREAS, Mercer County Community College Facilities Department has surplus equipment that are unrepairable and no longer needed, as listed below; and

Year	Make/Model/Type	Model # / Serial #
1987	Ford 1920 Tractor	Model # AP413A Serial # UP25355
1987	Ford 340 B LDR	Model # CU414C Serial #27169-1
2003	John Deere Utility Vehicle	Model: HPX 4 x 4 Serial # NOHP4GX035463
2019	BercoMac 66" Universal Rotary Broom	Model # 700854BER Serial # 19R010004

WHEREAS, a provision of County College Contracts Law, N.J.S.A. 18A:64A-25-27 requires a resolution authorizing the disposal of such surplus equipment; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to sell or dispose of the above listed equipment that are unrepairable and no longer needed in a manner consistent with Board policy and the provisions of County College Contracts Law.

I. LEADGOOD LLC CONSULTING - AMENDED RESOLUTION FOR COST

WHEREAS, Mercer County Community College has a need to acquire professional consulting services to perform independent investigations on behalf of the College's Human Resources department; 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) (15) exempts professional consulting services from public advertising for bids but requires a resolution authorizing the award of such a contract; and

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with LeadGood LLC of Pennington, New Jersey to provide professional human resources consulting services to perform independent internal investigations on behalf of the College's Human Resources department, for a new not to exceed amount of \$330,038.87 from November 1, 2021 through June 30, 2023.

J. OPEN SYSTEMS INTEGRATORS, INC.

WHEREAS, Mercer County Community College has the need to install new fire alarm systems in the ES Engineering Systems, FA Fine Arts, UC University Center and LA Liberal Arts buildings on the West Windsor campus, funded by Chapter 12, and periodically inspect, test and perform preventative maintenance, service and repair (as needed), including performance of the annual fire alarm NFPA 72 inspection/certification on the fire alarm system at all buildings on the James Kerney and West Windsor campuses, paid by budgeted College operating funds (FY 2023); and

WHEREAS, on June 16th, 2022, the Board approved a resolution with Open Systems Integrators, Inc. of Hamilton Twp. (Mercer County), New Jersey to replace the obsolete fire alarm system in the Kelsey Theatre (TH) building on the West Windsor campus, in the amount of \$230,000, paid by the Chapter 12 program; and

WHEREAS, Mercer County Community College has identified that Open Systems Integrators, Inc. of Hamilton Twp. (Mercer County), New Jersey has the expertise to install, inspect, test and perform preventative maintenance and service, including performance of the annual fire alarm NFPA 72 inspection/certification on the fire alarm systems, 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 is authorized, on behalf of the Board, to contract with Open Systems Integrators Inc. of Hamilton Twp. (Mercer County), New Jersey, to install new fire alarm systems in the ES Engineering Systems, FA Fine Arts, UC University Center and LA Liberal Arts buildings on the West Windsor campus, (\$520,000) funded by Chapter 12, and perform preventative maintenance and inspections services, including performance of the annual fire alarm NFPA 72 inspection/certification on the fire alarm system at all buildings on the James Kerney and West Windsor campuses (\$50,000) in order to comply with current municipal fire code standards (\$50,000), paid by budgeted College operating funds, in an amount not to exceed \$570,000.

\* Educational Services Commission of New Jersey Contract #21/22-41 / Co-op#65  
MCESCCPS

K. RECISION OF APPROVAL FOR DIRECT NEGOTIATION AUTHORIZATION LIBERAL ARTS BUILDING HVAC UPGRADE

WHEREAS, Mercer County Community College solicited publicly advertised bids to perform mechanical alterations needed to upgrade the HVAC system on the Liberal Arts (LA) building at the West Windsor campus ("Project"), paid by Chapter 12 funds; and

WHEREAS, a provision of the County Colleges Contracts Law, N.J.S.A. 18A:64A-25.4, requires that 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, and which is not included within the exceptions set forth in N.J.S.A. 18A:64A-25.5, shall be made and awarded only by a county college after public advertising for bids and bidding; and

