

MERCER COUNTY COMMUNITY COLLEGE

Minutes of the 708th Meeting

of the Board of Trustees

January 24, 2024

The meeting was called to order by Chair Kristin Appelget at 6:35pm at the Mercer County Community College James Kerney Campus. In addition to the Chair, the following members were in attendance: Julie Blake, Eashwayne Haughton, Daryl Minus-Vincent, Lawrence Nespoli, Gregory Puliti, Scarlett Rajski, Christian Perez (Alumni Trustee), and Deborah Preston (MCCC President). Also present was Perry Lattiboudere, College Counsel. Absent was Jermaine Huell and Shannon Mason.

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

Chair Appelget welcomed Eashwayne Haughton and Scarlett Rajski as the newest members of the Board of Trustees.

D) PUBLIC COMMENT

County Executive Dan Benson welcome the new Trustees and confirmed the continued support and collaboration between Mercer County and MCCC.

E) EXECUTIVE SESSION

BE IT RESOLVED, that this Board adjourned to an Executive Session at 6:45pm to discuss a contract matter. Circumstances under which these discussions will be disclosed to the public when necessary actions are taken at public session.

The public session reconvened at 7:16pm.

Trustee Puliti moved to add Resolution FY24-197 Purchase and Sale Agreement 101 North Broad Street – Trenton, NJ to item (Q) of Finance and Facilities Matters. The motion was second by Trustee Nespoli and adopted with Trustees Appelget, Blake, Haughton, Minus-Vincent, Nespoli, Puliti, and Rajski voting aye.

II. **PRESIDENT'S UPDATE**

Dr. Preston announced a few exciting things happening at MCCC:

- January 22nd - The Gallery is excited to announce the opening of Douglas Witmer's exhibition, "Currents." The opening reception will take place on February 7 at 5:30pm.
- January 25th – Cancer Awareness and Academic Recognition Night at the Men's Basketball Game.
- February 3rd - MCCC Black History Step Show and Competition at 1pm at Kelsey Theatre
- February 23rd – Keeping Jazz Alive hosted by MCCC's JazzOn2 89.1 at the James Kerney Campus.
- May 10th – MCCC hosts Mercer County Teen Arts Festival, which is a County celebration of K-12 student art.

III. **APPROVAL OF MINUTES**

Trustee Nespoli moved to approve the minutes of the November 15, 2023 Board Meeting, which was seconded by Trustee Blake and adopted with Trustees Appelget, Blake, Haughton, Minus-Vincent, Nespoli, and Rajski voting aye. Trustee Puliti abstained.

- A) **APPROVAL OF MINUTES OF NOVEMBER 15, 2023 BOARD MEETING**
BE IT RESOLVED, that the minutes of the November 15, 2023 meeting of the Board of Trustees are approved as presented.

IV. **FINANCE & FACILITIES MATTERS**

Trustee Puliti presented Agenda Items V (A) through (E) for ratification, which were second by Trustee Blake. The items were ratified with Trustees Appelget, Blake, Haughton, Minus-Vincent, Nespoli, Puliti, and Rajski voting aye.

- A) **MONTHLY FINANCIAL STATEMENT** (Resolution FY24-175)
The members of the Board noted receipt and ratified the Monthly Financial Statement, which is attached.
- B) **INVESTMENT DETAIL** (Resolution FY24-176)
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 FY24-177)
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 FY24-178)
The members of the Board noted receipt and ratified the monthly payments lists for November 2023.

E) MONTHLY PAYMENTS LIST (Resolution FY24-179)

The members of the Board noted receipt and ratified the monthly payments lists for December 2023.

Trustee Puliti presented Agenda Item (F), which were seconded by Trustee Nespoli. The item was passed with Trustees Appelget, Blake, Haughton, Minus-Vincent, Nespoli, Puliti, and Rajski voting aye.

F) APPROVAL OF FY2024 OPERATING BUDGET MODIFICATION (Resolution FY24-180)
BE IT RESOLVED, that the Board of Trustees approves Mercer County Community College's operating budget modification in the amount of \$64,000,000 for fiscal year 2024, as indicated in the attached, which will be made part of the minutes of this meeting.

Trustee Puliti presented Agenda Items (G) through (P), which were seconded by Trustee Blake. The items were passed with Trustees Appelget, Blake, Haughton, Minus-Vincent, Nespoli, Puliti, and Rajski voting aye.

G) ACCELERATED INFORMATION SYSTEMS, DOCUMENT MANAGEMENT AND E-SIGNATURE CLOUD-BASED SOFTWARE (Resolution FY24-181)

WHEREAS, Mercer County Community College has a need to renew the user licenses associated with its existing cloud-based document management system (Laserfiche Cloud) for the 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 has a need to renew the user licenses associated with its existing cloud-based document e-signature approval and routing software (DropBox Sign) for integration with Laserfiche Cloud and for use College-wide (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 Hicksville, New York has the needed Laserfiche software available under a cooperative pricing 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 Hicksville, New York to a.) renew the user licenses associated with its existing cloud-based document management system (Laserfiche Cloud) for the digital storage of records, transcripts and other documents for various departments College-wide (Financial Aid, Administration, Human Resources) for an amount not to exceed \$60,393 for one year from March 10, 2024 to March 9, 2025 and b.) for its cloudbased document e-signature routing and approval software, (DropBox Sign) for an amount not to exceed \$17,160 for the period February 1, 2024 to June 29, 2024.

*Educational Services Commission of New Jersey 20/21-19 (#65MCESCCPS)

H) CANTEEN / COMPASS GROUP, U.S.A. – AMENDED RESOLUTION FOR COST CAFETERIA AND FOOD MANAGEMENT SERVICES (Resolution FY24-182)

WHEREAS, Mercer County Community College has contracted for food management services with Canteen/Compass Group U.S.A to operate a Hybrid Café/Market on the West Windsor campus for students, faculty and staff in FY 2024, as authorized by the Board of Trustees on July 20, 2023; and

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

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

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

WHEREAS, on July 20, 2023, this Board authorized the College to exercise the second of three (1) one year options to extend the current contract with Canteen / Compass Group, U.S.A. of Charlotte, North Carolina to provide food service management, catering and vending services to the West Windsor campus and vending services only to the James Kerney campus;

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to increase the FY24 purchase order with Canteen/Compass Group, U.S.A. of Charlotte, North

Carolina, in accordance with the resolution adopted by the Board of Trustees on July 20, 2023, to provide Hybrid Café/Market and food management services, by \$115,000, from \$175,000 or a new not to exceed amount of \$290,000 (for projected catering purchase orders and for extended WWC cafeteria hours until 6:30 p.m.) from August 1, 2023 to July 31, 2024.

MCCC RFP #2003

I) CINTAS – AMENDED RESOLUTION FOR COST

UNIFORM, FIRST AID AND SAFETY SUPPLIES AND TRAINING (Resolution FY24-183)

WHEREAS, Mercer County Community College has a need to acquire uniforms and uniform cleaning services for Facilities and College Safety Officers, as well as first aid, floor mat (including cleaning), safety and other supplies and training classes for the James Kerney and West Windsor campuses, including the Conference Center, in FY 2024; and

WHEREAS, a provision of the County 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 a nationally recognized and accepted cooperative purchasing agreement; and

WHEREAS, Mercer County Community College has joined the Omnia Partners*, Public Sector cooperative 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 insure that industry best practices, processes and procedures are applied to obtain the most cost-effective bids representing the best value for its membership; and

WHEREAS, on June 29, 2023, this Board authorized the College to contract with Cintas of Cincinnati, Ohio to acquire uniforms and uniform cleaning services for Facilities and College Safety Officers, as well as first aid, floor mat (including cleaning), safety and other supplies and training classes for the James Kerney and West Windsor campuses, including the Conference Center, in FY 2024 for an amount not to exceed \$85,000; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to increase the FY24 purchase order with Cintas of Cincinnati, Ohio, to acquire uniforms and uniform cleaning services for Facilities and College Safety Officers, as well as first aid, floor mats (including cleaning), safety and other supplies and training classes for the James Kerney and West Windsor campuses, including the Conference Center, for an amount not to exceed \$120,000 from July 1, 2023 through June 30, 2024.

