

MERCER COUNTY COMMUNITY COLLEGE

721st Minutes of the Meeting
of the Board of Trustees
February 26, 2025

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

I. OPENING OF MEETING

A) **FLAG SALUTE**

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

B) **STATEMENT OF NOTIFICATION**

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

C) **ADOPTION OF AGENDA**

Trustee Puliti moved to approve the agenda, which was seconded by Trustee Blake and adopted with Trustees Appelget, Blake, Haughton, León, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

D) **PUBLIC COMMENT**

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

II. PRESIDENT'S UPDATE

President Preston provided the following updates:

- Some good news about the 4DX (four disciplines of executive) project, which is designed to improve the student graduation rate by looking at retention, first semester success rate, and the success rate of some specialized populations. Most of those metrics are measured once a year at end of the year to get the graduation rate. However, two of the metrics are measured each semester. The fall to spring retention started with 74% and set a goal for 75% and the goal was met. The first term success rate for credit and non-credit student started with a 73% and set a goal for 75% and we exceeded the goal with 77%.
- The bill to modernize and update the charter of the NJCCC is gaining traction in legislation.

- The Governor released the budget and NJ community college budgets were cut \$20 million dollars. The NJCCC presidents are meeting soon and discuss an advocacy plan.

III. APPROVAL OF MINUTES

Trustee Puliti moved to approve agenda item III (A) through (E), which was seconded by Trustee Haughton and adopted with Trustees Appelget, Blake, Haughton, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye. Trustee León abstained. Trustees Haughton and Puliti abstained from the Executive Session Minutes of November 20, 2024.

- A) Approval of Minutes of January 22, 2025 Board Meeting
- B) Approval of Executive Session Minutes of September 25, 2024
- C) Approval of Executive Session Minutes of October 23, 2024
- D) Approval of Executive Session Minutes of November 20, 2024
- E) Approval of Executive Session Minutes of December 18, 2024

IV. FINANCE & FACILITIES MATTERS

Trustee Puliti presented agenda items IV (A) FY25-198 through (D) FY25-201 for ratification, which were second by Trustee Haughton. The items were ratified with Trustees Appelget, Blake, Haughton, León, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

- A) MONTHLY FINANCIAL STATEMENT (Resolution FY25-198)
The members of the Board noted receipt and ratified the Monthly Financial Statement, which is attached.
- B) INVESTMENT DETAIL (Resolution FY25-199)
The members of the Board noted receipt and ratified the Report of Investment Detail, which is attached.
- C) PURCHASE ORDERS AND CONTRACTS UNDER \$41,600 (Resolution FY25-200)
The members of the Board noted receipt and ratified the Report on Purchase Orders and Contracts under \$41,600.00, which is attached.
- D) MONTHLY PAYMENTS LIST (Resolution FY25-201)
The members of the Board noted receipt and ratified the monthly payments lists for January 2025

Trustee Puliti presented agenda items IV (E) FY25-202 through (K) FY25-208, which were second by Trustee Haughton. The items were passed with The items were ratified with Trustees Appelget, Blake, Haughton, León, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

- E) Accelerated Information Systems (FY25-202)
- F) Apruzzese, McDermott, Mastro & Murphy (FY25-203)
- G) Aspire Technology Partners c/o CCA Financial, LLC (Nutanix) (FY25-204)

- H) Franklin Covey Client Sales Inc. (FY25-205)
- I) Innvoke, LLC (FY25-206)
- J) Intersection Media, LLC (FY25-207)
- K) Kyocera Document Solutions America, Inc. (FY25-208)

V. HUMAN RESOURCES MATTERS

Trustee Rehman presented agenda item V (A) FY25-209, which was seconded by Trustee Rajski. The items were passed with Trustees Appelget, Blake, Haughton, León, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

- A) RATIFICATION OF APPOINTMENTS, PROMOTIONS/RECLASSIFICATIONS, STIPENDS, AND RECEIPT OF STAFF SEPARATION REPORT (Resolution FY25-209)
BE IT RESOLVED, that this Board approves the ratification of appointments, promotions/reclassifications, stipends, and notes receipt of the Staff Separation Report, which will be made a part of the minutes of this meeting.