WHEREAS, the College received zero (0) bids in response to the initial publicly advertised solicitation for this Project by the required due date of March 31, 2022; and

WHEREAS, the project was bid a second time via a publicly advertised bid solicitation, and two (2) vendor proposals were received by Mercer County Community College by the required submission date of August 24, 2022; and

WHEREAS, both of the bids received and publicly opened on August 24, 2022 exceeded the amount of funds budgeted for this Project, and pursuant to N.J.S.A. 18A:64A-25.15, the Mercer County Community College may reject all such bids; and

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5c., when a county college has publicly advertised for bids on two occasions, and whereby on one occasion, the community college did not receive any bids, and whereby on the second occasion, the community college determined that the bids received were not reasonable as to price, and subsequently rejects all such bids, the community college may negotiate the contract without any further requirement to publicly advertise the bid solicitation; and now

WHEREAS, on September 15, 2022, the Board of Trustees authorized the President to reject all bids received on August 24, 2022 and to proceed with direct negotiations with qualified vendors to perform mechanical alterations needed to upgrade the HVAC system on the LA building at the West Windsor campus, pursuant to N.J.S.A. 18A:64A-25.5c; and

WHEREAS, the Board of Trustees has now determined that it is preferable to publicly advertise the Project for bid again rather than to proceed with negotiations pursuant to N.J.S.A. 18A:64A-25.5c; and

BE IT RESOLVED that the Board of Trustees rescinds its prior authorization for the President to enter into negotiations for a contract for the Project and instead authorizes the President to direct the Purchasing Department to publicly advertise for bids for the Project.

#### **IV. HUMAN RESOURCE MATTERS**

Ms. Berrios-Ohler presented Agenda Item IV (A) which was seconded by Ms. Delli Santi. The item passed with Trustees Appelget, Berrios-Ohler, Blake, Brown-Glaude, Delli Santi, Mason, Matzen, Minus-Vincent, Nespoli, and Puliti voting aye.

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

BE IT RESOLVED, that this Board approves the appointments, ratification of appointments, reclassifications, promotions, stipends, equity adjustments, and notes receipt of the Staff Separation Report, which will be made a part of the minutes of this meeting. (Attachment #4)

**V. OPERATIONS MATTERS**

Dr. Brown-Glaude presented Agenda Item V (A) for ratification, which were second by Mr. Nespoli. The items were ratified with Trustees Appelget, Berrios-Ohler, Blake, Brown-Glaude, Delli Santi, Mason, Matzen, Minus-Vincent, Nespoli, and Puliti voting aye.

A) Reportable Crimes, Fires, and Other Emergencies

The members of the Board noted receipt and review and ratified the report, which is attached. (Attachment #5)

**VI. OTHER MATTERS**

A) NOMINATING COMMITTEE – REPORT OF SLATE OF OFFICERS

Ms. Delli Santi noted that nominations were received and the elections will take place at the November Board meeting. Ms. Delli Santi thanked Trustees Brown-Glaude and Mason for their participation on the Nominating Committee.

**VII. PRESIDENT'S UPDATE**

Dr. Preston announced that the college will soon begin a visionary project for the James Kerney Campus.

**VIII. NEW JERSEY COUNCIL OF COUNTY COLLEGE'S REPORT**

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

- Trustee Leadership Academy – The first statewide NJ Community College Trustee Academy will be offered on November 19th at Middlesex College. Recent legislation requires that new trustees must complete this trustee training program within the first year after their appointment. Although the legislation requires only new trustees to complete this training, it is open to all community college trustees.
- Manufacturing in Higher Education Act – This bill (S659), which was recently passed unanimously in the Senate and is waiting action in the Assembly, provides strong support for the workforce development mission of NJ's community colleges. There are over 10,000 manufacturing companies in New Jersey (mostly small businesses) with about 350,000 employees throughout the state. Many have a tough time finding qualified advanced manufacturing technicians and other employees. This proposed legislation especially turns to NJ's community colleges and the NJ Community College Consortium for Workforce Development to address this challenge – and it specifically cites the NJCCC Pathways to Career Opportunities as a key part of this important legislation.




