

MERCER COUNTY COMMUNITY COLLEGE

Minutes of the 698th Meeting
of the Board of Trustees
April 20, 2023

The meeting was called to order by Chair Kevin Drennan at 6:30 p.m. at the Mercer County Community College James Kerney Campus. In addition to the Chair, the following members were in attendance: Kristin Appelget, Blanca Berrios-Ohler, Julie Blake, Shannon Mason, Daryl Minus-Vincent, Lawrence Nespoli, Greg Puliti, Madelaine Benowitz (Alumni Trustee), and Deborah Preston (MCCC President). Also present was Perry Lattiboudere, College Counsel.

OPENING OF MEETING

A) **FLAG SALUTE**

Trustee Berrios-Ohler led those attending the meeting in the Pledge of Allegiance to the flag of the United States.

B) **STATEMENT OF NOTIFICATION**

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

C) **ADOPTION OF AGENDA**

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

D) **PUBLIC COMMENT**

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

E) **STUDENT RECOGNITIONS**

In honor of Community College Month, a recognition ceremony was held for students who have excelled in commitment to their studies and to community service. A total of seven students, representing the student newspaper *The Voice*, the Horticultural program, and EOF were recognized. The students received certificates and had their pictures taken with the President and Board Members.

II. **PRESIDENT'S UPDATE**

Dr. Preston provided the following updates:

AACC Awards of Excellence

MCCC was a finalist in two categories for the 2023 AACC Awards of Excellence: Advancing Diversity, Equity and Inclusion and Outstanding College/Corporate Partnership. The awards gala

was on April 3rd in Denver in conjunction with the AACC annual conference. Although MCCC did not win, the college received very nice recognition for being finalists.

Middle States Site Team Visit

The Middle States team site visit was April 16-19. Overall it was a very successful reaccreditation visit. The college did not receive any warnings or requirements. The Middle States team made some recommendations and collegial suggestions, which the college had already identified to do. The next steps include checking the report for errors of fact and a written response from the President. The Commission will vote on the recommendation by the visiting team, which may be in June.

III. APPROVAL OF MINUTES

A) APPROVAL OF MINUTES OF MARCH 16, 2023 BOARD MEETING

Trustee Puliti moved to approve the minutes of the March 16, 2023 Board Meeting, Agenda Item III (A), which was seconded by Trustee Blake and adopted with Trustees Appelget, Berrios-Ohler, Blake, Drennan, Mason, Minus-Vincent, Nespoli, and Puliti voting aye.

BE IT RESOLVED, that the minutes of the February 16, 2023 meeting of the Board of Trustees are approved as presented.

IV. FINANCE & FACILITIES MATTERS

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

A. MONTHLY FINANCIAL STATEMENT

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

B. INVESTMENT DETAIL

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

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

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

D. MONTHLY PAYMENTS LIST

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

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

E. DELL MARKETING LP - NEW JERSEY STATE CONTRACT PRICING FOR COMPUTERS

WHEREAS, Mercer County Community College has a need to replace desktop computers for student use at various academic computer laboratories at the James Kerney and West Windsor campuses and purchase six-hundred and thirty (630) Opti-Plex 7410 All-in-One 7410 desktop computers; 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 contract with Dell Marketing LP of Round Rock, Texas, to purchase six-hundred and thirty (630) Opti-Plex 7410 All-in-One desktop computers for student use at various academic computer laboratories at the James Kerney and West Windsor campuses at a cost not to exceed \$630,000 from April 21, 2023 through June 30, 2023.
Paid by Title III CARES grant funds.

*New Jersey State# M0483/19TELE00656

F. Ellucian Company L.P. PROFESSIONAL, PAYMENT AND ON-DEMAND TRAINING SERVICES

WHEREAS, Mercer County Community College has a need to acquire professional services in connection with its renewal of the Enterprise Resource Management (ERM) software agreement with Ellucian Company L.P. for Ellucian Experience (portal) for training, planning and implementation, annual on-demand Ellucian training for 25 users and annual Ellucian Payment Center with EMV Client; 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 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 Enterprise Resource Management (ERM) software agreement with Ellucian Company L.P. of Reston, Virginia, (effective date April 1, 2023) for a.)

professional services to plan, train and implement Ellucian Experience (portal) for \$46,522 (May 1, 2023 – June 30, 2024), b.) Ellucian Payment Center with EMV Client for \$37,786 (April 1, 2023 – March 31, 2024), and c.) \$10,500 for Ellucian on-demand training modules for 25 seats (March 1, 2023 - February 29, 2024).