Trustee Rehman presented agenda item V (B) FY25-210, which was seconded by Trustee Nespoli. The items were passed with Trustees Appelget, Blake, Haughton, León, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

- B) REAPPOINTMENT OF SECOND-YEAR FACULTY MEMBERS (Resolution FY25-210)
BE IT RESOLVED, that this Board hereby approves the offering of new appointments effective with the 2025-2026 academic year to certain faculty members currently in their second year of service, as recommended by the President as indicated in the attached which is to be made part of the minutes of this meeting.

Dr. Rehman welcomed Trustee Jacquelyn León to the Human Resources Committee.

VI. OPERATIONS MATTERS

Trustee Blake presented agenda item VI (A) FY25-211 for ratification, which were second by Trustee Rajski. The item was ratified with Trustees Appelget, Blake, Haughton, León, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

- A) JANUARY 2025 REPORTABLE CRIMES, FIRES, AND OTHER EMERGENCIES
(Resolution FY25-211)
The members of the Board noted receipt and review and ratified the report, which is attached.

VII. NEW JERSEY COUNCIL OF COUNTY COLLEGES REPORT

Dr. Nespoli asked Alumni Trustee Jordyn Bostick and Dr. Aamir Rehman to say a few words regarding their experience at the ACCT National Legislative Summit. Dr. Nespoli also thanked Ms. Carolyn White, VP Student Affairs, for filling in last minute and representing MCCC.

VIII. CHAIR'S REPORT

- Chair Appelget reminded the Trustees of the Facilities Master Plan update opportunity in March, and the April 3rd Spring into Student Success Foundation fundraiser.

IX. EXECUTIVE SESSION

BE IT RESOLVED, that this Board adjourned to an Executive Session at 7:08pm to discuss a legal matters and personnel matters. Circumstances under which these discussions will be disclosed to the public when necessary actions are taken at public session. The Executive Session concluded at 7:38pm. The public session reconvened at 7:39pm.

Trustee Blake motioned to add Resolution FY25-212 Settlement Agreement to the agenda, which was second by Trustee Nespoli. The item passed with Trustees Appelget, Blake, Haughton, León, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

SETTLEMENT AGREEMENT (Resolution FY25-212)

WHEREAS, Mercer County Community College and Elizabeth Knight agree to resolve an issue stemming from a grievance agreement executed in 2020, a grievance filing in 2023 and a subsequent Department of Labor complaint in 2024;

WHEREAS, the Board wishes to accept the terms of the settlement in consideration of the nullification of the contract; now therefore

BE IT RESOLVED, that the Board hereby approves the terms of the settlement and the President is authorized, on behalf of this Board, to sign and implement the terms of the agreement.

There being no further business to discuss, Trustee Blake moved to adjourn the meeting. The motion was seconded by Trustee Puliti and passed unanimously. The meeting adjourned at 7:40pm.