**IX. CHAIR'S REPORT**

Chair Matzen thanked President Preston for her efforts to change the culture and referenced the new Collegial Communication Guidelines. He also noted a new sense of optimism throughout the college.

There being no further business to discuss, Ms. Blake moved to adjourn the meeting. The motion was seconded by Dr. Nespoli and passed unanimously. The meeting adjourned at 7:04 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Deborah E. Preston". The signature is written in a cursive, flowing style.

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

**Preliminary**

1-Oct-22

	<b>FY2023</b>		<b>Sep-22</b>	<b>Over/(Under)</b>	<b>Actual %</b>	<b>Expected %</b>	<b>Variance %</b>
	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Used/Earned</b>	<b>Used/Earned</b>	<b>Used/Earned</b>
<b>Revenues:</b>							**
State of New Jersey	7,344,000	1,836,000	1,869,386	33,386	25.45%	25.00%	0.45%
Mercer County	18,963,840	4,740,960	4,740,961	1	25.00%	25.00%	0.00%
Tuition & Fees	26,376,240	15,123,580	13,657,332	(1,466,248)	51.78%	57.34%	-5.56%
Non-Credit Tuition & Fees	450,000	112,500	390,571	278,071	86.79%	25.00%	61.79%
Other **	3,390,500	847,625	816,918	(30,707)	24.09%	25.00%	-0.91%
<b>Total Revenue</b>	<b>56,524,580</b>	<b>22,660,665</b>	<b>21,475,167</b>	<b>(1,185,498)</b>	37.99%	25.00%	12.99%
<b>Salaries - 59.28% of total Budget</b>	33,509,501	7,732,962	7,697,563	(35,399)	22.97%	23.08%	-0.11%
<b>Benefits - 20.75% of total Budget</b>	11,728,336	2,932,084	2,283,133	(648,951)	19.47%	25.00%	-5.53%
<b>Total Salary and Benefits - 80.03% of total Budget</b>	45,237,837	10,665,046	9,980,696	(684,350)	22.06%	25.00%	-2.94%
<i>- Salaries and Benefits allocated below</i>							
<b>Expenses:</b>							
Instruction	26,035,344	6,508,836	6,469,616	(39,220)	24.85%	25.00%	-0.15%
Academic Support	3,294,617	823,654	871,201	47,547	26.44%	25.00%	1.44%
Student Services	5,322,559	1,330,640	1,269,326	(61,314)	23.85%	25.00%	-1.15%
Institutional Support	15,256,169	3,814,042	3,552,077	(261,965)	23.28%	25.00%	-1.72%
Plant Operations	6,615,891	1,653,973	1,213,630	(440,343)	18.34%	25.00%	-6.66%
	56,524,580	14,131,145	13,375,850	(755,295)	23.66%	25.00%	-1.34%
<b>KEY BUDGET ITEMS (included above):</b>							
Utilities	1,880,000	470,000	276,894	(193,106)	14.73%	25.00%	-10.27%
Custodial Contract	895,000	223,750	158,635	(65,115)	17.72%	25.00%	-7.28%
Maintenance, Grounds and Equipment	2,100,000	525,000	433,624	(91,376)	20.65%	25.00%	-4.35%
IT Management, Computer Software and Hardware	2,300,000	575,000	298,049	(276,951)	12.96%	25.00%	-12.04%
	7,175,000	1,793,750	1,167,202	(626,548)	16.27%	25.00%	-8.73%
<b>Total Expenditures</b>	<b>56,524,580</b>	<b>14,131,145</b>	<b>13,375,850</b>	<b>(755,295)</b>	23.66%	25.00%	-1.34%
<b>Surplus/(Deficit)</b>	<b>-</b>	<b>8,529,520</b>	<b>8,099,317</b>	<b>(430,203)</b>			
<b>** Other Revenue Key Items:</b>							
WWFM Listener Donations	503,000	125,750	71,511	(54,239)	14.22%	25.00%	-10.78%
Conference Center and Food Commissions	174,600	43,650	42,831	(819)	24.53%	25.00%	-0.47%
Partner Schools (Rutgers, Felician, William Patterson,	260,000	65,000	67,449	2,449	25.94%	25.00%	0.94%
Mercer Institute	200,000	50,000	131,860	81,860	65.93%	25.00%	40.93%
Kelsey Theater	230,000	57,500	80,133	22,633	34.84%	25.00%	9.84%
Tower Rentals	225,000	56,250	47,000	(9,250)	20.89%	25.00%	-4.11%
Facility Rentals	450,000	112,500	198,893	86,393	44.20%	25.00%	19.20%
Bookstore	150,000	37,500	-	(37,500)	0.00%	25.00%	-25.00%
Summer Camps (Tomato Patch/Athletics/Camp Colleg	500,000	500,000	201,866	(298,134)	40.37%	100.00%	-59.63%