G. HOME DEPOT INC.

WHEREAS, Mercer County Community College has a need to acquire maintenance, repair, operating and industrial supplies, and related products and services for the Facilities Department for FY 2023;

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

WHEREAS, Mercer County Community College Purchasing Policy states that when an individual vendor exceeds an annual, cumulative spending threshold exceeding \$37,500 that a Board of Trustee resolution is required, now therefore

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to enter into a contract with Home Depot Inc, Atlanta, GA to purchase maintenance, repair, operating and industrial supplies, and related products and services for the Facilities Department for an annual aggregate spending amount not to exceed \$50,000 for this vendor for the period from July 1, 2022 to June 30, 2023.

* OMNIA Contract #16154

H. IMBUE Creative LLC – Cost Amendment

WHEREAS, Mercer County Community College intends to acquire additional marketing services to extend the current digital marketing program that has been effective in increasing student enrollment for academic years 2023 and 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) (20) exempts without limitation advertising seeking student enrollment and associated consulting services from public solicitation for bids but requires a resolution authorizing the award of such a contract; and

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to amend the current FY23 contract amount of \$285,000 (authorized by the Board on January 19, 2023) with Imbue Creative LLC of Lambertville, New Jersey by an additional \$250,000 for a new not exceed amount of \$537,000 (FY 23), to acquire additional

marketing services to extend the current digital marketing program that has been effective in increasing student enrollment in academic years 2023 and 2024, for the period from July 29, 2022 through June 30, 2023 (FY 2023).

I. INFINITY FLIGHT GROUP, LLC

WHEREAS, Mercer County Community College entered into a new two-year agreement with Infinity Flight Group, LLC to provide aircraft and flight instructional training, under direct supervision by the College for students enrolled in the College's Aviation program in FYs 2023 and 2024, as approved by the Board of Trustees on June 16, 2022 and effective August 1, 2022; and

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

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

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

WHEREAS, Infinity Flight Group, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Infinity Flight Group, LLC 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 Infinity Flight Group, LLC from making any reportable contributions through the term of the contract; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to increase the current FY 23 purchase order amount of \$5,500,000 by \$2,650,000 for a new not to exceed amount of \$8,150,000 to issue payments, using student paid flight school fees that are passed-through to Infinity Flight Group, LLC of Ewing, New Jersey, to provide aircraft and flight instructional training, for students enrolled in the College's Aviation program, from July 1, 2022 through June 30, 2023. These payments are funded from student flight instructional pass-through fees and student financial aid.

J. INSIGHT PUBLIC SECTOR SLED – HELP DESK TICKETING SOFTWARE – AMENDED FOR COST AND TIME

WHEREAS, Mercer County Community College has a need re-negotiate the contract for its current cloud-based, help desk work order KACE ticketing system to manage costs and renew the Quest software maintenance and technical support agreement; and

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

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.9, 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 an advertised solicitation but requires a resolution authorizing the award of such a contract; and

WHEREAS, Insight Public Sector Sled 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 any reportable contributions through the term of the contract;

WHEREAS, on September 15, 2022 the Board authorized the President to enter into a contract with Insight Public Sector Sled, to purchase and install a cloud-based, help-desk work order KACE ticketing system for the IT Department for a period of three (3) years from October 1, 2022 through September 30, 2025 in an amount not to exceed \$145,000 (\$48,333/year); and

WHEREAS, on November 17, 2022, the Board authorized the President, to enter into a new contract with Insight Public Sector Sled for an amount not to exceed \$75,000 for a three (3) year term from January 1, 2023 to December 31, 2025 (i.e. not to exceed \$25,000 per year) to purchase Vimeo Livestream software to support College-wide streaming services, for an aggregate not to exceed spending amount with this vendor of \$220,000 (not to exceed \$73,333 per year) from October 1, 2022 through December 31, 2025; and