Respectfully submitted,



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

**MERCER COUNTY COMMUNITY COLLEGE
FINANCE OFFICE**

Resolution FY25-198

REVENUE	Budget FY25	Actual as of 01/31/2025	Percent of Budget Realized	2024 Actual
Tuition- Credit	\$ 25,110,377	\$ 25,369,904	101%	\$ 22,216,219
Course Fees	\$ 9,700,000	\$ 9,826,662	101%	\$ 8,226,719
Tuition Waivers	\$ (2,000,000)	\$ (2,763,014)	138%	\$ (2,397,594)
TOTAL TUITION & FEES:	\$ 32,810,377	\$ 32,433,551	99%	\$ 28,045,344
APPROPRIATIONS				
State of New Jersey	\$ 7,433,816	\$ 4,512,221	61%	\$ 7,967,611
County of Mercer	\$ 19,729,980	\$ 11,464,945	58%	\$ 19,343,117
Partnerships	\$ 50,000	\$ -	0%	\$ 49,622
Community Education/Non Credit	\$ 880,000	\$ 393,837	45%	\$ 847,047
Auxiliary Operations	\$ 2,855,000	\$ 1,572,497	55%	\$ 2,963,018
Facility Rentals	\$ 700,827	\$ 532,088	76%	\$ 834,080
Other Income	\$ 2,400,000	\$ 1,875,671	78%	\$ 4,144,231
TOTAL REVENUE:	\$ 66,860,000	\$ 52,784,811	79%	\$ 64,194,071
EXPENSES				
Salaries & Wages				
Faculty	\$ 17,349,400	\$ 9,705,218	56%	\$ 16,762,765
Administrators	\$ 4,096,946	\$ 2,181,040	53%	\$ 3,961,657
Clerical	\$ 2,384,695	\$ 1,370,837	57%	\$ 2,304,053
Professional	\$ 9,511,841	\$ 5,575,590	59%	\$ 9,193,964
Part Time	\$ 4,264,714	\$ 2,304,220	54%	\$ 4,120,496
Custodial / Maintenance / Security	\$ 2,456,640	\$ 1,301,092	53%	\$ 2,373,565
Total Salaries & Wages	\$ 40,064,236	\$ 22,437,997	56%	\$ 38,716,501
Employee Benefits	\$ 13,000,000	\$ 6,720,830	52%	\$ 12,438,619
TOTAL PERSONNEL EXPENDITURES:	\$ 53,064,236	\$ 29,158,827	55%	\$ 51,155,120
Utilities	\$ 1,985,950	\$ 942,807	47%	\$ 1,796,161
Building Lease	\$ 300,000	\$ 205,980	69%	\$ 296,774
Maintenance Contracts	\$ 995,000	\$ 527,173	53%	\$ 1,022,837
Facilities Maintenance	\$ 550,000	\$ 326,484	59%	\$ 530,375
Insurance	\$ 890,000	\$ 711,168	80%	\$ 752,120
Staff Development/Travel	\$ 350,000	\$ 386,496	110%	\$ 578,500
Marketing General Advertising	\$ 600,000	\$ 67,161	11%	\$ 594,147
IT Hardware / Software	\$ 1,600,000	\$ 1,332,010	83%	\$ 1,611,130
Legal/Professional Fees	\$ 280,000	\$ 475,412	170%	\$ 750,925
Purchased Services	\$ 2,100,000	\$ 1,400,085	67%	\$ 2,362,665
General Ed/Lab Supplies	\$ 365,000	\$ 217,576	60%	\$ 360,807
Student Development	\$ 465,000	\$ 234,433	50%	\$ 459,231
Other	\$ 3,314,814	\$ 2,580,354	78%	\$ 4,115,285
TOTAL OTHER EXPENDITURES:	\$ 13,795,764	\$ 9,407,140	68%	\$ 15,230,957
TOTAL OPERATING AND PERSONNEL	\$ 66,860,000	\$ 38,565,967	58%	\$ 66,386,076

**MERCER COUNTY COMMUNITY COLLEGE
 FINANCE OFFICE**

Resolution FY25-199

**INVESTMENT DETAIL
 FOR THE PERIOD ENDING JANUARY 31, 2025**

<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>TERM & INTEREST RATE</u>	<u>AMOUNT</u>
01/31/25	BANK OF PRINCETON	3.95%	693,567.05
01/31/25	FIRST BANK	3.95%	1,136,806.16
01/31/25	WELLS FARGO BANK BALANCE	3.91%	2,676,333.23
01/31/25	CASH MANAGEMENT FUND-NJ	5.23%	17,769,039.77 **
			<u>\$ 22,275,746.21 *</u>
	<u>LONG TERM INVESTMENTS</u>		
01/31/25	WELLS FARGO - UNEMPLOYMENT TRUST	3.95%	<u>\$ 537,627.02</u>

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

** Includes: 3.4 mil in Flight Fees

MCCC PURCHASE ORDER REPORT
 \$8,320 - \$41,600
 DATE OF BOARD MEETING: February 26, 2025

Resolution FY25-200

Purchases over \$8,320 require three (3) quotes or over \$41,600 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
P19338	1/2/24	Dance Connection Hillsborough, NJ	\$18,235.77	33-03-01-02-209001-42518	Exemption: Entertainment

Box office split/Performance fees for The Nutcracker in the Kelsey Theatre.

P19336	1/2/24	Shakespeare 70 Lawrenceville, NJ	\$9,269.49	33-03-01-02-209001-42518	Exemption: Entertainment
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Box office split/Performance fees for Clean House in the Kelsey Theatre.

P20378	1/7/25	J.H. Williams Enterprises Inc. Moorestown, NJ	\$40,800.00	70-07-01-03-700102-69240	Ck09Mercer2021-14
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AD Building railing renovation.

P20377	1/7/25	Open Systems Integrators Hamilton, NJ	\$34,800.00	10-07-01-03-301401-68550	ESCNJ #21/22-41
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Annual NFFA 72 Fire Alarm inspection and Preventative maintenance.

P20409	1/13/25	Adams Lattiboudere Croot Herman LLC Iselin, NJ	\$26,250.00	10-06-01-03-301001-64103	Exemption: Professional Services
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Professional legal services for months of January, February, and March.