**MERCER COUNTY COMMUNITY COLLEGE  
 FINANCE OFFICE**

Attachment #2  
 Agenda Item III (B)

**INVESTMENT DETAIL  
 FOR THE PERIOD ENDING SEPTEMBER 30, 2022**

<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>TERM &amp; INTEREST</u>		<u>AMOUNT</u>
		<u>RATE</u>	<u>DUE</u>	
09/30/22	BANK OF PRINCETON	0.20%	N/A	3,589,107.36
09/30/22	BANK OF PRINCETON	0.35%	7/23	536,265.60
09/30/22	FIRST BANK	0.35%	N/A	1,051,853.55
09/30/22	WELLS FARGO BANK BALANCE	0.25%	N/A	3,504,947.42
09/30/22	CASH MANAGEMENT FUND-NJ	2.11%	N/A	<u>7,358,232.94</u> **
				<u>\$ 16,040,406.87</u> *
	<u>LONG TERM INVESTMENTS</u>			
09/30/22	WELLS FARGO BANK - UNEMPLOYMENT TRUST		N/A	<u>\$ 510,465.32</u>

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

\*\* Includes County Appropriations(2months)

MCCC PURCHASE ORDER REPORT  
 \$7,500 - \$37,500  
 Date of BOARD MEETING: October 20, 2022

Purchases over \$7,500 require (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

PO#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
B7601	8/30/22	Lowe's Home Centers LLC Mooresville, NC	\$1,000.00 \$1,000.00 \$6,000.00	10-07-01-03-301406-69820 10-07-01-03-301401-61511 10-07-01-03-301401-61510	Omnia Co-op # R192006
			\$4,000.00	10-07-01-03-301401-61500	

Building, hardware, tool, and vehicle repair supplies FY23.

B7602	8/30/22	Home Depot Credit Services Long Island City, NY	\$1,000.00 \$1,000.00 \$1,000.00 \$1,000.00	10-07-01-03-301406-69820 10-07-01-03-301401-69350 10-07-01-03-301401-68510 10-07-01-03-301401-61510	Omnia Co-op # 16154 & NJSC #18-Fleet-00234
			\$4,000.00	10-07-01-03-301401-61510	
			\$8,000.00	10-07-01-03-301401-61500	

Building, hardware, tool, and landscape supplies and equipment rental FY23.

P15781	9/1/22	Nevco Scoreboard Greenville, IL	\$13,656.74	10-05-01-04-402000-72100	Sourcewell Co-op #050819-NVC
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Upgraded Baseball/Softball LED Scoreboard.

P15786	9/2/22	Decotiis, Fitzpatrick Cole LLP Paramus, NJ	\$26,080.00	10-06-01-03-301001-64105	Exemption: Professional Services
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Legal services.

P15788	9/2/22	Shainis Peltzman Chartered Washington DC	\$8,000.00	32-03-01-03-301501-64103	Exemption: Professional Services
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Specialized broadcast legal counsel for WWFM.

B7605	9/2/22	General Aire Systems Inc.	\$12,000.00	10-07-01-03-301401-61530	MCCC RFQ #2306
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HVAC Air Filters FY23.