NOW THEREFORE BE IT RESOLVED, that the President is authorized, to enter into a re-negotiated contract with Insight Public Sector Sled, Chandler, Arizona to modify the terms of the current cloud-based, help desk work order KACE ticketing system for the IT Department for a period of three (3) years, from July 2, 2023 through June 30, 2026 at a not to exceed amount of \$180,000 (i.e. not to exceed \$60,000 per year) and to renew the Quest KACE software maintenance and technical support agreement for a not to exceed amount of \$7,395.58 from March 1, 2023 through March 31, 2026 (i.e. not to exceed \$2,466/year), for an aggregate not to exceed spending amount with this vendor of \$265,000 (i.e. not to exceed \$88,333 per year) through June 30, 2026.

*State of NJ Software Reseller Services #T3121/20-TELE-01512

K. MAURER PRODUCTIONS ONSTAGE

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

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a contract with Maurer Productions Onstage, Ewing, New Jersey (a non-profit organization) to acquire stage production and design services for assigned theatrical productions held at Kelsey Theatre at a cost not to exceed \$45,000 for the period from July 1, 2022 to June 30, 2023.

L. NATIONAL BUSINESS FURNITURE

WHEREAS, Mercer County Community College has a need to acquire furniture, furnishings, and associated supplies for the Facilities Department to renovate classrooms, offices, and student and staff spaces College-wide for FY 2023;

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

WHEREAS, Mercer County Community College Purchasing Policy states that when an individual vendor exceeds an annual, cumulative spending threshold exceeding \$37,500 that a Board of Trustee resolution is required, now therefore

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to enter into a contract with National Business Furniture of Milwaukee, Wisconsin to acquire furniture, furnishings and associated supplies for the Facilities Department to renovate classrooms, office and student and staff spaces College-wide, for an annual aggregate spending amount not to exceed \$65,000 for this vendor for the period from July 1, 2022 to June 30, 2023.

* GSA Contract #GSA GS-27-0024V

M. REPUBLIC WASTE SERVICES COOPERATIVE PRICING FOR SOLID WASTE REMOVAL AND RECYCLING - AMENDED RESOLUTION

WHEREAS, Mercer County Community College has a need to purchase additional solid waste removal and recycling services for the West Windsor campuses during FY 2023 due to increase waste disposal costs associated with current Liberal Arts (LA) building HVAC upgrade project; 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 FY23 purchase order amount of \$60,000 with Republic Waste Services, New Brunswick, NJ, by \$15,000 for a new, not to exceed amount of \$75,000, for purchase of solid waste removal and recycling services due to increased waste disposal costs associated with the current Liberal Arts (LA) building HVAC upgrade project, from July 1, 2022 through June 30, 2023 (FY23).

*New Jersey WSCA/NASPO Contract #89850

N. ROOT 24 HR's PLUMBING INC. – SEWERAGE LIFT PUMP REPLACEMENT

WHEREAS, Mercer County Community College has a need for the emergency replacement of the existing sewerage pump station and electrical panel to be installed within a self-contained package station at the West Windsor campus in FY 2023; and WHEREAS, previous sewerage lift pump repairs authorized by the Board of Trustees on

September 15, 2022 and February 16, 2023 performed to date have resulted in the determination that the existing system is not repairable and that a replacement system is necessary as the best long-term solution for the College; and

WHEREAS, a provision of County Contracts Law, N.J.S.A 18A:64A-25.6 authorizes the award of any purchase, contract or agreement by a County College without public advertising when an emergency affecting the health, safety or welfare of occupants of college property requires the immediate delivery of materials, supplies or the performance of work; and

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

WHEREAS, Root24 Inc. of Camden, New Jersey is the vendor that is the most responsible to meet the pump station replacement project specifications, to provide the best long-term solution, beginning March 23, 2023; now therefore

BE IT RESOLVED, that this resolution is to notify the Board that the President awarded an emergency contract to Root 24 Hr's Plumbing Inc. of Camden, New Jersey on March 23, 2023 for the emergency replacement of the existing sewerage pump station and electrical panel to be installed within a self-contained package station at the West Windsor campus for an amount not to exceed \$90,000. Total aggregate spending amount with this vendor is not to exceed \$265,000 from July 1, 2022 through June 30, 2023 (FY23).