P20451	1/15/25	Adorama Inc. New York, NY Westville, NJ	\$18,737.03	22-01-01-02-302144-61100	TIPS #230105 + #230901
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Equipment for Digital Film program. Paid for by Perkins grant.

P20451	1/16/25	Ellucian Company LLC Reston, VA	\$12,021.00	10-01-01-03-301304-64110	Exemption: Proprietary
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Ellucian On-Demand training.

MCCC PURCHASE ORDER REPORT
 \$8,320 - \$41,600
 DATE OF BOARD MEETING: February 26, 2025

Resolution FY25-200

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 Budget lines beginning with "2" indicate grant funded

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P20450	1/16/25	Allstate Office Interiors Robbinsville, NJ	\$10,909.60	70-07-01-03-701536-76101	NJSC #23-Food-47764

Replacement flooring for Liberal Arts, Business, and Student Center Buildings. Paid for by Chapter 12.

B8990	1/21/25	Remarkable Foods Kitchens LLC Parsippany, NJ	\$11,700.00	10-01-02-02-208005-69320	Exemption: Food
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Monthly rental fee for Wonder TurboChef Oven for JKC Café.

P20507	1/23/25	Penn Medicine Princeton Health Plainsboro, NJ	\$8,560.00	10-01-01-02-206200-61102	Exemption: Professional Services
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Nursing students medical screening.

P20522	1/28/25	Connectable Inc Camby, IN	\$10,000.00	22-01-02-02-302022-69723	Exemption: Proprietary
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Software for JKC Adult Education program. Paid for by NJDOL Workforce ABS Grant.

P20534	1/30/25	Northeast Plumbing Services LLC Williamstown, NJ	\$27,665.00	70-07-01-03-700102-69240	ESCNJ 24/25
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Replacement of water heater for the Conference Center

MERCER COUNTY COMMUNITY COLLEGE
 FINANCE OFFICE
 Over \$10K Disbursements
 January 2025

Resolution FY25-201

	<u>Check</u>	<u>Amount</u>	<u>Vendor</u>	<u>Funding Description</u>
	COLLEGE DISBURSEMENTS			
1.	422528	\$ 1,429,022.25	Infinity Flight Group	Student Flight Fees Funded-Nov24
2.	422969	\$ 948,484.76	Infinity Flight Group	Student Flight Fees Funded-Dec24
3.	423045	\$ 697,635.71	Weatherproofing Technologies	Roofing- Chapter XII Funded
4.	422467	\$ 325,975.70	CBIZ Insurance	Insurance
5.	422739	\$ 167,397.04	Presidio Networked Solutions	Wiring/Security-ChXII Funded
6.	422761	\$ 89,900.00	Suplee, Clooney & Co.	Audit 2024
7.	422807	\$ 89,261.37	Conover Building Maintenance	Custodial Services-Dec24
8.	422747	\$ 83,760.00	RDW Group ,DBA iFactory	IT Consulting-Website Redesign
9.	422679	\$ 80,657.65	Dell Marketing	Laptops
10.	422745	\$ 70,536.61	PSE&G	Electric - Dec24
11.	422902	\$ 68,755.52	Allstate Office Interiors	Replacement Office Furniture
12.	422811	\$ 64,134.16	Dell Marketing	Laptops
13.	422815	\$ 54,477.00	Ellucian Company	Maintenance Renewal 2025-26
14.	422667	\$ 52,053.60	CM3 Building Solutions	Upgrade Technology Across MCCC
15.	422909	\$ 46,625.00	Blackboard	Learning Software
16.	422934	\$ 38,824.02	Culinary Depot	HRIM Kitchen Equipment
17.	422971	\$ 34,940.00	Intersection Media	Marketing
18.	422570	\$ 28,260.00	NJEdge.Net	Telephone Software
19.	422983	\$ 25,747.52	Map & Broad	Rent-Feb25
20.	422524	\$ 24,383.16	Horizen Dental	Employee Dental - Jan25
21.	422966	\$ 23,715.96	Horizon Dental	Employee Dental-Feb25
22.	422597	\$ 23,075.00	Spiezle Architectural Group	Master Plan
23.	422952	\$ 22,708.15	Susan J. Galli	Theater-Box Office Split
24.	422523	\$ 20,000.00	HISPA, Inc	EOF-College Programs
25.	422942	\$ 19,402.85	Elizabethtown Water	Water-Dec24