B7608	9/2/22	Clarke, Caton, Hintz PC Trenton, NJ	\$15,000.00	70-07-01-03-701527-64105	MCCC RFP #2103
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Architect services FY23. Paid by NJ Chapter 12.

B7615 9/12/22 Robert Half Technology  
Princeton, NJ \$35,000.00 10-01-01-03-301302-64105 Exemption: Professional Services

Temporary technicians for IT department.

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P15810 9/13/22 Allstate Office Interiors  
Robbinsville, NJ \$10,518.64 70-07-01-03-700123-76101 NJSC #23-Food-18184

Carpet for CM117 A-C- WWFM studio area. Paid by WWFM bequest.

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B7616 9/13/22 Spiezle Architectural Group  
Hamilton, NJ \$10,000.00 70-07-01-03-701530-64105 MCCC RFP #2103

Architect services FY23. Paid by NJ Chapter 12.

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B7617 9/13/22 Foveonics Imaging Technologies Inc.  
Hackettstown, NJ \$23,398.00 10-06-01-06-600100-64110 ESCNJ # 22/23-11

Records retention, scanning and disposal for Human Resources.

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P15814 9/15/22 Tutor.com Inc.  
New York, NY \$18,9614.10 21-01-01-02-302059-60700 GSA #GS-35F-191BA

Live online Homework Help Academic Support program. Paid by Title III.

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P15817 9/15/22 Educational Media Foundation  
Rocklin, CA \$9,413.00 32-03-01-03-301501-64530 Exemption: Entertainment

Annual lease to broadcast WWFM over WYPA. Paid by WWFM listener donations.

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P15819 9/15/22 National Health Career Assn.  
Leawood, KS \$19,125.00 10-01-01-02-206200-64110 Exemption: Unspecifiable Services

Nursing student testing and assessment service. Paid by student fees.

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B7624 9/15/22 Streamguys Inc.  
Arcata, CA 10,393.40 32-03-01-03-301501-64110 Exemption: Entertainment

Internet streaming for WWFM. Paid by WWFM listener donations.

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P15824 9/16/22 Linkup Communications  
Panama City, FL \$17,544.00 32-03-01-03-301501-64110 Sole Source

Satellite uplink/downlink from WWFM to other stations. Paid by WWFM listener donations.

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P15841 9/22/22 Mastergraphx \$33,775.00 33-03-01-02-209001-66330 MCCC RFQ #2311  
Monmouth Junction, NJ

Kelsey Theatre brochure printing, bindery, and postage. 50% paid by ticket sales.

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P15842 9/22/22 Gen-El Safety \$8,745.00 37-09-04-02-203009-61100 NJSC # 17-Fleet-00784  
Industrial Products  
Randolph, NJ

Fire Academy equipment.

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P15860 9/26/22 Connectable Inc. \$20,000.00 22-01-02-02-302026-64110 Sole Source  
Camby, IN

Membership for NJDOL/ Workforce program. Paid by NJDOL/Workforce funding.

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P15864 9/26/22 Municipal \$16,824.36 37-09-04-02-203009-61100 NJSC # 17-Fleet-00810  
Emergency Services  
Southbury, CT

Fire Academy pants and coats.

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P15872 9/29/22 Edward Don \$29,694.98 22-01-01-02-302112-69310 Exemption: Food Supplies  
Company LLC  
Westampton, NJ

Oven for HRIM program. Paid by Perkins grant.

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P15879 9/29/22 B&H Photo-Video \$12,584.99 10-06-01-03-301001-63997 E&I Co-op # CNR01341  
New York, NY

TV camera equipment. Paid by MCCC Foundation.

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MCCC

Attachment #4  
Agenda Item IV (A)

MERCER COUNTY COMMUNITY COLLEGE

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

RESOLUTION

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

Board of Trustees Meeting

October 20, 2022

**APPOINTMENTS**

1. Frank Benowitz    Assistant Professor, Hospitality Management  
Appointed as Assistant Professor, Hospitality Management, in the Business,  
Technology & Professional Studies Division, at an annual salary of \$73,839 –  
plus 15% for teaching and administrative duties based on a 12 month  
contract, effective January 2, 2023.