* OMNIA Partners #R-BB-19002

J) CM3 BUILDING SOLUTIONS INC. – AMENDMENT FOR COST

AUDIO VISUAL EQUIPMENT AND INSTALLTION (Resolution FY24-184)

WHEREAS, Mercer County Community College has a need to acquire and install audio

visual equipment and technology in Communications (CM) building room CM170 and projection screens in Liberal Arts (LA) building rooms LA 206, LA207, LA 213, LA217, LA218, LA219, LA220, LA221 in FY 24;

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

WHEREAS, CM3 Building Solutions Inc. is a member of the Camden County Educational Services Commission Cooperative Purchasing Consortium* and was selected to provide audio visual equipment, projection screens, equipment and ancillary supplies, as well as licensed electrician and classroom technology installation services, based on price, experience and references and deemed to be qualified to provide the best value for Mercer County Community College; and

WHEREAS, on May 30, 2023, this Board authorized the College to contract with CM3 Building Solutions Inc. of Fort Washington, PA to upgrade classroom technology in eighteen (18) classrooms in the Liberal Arts building (LA), in conjunction with the HVAC system upgrade project including new lecterns, information technology equipment and ancillary supplies and other related goods and services for an amount not to exceed \$324,421.24 from June 1, 2023 through June 30, 2024; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to increase the current FY24 purchase order with CM3 Building Solutions Inc., of Fort Washington, PA, to acquire and install audio visual equipment, projection screens, equipment and ancillary supplies, as well as licensed electrician and classroom technology installation services, from \$324,421 by an additional \$71,690, for an annual aggregate amount with this vendor not to exceed \$396,287, from June 1, 2022 through June 30, 2024 (FY 2024). Paid by Chapter 12 Program.

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

K) ELLUCIAN COMPANY L.P., PAYMENT AND ON-DEMAND TRAINING SERVICES
(Resolution FY24-185)

WHEREAS, Mercer County Community College has a need to acquire Ellucian Payment Center services with EMV Client for an additional three (3) years and annual Ellucian On-Demand training licenses for (25) twenty five users for one (1) year; and

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

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (3) exempts materials or supplies which are not available from more than one potential bidder from public advertising for bids but requires a resolution authorizing the award of such a contract; and

WHEREAS, Ellucian Company L.P. is the only vendor that can provide the services described above and be compatible with the proprietary, Ellucian Enterprise Resource Management (ERM) software; and

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into amendments to the current Enterprise Resource Management (ERM) software agreement with Ellucian Company L.P. of Reston, Virginia for a.) Ellucian Payment Center with EMV Client for \$40,053 (April 1, 2024 – March 31, 2025), \$42,456 (April 1, 2025 – March 31, 2026), \$45,004 (April 1, 2026 – March 31, 2027) and b.) \$11,235 for Ellucian On-Demand training modules for 25 seats (March 1, 2024 - February 29, 2025).

L) FINANCIAL AID SERVICES INC., FINANCIAL AID DEPARTMENT STAFFING
(Resolution FY24-186)

WHEREAS, Mercer County Community College recently experienced personnel changes that necessitate the acquisition of interim financial aid staffing to ensure sufficient staffing levels within the Financial Aid department until permanent staffing is appointed and in place for FY 2024; 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, Financial Aid Services, Inc. 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 contract with Financial Aid Services, Inc. of Atlanta, GA, to hire interim financial aid staffing for an amount not to exceed \$80,000 from December 1, 2023 through June 30, 2024.

M) PERFORMANCE FOOD GROUP, CAFETERIA AND HRIM PROGRAM FOOD SUPPLIES
(Resolution FY24-187)

WHEREAS, Mercer County Community College has a need to acquire food supplies to support its James Kerney campus cafeteria and the Conference Center, and the Hotel Restaurant and Institution Management (HRIM) Program on the West Windsor campus

for FY 2024; and

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

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

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (7) exempts food supplies and related services from public advertising for bids but requires a resolution authorizing the award of such a contract; and

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Performance Food Group Inc. of Elizabeth, New Jersey, for an amount not to exceed \$55,000 for the period of July 1, 2023 through June 30, 2024.

N) STOUT'S CHARTER SERVICE, INC., CHARTER BUS SERVICES FOR ATHLETIC DEPARTMENT
(Resolution FY24-188)

WHEREAS, Mercer County Community College has a need to acquire charter bus transportation services for the Athletic Department's Spring and Fall 2024 Semesters athletic schedule; 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 shall be made and awarded only by the County College after public advertising for bids and bidding therefore, except as provided otherwise in this article or specifically by any other law; and

WHEREAS, of the five (5) vendors which responded to the advertised RFP #2101A for Charter Bus Transportation Services by the required due date of February 24, 2021, Stout's Charter Service, Inc. was evaluated to have the most responsible and cost-effective bid for Charter Bus services for Mercer County Community College;

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to extend the contract an additional year with Stout's Charter Service, Inc. of Trenton, NJ for an amount not to exceed \$50,000 from January 1, 2024 through June 30, 2024 and \$50,000 from July 1, 2024 through December 31, 2024.

*RFP #2101A

O) TOUCHNET INFORMATION SYSTEMS, INC., CREDIT CARD PAYMENT PROCESSING AND STUDENT TUITION PAYMENT ADMINISTRATION (Resolution FY24-189)

WHEREAS, Mercer County Community College has need to acquire various E-Commerce services including credit card processing and student tuition payment plan administration including upgraded card swipe machines that are Payment Card Industry (PCI) compliant for fiscal years 2024 – 2030 and extend the current agreement for five (5) years, via execution of a second amendment to the current Touchnet Payment Plans Plus Services Agreement, effective February 1, 2024; and

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

WHEREAS, Touchnet Information Systems software provides the necessary integration with the College's current Enterprise Resource Management (ERM) system (Ellucian Colleague) that provides compliant and cost-effective E-Commerce services including credit card processing and student tuition payment plan administration; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A 18A:64A-25.5 (a) (3) exempts goods, materials, supplies and services 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 extend the current Touchnet Payment Plans Plus Services Agreement with Touchnet Information Systems, Inc. of Lenaxa, Kansas, via execution of a second amendment, to acquire various E-Commerce services including credit card processing and student tuition payment plan administration including upgraded card swipe machines that are Payment Card Industry (PCI) compliant, for an amount not to exceed \$370,000 for the five (5) year period from February 1, 2024 to January 31, 2029 (fiscal years 2024 – 2030).

P) W.W. GRAINGER FURNITURE FOR LA BUILDING AND COLLEGE WIDE SUPPLIES (Resolution FY24-190)

WHEREAS, Mercer County Community College has a continuing need to purchase custodial, electrical, furniture and other supplies for the Advanced Manufacturing program, the Fire Academy, in addition to furniture, fixtures and supplies for the renovation of the LA Building by the Facilities Department in FY 2024; and

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to increase the FY24 purchase order amount of \$70,000 with W.W. Grainger, Inc. of Cranford, New Jersey by \$80,000 for a new, not to exceed amount of \$150,000 for the purchase of

additional custodial, electrical, furniture and other supplies for the Advanced Manufacturing program, the Fire Academy, in addition to furniture, fixtures and supplies for the renovation of the LA Building by the Facilities Department from July 1, 2023 to June 30, 2024.

* New Jersey Contracts 19-FLEET-00677 and 19-FLEET-00566

Trustee Puliti presented Agenda Item (Q), which were seconded by Trustee Nespoli. The item was passed with Trustees Appelget, Blake, Haughton, Minus-Vincent, Nespoli, Puliti, and Rajski voting aye.

