

MERCER COUNTY COMMUNITY COLLEGE

Minutes of the 717th Meeting
of the Board of Trustees
October 23, 2024

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

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 Haughton and adopted with Trustees Appelget, Blake, Haughton, 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

Mr. Ray Agliata, Manager, Community Education & Training (CET) Department, gave an overview presentation on the CET goals, courses offered, and growth of the program. A copy of the presentation will be made a part of the minutes of this meeting

III. APPROVAL OF MINUTES

A) APPROVAL OF MINUTES OF SEPTEMBER 25, 2024 BOARD MEETING

Trustee Nespoli moved to approve the minutes of the September 25, 2024 Board Meeting, agenda item III (A), which was seconded by Trustee Haughton and adopted with Trustees Appelget, Haughton, Nespoli, Puliti, Rajski, and Rehman voting aye. Trustee Blake abstained.

BE IT RESOLVED, that the minutes of the September 25, 2024 meeting of the Board of Trustees are approved as presented.

IV. FINANCE & FACILITIES MATTERS

Trustee Puliti presented agenda items IV (A) FY25-141 through (D) FY25-144 for ratification, which were second by Trustee Rajski. The items were ratified with Trustees Appelget, Blake, Haughton, Nespoli, Puliti, Rajski, and Rehman voting aye.

- A) MONTHLY FINANCIAL STATEMENT (Resolution FY24-141)
The members of the Board noted receipt and ratified the Monthly Financial Statement, which is attached.
- B) INVESTMENT DETAIL (Resolution FY25-142)
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 FY25-143)
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 SEPTEMBER 2024 (Resolution FY25-144)
The members of the Board noted receipt and ratified the monthly payments lists for September 2024.

Trustee Puliti presented agenda items IV (E) FY25-145 through (J) FY25-150, which were second by Trustee Haughton. The items were passed with Trustees Appelget, Blake, Haughton, Nespoli, Puliti, Rajski, and Rehman voting aye.

- E) Conover Building Maintenance (Resolution FY25-145)
- F) Honorlock Inc. (Resolution FY25-146)
- G) Laerdal Medical Corporation (Resolution FY25-147)
- H) Magic Touch Construction (Resolution FY25-148)
- I) Mercer County Improvement Authority CURE Insurance Arena c/o Global Spectrum, L.P. (Resolution FY25-149)
- J) Mohawk Lifts, LLC (Resolution FY25-150)

V. HUMAN RESOURCES MATTERS

Trustee Rehman presented agenda item V (A) FY25-151 which was seconded by Trustee Puliti. The item passed with Trustees Appelget, Blake, Haughton, Nespoli, Puliti, Rajski, and Rehman voting aye.

- A) RATIFICATION OF APPOINTMENTS, PROMOTIONS/ RECLASSIFICATIONS, STIPENDS, AND RECEIPT OF STAFF SEPARATION REPORT (Resolution FY25-151)
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) FY25-152 which was seconded by Trustee Puliti. The item passed with Trustees Appelget, Blake, Haughton, Nespoli, Puliti, Rajski, and Rehman voting aye.

B) REVISED POLICY #990 – AMERICANS WITH DISABILITY (ADA) – SECOND AND FINAL READING (Resolution FY25-152)

BE IT RESOLVED, that the Board hereby approves revised Policy #990 Americans with Disabilities Act (ADA) and Accommodations Policy as recommended by the President, Human Resources and Operations Committees of the Board, and as outlined in the attached, which will be made part of the minutes of this meeting.

VI. OPERATIONS MATTERS

Trustee Blake presented agenda item VI (A) FY25-153 for ratification, which were second by Trustee Nespoli. The item was ratified with Trustees Appelget, Blake, Haughton, Nespoli, Puliti, Rajski, and Rehman voting aye.

A) September 2024 REPORTABLE CRIMES, FIRES, AND OTHER EMERGENCIES
(Resolution FY25-153)

The members of the Board noted receipt and review and ratified the report, which is attached.

Trustee Blake presented agenda item VI (B) FY25-154, which were second by Trustee Rajski. The item was passed with Trustees Appelget, Blake, Haughton, Nespoli, Puliti, Rajski, and Rehman voting aye.

B) REVISED POLICY #946 – ACCEPTABLE USE OF TECHNOLOGY – SECOND AND FINAL READING (Resolution FY25-154)

BE IT RESOLVED, that the Board hereby approves revised policy #946 Acceptable Use of Technology as recommended by the President and Operations Committees of the Board, and as outlined in the attached, which will be made part of the minutes of this meeting.

VII. OTHER MATTERS

A) NOMINATING COMMITTEE – REPORT OF SLATE OF OFFICERS

On behalf of the Nominating Committee Chair, Trustee Haughton presented the slate of officers for the new year:

- Chair: Kristin Appelget
- Vice Chair: Lawrence Nespoli
- Treasurer: Gregory Puliti

VIII. NEW JERSEY COUNCIL OF COUNTY COLLEGES REPORT

Dr. Nespoli shared two updates.

- He was pleased to report that he and President Preston co-authored an article – “What Trustees Can and Should Do to Support New Presidents” – that recently appeared in Trustee Quarterly (Fall 2024), the national community college trustee magazine published by the

Association of Community College Trustees (ACCT).