O. W. W. GRAINGER, INC. - AMENDED RESOLUTION

WHEREAS, Mercer County Community College, has a need to purchase additional electrical, lighting and other supplies for the current HVAC upgrade project and an associated lighting upgrade in the Liberal Arts (LA) building as well as ceiling tile, equipment and other supplies to replenish the facilities department's inventory in FY 2023; and

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to increase the FY23 purchase order amount of \$50,000 with W.W. Grainger, Inc. of Cranford, NJ by \$30,000 for a new, not to exceed amount of \$80,000, for the purchase of additional supplies for the Liberal Arts (LA) upgrade project and an associated lighting upgrade, as well as ceiling tile and other equipment and supplied for the Facilities Department's inventory, from July 1, 2022 through June 30, 2023.

* New Jersey Contracts #A79875 and 19-FLEET-00566

P. T-MOBILE NORTHEAST LLC

WHEREAS, T-Mobile Northeast LLC, has requested permission to install upgraded communication equipment on the Mercer County Community College WWFM radio station's monopole at the West Windsor campus to provide cellular phone and data services and other communicative systems licensed or certified by the FCC and/or state or local authorities, that will require a new lease agreement with the College; and

WHEREAS, T-Mobile Northeast LLC currently has a lease agreement with the College for soon to be obsolete equipment on the radio station's second guy-wired tower and intends to terminate said lease when installation of the upgraded equipment is completed on the College's WWFM radio station's monopole, as authorized by this resolution as described below; therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a new lease agreement with T-Mobile Northeast LLC, Bellevue, Washington to install upgraded communication equipment on the College WWFM radio station's monopole tower at the West Windsor campus to provide cellular phone, data services and other communicative systems licensed or certified by the FCC and/or state or local authorities for four thousand dollars (\$4,000) per month, rent payable to the College for an initial five (5) year term from May 1, 2023 through April 30, 2028, with five (5) successive renewal terms of five (5) years each. The rent for each successive renewal term to increase by 10% of the rent for the immediately preceding year.

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

Q. APPROVAL OF FY2024 CHAPTER XII FUNDING

BE IT RESOLVED, that the Board of Trustees approves Mercer County Community College's FY2024 funding not to exceed \$4,060,957 under New Jersey's Chapter XII program, and authorizes the President to request the endorsement and support of the County of Mercer.

R. APPROVAL OF FY2024 OPERATING BUDGET

BE IT RESOLVED, that the Board of Trustees approves Mercer County Community College's operating budget in the amount of \$57,212,000 for fiscal year 2024, as indicated in the attached, which will be made part of the minutes of this meeting. (Attachment # 4)

V. HUMAN RESOURCE MATTERS

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

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

BE IT RESOLVED, that this Board approves the appointments, ratification of appointments, reclassifications, promotions, stipends, equity adjustments, and notes

receipt of the Staff Separation Report, which will be made a part of the minutes of this meeting. (Attachment #5)

VI. OPERATIONS MATTERS

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

D) MARCH 2023 REPORTABLE CRIMES, FIRES, AND OTHER EMERGENCIES

The members of the Board noted receipt and review and ratified the report, which is attached. (Attachment #6)

VII. OTHER MATTERS

A) REVISED BOARD MEETING SCHEDULE – MAY 2023

Trustee Blake moved to approve moving the May Board of Trustees meeting from May 18th to Tuesday, May 30th, due to the conflict with the college's Commencement ceremony. The motion was seconded by Trustee Berrios-Ohler and adopted with Trustees Appelget, Berrios-Ohler, Blake, Drennan, Mason, Minus-Vincent, Nespoli, and Puliti voting aye.

B) APPOINTMENT OF BOARD OF SCHOOL ESTIMATES MEMBERS

Chair Drennan reported that Trustee Appelget and Berrios-Ohler will serve as this year's Board of School Estimate members.