MERCER COUNTY COMMUNITY COLLEGE
FINANCE OFFICE
Over \$10K Disbursements
January 2025

Resolution FY25-201

	<u>Check</u>	<u>Amount</u>	<u>Vendor</u>	<u>Funding Description</u>
26.	422904	\$ 19,330.50	ATI/NHA	Instructional Supplies
27.	422876	\$ 19,008.61	Tti Environmental Inc.	Compliance Services
28.	423037	\$ 18,929.65	Vicinity Energy Trenton	Thermal Charges-Dec24
29.	422809	\$ 18,235.77	Dance Connection	Theatre Box Office Split
30.	422708	\$ 16,500.00	Imbue Creative	Digital Marketing
31.	422653	\$ 14,660.62	Arcmercer	Shuttle Service
32.	422760	\$ 14,566.29	Sunlight General	Solar Energy-Dec24
33.	422448	\$ 13,943.21	Accruent, LLC	EMS Enterprise Events-(Reissue Check)
34.	422777	\$ 13,644.93	Windstream Services	Telephone-Dec24
35.	422998	\$ 12,608.81	Penn Medicine Princeton Health	Athletic Physicals
36.	422670	\$ 12,605.30	Compass Group	Food Service
37.	422567	\$ 11,768.00	National Public Radio, Inc	WWFM Programs Grant Funded
38.	422928	\$ 10,969.90	Compass Group/Canteen	Food Service
39.	422680	\$ 10,907.92	Direct Energy Business	Natural Gas-Jan5
40.	422948	\$ 10,800.00	Franklin Covey	4DX Consultant Fees
41.	422869	\$ 10,675.00	Touchnet	Software Fees
42.	422840	\$ 10,223.00	NJCLASS	Loan Refund
Total Vendor Disbursements:		\$ 4,769,110.54		
STUDENT DISBURSEMENTS				
43.	366661	\$ 14,503.35	Rodrigo Ramos Aurreochecha	Refund
44.	366659	\$ 11,456.00	Michael Perez	Refund
45.	366685	\$ 11,393.25	Christopher Miller	Refund
46.	366627	\$ 5,196.00	Kirsten Stadler	Refund
Total Student Disbursements:		\$ 42,548.60		
TOTAL DISBURSEMENTS:		\$ 4,811,659.14		

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
FEBRUARY 26, 2025**

RESOLUTION FY25 – 202

**ACCELERATED INFORMATION SYSTEMS
DOCUMENT MANAGEMENT AND E-SIGNATURE CLOUD BASED SOFTWARE**

WHEREAS, Mercer County Community College needs to renew the user licenses associated with its existing cloud-based document management system (Laserfiche Cloud) for digital storage of records, transcripts and other documents for various departments College-wide (Financial Aid, Administration, Human Resources); and

WHEREAS, Mercer County Community College also needs to renew the user licenses associated with its existing cloud-based document e-signature approval and routing software (DropBox Sign) which includes integration with Laserfiche Cloud, for College-wide use (6,000 signatures); 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 agreement; and

WHEREAS, Mercer County Community College had identified Accelerated Information Systems Inc. of Hauppauge, New York has the needed Laserfiche software available under a cooperative purchasing agreement with the Educational Services Commission of New Jersey* pricing system which represents the best value for the College; and

WHEREAS, Accelerated Information Systems developed a proprietary integration between Laserfiche Cloud and DropBox Sign that provides seamless signature requests from within Laserfiche Cloud and also returns signed documents back into the Laserfiche repository; 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; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to renew the College's contract with Accelerated Information Systems of Hauppauge, New York to a.) renew the user licenses associated with the existing cloud-based document management system (Laserfiche Cloud) for digital storage of records, transcripts and other documents for various departments College-wide (Financial Aid, Administration, Human Resources) for an amount not to exceed \$60,394 for one year from March 10, 2025 to March 9, 2026 and b.) for cloud-based document

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
FEBRUARY 26, 2025**

RESOLUTION FY25 – 202

e-signature routing and approval software (DropBox Sign), for an amount not to exceed \$17,160 for the period July 1, 2024 to June 30, 2025.