- He also encouraged trustees to consider attending the ACCT National Legislative Summit on February 9-12, 2025 in Washington, DC. This gathering will provide excellent opportunities to meet with our federal representatives in the House and Senate and to hear from the new Administration on its priorities for higher education. Trustees should contact Lynette McCarthy in the president's office if they are interested in attending.

IX. CHAIR'S REPORT

Chair Appelget encouraged Trustees to attend the Scholarship Reception for Continuing Students on December 5th.

X. EXECUTIVE SESSION

BE IT RESOLVED, that this Board adjourned to an Executive Session at 7:03pm to discuss a 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 7:34pm. The public session reconvened at 7:35pm.

Trustee Nespoli motioned to approve a revised agenda to include resolution AY2023/2024 Performance Review for Deborah E. Preston, Ph.D. President (FY25-155) under Human Resources Matters. The motion was seconded by Trustee Rajski and adopted with Trustees Appelget, Blake, Haughton, Nespoli, Puliti, Rajski, and Rehman voting aye.

Trustee Puliti moved to approved Resolution FY25-155, which was seconded by Trustee Huaghton. The item passed with Trustees Appelget, Blake, Haughton, Nespoli, Puliti, Rajski, and Rehman voting aye.

C) RESOLUTION OF AY2023/2024 PERFORMANCE REVIEW FOR DEBORAH E. PRESTON, PH.D. PRESIDENT (Resolution FY25-155)
WHEREAS, the MCCC Board of Trustees according to ARTICLE VI - COMMITTEES, Section 8 of the MCCC Trustees By-Laws is responsible to undertake an annual review of the College President; and

WHEREAS, the Board Chair, Human Resources Committee Chair and the President met in July of 2023 and mutually agreed upon an evaluation method for the President's AY2022/2023; and

WHEREAS, during the month of September, 2023 the MCCC Board of Trustees participated and took part in a confidential performance review for the President's AY2022/2023; and

WHEREAS, the results of that performance review were finalized in a confidential performance review report prepared by the Board of Trustees Human Resources Committee Chair and distributed to Board of Trustees for review; and

WHEREAS, the MCCC Board of Trustees in October of 2023 met in closed executive session with the President to review the final performance review results; and

WHEREAS, the Board of Trustees after conducting the annual performance review have determined to put on record the President has excellent Leadership skills by demonstrating during the AY2022/2023 her attention to detail, problem solving capabilities, enthusiasm and the ability to get things done, particularly in the President's inaugural year; and

WHEREAS, the Board of Trustees after conducting the annual performance review have determined to put on record the President has excellent Communication skills by demonstrating during the AY2022/2023 her communications were very inclusive and engaging; and

WHEREAS, the Board of Trustees after conducting the annual performance review have determined to put on record the President has excellent Planning skills by demonstrating during the AY2022/2023 her involvement with statewide community college strategic initiatives and the President's emphasis on performing a long-overdue evaluation of the James Kerney Campus regarding its potential; and

WHEREAS, the Board of Trustees after conducting the annual performance review have determined to put on record the President has demonstrated excellent Managerial skills during the AY2022/2023; now therefore

BE IT RESOLVED, that the MCCC Board of Trustees have met its obligation to undertake a performance review for the President's AY2022/2023 and is adopting the final confidential performance review findings from the Human Resources Committee Chair dated October 21, 2023

NOW BE IT FURTHER RESOLVED, that the MCCC Board of Trustees has determined that the President has made remarkable progress in her inaugural year, has excelled in all the rated categories and has received an overall performance rating of "Excellent" for the AY2022/2023.

There being no further business to discuss, Trustee Haugton moved to adjourn the meeting. The motion was seconded by Trustee Rajski and passed unanimously. The meeting adjourned at 7:38pm.