***Business, Technology & Professional Studies Division***

***September 28, 2022***

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**To:** Dr. Robert Schreyer, Vice President of Academic Affairs  
**From:** Laura Sosa, Dean of Business, Technology & Professional Studies  
**Subject:** **Recommendation for Appointment for Frank Benowitz for HRIM Hospitality Management Faculty Position**

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I recommend the appointment and reclassification of Frank Benowitz from Senior Teaching Assistant to a full time, tenured faculty position within the Department of Academic Affairs. Mr. Benowitz has been a full time Senior Teaching Assistant supporting Hospitality, Restaurant, and Institution Management (HRIM) and associated Culinary programs since 2003 and an Instructor for Camp College since 2013. Mr. Benowitz's role has expanded into teaching within HRIM where he has demonstrated a high level of proficiency serving students.

The appointment and reclassification is supported through the job evaluation and analysis conducted by HR and the Dean of Business, Technology & Professional Studies with input from the Program Coordinator, Douglas Fee, over the past six months. The final job evaluation and determination of the group supports this appointment and reclassification recommendation.

Over the past several years, Mr. Benowitz has demonstrated proficiency in this role, is a critical asset to the College and is well deserving of the appointment. The reclassification and job title change better aligns with the current job responsibilities, reflects his ongoing work and ensures compliance with the Fair Labor Standards Act standards for exempt employees.

Mr. Benowitz will be responsible for teaching a variety of HRIM/Culinary programs' lectures and labs. He will also be involved in all department activities including advising and mentoring of students, participating in curriculum planning, program review, and serving on college-wide committees.

<b>TITLE:</b>	Assistant Professor, HRIM/Culinary
<b>DIVISION:</b>	Business, Technology & Professional Studies
<b>RECOMMENDED SALARY:</b>	\$73,839 annually base salary, plus 15% for teaching and administrative duties based on a 12 month contract, effective January 2, 2023 and \$2,000 annual longevity
<b>SALARY RANGE:</b>	Faculty Association Contract
<b>BUDGET CODE:</b>	Faculty contract, Level A-7 FY 2022-2023
<b>EFFECTIVE DATE:</b>	10-01-01-02-202604-50300 & [51343 OL GL] January 2, 2023

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

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Barbara Basel, Vice President, Human Resources

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Date

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Dr. Deborah Preston, President

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Date



***Office of Human Resources***

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

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

**Date: October 5, 2022**

**Re: Ratification of Appointments**

The following appointments have been made since September 15, 2022.

Effective Date of /Hire	Department	Name	Title	Salary	Range	FLSA
8/29/2022	College Safety	Conner Kuklish	Security Officer I	\$35,360	\$54,110 - \$108,797	Non-Exempt
9/5/2022	Academic Affairs/JKC	Al-Lateef Farmer	Director of EOF & Interim Program Director of Gear Up/College Bound Program	\$79,836	\$54,110 - \$108,797	Exempt
10/3/2022	Academic Affairs/Liberal Arts	Joshua Grissman	Administrative Specialist II	\$40,000	\$35,295 - \$61,345	Non-Exempt
10/3/2022	Innovation, Online Education & Student Success	Bernard Foyuth	Coordinator of the Tutoring Centers	\$42,500	\$42,451- \$79,135	Exempt
10/3/2022	Innovation, Online Education & Student Success	Monica Maldonado	Coordinator, B.A.R. Testing & Learning Center	\$42,500	\$42,451- \$79,135	Exempt
10/17/2022	Finance & Administration/Purchasing	Marc Trabosh	Administrative Specialist II	\$40,000	\$35,295 - \$61,345	Non-Exempt
10/17/2022	Academic Affairs	Adelina Marini	Administrative Specialist II	\$42,500	\$54,110 - \$108,797	Exempt
10/24/2022	Academic Affairs/EMES	Alyson Fry	Coordinator, Freshman Recruitment & Pre-College Programs	\$52,500	\$42,451- \$79,135	Exempt
10/31/2022	Academic Affairs/EMES	Kencis Kleinschmidt	Sr. Coordinator, Military & Veterans Services	\$66,000	\$48,281 - \$96,027	Exempt
12/5/2022	College Safety	Matthew Joyce	Director, College Safety	\$90,000	\$54,110 - \$108,797	Exempt