*Educational Services Commission of New Jersey (ESCNJ) Co-Op #65MCECCPS

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
FEBRUARY 26, 2025**

RESOLUTION FY25 - 203

**APRUZZESE, MCDERMOTT, MASTRO & MURPHY
RETENTION OF LEGAL COUNSEL**

WHEREAS, Mercer County Community College has a need to retain legal counsel to represent the College in pending litigation, for an amount not to exceed the College's insurance policy's retention amount for School Leaders coverage; 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; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to retain Apruzzese, McDermott, and Mastro & Murphy, Liberty Corner, NJ, as legal counsel to represent the College in pending litigation, for an amount not to exceed \$75,000, which is the College's insurance policy's School Leaders coverage deductible on a per claims basis.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
FEBRUARY 26, 2025**

RESOLUTION FY25 - 204

**ASPIRE TECHNOLOGY PARTNERS c/o CCA FINANCIAL, LLC
NUTANIX HARDWARE AND SOFTWARE LEASE RENEWAL**

WHEREAS, Mercer County Community College has a need to renew the current lease for hardware and software to upgrade cloud-based server infrastructure and maintain functionality and system management in FY(s) 2025 – 2030, for the Information Technology Services department; and

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

WHEREAS, NJEdge.Net through its partnership with Aspire Technology Partners offers voluntary participation and pricing through NJEdge Market Cooperative Contract (00278834) for the purchase of goods and services; and

WHEREAS, the Board of Trustees approved Mercer County Community College participation in the NJEdge Market Cooperative Pricing System on April 19, 2018; and

WHEREAS, Aspire Technology Partners, Eatontown, NJ, is an approved participant in the NJEdge Market Cooperative Pricing System*; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a sixty (60) month renewal lease with Aspire Technology Partners of Eatontown, New Jersey c/o CCA Financial, LLC, of Richmond, Virginia, for hardware and software to upgrade cloud-based server infrastructure to maintain functionality and system management at an annual cost not to exceed \$86,280 from July 1, 2025 through June 30, 2030.

* NJEdge Contract #00278834

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
FEBRUARY 26, 2025**

RESOLUTION FY25 - 205

**FRANKLIN COVEY CLIENT SALES INC.
CONSULTING SERVICES – AMENDMENT FOR COST**

WHEREAS, Mercer County Community College has contracted Franklin Covey Client Sales Inc. to provide consulting and training services in FY 2025 and needs to acquire additional services and increase the FY 2025 purchase order;

WHEREAS, on September 24, 2024, the Board of Trustees authorized the President to contract with Franklin Covey Client Sales Inc., Salt Lake City, Utah to provide consulting and training services for an amount not to exceed \$65,000 from July 1, 2024 through June 30, 2025;

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, Franklin Covey 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 year, and the contract will prohibit them 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 contract with Franklin Covey Client Sales Inc., of Salt Lake City, Utah, and increase the FY 2025 purchase order by \$20,000, from \$65,000 to a new not to exceed amount of \$85,000, to provide additional consulting and training services from July 1, 2024 through June 30, 2025.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
FEBRUARY 26, 2025**

RESOLUTION FY25 - 206

**INVOKE, LLC
PRINTING SERVICES**

WHEREAS, Mercer County Community College has a need for signage, promotional materials, and large scale printing services for the James Kerney and West Windsor campuses; 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 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 Invoke, LLC has the experience necessary to provide signage, promotional materials, and large scale printing services 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 this Board, to authorize the issuance of purchase orders with Invoke, LLC of Cranbury, New Jersey, to provide signage, promotional materials, and large scale printing services for the James Kerney and West Windsor campuses at a cost not to exceed \$125,000 from July 1, 2024 to June 30, 2025.

* Educational Services Commission of New Jersey Contract #24/25-10

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
FEBRUARY 26, 2025**

RESOLUTION FY25 - 207

INTERSECTION MEDIA, LLC

WHEREAS, Mercer County Community College has a need to acquire advertising for academic year(s) 2024 and 2025; and

WHEREAS, the College has a need for additional resources to elevate the College's enrollment marketing and ongoing marketing and branding efforts in support of student enrollment campaigns; 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) (20) exempts without limitation advertising to increase student enrollment and associated consulting services from public solicitation for bids but requires a resolution authorizing the award of such a contract; and

WHEREAS, Intersection Media, LLC 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 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, on behalf of this Board, to increase the current fiscal year 2025 purchase order with Intersection Media, LLC of New York, New York from the current amount of \$34,940 to a new not to exceed amount of \$65,000 for advertising for the academic year(s) 2024 and 2025 from July 1, 2024 through June 30, 2025.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
FEBRUARY 26, 2025**