Respectfully submitted,



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

**MERCER COUNTY COMMUNITY COLLEGE
 FINANCE OFFICE**

Resolution FY25-141

REVENUE	Budget FY25	Actual as of 09/30/2024	Percent of Budget Realized	2024 Actual
Tuition- Credit	\$ 25,110,377	\$ 14,071,433	56%	\$ 22,216,219
Course Fees	\$ 9,700,000	\$ 5,365,029	55%	\$ 8,226,719
Tuition Waivers	\$ (2,000,000)	\$ (1,533,607)	77%	\$ (2,397,594)
TOTAL TUITION & FEES:	\$ 32,810,377	\$ 17,902,855	55%	\$ 28,045,344
APPROPRIATIONS				
State of New Jersey	\$ 7,433,816	\$ 1,933,809	26%	\$ 7,967,611
County of Mercer	\$ 19,729,980	\$ 4,932,473	25%	\$ 19,343,117
Partnerships	\$ 50,000	\$ -	0%	\$ 49,622
Community Education/Non Credit	\$ 880,000	\$ 340,563	39%	\$ 804,882
Auxiliary Operations	\$ 2,855,000	\$ 500,387	18%	\$ 2,963,018
Facility Rentals	\$ 700,827	\$ 242,128	35%	\$ 834,080
Other Income	\$ 2,400,000	\$ 647,770	27%	\$ 4,155,784
TOTAL REVENUE:	\$ 66,860,000	\$ 26,499,985	40%	\$ 64,163,459
EXPENSES				
Salaries & Wages				
Faculty	\$ 17,349,400	\$ 3,610,431	21%	\$ 16,762,705
Administrators	\$ 4,096,946	\$ 828,159	20%	\$ 3,958,402
Clerical	\$ 2,384,695	\$ 545,201	23%	\$ 2,304,053
Professional	\$ 9,511,841	\$ 2,176,944	23%	\$ 9,190,185
Part Time	\$ 4,264,714	\$ 964,553	23%	\$ 4,120,496
Custodial / Maintenance / Security	\$ 2,456,640	\$ 529,391	22%	\$ 2,373,565
Total Salaries & Wages	\$ 40,064,236	\$ 8,654,680	22%	\$ 38,709,407
Employee Benefits	\$ 13,000,000	\$ 2,895,568	22%	\$ 12,009,348
TOTAL PERSONNEL EXPENDITURES:	\$ 53,064,236	\$ 11,550,248	22%	\$ 50,718,755
Utilities	\$ 1,985,950	\$ 271,977	14%	\$ 1,796,161
Building Lease	\$ 300,000	\$ 102,990	34%	\$ 296,774
Maintenance Contracts	\$ 995,000	\$ 173,321	17%	\$ 972,247
Facilities Maintenance	\$ 550,000	\$ 160,546	29%	\$ 530,375
Insurance	\$ 890,000	\$ 385,192	43%	\$ 752,120
Staff Development/Travel	\$ 350,000	\$ 216,900	62%	\$ 348,679
Marketing General Advertising	\$ 600,000	\$ (91,434)	-15%	\$ 594,147
IT Hardware / Software	\$ 1,600,000	\$ 830,145	52%	\$ 1,611,130
Legal/Professional Fees	\$ 280,000	\$ 128,536	46%	\$ 279,669
Purchased Services	\$ 2,100,000	\$ 649,901	31%	\$ 2,302,990
General Ed/Lab Supplies	\$ 365,000	\$ 87,658	24%	\$ 360,807
Student Development	\$ 465,000	\$ 59,413	13%	\$ 445,632
Other	\$ 3,314,814	\$ 1,025,583	31%	\$ 4,110,792
TOTAL OTHER EXPENDITURES:	\$ 13,795,764	\$ 4,000,729	29%	\$ 14,401,522
TOTAL OPERATING AND PERSONNEL	\$ 66,860,000	\$ 15,550,977	23%	\$ 65,120,277
			FY 24 Net:	\$ (956,819)

**MERCER COUNTY COMMUNITY COLLEGE
 FINANCE OFFICE**

Resolution FY25-142

**INVESTMENT DETAIL
 FOR THE PERIOD ENDING SEPTEMBER 30, 2024**

		TERM & INTEREST		
<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>RATE</u>	<u>DUE</u>	<u>AMOUNT</u>
09/30/24	BANK OF PRINCETON	3.95%	N/A	684,123.27
09/30/24	FIRST BANK	3.95%	N/A	1,110,649.20
09/30/24	WELLS FARGO BANK BALANCE	3.91%	N/A	4,832,707.88
09/30/24	CASH MANAGEMENT FUND-NJ	5.34%	N/A	<u>19,477,290.81</u> **
				\$ 26,104,771.16 *
	<u>LONG TERM INVESTMENTS</u>			
09/30/24	WELLS FARGO BANK - UNEMPLOYMENT TRUST	3.95%		<u>532,224.14</u>

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

** Includes: 5.4mil in Flight Fees

MCCC PURCHASE ORDER REPORT
 \$8,320 - \$41,600
 DATE OF BOARD MEETING: October 23, 2024

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
P19784	9/3/24	Cure Insurance Arena Trenton, NJ	\$13,500.00	10-06-01-05-500120-66350	Exemption: Advertising

Advertising package for the Cure Arena.

P19778	9/3/24	New Jersey Business Systems Robbinsville, NJ	\$14,864.10	70-07-01-03-700123-76101	NJSC #23-TELE-45460
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Network wiring for JKC Studio for ITS.

P19777	9/3/24	Novak Educational Consulting Inc Groton, MA	\$10,000.00	22-05-01-02-302141-64102	Exemption: Consulting Services
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Academic software. Paid for by the CAT Grant.

P19775	9/3/24	Education Associates Inc Louisville, KY	\$25,293.00	22-05-01-02-302141-64102	Exemption: Consulting Services
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Achieve Life Skills Online Training Package. Paid for by CAT Grant.

P19774	9/3/24	Zoom Video Communications Inc San Jose, CA	\$17,400.00	10-01-01-03-301302-69724	NJEDGE #EMLAS-18-004
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Zoom software renewal for ITS.

P19773	9/3/24	Dell Marketing LP Round Rock, TX	\$9,061.25	10-01-01-03-301306-69642	NJSC #23026/M0483/24-TELE-7188
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Dell Multi Port Adapter hardware for faculty.

P19817	9/10/24	Krueger International Green Bay, WI	\$23,320.55	70-07-01-03-700102-69420	ESCNJ Contract #22/23-08
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Computer Tables for University Center Rooms UC201 and UC208.

P19812	9/10/24	Presidio Networked Solutions LLC Iselin, NJ	\$19,432.37	10-01-01-03-301303-69612	NJSC #21-TELE-01506
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Conference Center auditorium switch replacements.

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
B8877	9/10/24	Blackboard Reston, VA	\$12,000.00	10-01-01-02-200403-69712	Exemption: Proprietary

Academic software, SaaS (Software as a Service) additional storage for FY25.

P19833	9/12/24	CM3 Building Solutions Inc Fort Washington, PA	\$10,981.39	10-04-02-02-208001-69721	Camden County #66CCEPS
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Interactive video display for JKC campus (KC117).