Q) PURCHASE AND SALE AGREEMENT 101 NORTH BROAD STREET, TRENTON, NJ
(Resolution FY24-197)

WHEREAS, Mercer County Community College has a need to provide health and wellness services in Trenton, New Jersey as identified in the College's Strategic Plan and consistent with the College's mission to promote connections with the community as stated in the College's recently approved 2023 Middle States Self-Study accreditation report; and

WHEREAS, previously the College entered into a lease agreement for a building situated on property located at 101 North Broad Street in Trenton, New Jersey adjacent to the James Kerney Campus that met the needs to establish a Health and Wellness Education Center to expand the College's presence in downtown Trenton; and

WHEREAS, the Board of Trustees previously authorized the President to enter into a lease agreement with an entity, MAP N Broad, LLC, to lease a building located at 101 North Broad Street, Trenton, NJ, with a commencement date of September 24, 2018 and a lease termination date of September 23, 2038, in accordance with the resolution adopted by the Board of Trustees on January 18, 2018; and

WHEREAS, a recent financial analysis conducted by the College has determined that it is more cost-effective for the College to exit the existing long-term lease and purchase the building and property at 101 North Broad Street in Trenton, NJ from MAP N Broad, LLC of Titusville, pursuant to a Purchase and Sale Agreement to take effect in 2024, upon the Board's approval, in the amount of \$3,500,000; now therefore

BE IT RESOLVED, that after the Purchase and Sale Agreement is negotiated by College counsel, the President is authorized on behalf of this Board, enter into a Purchase and Sale Agreement to purchase the building and property at 101 North Broad Street in Trenton, NJ from MAP N Broad, LLC of Titusville, New Jersey for an amount not to exceed \$3,500,000 with an effective date of sale on or about May 1, 2024.

V. HUMAN RESOURCES MATTERS

Trustee Puliti presented Agenda Items V (A) through (C) which was seconded by Trustee Rajski. The items passed with Trustees Appelget, Blake, Haughton, Minus-Vincent, Nespoli, Puliti, and Rajski voting aye.

- A) APPOINTMENTS, RATIFICATIONS OF APPOINTMENTS, RECLASSIFICATIONS, PROMOTIONS, STIPENDS, EQUITABLE ADJUSTMENTS, AND RECEIPT OF STAFF SEPARATION REPORT (Resolution FY24-191)
BE IT RESOLVED, that this Board approves the appointments, ratification of appointments, reclassifications, promotions/salary correction, stipends, and notes receipt of the Staff Separation Report, which will be made a part of the minutes of this meeting.
- B) REAPPOINTMENT OF THIRD-YEAR FACULTY MEMBERS (Resolution FY24-192)
BE IT RESOLVED, that this Board hereby approves the offering of new appointments effective with the 2024-2025 academic year to certain faculty members currently in their third 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.
- C) REAPPOINTMENT OF FOURTH-YEAR FACULTY MEMBERS (Resolution FY24-193)
BE IT RESOLVED, that this Board hereby approves the offering of new appointments effective with the 2024-2025 academic year to certain faculty members currently in their fourth 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.

Trustee Puliti presented Agenda Item V (D) was seconded by Trustee Blake. The items passed with Trustees Appelget, Blake, Haughton, Minus-Vincent, Nespoli, Puliti, and Rajski voting aye.

- D) RATIFICATION OF THE ADJUNCT FACULTY UNION, AFT LOCAL #2222 CONTRACT (Resolution FY24-194)
WHEREAS, negotiations have been conducted between Mercer County Community College and the Mercer County Community College Adjunct Faculty Union, AFT Local # 2222, resulting in a proposed agreement for the period July 1, 2022 to June 30, 2025, and said agreement having been ratified by the membership of the federation; now therefore
- BE IT RESOLVED, that this Board hereby ratifies this agreement and authorizes the President, on behalf of this Board, to execute said agreement, a copy of which will be made a part of the minutes of this meeting.

VI. OPERATIONS MATTERS

Trustee Blake presented Agenda Items VI (A) through (B) for ratification, which were second by Trustee Nespoli. The item was ratified with Trustees Appelget, Blake, Haughton, Minus-Vincent, Nespoli, Puliti, and Rajski voting aye.

- A) NOVEMBER 2023 REPORTABLE CRIMES, FIRES, AND OTHER EMERGENCIES (Resolution FY24-195)
The members of the Board noted receipt and review and ratified the report, which is attached.

B) DECEMBER 2023 REPORTABLE CRIMES, FIRES, AND OTHER EMERGENCIES (Resolution FY24-196)

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

VII. AUDIT COMMITTEE

Trustee Puliti presented Agenda Item VII (A) for ratification, which was seconded by Trustee Nespoli. The item was passed with Trustees Appelget, Blake, Haughton, Minus-Vincent, Nespoli, Puliti, and Rajski voting aye.

WHEREAS, Suplee, Clooney & Company LLP has completed the audit for the College for FY 2023; and

WHEREAS, Suplee, Clooney & Company LLP has rendered an unmodified opinion; now therefore

BE IT RESOLVED, that the Board of Trustees hereby accepts the audit report for the College for the fiscal year ending June 30, 2023.

VIII. NEW JERSEY COUNCIL OF COUNTY COLLEGES REPORT

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

- Governor's Proposed FY2025 State Budget – The Governor will be presenting his proposed FY2025 budget in February. NJ's community colleges are seeking a \$20 million increase in state aid for community colleges. The NJ Council of County Colleges is asking that emails be sent to the Governor requesting his support of this recommendation. Emails should be coordinated through the President's Office.
- New High School Graduation Requirement in NJ – New legislation will require all NJ high school students to complete the federal financial aid application (FAFSA). This will be a pilot program starting in 2025. The idea is that all high school students should know with certainty, upon their graduation, if they are eligible for federal and state student financial aid. This will be especially helpful to future community college students, many of whom are first-generation college students who often need assistance in completing the FAFSA to establish their financial aid eligibility.
- Federal Update – Dr. Nespoli noted he will be attending the annual ACCT National Legislative Summit in Washington, DC on Feb 4-7 where over 1200 community college students will be gathering to advocate for community college federal priorities. Federal Pell grants will again be a top priority this year and, more specifically, bills to create new short-term "workforce" Pell grants that would expand Pell eligibility to include short-term programs of at least 150 hours over at least 8 weeks (the equivalent of 9 credit hours).

IX. CHAIR'S REPORT

Chair Appelget thanked the MCCC for their work to put together the Board documents and those who assisted with the Audit Report. Chair Appelget welcomed the new Trustees to the Board.

The next meeting will take place on February 28, 2024 at the West Windsor Campus.

There being no further business to discuss, Trustee Blake moved to adjourn the meeting. The motion was seconded by Trustee Haughton and passed unanimously. The meeting adjourned at 7:47pm.