RESOLUTION FY25 - 208

**KYOCERA DOCUMENT SOLUTIONS, INC.
COPIER SERVICES**

WHEREAS, Mercer County Community College has a need to obtain additional multi-function copier machines at the James Kerney and West Windsor campuses, and the Dempster Center Fire Academy for fiscal years 2023- 2027; and

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

WHEREAS, Mercer County Community College is a member of the OMNIA Pricing Consortium for the procurement of goods and services at competitive pricing; and

WHEREAS, of the three (3) vendors who were solicited to submit quotes under a state and/or cooperative purchasing contract and that responded by the required due date of August 22, 2022, Kyocera Document Solutions America, Inc. was evaluated to have the most responsible and cost-effective bid proposal representing the best value for Mercer County Community College; and

WHEREAS, the Board of Trustees previously approved a Resolution on September 15, 2022 to contract with Kyocera Document Solutions America, Inc. of Fairfield, New Jersey for multi-function copier machines at the James Kerney and West Windsor campuses, and the Dempster Center Fire Academy for fiscal years 2023- 2027; now therefore

BE IT RESOLVED, that the President is authorized to amend the current contract with Kyocera Document Solutions America, Inc. of Fairfield, New Jersey to provide additional multi-function copier machines at the James Kerney and West Windsor campuses, and the Dempster Center Fire Academy, amending the contract value from \$100,813 annually to a new not to exceed amount of \$135,000 annually from October 1, 2022 and ending September 30, 2026.

*OMNIA Cooperative Contract #R191102

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
FEBRUARY 26, 2025**

RESOLUTION FY25 – 209

**RATIFICATION OF APPOINTMENTS, PROMOTIONS/RECLASSIFICATIONS, STIPENDS,
AND RECEIPT OF STAFF SEPARATION REPORT**

BE IT RESOLVED, that this Board approves the ratification of appointments, promotions/reclassifications, stipends, and receipt of the staff separation report, which will be made a part of the minutes of this meeting.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
FEBRUARY 26, 2025**

RESOLUTION FY25 – 209A

APPOINTMENTS

Human Resources Department

To: Deborah Preston, Ph.D., President
From: Yvette Henry, Vice President for Human Resources
Date: February 3, 2025
Re: Ratification of Appointments

The following appointment(s) have been made since the January 2025 meeting of the Board of Trustees.

Effective Date of /Hire	Department	Name	Title	Salary	FLSA
02/17/2025	Facilities	Jack Struzynski	Maintenance I – Warehouse Shipping & Receiving	\$41,600	Non-Exempt
02/17/2025	College Safety	Sean Kornegay	Security Officer I	\$37,947	Non-Exempt
02/17/2025	College Safety	Thomas Rice	Security Officer I	\$37,947	Non-Exempt
02/17/2025	Academic Affairs	Stephen Perrot	ESL Program Manager	\$75,000	Exempt

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
FEBRUARY 26, 2025**

RESOLUTION FY25 – 209B

PROMOTIONS / RECLASSIFICATIONS

Human Resources Department

To: Deborah Preston, Ph.D., President
From: Yvette Henry, Vice President for Human Resources
Date: February 3, 2025
Re: Ratification of Promotions

The following promotions/reclassifications have been made since the January 2025 meeting of the Board of Trustees.

Effective Date of Promotion/ Salary Adjustment	Department/ Division	Name	Current Title/New Title	Current Base Salary	Adjusted Base Salary
09/01/2025	Academic Affairs	Anna-Graciela Samedá	Current: EOF Assistant Director of Enrollment & Eligibility New: EOF Associate Director	\$63,539.67	\$71,000.00
02/17/2025	College Safety	Hope Jarvis	Current: Supervisor of College Safety New: Manager of College Safety	\$60,058.00	\$75,000.00

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
FEBRUARY 26, 2025**

RESOLUTION FY25 – 209C

STIPENDS

Human Resources Department

To: Deborah Preston, Ph.D., President
From: Yvette Henry, Vice President for Human Resources
Date: February 3, 2025
Re: Ratification of Stipends

The following stipends have been made since the January 2025 meeting of the Board of Trustees.