P19830	9/12/24	Brightly Software Pittsburgh, PA	\$18,108.75	10-01-01-03-301304-69713	Exemption: Proprietary
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Administrative software for facilities.

B8880	9/12/24	Sunbelt Rentals Inc. Fort Mill, SC	\$17,000.00	10-07-01-03-301401-69350	GSA #GS-21F-0028T
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Air conditioning and generator rental for FY25.

P19840	9/16/24	Municipal Emergency Services Southbury, CT	\$21,207.48	37-09-04-02-203009-69320	NJSC #17-FLEET-00810
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Turnout gear for Fire Academy.

B8887	9/16/24	Ampla Marketing Business Consulting LLC Decatur, GA	\$34,175.00	10-06-01-03-301001-63997	Exemption: Advertising
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Foundation campaign marketing support for FY25.

B8886	9/16/24	Carebridge Exton, PA	\$16,500.00	10-06-01-03-301002-52107	MCCC RFQ #2349
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Employee Assistance Program for FY25.

P19849	9/17/24	SHI International Corp Somerset, NJ	\$10,280.00	22-05-01-02-302141-69310	NJEDGE #269EMCPS-21-001
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Desktop Magnifier for CAT program. Paid for by CAT Grant.

P19862	9/18/24	A+ Athlete Sports Medicine LLC Robbinsville, NJ	\$8,415.00	10-05-01-04-402000-64770	Exemption: Professional Services
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Physician Services for student athletes.

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P19852	9/18/24	National Business Furniture LLC Milwaukee, WI	\$11,060.85	70-07-01-03-700102-69420	GSA #GS-27F-0024V
Replacement furniture for the AD Presidential Suite.					
P19851	9/18/24	National Business Furniture LLC Milwaukee, WI	\$10,254.20	70-07-01-03-700102-69420	MCCC RFQ #2507
Replacement furniture for the AD Presidential Suite.					
P19871	9/19/24	Decotiis, Fitzpatrick, Cole LLP Paramus, NJ	\$13,658.00	10-06-01-03-301001-64105	Exemption: Professional Services
Legal services for contract negotiations.					
B8895	9/19/24	Cure Insurance Arena Trenton, NJ	\$27,000.00	10-06-01-03-301001-63100	Exemption: Graduation
Cure Arena rental for Graduation for FY25.					
P19898	9/24/24	Culinary Depot Monsey, NY	\$40,999.02	22-01-01-02-302144-69310	MCCC RFQ #2503
Gas oven for HRIM program. Paid for by Perkins Grant.					
B8899	9/24/24	Human Architects LLC College Station, TX	\$28,500.00	10-06-01-06-600100-64110	Exemption: Consulting Services
Employee coaching for English Department.					
P19907	9/25/24	Snap-On Industrial IDC Holdings Crystal Lake, IL	\$15,009.85	22-01-01-02-302144-69310	Exemption: Sole Source
Equipment for Auto Tech Program. Paid for by Perkins Grant.					
P19916	9/26/24	Nuventive LLC Pittsburgh, PA	\$25,624.00	10-01-01-03-301304-64110	Exemption: Sole Source
Improvement platform software for ITS.					

MERCER COUNTY COMMUNITY COLLEGE
FINANCE OFFICE
Over \$5K Disbursements
SEPTEMBER 2024

Resolutions FY25-144

Check	Amount	Vendor	Funding Description
COLLEGE DISBURSEMENTS			
1 420981	\$ 1,319,965.96	Weatherproofing Technologies	Roofing- CH12 Funded
2 420947	\$ 426,661.63	Schindler Elevator Corp	Elevator Installation- CH12 Funded
3 420523	\$ 153,551.27	Dell Financial	IT Computer HW Lease
4 420616	\$ 86,660.71	Conover Building Maintenance	Custodial Services Aug24
5 420857	\$ 76,294.75	ATI/NHA	Instructional Testing Supplies
6 420634	\$ 55,941.65	Follett	Student Books Fin Aid Funded
7 420556	\$ 55,047.98	ProQuest LLC	Service Subscription
8 420541	\$ 39,500.00	J.H. Williams	AD Stairway Renovations
9 420687	\$ 34,044.00	Sunlight General	Solar Energy - Aug24
10 420665	\$ 30,210.20	Presidio Technology	Network Services- Chap12 Funded
11 420973	\$ 29,340.43	Vicinity Energy Trenton	Energy Thermal Charges-Sept24
12 420650	\$ 25,747.52	Map N Broad	Rent Oct24
13 420627	\$ 25,293.00	Education Associates, Inc.	Online Training
14 420550	\$ 25,268.44	NJ Business Systems	AD Building Cabling Services
15 420916	\$ 24,500.00	Human Architects	In-person Training
16 420914	\$ 22,878.39	Horizon Dental	Dental Oct24
17 420917	\$ 22,626.00	Insight Public Sector	Subscription
18 420705	\$ 17,400.00	Zoom Video Communications	Subscriptions
19 420517	\$ 16,833.00	Compass/Canteen	Catering Services
20 420657	\$ 14,864.10	NJ Business Systems	AD- Cabling Hardware
21 420892	\$ 14,307.44	Elizabethtown Water	Water Sept24
22 420849	\$ 13,563.00	Age-Out Angels Foundation	Prgm Exp Oct24 DOL Grant Funded
23 420876	\$ 13,500.00	Cure Insurance Arena	Advertising