Vice Chair Appelget presented Agenda Item VII (C) which was second by Trustee Puliti and approved by Appelget, Berrios-Ohler, Blake, Mason, Minus-Vincent, Nespoli, and Puliti voting aye. The Board of Trustees expressed their gratitude for Mr. Drennan's service to the Board and the College.

C) RESOLUTION OF APPRECIATION – KEVIN DRENNAN

WHEREAS, Mr. Kevin Drennan has announced his resignation to the Mercer County Community College Board of Trustees where he has served as a dedicated member since March 2012; and

WHEREAS, Mr. Drennan has served on all major committees of the college, Operations, Human Resources, Finance, Audit, Executive, and Presidential Search committees; and

WHEREAS, Mr. Drennan provided outstanding leadership to the Board and the College as Chair of the Board of Trustees; and

WHEREAS, Mr. Drennan served as Treasurer of the Board of Trustees, working diligently to ensure the College had the resources to provide quality education to its students while keeping costs down and tuition affordable, and;

WHEREAS, Mr. Drennan was an ardent supporter of the Mercer County Community College Foundation serving as the Board's ex officio member for many years never failing to support financially and encouraging other Board member to contribute; and

WHEREAS, Mr. Drennan has been a valued member of the Board, a mentor to fellow trustees, a champion for students, and an advocate for high standards and fiscal accountability; and

WHEREAS, Mr. Drennan has had a distinguished career serving the people of this state, and Mercer County in key staff positions; and

WHEREAS, Mr. Drennan is a highly respected member of the College community and is an enthusiastic supporter, valued colleague, expert advisor, and friend to Mercer County Community College; and

NOW, THEREFORE, BE IT RESOLVED, that the MCCC Board of Trustees, President Deborah E. Preston, and members of the College community wish to express their deepest gratitude and appreciation to Mr. Kevin Drennan for his service as Chair and member of the Mercer County Community College Board of Trustees; wish him well in all of his endeavors; and look forward to his continued relationship with MCCC in the future.

VIII. NEW JERSEY COUNCIL OF COUNTY COLLEGES REPORT

Dr. Nespoli provided the following update:

- The community colleges, through NJCCC, are organizing a lobbying campaign and have a legislative action center through which letters can be sent asking the State Legislature to fully support community colleges in the state's FY 2024 budget by increasing state operating aid for community colleges. More information is available at:
<https://www.njccc.org/legislative-action-center>

IX. Chair's Report

- Chair Drennan acknowledged his 11 years of service as a Trustee and thankful for being a part of the college.

There being no further business to discuss, Trustee Blake moved to adjourn the meeting. The motion was seconded by Trustee Puliti and passed unanimously. The meeting adjourned at 7:25 p.m.

Respectfully submitted,



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



Attachment #1

Agenda Item IV (A)