Respectfully submitted,

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

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

**MERCER COUNTY COMMUNITY COLLEGE
FINANCE OFFICE**

Resolution FY24-175

REVENUE	Budget FY24	Budget Modification	Actual as of	Percent of Budget	
			12/31/2023	Realized	2023 Actual
TOTAL TUITION & FEES:	\$ 26,544,567	\$ 30,200,000	\$ 24,704,845	82%	\$ 24,540,931
APPROPRIATIONS					
State of New Jersey	\$ 7,433,816	\$ 7,967,611	\$ 3,958,880	50%	\$ 7,433,816
County of Mercer	\$ 19,343,117	\$ 19,343,117	\$ 8,059,632	42%	\$ 18,963,840
Partnerships	\$ 160,000	\$ 160,000	\$ 49,622	31%	\$ 154,373
Community Education/Non Credit	\$ 550,000	\$ 850,000	\$ 364,995	43%	\$ 790,523
Auxiliary Operations	\$ 1,500,000	\$ 2,800,000	\$ 1,229,702	44%	\$ 2,532,492
Facility Rentals	\$ 600,000	\$ 600,000	\$ 457,568	76%	\$ 695,942
Other Income	\$ 1,080,500	\$ 2,079,272	\$ 1,573,058	76%	\$ 2,392,409
TOTAL REVENUE:	\$ 57,212,000	\$ 64,000,000	\$ 40,398,301	63%	\$ 57,504,326
EXPENSES					
Total Salaries & Wages	\$ 36,071,415	\$ 36,071,415	\$ 19,967,752	55%	\$ 34,530,522
Employee Benefits	\$ 13,127,000	\$ 12,000,000	\$ 5,805,224	48%	\$ 10,477,561
TOTAL PERSONNEL EXPENDITURES:	\$ 49,198,415	\$ 48,071,415	\$ 25,772,976	54%	\$ 45,008,083
Utilities	\$ 1,988,401	\$ 1,988,401	\$ 720,100	36%	\$ 1,979,721
Building Lease	\$ 260,000	\$ 260,000	\$ 168,037	65%	\$ 257,168
Maintenance Contracts	\$ 980,000	\$ 980,000	\$ 407,380	42%	\$ 972,247
Facilities Maintenance	\$ 705,000	\$ 705,000	\$ 181,548	26%	\$ 612,184
Insurance	\$ 853,000	\$ 853,000	\$ 484,058	57%	\$ 685,240
Staff Development/Travel	\$ 409,622	\$ 409,622	\$ 273,176	67%	\$ 348,679
Marketing General Advertising	\$ 250,000	\$ 365,000	\$ 221,579	61%	\$ 605,967
IT Hardware / Software	\$ 1,465,741	\$ 1,465,741	\$ 887,009	61%	\$ 1,939,608
Legal/Professional Fees	\$ 898,450	\$ 898,450	\$ 289,535	32%	\$ 279,669
Purchased Services	\$ 2,757,001	\$ 2,757,001	\$ 1,384,248	50%	\$ 1,375,123
General Ed/Lab Supplies	\$ 559,250	\$ 559,250	\$ 126,061	23%	\$ 396,242
Student Development	\$ 790,650	\$ 790,650	\$ 179,944	23%	\$ 185,221
Other	\$ 3,896,470	\$ 3,896,470	\$ 1,773,028	46%	\$ 5,099,220
Budget Deficit	\$ (7,800,000)	\$ -	\$ -		\$ -
TOTAL OTHER EXPENDITURES:	\$ 8,013,585	\$ 15,928,585	\$ 6,207,568	39%	\$ 12,499,401
TOTAL OPERATING AND PERSONNEL	\$ 57,212,000	\$ 64,000,000	\$ 32,868,680	51%	\$ 59,744,373

**MERCER COUNTY COMMUNITY COLLEGE
 FINANCE OFFICE**

Resolution FY24-176

**INVESTMENT DETAIL
 FOR THE PERIOD ENDING DECEMBER 31, 2023**

<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>TERM & INTEREST</u>		<u>AMOUNT</u>
		<u>RATE</u>	<u>DUE</u>	
12/31/23	BANK OF PRINCETON	3.50%	N/A	608,372.76
12/31/23	BANK OF PRINCETON	4.00%	1/24	537,239.10
12/31/23	FIRST BANK	3.85%	N/A	1,080,867.88
12/31/23	WELLS FARGO BANK BALANCE	3.89%	N/A	6,913,522.60
12/31/23	CASH MANAGEMENT FUND-NJ	5.38%	N/A	18,331,179.11 **
				<u>\$ 27,471,181.45 *</u>
	<u>LONG TERM INVESTMENTS</u>			
12/31/23	WELLS FARGO BANK - UNEMPLOYMENT TRUST	3.76%		<u>\$ 508,674.89</u>

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

** Includes 5.8 Million of PrePaid Flight Fees

MCCC PURCHASE ORDER REPORT
 \$8,320 - \$41,600
 DATE OF BOARD MEETING: January 24, 2024

Purchases over \$8,320 require three (3) quotes or over \$41,600 require Publicly 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
P17949	11/1/23	Allstate Office Interiors Robbinsville, NJ	\$12,122.97	70-07-01-03-700102-69240	Sourcewell Contract # 080819

Carpet Tile Installation for Administration (AD) Building room 128.

P17948	11/1/23	Allstate Office Interiors Robbinsville, NJ	\$14,536.05	70-07-01-03-701524-76101	NJ State Contract #23-FOOD-47764
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Carpet Tile Installation for Library (LB) room 214. Paid for by Chapter 12.

B17947	11/1/23	Allstate Office Interiors Robbinsville, NJ	\$12,235.42	70-07-01-03-701524-76101	NJ State Contract #23-FOOD-47764
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Carpet Tile Installation for Communications (CM) Building rooms 158 & 159. Paid for by Chapter 12.

B8322	11/1/23	Modern Group Bristol, PA	\$10,400.00	10-07-01-03-301401-68550	NJ State Contract #20-GNSV2-01164
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Semi Annual Testing of Emergency Generators.

B17328	11/7/23	Theater To Go Lawrenceville, NJ	\$16,238.13	33-03-01-02-209001-42518	Exemption: Entertainment
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Box Office Split/Performance Fees for Kelsey Theatre for FY24.

B8137	11/8/23	World Class Hospitality Staffing Inc Jersey City, NJ	\$14,000.00	34-09-01-03-301601-68550	MCCC RFQ #2336
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Staffing services for Conference Center.

P17998	11/9/23	Innvoke LLC Cranbury, NJ	\$9,178.40	70-07-01-03-701263-76101	ESCNJ Contract #21/22-2
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Replacement of twenty (20) directory signs. Paid for by Chapter 12.

B8329	11/9/23	Merchants Automotive Group Inc.	\$27,000.00	10-05-01-04-402000-69830	MCCC RFQ #2406
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Rental of two (2) vans for Athletics department FY24.

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P18013	11/14/23	W.W. Grainger Inc Trenton, NJ	\$10,024.00	70-07-01-03-700102-69420	NJ State Contract #19-FLEET-00566
Liberal Arts (LA) Building replacement office furniture.					
P18012	11/14/23	Edward Don Company, LLC Westhampton, NJ	\$24,263.57	22-01-01-02-302129-69310	MCCC RFQ #2412
Six (6) work tables and accessories for Culinary Department. Paid for by Perkins Grant.					
P18022	11/15/23	Presidio Networked Solutions LLC Iselin, NJ	\$10,815.09	10-01-01-03-301303-69611	NJ State Contract #21-TELE-01506
Server Equipment for Communications (CM) Building.					
P18021	11/14/23	Krueger International Green Bay, WI	\$17,681.40	70-07-01-03-700102-69420	ESCNJ Contract #22/23-08
Replacement classroom furniture.					
P18015	11/15/23	B&H Photo Video New York, NY	\$12,764.80	22-01-01-02-302129-61100	HCESC Contract #CAT 22-01
Twenty (20) Monitors with warranties for Engineering Sciences (ES) Building room 110. Paid for by Perkins Grant					
B8334	11/15/23	Clarke Caton Hintz Trenton, NJ	\$15,000.00	70-07-01-03-701527-64105	Exemption: Professional Services
Architectural Services for Quad Elevator. Paid for by Chapter 12.					
B8336	11/20/23	Vector Solutions Tampa, FL	\$10,200.00	10-06-01-06-600100-64110	Exemption: Consulting Services
Employee training services FY24.					
P18043	11/20/23	Arcmercer Ewing, NJ	\$25,584.72	10-06-01-03-301001-62335	MCCC RFP #2306
October 2023 Shuttle services from JKC to WWC.					
P18040	11/15/23	EMSI/ Lightcast Moscow, ID	\$12,750.00	10-01-01-03-301304-64110	NJCCC RFP #23/24 R-1445
Economic Modeling software for Institutional Effectiveness department.					

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P18059	11/20/23	CM3 Building Solutions Inc Fort Washington, PA	\$35,000.00	10-01-01-03-301303-69611	Camden Co-op Contract #66CCESP

Audio visual upgrades for Communications (CM) Building room 170.

B7820	11/21/23	Camden County Crematory Atco, NJ	\$9,000.00	10-01-01-02-203006-64105	Exemption: Professional Services
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Cremation Services for Funeral Department.

P18070	11/27/23	Always Safe Sidewalks LLC Springhouse, PA	\$10,686.00	70-07-01-03-701533-76101	ESCNJ Contract #20/21-27
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Walkway maintenance at WWC. Paid for by Chapter 12.