MERCER COUNTY COMMUNITY COLLEGE

Resolutions FY25-144

FINANCE OFFICE

Over \$5K Disbursements

SEPTEMBER 2024

Check	Amount	Vendor	Funding Description
24 420699	\$ 12,827.04	Windstream Services	Phone Charges - Aug24
25 420939	\$ 10,574.01	PSE&G	Electric Sept24
26 420516	\$ 10,302.15	CM3 Building Solutions	Technology Upgrades
27 420880	\$ 10,182.00	Decotiis, Fitzpatrick & Cole	Negotiation Legal Fees
28 420659	\$ 10,000.00	Novak Educational Consulting	Course Licensing
29 420503	\$ 9,326.40	B&H Photo	Computer Monitors
30 420620	\$ 9,061.25	Dell Marketing	IT- Hardware
31 420637	\$ 8,197.88	Gambler Ridge Golf Club	Athletics- Golf Deposit MCCC Funded
32 420651	\$ 8,000.00	Maxient, LLC	Software
33 420943	\$ 7,875.00	RefQuest LLC	Official Fee's-Athletics
34 420984	\$ 7,434.00	World Sound Rentals	Software
35 420483	\$ 7,421.80	Adams Lattiboudere Croot	Legal Matters
36 420913	\$ 7,342.65	HonorLock, LLC	AI & Live Premium
37 420841	\$ 7,148.50	New Jersey Education Assn	Union Dues - Employee Paid
38 420700	\$ 6,567.67	Windstream Services	Phone Charges - Aug24
39 420890	\$ 6,559.98	Direct Energy Business	Gas-Sept24
40 420683	\$ 6,459.89	Stout's Charter Service	Shuttle Services
41 420632	\$ 6,400.00	Flooring Concepts of NJ	AD- Floor Repair
42 420652	\$ 6,238.15	MediaLab Solutions	Subscriptions
43 420926	\$ 5,500.00	LM Falcon LLC	Student Affairs Event
44 420594	\$ 5,387.50	Robyn I. Berenato	Student Event Speaker
45 420613	\$ 5,292.00	Compass Group/Canteen	Catering Services
46 420585	\$ 5,247.00	Alertus Technologies	Emergency IT Licenses
47 420861	\$ 5,022.27	Beebe Inc	Plumbing Supplies

MERCER COUNTY COMMUNITY COLLEGE

Resolutions FY25-144

FINANCE OFFICE

Over \$5K Disbursements

SEPTEMBER 2024

Check	Amount	Vendor	Funding Description
48 420875	\$ 5,000.00	Cure Insurance Arena	2025 Commencement Deposit
Total Vendors:	\$ 2,733,366.61		

STUDENT DISBURSEMENTS

49 363489	\$ 11,450.00	Eric S. McMahon	Refund
50 363459	\$ 5,856.50	Gabrielle M. Carpenter	Refund
Total Student Disbursements:	\$ 17,306.50		

TOTAL DISBURSEMENTS: \$ 2,750,673.11

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
OCTOBER 23, 2024**

RESOLUTION FY25 - 145

**CONOVER BUILDING MAINTENANCE
JANITORIAL AND PORTER SERVICES**

WHEREAS, Mercer County Community College has a need to acquire janitorial and porter services for the James Kerney and West Windsor campuses as well as the shared facility at the Mercer County Vocational School and the leased property at 101 North Broad Street, Trenton, NJ for Fiscal Year 25; and

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

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

WHEREAS, on November 19, 2020, this Board authorized the College to enter into an initial three (3) year contract, with two (2) one-year extension options, with Conover Building Maintenance, North Brunswick, New Jersey and a contract was let out with an initial term of December 1, 2020 through November 30, 2023 to provide janitorial services; and

WHEREAS, on November 15, 2023, the College exercised the first of two (1) one-year options to extend the current contract with Conover Building Maintenance to provide janitorial and porter services College-wide; now therefore

BE IT RESOLVED, that the President is authorized, to exercise the second of two (1) one-year extension options with Conover Building Maintenance of North Brunswick, NJ, in accordance with the resolution adopted by the Board of Trustees on November 19, 2020, for janitorial and porter services at the James Kerney and West Windsor campuses as well as the shared facility at Mercer County Vocational School and the leased property at 101 North Broad Street, Trenton, NJ, for an amount not to exceed \$1,071,136 from December 1, 2024 to November 30, 2025.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
OCTOBER 23, 2024**

RESOLUTION FY25 - 146

**HONORLOCK, INC.
ONLINE PROCTORING SERVICES**

WHEREAS, Mercer County Community College has an ongoing need to acquire campus-wide online proctoring services for 2,000 licenses for the Division of Innovation, Online Education and Student Success, procured through the New Jersey County Community College (NJCCC) Joint Purchasing Consortium (JPC); and

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

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

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

WHEREAS, Ocean County College has acted as the lead agency on behalf of the New Jersey Council of County Colleges (NJCCC) and acting on behalf of the Joint Purchasing Consortium with Honorlock, Boca Raton, Florida, procured through New Jersey County Community College (NJCCC) Joint Purchasing Consortium (JPC) RFP #22/23 R-1355*; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, through participation in the NJ County Community College (NJCCC) Joint Purchasing Consortium (JPC) to renew its annual agreement with Honorlock, Inc. Boca Raton, Florida for the purchase of 2,000 licenses for campus-wide online proctoring services for an amount not to exceed \$55,000 for the period July 1, 2024 to June 30, 2025.