31-Mar-23

	FY2023		Mar-23	Over/(Under)	Actual %	Expected %	Variance %
	Annual Budget	YTD Budget	YTD Actual	YTD Budget	Used/Earned	Used/Earned	Used/Earned
Revenues:							
State of New Jersey	7,344,000	5,508,000	5,579,006	71,006	75.97%	75.00%	0.97%
Mercer County	18,963,840	14,222,880	12,642,560	(1,580,320)	66.67%	75.00%	-8.33%
Tuition & Fees	27,576,240	26,827,115	24,009,883	(2,817,232)	87.07%	97.28%	-10.22%
Non-Credit Tuition & Fees	450,000	337,500	507,708	170,208	112.82%	75.00%	37.82%
Other	2,190,500	1,642,875	4,014,230	2,371,355	183.26%	75.00%	108.26%
Total Revenue	56,524,580	48,538,370	46,753,386	(1,784,984)	82.71%	85.87%	-3.16%
<i>** Negative variance in the expected revenue equates to unfavorable anticipated earnings</i>							
Salaries - 59.28% of total Budget	33,509,501	24,487,712	25,443,371	955,659	75.93%	73.08%	2.85%
Benefits - 20.75% of total Budget	11,728,336	8,570,707	8,877,927	307,220	75.70%	73.08%	2.62%
Total Salary and Benefits - 80.03% of total Budget	45,237,837	33,058,419	34,321,298	1,262,878	75.87%	73.08%	2.79%
<i>- Salaries and Benefits allocated below</i>							
Expenses:							
Instruction	26,035,344	19,526,508	20,032,439	505,931	76.94%	75.00%	1.94%
Academic Support	3,294,617	2,470,963	1,754,345	(716,618)	53.25%	75.00%	-21.75%
Student Services	5,322,559	3,991,919	4,626,879	634,960	86.93%	75.00%	11.93%
Institutional Support	15,256,169	11,442,127	12,877,944	1,435,818	84.41%	75.00%	9.41%
Plant Operations	6,615,891	4,961,918	4,437,887	(524,031)	67.08%	75.00%	-7.92%
	56,524,580	42,393,435	43,729,494	1,336,059	77.36%	75.00%	2.36%
<i>** Negative variance in the expected expense equates to favorable cost savings</i>							
Key Budget Items (Included Above):							
Utilities	1,880,000	1,410,000	1,359,920.6	(50,079)	72.34%	75.00%	-2.66%
Custodial Contract	895,000	671,250	655,203	(16,047)	73.21%	75.00%	-1.79%
Maintenance, Grounds and Equipment	2,100,000	1,575,000	1,215,679	(359,321)	57.89%	75.00%	-17.11%
IT Management, Computer Software and Hardware	2,300,000	1,725,000	1,041,048	(683,953)	45.26%	75.00%	-29.74%
	7,175,000	5,381,250	4,271,850	(1,109,400)	59.54%	75.00%	-15.46%
Total Expenditures	56,524,580	42,393,435	43,729,494	1,336,059	77.36%	75.00%	2.36%
Surplus/(Deficit)	-	6,144,935	3,023,893	(3,121,042)			
Other Revenue Key Items:							
WWFM Listener Donations	503,000	377,250	285,733	(91,517)	56.81%	75.00%	-18.19%
Conference Center and Food Commissions	174,600	130,950	258,184	127,234	147.87%	75.00%	72.87%
Partner Schools (Rutgers, William Patterson, FDU)	260,000	195,000	117,749	(77,251)	45.29%	75.00%	-29.71%
Mercer Institute	200,000	150,000	347,974	197,974	173.99%	75.00%	98.99%
Kelsey Theater	230,000	172,500	208,105	35,605	90.48%	75.00%	15.48%
Tower Rentals	225,000	168,750	259,657	90,907	115.40%	75.00%	40.40%
Facility Rentals	450,000	337,500	549,921	212,421	122.20%	75.00%	47.20%
Bookstore	150,000	112,500	66,218	(46,282)	44.15%	75.00%	-30.85%
Summer Camps (Tomato Patch/Athletics/Camp Colle)	500,000	500,000	346,319	(153,681)	69.26%	100.00%	-30.74%

**MERCER COUNTY COMMUNITY COLLEGE
 FINANCE OFFICE**

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

		TERM & INTEREST		
<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>RATE</u>	<u>DUE</u>	<u>AMOUNT</u>
02/28/23	BANK OF PRINCETON	3.50%	N/A	592,875.78
02/28/23	BANK OF PRINCETON	4.00%	1/23	537,239.10
03/31/23	FIRST BANK	3.85%	N/A	1,060,242.77
02/28/23	WELLS FARGO BANK BALANCE	2.68%	N/A	4,882,639.83
02/28/23	CASH MANAGEMENT FUND-NJ	4.59%	N/A	<u>8,609,863.30</u>
				<u>\$ 15,682,860.78</u> *
<u>LONG TERM INVESTMENTS</u>				
02/28/23	WELLS FARGO BANK - UNEMPLOYMENT TRUST	3.30%		<u>\$ 504,782.33</u>

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

MCCC PURCHASE ORDER REPORT
 \$7,500.00 - \$37,500.00
 DATE OF BOARD MEETING: April 20, 2023

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

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
B7488	2/28/23	Three Bears LLC Lawrenceville, NJ	\$8,500.00	32-03-01-03-301501-66550	Exemption: Entertainment

Direct mail fundraising package development for the Kelsey Theatre.