P18108	11/30/23	Yale Electric Supply Middletown, CT	\$10,325.12	70-07-01-03-701533-76101	ESCNJ Contract #21/22-20
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Electrical Supplies for Student Drop-off circle. Paid for by Chapter 12.

P18101	11/30/23	Defined Learning Northbrook, IL	\$12,615.00	22-01-02-02-302125-60120	Exemption: Consulting Services
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Learning package for various courses.

P18100	11/30/23	SHI International Corp. Somerset, NJ	\$10,122.08	22-01-01-02-302129-61100	NJEDGE #269EMCPS-21-001-EM-SHI
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Sixteen (16) iPads and protective cases for Medical Laboratory Technician Program. Paid for by Perkins Grant.

P18116	12/4/23	Robert Ferrilli LLC Haddonfield, NJ	\$25,800.00	10-01-01-03-301301-64110	Exemption: Consulting Services
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Consultant for Colleague Self-Service functionality.

P18115	12/4/23	ERCO Ceilings Glassboro, NJ	\$34,754.00	70-07-01-03-700102-69240	MCCC Quote #2418
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Purchase of forty-six (46) doors and relevant hardware for Liberal Arts (LA) Building classrooms.

P18114	12/4/23	Financial Aid Services, Inc. Atlanta, GA	\$17,000.00	10-05-01-04-400120-64102	Exemption: Consulting Services
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Consultant for Financial Aid offices FY24.

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
B8352	12/4/23	Clarke Caton Hintz, PC Trenton, NJ	\$25,000.00	70-07-01-03-700102-69240	Exemption: Professional Services
Trenton Center design and planning.					
P18133	12/5/23	TAPCO Brown Deer, WI	\$36,040.00	70-07-01-03-700102-69320	OMNIA Contract #2020-200
Entrance Sign for the West Windsor Campus.					
P18124	12/5/23	National Business Furniture Milwaukee, WI	\$10,487.10	70-07-01-03-700102-69420	GSA Contract #GS27F-0024V
Furniture for Educational Opportunity Fund spaces.					
P18123	12/5/23	Global Industrial Port Washington, NY	\$8,370.00	70-07-01-03-700102-69420	OMNIA Contract #R211402
Replacement classroom furniture.					
P18122	12/5/23	National Business Furniture Milwaukee, WI	\$8,997.00	70-07-01-03-700102-69420	GSA Contract #GS27F-0024V
Replacement classroom furniture.					
P18121	12/5/23	Krueger Intl. Green Bay, WI	\$14,107.50	70-07-01-03-700102-69420	ESCNJ Contract #22/23-08
Replacement classroom furniture.					
B8353	12/5/23	116 East Hanover LLC Trenton, NJ	\$37,500.00	10-04-02-02-208001-62134	Exemption: Sole Source
Payment for Parking Lot lease for FY 24.					
P18137	12/6/23	Blackboard Reston, VA	\$9,000.00	10-01-01-02-200403-69712	Exemption: Proprietary
SaaS additional storage FY24.					
P17329	12/7/23	MTM Players New Egypt, NJ	\$10,534.33	33-03-01-02-209001-42518	Exemption: Entertainment
Box Office Split/ Performance Fees for Kelsey Theatre for FY24.					

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P18138	12/7/23	Follett Higher Ed. Group, LLC Westchester, IL	\$22,844.00	10-06-01-03-301001-61030	MCCC RFP #1154
Purchase of Graduation regalia. (From Prior Year)					
B8358	12/11/23	Yale Electric Supply Group, LLC Westchester, IL	\$28,000.00	10-07-01-03-301401-61550	ESC NJ Contract #21/22-20
Electric supplies for FY24.					
B8357	12/11/23	New Jersey Door Works San Antonio, TX	\$16,511.00	10-07-01-03-301401-68550	HCESC Contract-#CAT/SER-21-03
Loading dock door replacement for Kelsey Theatre.					
P18161	12/12/23	Nuventive, LLC Pittsburgh, PA	\$26,454.65	10-01-01-03-301304-64110	Exemption: Proprietary
Assessment and reporting software for Institutional Effectiveness department.					
P18160	12/12/23	Accruent, LLC Austin, TX	\$13,279.25	10-01-01-03-301304-64110	Exemption: Proprietary
Annual subscription for Conference Center scheduling software					
P18170	12/12/23	Carahsoft Technology Reston, VA	\$11,252.40	10-06-01-03-301001-69724	NJ State Contract #19-COMP-00601
Annual payment for Bonfire contract management software.					
P18189	12/14/23	Open Systems Integrators Hamilton, NJ	\$34,800.00	10-07-01-03-301401-68500	ESC NJ Contract #21/22-41
Annual fire alarm inspection FY24.					
P18183	12/14/23	Elsevier, Inc. Maryland Heights, MO	\$12,930.00	10-01-01-02-206200-64110	Exemption: Sole Source
Nursing Exam prep. Paid by Nursing Fees.					
P18182	12/14/23	Smarter Services LLC Pittsburgh, PA	\$8,400.00	10-05-01-02-200204-69741	Exemption: Proprietary
Assessment software for various courses.					

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P18193	12/18/23	Global Industrial Port Washington, NY	\$16,123.90	70-07-01-03-700102-69420	OMNIA Contract #R211402
Replacement office furniture.					
P18194	12/18/23	Global Industrial Port Washington, NY	\$8,673.64	70-07-01-03-700102-69420	OMNIA Contract #R211402
Replacement classroom furniture.					

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
JANUARY 24, 2024**

Resolution FY24-180

APPROVAL OF FY2024 OPERATING BUDGET MODIFICATION

BE IT RESOLVED, that the Board of Trustees approves Mercer County Community College’s operating budget modification in the amount of \$64,000,000 for fiscal year 2024, as indicated in the attached, which will be made part of the minutes of this meeting.

FY 24 OPERATING BUDGET

REVENUE	Budget FY24	Budget Modification
TOTAL TUITION & FEES:	\$26,544,567	\$30,200,000
APPROPRIATIONS		
State of New Jersey	\$ 7,433,816	\$ 7,967,611
County of Mercer	\$19,343,117	\$19,343,117
Partnerships	\$ 160,000	\$ 160,000
Community Education/Non Credit	\$ 550,000	\$ 850,000
Auxiliary Operations	\$1,500,000	\$ 2,800,000
Facility Rentals	\$ 600,000	\$ 600,000
Other Income	\$ 1,080,500	\$ 2,079,272
TOTAL REVENUE:	\$57,212,000	\$64,000,000
EXPENSES		
Total Salaries & Wages	\$36,071,415	\$36,071,415
Employee Benefits	\$13,127,000	\$12,000,000
TOTAL PERSONNEL EXPENDITURES:	\$49,198,415	\$48,071,415
Utilities	\$ 1,988,401	\$ 1,988,401
Building Lease	\$ 260,000	\$ 260,000
Maintenance Contracts	\$ 980,000	\$ 980,000
Facilities Maintenance	\$ 705,000	\$ 705,000
Insurance	\$ 853,000	\$ 853,000
Staff Development/Travel	\$ 409,622	\$ 409,622
Marketing General Advertising	\$ 250,000	\$ 365,000
IT Hardware / Software	\$ 1,465,741	\$ 1,465,741
Legal/Professional Fees	\$ 898,450	\$ 898,450
Purchased Services	\$ 2,757,001	\$ 2,757,001
General Ed/Lab Supplies	\$ 559,250	\$ 559,250
Student Development	\$ 790,650	\$ 790,650
Other	\$ 3,896,470	\$ 3,896,470
Budget Deficit	\$(7,800,000)	\$ -
TOTAL OTHER EXPENDITURES:	\$ 8,013,585	\$15,928,585
TOTAL OPERATING AND PERSONNEL	\$59,460,401	\$64,000,000

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
JANUARY 24, 2024**

RESOLUTION FY24 - 191

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

BE IT RESOLVED, that this Board approves the appointments, ratification of appointments, reclassifications, promotions/salary correction, stipends, and notes 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
JANUARY 24, 2024**

RESOLUTION FY24 – 191A

APPOINTMENTS

1. Yvette Henry, appointed as Vice President of Human Resources at an annual salary of \$155,000.00 effective January 2, 2024.
2. Barbara Basel, appointed as Acting Chief Administrative Officer at an annual salary of \$149,084.00 effective January 2, 2024.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
JANUARY 24, 2024**

Resolution FY24-191B

Human Resources Office

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

The following appointment made since October 30, 2023.