**Office of Human Resources**

**To: Deborah Preston, PhD., President**  
**From: Barbara Basel, Vice President for Human Resources**  
**Date: October 5, 2022 - Revised October 20, 2022**  
**Re: Promotions/Reclassifications/Pay Corrections**

The following Promotions/Reclassifications have been made since September 15, 2022.

Effective Date of Promotion/Salary Adjustment	Department	Name	Current Title	Current Base Salary	Adjusted Base Salary
9/5/2022	Academic Affairs/Liberal Arts	Kerri O'Neill	Teaching Assistant for Visual to Coordinator, Visual Arts	\$46,877	\$48,377
9/19/2022	Purchasing	Sheri McIntyre	Procurement Compliance Analyst to Associate Director of Purchasing	\$66,222	\$74,222
10/17/2022	College Advancement/WWFM	Marcia Carpino	Membership Manager to WWFM Membership Manager	\$51,565	\$65,000
10/17/2022	Innovation, Online Education & Student Success	Stacie Ann Hannawacker	Manager, Registration to Director of Youth Programs and Non-Credit Registration	\$48,248	\$61,689
3/23/2021*	Math, Science & Health	Pieslak, Barbara	Current Title: Senior Executive Assistant	\$65,464	\$71,834

\*This represents a correction to the effective date of a promotion previous approved on April 21, 2022.



***Human Resources Office***

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

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

**Date: October 5, 2022**

**Re: Ratification of Stipends**

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The following stipends have been made since September 15, 2022.

<b>Effective Date of Stipend</b>	<b>Department</b>	<b>Name</b>	<b>Title</b>	<b>Annual Stipend Based on Additional Duties</b>	<b>Purpose</b>
10/3/2022	Academic Affairs	Denise Ratti	Grant Coordinator	\$250 paid by weekly through June 30, 2023 or until a new director is hired whichever comes first	Additional duties for a vacancy in the department.



**Office of Human Resources**

**October 5, 2022**

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**To:** Barbara Basel, Vice President of Human Resources  
**From:** Jeby Mathew, Coordinator HRIS Operations, Human Resources  
**Subject:** **Separation Report for September 2022**

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<b>Date</b>	<b>Name</b>	<b>Title</b>	<b>Division</b>	<b>Type*</b>
09/02/2022	Joana Rodriguez	Executive Assistant,	College Advancement	RS
09/09/2022	Scott Butchley	Deputy Director,	Human Resources	RS
09/09/2022	Janeth Philhower	Project Manager,	Human Resources	RS
09/22/2023	Brian Gorman	Security Officer II,	College safety	RS
09/29/2022	Brielle Papaccio	Library Technician,	Library Services	RS

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



To: Dr. Tonia Perry-Conley,  
Acting Vice President- Student Affairs

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

Date: October 03, 2022

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

Dr. Conley,

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 September 2022, there was one (1) Reportable Offense-Crime(s), fires, and other emergencies that occurred on campus during the reporting period as recorded by campus security. The incident was as follows:

**1) September 28, 2022- West Windsor :**

PE building - Unsecured personal articles and four (4) computer (lap-top) equipment were removed from the Soccer Locker room while the teams were on the field.

Cameras and access control points were reviewed with no success as to the actor(s) or attendant circumstances. The incident was reported to West Windsor Police Department and a report was generated on the thefts. At this time, neither MCCC nor WWPD have any solvability factors to work with.

As a proactive measure, the PE staff will be reinforcing the signage with respect to the need to secure property and personal effects when unattended.

**End of Report**