B7519	2/28/23	Township of Hamilton Hamilton, NJ	\$20,517.36	10-07-01-03-301401-68130	Exemption: Public Utilities
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West Windsor Campus sewer supply bi-annual FY 2023 payment.

P16551	3/2/23	Decotiis, Fitzpatrick, & Cole, LLP Paramus, NJ	\$22,016.19	10-06-01-03-301001-64105 10-06-01-03-301001-64103	Exemption: Professional Services
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Contract negotiation fees for Unions.

B7747	3/2/23	Professional Pilot Examiners LLC Murfreesboro, TN	\$20,000.00	10-01-01-02-202404-64102	Exemption: Consulting Services
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Aviation Consultant for the Aviation Program.

P15748	3/7/23	Reock and Roll LLC Hamilton, NJ	\$8,907.08	33-03-01-02-209001-42518	Exemption: Entertainment
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Box Office Split for "Reock – Songwriters" at the Kelsey Theatre.

P16606	3/9/23	Arcmercer Ewing, NJ	\$16,888.50	10-06-01-03-301001-62335	MCCC RFB #1815
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February 2023 JKC and Quakerbridge Shuttle Services.

P16603	3/9/23	SHI International Corp. Somerset, NJ	\$27,164.34	10-01-01-03-301303-69614	NJEDGE Consortium
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Annual renewal of ProofPoint Cloud Email Gateway for ITS.

P16602	3/9/23	Carrier Jamesburg, NJ	\$17,048.00	10-07-01-03-301401-61530	Sourcwell Contract #070121-CAR
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Replacement of Conference Center Compressor.

MCCC PURCHASE ORDER REPORT
 \$7,500.00 - \$37,500.00
 DATE OF BOARD MEETING: April 20, 2023

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

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P16601	3/9/23	Entrinsik Raleigh, NC	\$11,465.00	10-01-01-03-301304-64410	Exemption: Sole Source

Annual license and support for Informer software for ITS.

P16624	3/13/23	John D. Antonishak Frederick, MD	\$11,189.04	10-06-01-06-600100-64110	Exemption: Consulting Services
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ELT Planning and Development Retreat speaker.

P16623	3/13/23	Tutor.com, Inc. New York, NY	\$7,838.25	21-01-01-02-302059-60700	GSA Contract #GS-35F-191BA
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525 Hours of Live Homework Help Online for the Academic Support Program.

P16621	3/13/23	Aurora Systems Consulting Torrance, CA	\$24,989.00	10-01-01-03-301303-69614	NCPA Contract #01-97
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Exinda WAN Optimization Hardware Maintenance for ITS.

P16765	3/13/23	B&H Photo Video New York, NY	\$15,213.76	10-06-01-03-301001-63997	E&I Contract #EI00221
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Enlarger Kits and accessories for the Photography Program. Reimbursed by the MCCC Foundation.

B7754	3/13/23	Spiezle Architectural Group Hamilton, NJ	\$10,000.00	10-07-01-03-301401-64105	MCCC RFP #2102
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Architect of Record Professional services.

P16636	3/14/23	SHI International Corp. Somerset, NJ	\$9,021.67	10-01-01-03-301303-69713	NJEDGE Consortium
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SolarWinds software renewal for ITS.

MCCC PURCHASE ORDER REPORT
 \$7,500.00 - \$37,500.00
 DATE OF BOARD MEETING: April 20, 2023

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

Budget lines beginning with "2" indicate grant funded

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P16634	3/14/23	Recycle Away, LLC Brattleboro, VT	\$24,425.00	10-07-01-03-301401-61030	MCCC RFQ #2337

Sixty (60) 2 Stream Waste bins for Facilities.

P16658	3/15/23	SHI International Corp. Somerset, NJ	\$13,852.16	10-01-01-03-301303-69713	OMNIA Contract #2018011-02
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Veeam Backup and Replication software Universal License for ITS.

P16649	3/15/23	Dell Marketing LP Round Rock, TX	\$14,856.80	10-01-01-03-301306-69642	NJ State Contract #19-TELE-00656
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Ten (10) Laptops for new staff members.