*NJCCC - JPC RFP #22/23 R-1355

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
OCTOBER 23, 2024**

RESOLUTION FY25-147

**LAERDAL MEDICAL CORP.
VIRTUAL NURSING PROGRAMS AND EQUIPMENT**

WHEREAS, Mercer County Community College has a need to acquire virtual Resuscitation Quality Improvement programming and Nursing Sim Manikins for the Nursing Program for academic years 2024 and 2025, paid by Student Nursing Program Fees and the New Jersey Department of Education Carl D. Perkins grant program funds;

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.5 (a) (19) exempts materials and supplies which are not available from more than one potential bidder from public advertising for bids but requires a resolution authorizing the award of such a contract; and

WHEREAS, a provision of 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 nationally recognized and accepted cooperative purchasing agreements* but requires a resolution authorizing the award of such contracts; and

WHEREAS, Mercer County Community College is a member of the Sourcewell co-operative pricing system for the procurement of goods and services at competitive pricing and offers competitively solicited and awarded service agreements by public agencies and governmental units to ensure that industry best practices, processes, and procedures are applied to obtain the most cost effective bids representing the best value for its membership; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Laerdal Medical Corp. of Wappingers Falls, New York to acquire virtual Resuscitation Quality Improvement programming and Nursing Sim Manikins for an amount not to exceed \$200,000 from July 1, 2024 to June 30, 2025. Paid by Student Nursing Program Fees and the New Jersey Department of Education Carl D. Perkins grant program funds.

* Sourcewell Contract 011822-LAE

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
OCTOBER 23, 2024**

RESOLUTION FY25 - 148

**MAGIC TOUCH CONSTRUCTION
SEWER MAINTENANCE SERVICES**

WHEREAS, Mercer County Community College has a need for additional sewer pipe repair, cleaning, and grease trap replacement services for various buildings at 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 Magic Touch Construction has the experience necessary to provide sewer pipe cleaning and grease trap replacement services for various buildings, 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 issue an annual purchase order with Magic Touch Construction of Keyport, New Jersey, for sewer pipe repair, cleaning, and grease trap replacement services for various buildings at the James Kerney and West Windsor campuses for a cost not to exceed \$100,000 from July 1, 2024 to June 30, 2025.

* Educational Services Commission of New Jersey Contract #24/25-16

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
OCTOBER 23, 2024**

RESOLUTION FY25 - 149

**MERCER COUNTY IMPROVEMENT AUTHORITY c/o GLOBAL SPECTRUM L.P.
ADVERTISING AND LEASE OF VENUE FOR ANNUAL GRADUATION CEREMONY**

WHEREAS, Mercer County Community College has a need to lease the CURE Insurance Arena as the venue for the annual graduation ceremony to be held on May 15, 2025 and purchase a year-round advertising package at the Arena; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.5, (b) exempts from public advertising services made or entered into with the United States of America, the State of New Jersey, a county or municipality or any board, body, or officer, agency or authority or any state or subdivision thereof; and but requires a resolution authorizing the award of such a contract; and

WHEREAS, Global Spectrum, L.P. operates the CURE Insurance Arena as an agent for the Mercer County Improvement Authority, a County Authority; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Global Spectrum, L.P. who operates the CURE Insurance Arena as an agent for the Mercer County Improvement Authority, a County Authority, to lease the CURE Insurance Arena as the venue for the annual graduation ceremony to be held on May 15, 2025 and purchase a year-round advertising package at the Arena for an amount not to exceed \$45,000 from July 1, 2024 through June 30, 2025.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
OCTOBER 23, 2024**

RESOLUTION FY25 - 150

**MOHAWK LIFTS, LLC
AUTO TECH PROGRAM EQUIPMENT**

WHEREAS, Mercer County Community College has a need to purchase equipment for the Auto Tech Program, funded with New Jersey Department of Education Carl D. perkins program funds for FY 2025; and

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a contract with Mohawk Lifts, LLC of Amsterdam, New York for an amount not to exceed \$110,000 for the purchase of equipment for the Auto Tech Program, funded with New Jersey Department of Education Carl D. Perkins program funds from July 1, 2024 to June 30, 2025 (FY25).

*NJ State Contract #22-FLEET-01983

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
OCTOBER 23, 2024**

RESOLUTION FY25 – 151

**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
OCTOBER 23, 2024**

RESOLUTION FY25 – 151A

APPOINTMENTS

Human Resources Office

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

The following appointment(s) have been made since September 2024.

Effective Date of /Hire	Department	Name	Title	Salary	Range	FLSA
10/07/2024	Academic Affairs	Hannah Skarzynski	Academic Advisor	\$55,000	\$42,451 - \$60,793	Exempt
10/14/2024	Admissions	Bryan Ronsley	Coordinator – Freshman Recruitment & Pre-College Programs	\$60,000	\$48,281 – \$72,154	Exempt
10/14/2024	Diversity Equity & Inclusion	Maggie Leppert	Coordinator II – Student Inclusion	\$51,500	\$48,281 – \$72,154	Exempt

**MERCER COUNTY COMMUNITY COLLEGE
 BOARD OF TRUSTEES MEETING
 OCTOBER 23, 2024**

**RESOLUTION FY25 – 151B
 PROMOTIONS/RECLASSIFICATIONS**

Human Resources Office

To: Deborah Preston, PhD., President
 From: Yvette Henry, Vice President for Human Resources
 Date: October 8, 2024
 Re: Promotions/Reclassifications

The following promotions/reclassifications have been made since September 2024.