Effective Date of /Hire	Department	Name	Title	Salary	Range	FLSA
12/11/2023	Finance and Administration	Kevin Linares	Accountant	\$45,000	\$42,451 - \$60,793	Exempt
01/02/2024	Information Technology	Camryn LeCain	ITS – Academic Technology & Audio/Visual Specialist	\$60,000	\$48,281 - \$72,154	Exempt
01/08/2024	Registration and Records	Taylor Kirkpatrick	Assistant Registrar	\$67,000	\$48,281 - \$72,154	Exempt
01/08/2024	College Advancement	Quinten Darling	Event Coordinator	\$50,000	\$42,451 - \$60,793	Exempt
01/22/2024	Marketing and Communication	Rachel Simpson	Communications/Public Relations Writer	\$62,000	\$48,281 - \$72,154	Exempt

**MERCER COUNTY COMMUNITY COLLEGE
 BOARD OF TRUSTEES MEETING
 JANUARY 24, 2024**

Resolution FY24-191C

Human Resources Office

To: Deborah Preston, Ph.D., President
From: Yvette Henry, Vice President for Human Resources
Date: January 8, 2024
Re: Promotions/Salary Correction

The following Promotions/Salary Correction.

Effective Date of Promotion/Salary Adjustment	Department	Name	Current Title/New Title	Current Base Salary	Adjusted Base Salary
5/15/2023	Student Affairs, Athletics Department	Diane Romulus	Current Title: Department Specialist New Title: Office Manager for Athletics, Fitness and Recreation	\$48,897.00	\$55,000.00 Corrected Salary \$60,000.00
10/1/2023	Academic Affairs	Stefanie Williams-Carthan	Current Title: EOF Student Advocate New Title: EOF Senior Advising Specialist	53,512.00	56,187.60

**MERCER COUNTY COMMUNITY COLLEGE
 BOARD OF TRUSTEES MEETING
 JANUARY 24, 2024**

Resolution FY24-191D

Human Resources Office

To: Deborah Preston, Ph.D., President
From: Yvette Henry, Vice President for Human Resources
Date: January 8, 2024
Re: Promotions

The following Promotions were made since October 1, 2023.

Effective Date of Promotion	Department	Name	Current Title/New Title	Current Base Salary	Adjusted Base Salary
10/1/2023	Academic Affairs	Stefanie Williams-Carthan	Current Title: EOF Student Advocate New Title: EOF Senior Advising Specialist	\$53,512.00	\$56,187.60
01/22/2024	Finance and Administration	Hope Jarvis	Current Title: Security Officer III New Title: College Safety Supervisor	\$50,460.00	\$60,000.00

**MERCER COUNTY COMMUNITY COLLEGE
 BOARD OF TRUSTEES MEETING
 JANUARY 24, 2024**

Resolution FY24-191E

Human Resources Office

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

The following stipends have been made since October 30, 2023:

Effective Date of Stipend	Department	Name	Title	Stipend Based on Additional Duties	Purpose
10/29/2023	Student Affairs	Reginald Grant	Sr. Administrative Specialist	\$217.46 bi-weekly through June 30, 2024 or until position is filled whichever is first	Covering for a vacancy
10/16/2023	Student Affairs	Trish Muka	Associate Director of Financial Aid	\$289.67 bi-weekly through June 30, 2024 or until position is filled whichever is first	Covering for a vacancy
10/16/2023	Student Affairs	Vanessa Reyes	Administrative Specialist II	\$158.62 bi-weekly through June 30, 2024 or until position is filled whichever is first	Covering for a vacancy
10/16/2023	Student Affairs	Steven Waniak	Financial Aid Advisor	\$259.26 bi-weekly through June 30, 2023 or until position is filled whichever is first	Covering for a vacancy
9/5/23	Human Resources	Catherine Roberts	Departmental Specialist	\$193.13 bi-weekly through June 30, 2024 or until employee returns	Covering for employee on leave
11/16/2023	Finance	Cheryl McCormick	Budget Manager	\$7,725 annually or \$297.17 bi-weekly through March 1, 2024 or until position is filled whichever is first	Covering for a vacancy

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
JANUARY 24, 2024**

Resolution FY24-191E

Effective Date of Stipend	Department	Name	Title	Stipend Based on Additional Duties	Purpose
11/16/2023	Finance	Courtney Herrick	Accounting & Compliance Manager	\$7,805 annually or \$300.19 bi-weekly through March 1, 2024 or until position is filled whichever is first	Covering for a vacancy
12/18/2023	Facilities & Operations	David Dilatush	Maintenance I	\$193.13 bi-weekly through July 1, 2024 or until reorganization is completed	Additional responsibilities
12/18/2023	Facilities & Operations	Christina Martz	Maintenance II	\$186.22 bi-weekly through July 1, 2024 or until reorganization is completed	Additional responsibilities
12/18/2023	Facilities & Operations	Thomas Powell	Maintenance I	\$176.18 bi-weekly through July 1, 2024 or until reorganization is completed	Additional responsibilities
6/27/2023	Workforces Education & Innovation	Natasha Bullock	Executive Assistant	\$110.00 bi-weekly through July 1, 2024 or until reorganization is completed	Additional responsibilities
01/17/2024	Academic Affairs	James Whitney III	Assistant Vice President for Academic Affairs	\$822.66 bi-weekly through June 30, 2024 or until position is filled whichever is first	Covering for a vacancy
01/17/2024	Finance	Mark Banyacski	Acting Vice President of Finance	\$802.21 bi-weekly through June 30, 2023 or until position is filled whichever is first	Covering for a vacancy

MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
JANUARY 24, 2024

Resolution FY24-191F

Human Resources

December 1, 2023

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

<u>Date</u>	<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Type*</u>
11/1/2023	Kencis Kleinschmidt	Senior Coordinator, Military & Veterans Service	Student Affairs	RS
11/10/2023	Jonathan Ng	Director of Financial Aid	Financial Aid	RS

*

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

MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
JANUARY 24, 2024

Resolution FY24-191G

Human Resources

January 5, 2024

To: Yvette Henry, Vice President of Human Resources
From: Jeby Mathew, Coordinator HRIS Operations, Human Resources
Subject: Separation Report for December 2023

<u>Date</u>	<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Type*</u>
12/15/2023	Dominic Bowman	Specialist, EOF Student Development	EOF	RS

*

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

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
JANUARY 24, 2024**

Resolution FY24 - 192

REAPPOINTMENT OF THIRD-YEAR FACULTY MEMBERS

BE IT RESOLVED, that this Board hereby approves the offering of new appointments effective with the 2024-2025 academic year to certain faculty members currently in their third 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.

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Date of FT Hire</u>
Desiree Allison	Assistant Professor, Nursing	Math, Science & Health Professions	1/10/2022
Rachael Klaus	Assistant Professor, Biology	Math, Science & Health Professions	10/4/2021
Sarmite Catalfomo	Assistant Professor, Nursing	Math, Science & Health Professions	8/30/2021
Guy Armour	Assistant Professor, Criminal Justice	Business, Technology, and Professional Studies	8/20/2021
Patrick Natale	Assistant Professor, Biology	Math, Science & Health Professions	8/4/2021

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
JANUARY 24, 2024**

Resolution FY24 - 193

REAPPOINTMENT OF FOURTH-YEAR FACULTY MEMBERS

BE IT RESOLVED, that this Board hereby approves the offering of new appointments effective with the 2024-2025 academic year to certain faculty members currently in their fourth 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.