Effective Date of Stipend	Department	Name	Title	Stipend Based on Additional Duties	Purpose
01/01/2025 through 06/30/2025	Academic Affairs	James Whitney III	Assistant VP, Academic Affairs	\$847.35 bi-weekly	Additional Duties due to reduced staffing
02/01/2025 through 04/30/2025	Facilities	David Dilatush	Maintenance I	\$172.85 bi-weekly	Additional Duties due to departmental need
02/01/2025 through 04/30/2025	Facilities	Thomas Powell	Maintenance I	\$176.18 bi-weekly	Additional Duties due to departmental need
02/01/2025 through 04/30/2025	Facilities	Raymond Andrejcik	Team Leader	\$240.45 bi-weekly	Additional Duties due to reduced staffing
02/01/2025 through 04/30/2025	Facilities	Jonathan Bogdan	HVAC Control Specialist	\$301.92 bi-weekly	Additional Duties due to reduced staffing
02/01/2025 through 04/30/2025	Facilities	Robert Bowman	HVAC -Craftsman	\$356.10 bi-weekly	Additional Duties due to reduced staffing
02/01/2025 through 04/30/2025	Facilities	Christian Martz	Maintenance II	\$186.22 bi-weekly	Additional Duties due to departmental need

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
FEBRUARY 26, 2025**

RESOLUTION FY25 – 209C

Effective Date of Stipend	Department	Name	Title	Stipend Based on Additional Duties	Purpose
02/01/2025 through 04/30/2025	Facilities	Jerry Simicsak	Messenger Driver II	\$261.53 bi-weekly	Additional Duties due to reduced staffing
01/01/2025 through 02/28/2025	Purchasing	Sherri McIntyre	Associate Director	\$294.03 bi-weekly	Overseeing Auxiliary transition responsibilities
01/01/2025 through 02/28/2025	College Safety	Todd Sparks	Manager, College Safety	\$290.47 bi-weekly	Additional Duties due to reduced staffing
01/01/2025 through 02/28/2025	College Safety	Hope Jarvis	Supervisor College Safety	\$115.49 bi-weekly	Additional Duties due to reduced staffing
01/01/2025 through 02/28/2025	College Safety	Clifford Pollard	Second Shift Manager	\$136.27 bi-weekly	Additional Duties due to reduced staffing
02/01/2025 through 06/30/2025	Marketing & Communications	Lori Diecidue	Officer Manager/Graphic Artist	\$206.00 bi-weekly	Additional Duties due to reduced staffing
01/01/2025 through 03/31/2025	Finance & Auxiliary Services	Marc Trabosh	Administrative Specialist	\$167.30 bi-weekly	Additional Duties due to departmental need
01/01/2025 through 03/31/2025	Finance & Auxiliary Services	Caroline Lippincott	Event Coordinator	\$198.00 bi-weekly	Additional Duties due to departmental need

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
FEBRUARY 26, 2025**

RESOLUTION FY25 – 209D

SEPARATIONS

Human Resources Department

To: Deborah Preston, PhD., President
From: Yvette Henry, Vice President for Human Resources
Date: February 3, 2025
Re: Separations

The following separation(s) have been made since the January 2025 meeting of the Board of Trustees.

Effective Date of Separation	Department	Name	Current Title	Type
01/17/2025	Student Affairs	Emanuel Medina	Enrollment Advisor	RS
02/14/2025	Academic Advising	Shaun Jacob-Patterson	Director of Academic Advising Center	RS
02/21/2025	Marketing and Publications	Nicholas Lucarelli	Video Content Creator	RS
02/10/2025	College Safety	James Waldon	Director of College safety	RS

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

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
FEBRUARY 26, 2025**

RESOLUTION FY25 - 210

REAPPOINTMENT OF SECOND-YEAR FACULTY MEMBERS

BE IT RESOLVED, that this Board hereby approves the offering of new appointments effective with the 2025-2026 academic year to certain faculty members currently in their second year of service, as recommended by the President as indicated in the attached which is to be made part of the minutes of this meeting.

Name	Title	Division	Date of FT Hire
Cedeidre Dumonde	Assistant Professor	Math, Science & Health Professions	8/28/2023
Rachel Tallone	Assistant Professor	Math, Science & Health Professions	8/28/2023
Fred Storer	Assistant Professor	Math, Science & Health Professions	8/28/2023
Vickie Masseur	Assistant Professor	Liberal Arts	8/28/2023
Alix Melchionna	Assistant Professor	Business, Technology & Professional Studies	8/28/2023



To: Ms. Carolyn White, V.P. Student Affairs
cc: Dr. Robert Schreyer

From: Todd Sparks
Manager of College Safety

Date: February 14, 2025

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

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

For the calendar month of ***January 2025, there were no Clery offenses or occurrences reported through College Safety and Security.***

End of report