Effective Date of Promotion/ Salary Adjustment	Department	Name	Current Title/New Title	Current Base Salary	Adjusted Base Salary
09/10/2024	Workforce Education & Innovation	Jennifer Kaklamanis	Current: Account Executive for Mercer Institute New: Director – Workforce Education	\$69,448	\$81,448
10/14/2024	JKC – Youth College	Tashell Walters	Current: Educational Specialist I New: Assistant Director	\$52,325	\$64,400
10/28/2024	Academic Affairs- Business, Technology and Professional Studies	Laura Sosa	Current: Dean for Business, Technology and Professional Studies New: Executive Dean for Business, Technology and Professional Studies	\$131,468	\$141,900

**MERCER COUNTY COMMUNITY COLLEGE
 BOARD OF TRUSTEES MEETING
 OCTOBER 23, 2024**

RESOLUTION FY25 – 151C

STIPENDS

Human Resources Office

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

The following stipends have been made since September 2024

Effective Date of Stipend	Department	Name	Title	Stipend Based on Additional Duties	Purpose
08/19/2024	Marketing & Communication	Lori Diecidue	Office Manager/Graphic Artist	\$206.00 bi-weekly through Dec. 31, 2024 or until employee returns, whichever comes first.	Assuming additional responsibilities.
09/03/2024	Liberal Arts	Dylan Wolfe	Department Chair of Arts & Communication	\$313.43 bi-weekly through Jan. 1, 2025 or until Dean returns, whichever comes first.	Assuming additional responsibilities.
09/03/2024	Liberal Arts	Ed Avery-Natale	Department Chair of Social Sciences	\$283.00 bi-weekly through Jan. 1, 2025 or until Dean returns, whichever comes first.	Assuming additional responsibilities.
09/03/2024	Liberal Arts	Matthew Kochis	Department Chair of English	\$340.00 bi-weekly through Jan. 1, 2025 or until Dean returns, whichever comes first.	Assuming additional responsibilities.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
OCTOBER 23, 2024**

RESOLUTION FY25 – 151D

SEPARATION REPORT

Human Resources

To: Yvette Henry, Vice President of Human Resources
From: Jeby Mathew, Coordinator HRIS Operations, Human Resources
Date: October 8, 2024
Subject: Separation Report for September 2024

No Separations during the month of September.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
OCTOBER 23, 2024**

RESOLUTION FY25 - 152

REVISED POLICY #990

AMERICANS WITH DISABILITIES ACT (ADA) AND ACCOMMODATIONS POLICY

BE IT RESOLVED, that the Board hereby approves revised policy #990 Americans with Disabilities Act (ADA) and Accommodations Policy as recommended by the President, Human Resources and Operations Committees of the Board, and as outlined in the attached, which will be made part of the minutes of this meeting.



AMERICANS WITH DISABILITIES ACT (ADA) AND ACCOMMODATIONS POLICY			
Policy #	Applicability	Responsible Executive	Applicable Laws/Statutes
990	College Employees	Human Resources	29 U.S.C. §794(b) (2) (A); 42 U.S.C. §12131 et seq.; N.J.S.A. 10:5-12

PURPOSE

Mercer County Community College (MCCC) is committed to providing reasonable accommodations to its employees and applicants for employment to ensure that individuals with disabilities enjoy equal access to all employment opportunities. The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 require employers receiving federal assistance to provide reasonable accommodations for qualified employees or applicants with disabilities, unless to do so would cause undue hardship. This Policy, and the accompanying Procedures, fully comply with the ADA, the Rehabilitation Act of 1973, and the New Jersey Law Against Discrimination (LAD), which require employers to establish procedures to facilitate the provision of reasonable accommodation for eligible employees and applicants.

POLICY

The Board of Trustees authorizes the President to establish Procedures for ensuring the lawful, equitable, and inclusive application of this Policy and to maintain MCCC’s commitment to an inclusive, welcoming, and accessible educational and working, environment for individuals of all abilities across the College.

It is the policy of the College to comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794(b) (2) (A)); the Americans with Disabilities Act (42 U.S.C. §12131 et seq.), as enacted in 1990 and as amended by the ADA Amendments Act of 2008 (ADA Amendments Act) (Pub. L. 110-325, 122 Stat. 3553 (2008)); the New Jersey Law Against Discrimination (N.J.S.A. 10:5-12) (LAD); and other applicable federal, State and local laws and regulations that prohibit discrimination on the basis of disability. It is the policy of the College that no qualified individual shall, solely by reason of disability, be denied access to, participation in, or the benefits of, any program or activity operated by the College.

The College is likewise committed to providing reasonable accommodations and academic adjustments needed to ensure qualified individuals equal access to employment, educational opportunities, programs, and activities in the most integrated setting feasible. Reasonable accommodations shall be made in a timely manner and on an individualized, case-by-case basis. The College prohibits retaliation against individuals requesting reasonable accommodations or academic adjustments; appealing or filing complaints related to decisions concerning such requests; or making or participating in claims of discrimination or harassment.