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Date of FT Hire</u>
Douglas Wangombe	Assistant Professor, Mathematics	Math, Science & Health Professions	1/11/2021

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
JANUARY 24, 2024**

Resolution FY24 - 194

**RATIFICATION OF THE MERCER COUNTY COMMUNITY COLLEGE
ADJUNCT FACULTY UNION, AFT LOCAL # 2222 CONTRACT**

WHEREAS, negotiations have been conducted between Mercer County Community College and the Mercer County Community College Adjunct Faculty Union, AFT Local # 2222, resulting in a proposed agreement for the period July 1, 2022 to June 30, 2025, and said agreement having been ratified by the membership of the federation; now therefore

BE IT RESOLVED, that this Board hereby ratifies this agreement and authorizes the President, on behalf of this Board, to execute said agreement, a copy of which will be made a part of the minutes of this meeting.



**MEMORANDUM OF AGREEMENT BETWEEN
MERCER COUNTY COMMUNITY COLLEGE AND
THE ADJUNCT FACULTY UNION, AFT LOCAL # 2222**

THIS MEMORANDUM OF AGREEMENT, by and between MERCER COUNTY COMMUNITY COLLEGE (hereinafter referred to as the “College”) and THE ADJUNCT FACULTY UNION, AFT LOCAL # 2222 (hereinafter referred to as “Adjunct Faculty”) (and mutually, the “Parties”), made and entered into on this sixteenth day of January 2024.

WHEREAS, the Parties have engaged in negotiations in good faith in an effort to arrive at a successor agreement to a Collective Bargaining Agreement (hereinafter referred to as “CBA”) that expired on June 30, 2022; and

WHEREAS, the Parties have arrived at an agreement on the terms and conditions of employment, which are subject to ratification by both Parties.

NOW THEREFORE, and in consideration of the mutual covenant contained herein, the Parties hereinabove referred hereby agree as follows:

1. The provisions of the Memorandum of Agreement are subject to ratification by the respective Parties to this CBA.
2. The signatories below agree to recommend this Memorandum of Agreement for ratification by their respective constituencies.
3. All provisions of the CBA between the Parties, which expired on June 30, 2022, shall remain in full force and effect unless otherwise modified herein.
4. All proposals not covered herein made by either Party during negotiations have been deemed withdrawn.
5. The term of the successor agreement shall be for four (4) years, from July 1, 2022 to June 30, 2026.
6. **The following text shall replace Article III – Bargaining Unit Member Rights, Section F:**

- F. Adjunct faculty members shall be notified in a timely manner of appropriate faculty - administration meetings, departmental meetings, College Forum and standing committee meetings.
 - 1. Notice of such meetings shall be provided by email and/or interoffice mail to the President of the Mercer Adjunct Faculty Union and to elected/designated adjunct faculty representatives.

7. The following text shall replace Article VI – Evaluations, Section B:

B. Visits:

The evaluation shall include, but not necessarily be limited to, the formal observation along with consideration of student opinion reports.

2. Procedures

- a. The division dean, department chair, course/area coordinator or assigned adjunct faculty liaison will schedule a formal evaluation visit during each adjunct faculty member's first semester of employment (first semester in the bargaining unit), and periodically thereafter.
 - i. Additional visits may be scheduled if an adjunct faculty member is teaching in more than one (1) discipline or division, or if a visit indicates a need for follow up.
 - ii. Any adjunct faculty member is free to request additional formal evaluation visits.
 - iii. Adjunct Faculty seeking advancement in rank shall upon written request to the appropriate division dean, department chair, course/area coordinator or adjunct faculty liaison be entitled to a formal evaluation in advance of their application for promotion in Academic Rank.

8. The following text shall replace Article VIII – Conditions of Employment, Section A, G, H, and K:

- A. No adjunct faculty member shall be required to teach classes for less than the per-contact-hourly rate for which he or she is qualified. An adjunct faculty member may, upon approval of the Division Dean, retain the assignment for a low-enrolled course at a reduced rate. The rate for the period of this contract shall be one (1) workload hour, per 15 student contact hours. The adjunct faculty member is under no obligation to accept the offer for low-enrolled course instruction.
- E. Subsection E shall be moved from Article VIII, Conditions of Employment, to Article XI, Pay Rates, to become the new Article XI, Subsection H.

- F. Subsection F shall be moved from Article VIII, Conditions of Employment, to Article XI, Pay Rates, to become the new Article XI, Subsection I.
- G. Section G shall be deleted in its entirety.
- H. Each adjunct faculty member shall schedule, and be available for one (1) hour of in-person or remote Student Conference time per week for every three (3) class hours assigned. The Course Syllabus shall specify the Student Conference Time(s), which shall be scheduled to make the adjunct faculty member available to the greatest number of students possible. The syllabus shall provide students with all of the necessary details to schedule in-person or remote Student Conference Time. Adjunct faculty shall make a good faith effort to accommodate all reasonable student requests for Student Conference Time even if outside of the stated scheduled time on the syllabus. Adjunct faculty are required to submit the class syllabus to the Dean’s Office for approval, which shall include any request to provide remote Student Conference times.
- K. All compensated course development for distance education requires preapproval by the Dean, and shall be completed within guidelines and standards approved by the Vice President for Academic Affairs. Adjunct faculty will be compensated for online course development as indicated in the table below.

	<u>Compensation For Development of Online Course</u>
Original course material	1.00 x the number of online course contact hours
Adaptation of publisher-designed course material or course designed by another faculty member	0.75 x the number of online course contact hours

By accepting the workload credit in this section, the adjunct faculty member agrees that the materials developed shall be jointly owned by the individual and the Board. An adjunct faculty member with approval from their division dean may, by developing and offering original course materials without receiving the above workload credit, retain individual ownership of those materials. Those adjunct faculty teaching an online course for the first time will receive the master course materials and support from the Mercer Online instructional designer and other staff.

9. The following text shall replace Article IX – Benefits, Section E:

- E. Effective Summer 2022, and thereafter pursuant to the contract, the children of unit members will be permitted to attend summer camps offered by the College at no cost to the Unit member, provided there is space available and provided there is no additional cost

to the College. The children of Unit members will also be permitted to attend Camp College Specialty Camps at a 50% reduced rate to Unit members, provided there is space available and provided there is no additional cost to the College. Unit employees will be required to pay for any before or after care fees, if such services are desired, as well as any hard costs associated with the class i.e. textbooks, necessary equipment, etc.

10. The following text shall replace Article 10 – Released Time and Leaves, Section B:

- B. Each absence and anticipated absence must be reported to the division dean/supervisor (or designee) as soon as possible. Only the division dean/supervisor (or designee) may authorize official cancellation of a class meeting. If an adjunct faculty member cancels a scheduled class without such reporting and authorization, the absent faculty member's payment for the course shall be reduced on a pro-rated basis based upon the number of instructional hours missed.

The College's goal is to work out compensatory arrangements with the adjunct faculty member which, in the opinion of the division dean/supervisor (or designee), provide students with service equivalent to the full course as originally scheduled. This may be accomplished through adjusting the schedule for the remaining classes, through assigning a substitute or compensatory instructor, or by other approved means.

For up to 1/14th of each semester's scheduled class hours, the adjunct faculty member's payment shall not be reduced as a result of absence only due to illness, bereavement, religious observance, or personal reasons. For additional absences and/or absences for other reasons, the absent faculty member's payment for the course shall be reduced on a pro-rated basis based upon the number of instructional hours missed.

The provisions of this section (B) shall be operative only if the adjunct faculty member has notified the Dean that the adjunct faculty member will not appear to conduct a class at least two (2) hours prior to the scheduled commencement of said class. The Dean may waive the two (2) hour requirement for good cause shown.

11. The following text shall replace Article XI – Pay Rates, Section A, B, and C:

- A. Pay rates per semester instructional hour (or equivalent) for teaching in credit courses shall be as follows:

Effective	Instructor	Assistant Professor	Associate Professor	Professor
Fall 2022	\$905 + 2.5%	\$937 + 2.5%	\$965 + 2.5%	\$993 + 2.5%
Fall 2023	Fall 2022 + 2.55%	Fall 2022 + 2.55%	Fall 2022 + 2.55%	Fall 2022 + 2.55%
Fall 2024	Fall 2023 + 3.0%	Fall 2023 + 3.0%	Fall 2023 + 3.0%	Fall 2023 + 3.0%
Fall 2025	Fall 2024 + 3.0%	Fall 2024 + 3.0%	Fall 2024 + 3.0%	Fall 2024 + 3.0%

Fully retroactive to July 1, 2022, for Adjunct Faculty currently employed at the College.