The College’s compliance with applicable disability laws is guided by the College’s broader Policies Prohibiting Discrimination and Harassment (Policies 930 and 931), which provide information on prohibited discriminatory, harassing, and retaliatory conduct, as well as the resources and processes for addressing and resolving complaints of discrimination, harassment, retaliation, and related violations of College policy.



COMPLIANCE

1. **Scope:** This policy applies to all College programs, operations, services, and facilities, including but not limited to, all related requests for disability accommodations and/or equal access by employees or prospective employees who hold or seek employment with the College.
2. **Confidentiality:** The nature of the concern or issue and any information obtained through the interactive process will be treated with the utmost confidentiality and with sensitivity to the issues involved. The confidentiality of information disclosed during the course of the interactive process will be respected to the extent feasible and practical and in accordance with applicable State and federal laws. This means that information received during the accommodation request process is shared only with those individuals within the College community who “need to know” in order to evaluate the individual’s accommodation request or implement any approved accommodations. However, the College has a duty to respond to allegations of discrimination, harassment (including sexual harassment), and retaliation, and therefore cannot guarantee absolute confidentiality once allegations are disclosed to College officials.
3. **Requesting an Accommodation:** The Office of Human Resources reviews requests for disability-related reasonable accommodations. Throughout this Policy, the College office and/or employee(s) who will typically perform certain roles or duties are identified. However, the College may designate other College offices or employees to perform any roles or duties described in this Policy where necessary to effectuate this Policy. More information on requesting and accommodation may be found in the accompanying procedure.
4. An employee who believes his or her rights under the New Jersey Law Against Discrimination may have been violated may contact the New Jersey Division on Civil Rights at 1-833-NJDCR4U (833-653-2748) or online at www.njcivilrights.gov, and may file a complaint with the Division within 180 days of the incident.

REVISION DATE(S)

September 17, 2020

October 23, 2024

RELATED PROCEDURES, GUIDELINES, OR RESOURCES

- Policy 930 Equal Employment Opportunity
- Policy 931 Prohibition Against Discrimination
- Policy 932 Equal Opportunity and Access for the Disabled
- Procedure 990 Americans with Disabilities Act (ADA) and Accommodations
- MCCC Discrimination Form
- MCCC Reasonable Accommodation Request Form



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

From: Todd Sparks
Interim Director of College Safety

Date: October 1, 2024

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

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

For the calendar month of ***September 2024, there was (1) one Clery offenses or occurrence reported through College Safety and Security.***

Clery Offense: (September 2024)

At 2015 hours on 09/23/2024, College Safety observed a Domestic Violence incident on campus involving a student and her boyfriend (non-student). The West Windsor Police Department (WWPD) were contacted and arrived on scene at 2018 hours. After interviewing both parties involved, the boyfriend (non-student) was arrested by WWPD for Simple Assault / D.V., and was transported off campus for processing. The student was transported to her residence by College Safety.

This incident falls under the Violence Against Women Act (VAWA) provision of the Clery Act.

Clery Offenses: (June & July 2024)

On 06/24/2024, 06/25/2024, 06/26/2024 & 07/01/2024 there was an incident of Sexual Assault / Fondling reported for each date listed.

During the month of September 2024, we received notification from the Title IX Coordinator that a Fondling Incident (unwelcomed touching in intimate parts) occurred on these dates at JKC.

These incidents wasn't reported by the victim at the time of the incident. It was reported during a Title IX investigation / interview.

No further information was provided at this time, because the incident is being investigated by the Title IX office.

These incidents fall under the Clery Act as a Sexual Assault, and will be counted as same on the Annual Safety Report (ASR).

End of report

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
OCTOBER 23, 2024**

RESOLUTION FY25 - 154

**REVISED POLICY #946
ACCEPTABLE USE OF TECHNOLOGY**

BE IT RESOLVED, that the Board hereby approves revised policy #946 Acceptable Use of Technology as recommended by the President and Operations Committees of the Board, and as outlined in the attached, which will be made part of the minutes of this meeting.



ACCEPTABLE USE OF TECHNOLOGY			
Policy #	Applicability	Responsible Executive	Applicable Laws/Statutes
946	College-Wide	Vice President of Information Technology Services	

PURPOSE

The Acceptable Use of Technology policy is adopted by Mercer County Community College to allow for the proper use and management of all Mercer County Community College technology, systems, and network resources. In support of Mercer County Community College Mission, academic instruction, research, and administrative functions, Mercer County Community College encourages the use of technology and services and provides access to, information technologies, systems, email, computers, mobile devices, and laptops, cell phone, and network resources. These guidelines pertain to all Mercer County Community College campuses regardless of the technology, networks, or systems operated and are subject to all local, state, and federal laws.

POLICY

The Board of Trustees authorizes the President to establish procedures for detailing the acceptable use and management of all of the College’s technology, systems, and network resources, all of which are used to improve, promote, and support educational goals and serve the students, staff, and faculty to reach these goals.

REVISION DATE(S)

February 22, 2018
 March 18, 2021
 July 17, 2023
 October 23, 2024

RELATED PROCEDURES, GUIDELINES, OR RESOURCES

Procedures:

- 946a – Account Management Procedure
- 946b – Acceptable Use of Technology Procedure
- 946c – Cell Phone Procedure
- 946d – Laptop Procedure
- 946e – Peer-to-Peer File Sharing Procedure
- 946f – IT Security Procedure