- B. Pay rates per semester instructional hour (or equivalent) for teaching credit courses shall be as follows for those adjunct faculty members who have taught 60 credit hours at the College (50 credit hours for English composition or Nursing Instructors):

<u>Effective</u>	<u>Instructor</u>
<u>2022-2023</u>	<u>\$130</u>
<u>2023-2024</u>	<u>\$140</u>
<u>2024-2025</u>	<u>\$145</u>
<u>2025-2026</u>	<u>\$150</u>

- C. An Adjunct Faculty member that has taught more than 60 credit hours at the College (50 credit hours for English composition or Nursing Instructors) and has earned the additional compensation indicated in Section B of this Article, shall earn the designation of Senior

Adjunct Faculty member. The Senior designation shall relate to Section B in this Article, and shall not be construed to provide another defined title in conjunction with those already delineated in Section A of this Article, nor shall it entitle an employee to any additional benefit(s) or compensation.

*The remainder of the Article will be re-numbered accordingly.

12. The following text shall replace Article XIII – Priority Course Assignment:

In order to promote and ensure instructional excellence, as well as to reward continued service at the College, Adjunct Faculty who meet the following criteria may apply for Priority Course Assignment (“PCA”) status. Adjunct faculty who have been granted PCA status by their Division Dean will be offered in the Fall and Spring semester prior to each Division finalizing assignments two (2) courses in a requested discipline/subject area in which they are qualified, if available, prior to course assignments to any Adjunct Faculty who have not been granted PCA status. It is the responsibility of the Adjunct Faculty member to be responsive within the timeframe set forth by the College in the College’s offer.

13. The following text shall replace Appendix A:

Method	Workload Equivalency
Large lecture (95 or more)	1.5 workload hours, per class hour
Supervision of Independent Study	1 workload hour, per 30 student credit hours
Online courses	For up to 24 students in a section, semester contact hour workload credit equal to the credit value of the course. For students beyond 24 enrolled, 1 semester contact hour, per 24 student credit hours.
Allied Health (other than Nursing) Clinical Supervision	1 semester contact hour, per 5 semester student work days 1 semester contact hour, per 10 semester student work days Additional students, 1 semester contact hour, per 15 semester student work days

Supervision of Cooperative Education/ Field Experience	1 workload hour, per 20 student work days
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14. Upon ratification by both Parties, and no later than forty-five (45) days after final ratification, the Parties agree to execute a complete, revised collective bargaining agreement that incorporates this Memorandum of Agreement.

In witness whereof, the Parties hereto set their respective hands and seals this sixteenth day of January, 2024.

ATTEST: Mercer County Community College

Date: _____
President, Mercer County Community College

Date: _____
Vice President for Academic Affairs,
Mercer County Community College

ATTEST: Mercer Adjunct Faculty Union, AFT Local # 2222

Leonard R. Winogora

Date: 01 / 16 / 2024
President, Mercer Adjunct Faculty Union,
AFT Local #2222

J. Maisto

Date: 01 / 16 / 2024
Secretary, Mercer Adjunct Faculty Union,
AFT Local #2222 Adjunct Faculty



To: Dr. Mitchell Murtha
Vice President- Student Affairs

From: Michael Martin
Director of College Safety

Date: Dec 1, 2023

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

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

For the calendar month of November 2023, there was one reported Clery offenses or occurrences reported through College Safety and Security.

Clery Offenses involved:

An act of Domestic Violence was reported involving a student offender (age 22) who was previously involved in a dating relationship with the alleged victim (student age 19). Victim alleges offender slashed her car tire on Nov 17th (evening hours) while her car was parked on campus (*this was not reported to College Safety or police until Nov 28th when victim reported a harassing/anti-Semitic photo message on Nov 28th).

Clery Offenses: Both under Violence Against Women Act (VAWA) provisions

1. Vandalism (Domestic Violence) Incident: Nov 17 2023
2. Harassment/Bias Intimidation: Incident: Nov 28 2023

As a result of the investigation, both students were interviewed by College Safety with the victim being interviewed by VP Murtha. The offending student was determined to be a non-registered student and was removed from campus and served with written communication by this writer that he cannot apply for any courses or be on campus property until a meeting between him and College Safety/Student Affairs. The victim was also advised to report these

incidents to the West Windsor police department or the police agency with jurisdiction where she resides.

Notable incidents:

Activated Fire Alarm: 11/17/23 @ 11:07AM-CONFERENCE CENTER

First floor men's room smoke detector activated, likely due to a visitor using a vape/smoking device. Building evacuated in order and returned to regular operations in about 20 minutes. At the time the possible offender was identified through camera surveillance he had left the area and there is no identification as to name/contact info. VP Perez who was overseeing the event

Code of Conduct violation: 11/28/23-PE building (fitness center): A MCCC student violated the Student Code of Conduct for the second time after receiving a warning the month before. AD Eric Grundman issued a prohibition letter pertaining to the PE building to the student (he is expected to be served on Thursday, Nov 30 when he is scheduled for classes. He will be required to meet with the AD and Director of College Safety in order to regain his privileges for that area. This individual again violated the code of conduct on 11/30 when College Safety staff attempted to serve him a letter of prohibition from the PE building. After consultation with the VP of Student Affairs I called the student and informed him he was now banned from the campus until a mutual meeting with the VP of Student Affairs and Director of College Safety. Two short videos of the student being disorderly with College Safety staff are on record.

End of report



To: Dr. Mitchell Murtha
Vice President- Student Affairs

From: Michael Martin
Director of College Safety

Date: Jan 2, 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 ***December 2023, there were no Clery offenses or occurrences reported through College Safety and Security.***

Notable incidents: (non-Clery)

Student Medical/Psychological incident: 12/4/23 @ 3:30pm-Staff discovered a 22 year old male laying on the floor in the AD building, 2nd flr. He suffered some type of panic attack and was ultimately transported to the hospital for treatment/evaluation. No injuries were reported or witnessed to the student.

Activated Fire Alarm: 12/5/23 @ 2:19PM: Person(s) unknown were smoking/vaping marijuana in the first floor men's room (ES111). Upon arrival all occupants had evacuated, West Windsor Fire Company responded and cleared the building. No suspects located/identified and due to the camera system being offline no camera evidence was able to be retrieved.

Student Code of Conduct violation: Several threatening text messages (non-specific towards a specific student/person) were conveyed to a third-party student in late October/early November 2023 by a former student (on financial hold). This student is well known for prior conduct violations as recent October 2023. Based on this current report where it was identified that the offending student more than likely sent these messages (about fighting someone over

talking about her), VP Murtha and I agreed that the student will be continued removed from campus based on her owing the college fees and that her only path to return would be to sit for a meeting with the VP of Student Affairs and Director of College Safety. A certified letter was forwarded to her explaining her being prohibited from all campus events.

Activated Fire Alarm: 12/12/23 @ 9:52am: A student was vaping in the first floor men's room of the ES building (ES111) which activated the fire alarm. The entire building was evacuated and the West Windsor Fire Department responded. Investigation identified a suspect via camera footage and when confronted later in the day he admitted to having vaped in the men's room, unaware of the campus-wide prohibition of smoking/vaping. It is possible that this same student may be responsible for the activated fire alarm in this same room on 12/5 although that incident involved marijuana vaping where this was believed to be tobacco vaping. The student was interviewed by College Safety Manager Sparks and a copy of the report was forwarded to the VP of Student Affairs. The student was assessed a monetary fine for this violation. College Safety is recommending the posting of specific signage at all restrooms warning that the restrooms are alarmed for smoke/fire/heat detection and that the campus is smoke/vape free.

End of report