B7755	3/15/23	Valley Education LLC Long Valley, NJ	\$10,000.00	38-03-01-02-207003-64206	Exemption: Professional Services
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Medical Cannabis instructor for Division of Lifelong Learning.

P16686	3/20/23	B&H Photo-Video New York, NY	\$7,847.40	10-01-01-03-301306-69642	E&I Contract #EI00221
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Equipment and accessories for Conference Rooms and Classrooms.

B7757	3/20/23	J&J Staffing Resources Cherry Hill, NJ	\$7,500.00	10-06-01-01-100100-64102	Exemption: Consulting Services
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Temporary Staffing for Ombuds Office FY 2023.

B7704	3/22/23	Sav-A-Tree Hamilton, NJ	\$17,400.00	10-07-01-03-301401-68530	MCCC RFQ #2313
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Tree Trimming Services for FY 2023.

**Mercer County Community College
FY2024 Expense Budget**

	<u>FY2024</u>	<u>FY2023</u>
	<u>Annual Budget</u>	<u>Annual Budget</u>
Revenues:		
State of New Jersey	7,433,816	7,344,000
Mercer County	19,343,117	18,963,840
Tuition & Fees	26,544,567	26,726,240
Non-Credit Tuition & Fees	550,000	450,000
Other	3,340,500	3,040,500
Total Revenue	<u>57,212,000</u>	<u>56,524,580</u>

*** Negative variance in the expected revenue equates to unfavorable anticipated earnings*

Salaries - 59.28% of total Budget	33,915,274	33,509,501
Benefits - 20.75% of total Budget	11,871,490	11,728,336
Total Salary and Benefits - 80.03% of total Budget	<u>45,786,764</u>	<u>45,237,837</u>

- Salaries and Benefits allocated below

Expenses:		
Instruction	26,351,971	26,035,344
Academic Support	3,334,684	3,294,617
Student Services	5,387,289	5,322,559
Institutional Support	15,441,706	15,256,169
Plant Operations	6,696,350	6,615,891
	<u>57,212,000</u>	<u>56,524,580</u>

*** Negative variance in the expected expense equates to favorable cost savings*

Key Budget Items (Included Above):

Utilities	1,935,000	1,880,000
Custodial Contract	980,000	895,000
Maintenance, Grounds and Equipment	2,746,500	2,100,000
IT Management, Computer Software and Hardware	3,081,811	2,300,000
	<u>8,743,311</u>	<u>7,175,000</u>

Other Revenue Key Items:

WWFM Listener Donations	503,000	503,000
Conference Center and Food Commissions	274,600	174,600
Partner Schools (Rutgers, William Patterson, FDU)	260,000	260,000
Mercer Institute	300,000	200,000
Kelsey Theater	230,000	230,000
Tower Rentals	225,000	225,000
Facility Rentals	550,000	450,000
Bookstore	150,000	150,000
Summer Camps (Tomato Patch/Athletics/Camp College)	500,000	500,000

Attachment #5

MCCC

Agenda Item V (A)

MERCER COUNTY COMMUNITY COLLEGE

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

RESOLUTION

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

Board of Trustees Meeting
April 20, 2023



Human Resources Office

To: Deborah Preston, Ph.D.

From: Barbara Basel, Vice President for Human Resources

Date: April 5, 2023

Re: Ratification of Appointments

The following appointment has been made since March 1, 2023.

Effective Date of /Hire	Department	Name	Title	Salary	Range	FLSA
7/1/2022	College Safety	Eric Deboskey	Security Officer III- Team Lead	\$49,000	\$38,412 - \$64,081	Non-Exempt
4/3/2023	Facilities	Michael Cowell	Maintenance I	\$40,000	\$31,200 - \$52,051	Non-Exempt
4/17/2023	President Office	Erica Oliver	Executive Director for Communications & Marketing	\$135,000	\$104,145.00 - \$156,613.00	Exempt
5/15/2023	Information Technology Systems	Andre Munford	Technical Support Analyst	\$55,000	\$48,821.00 - \$96,027.00	Exempt
4/17/2023	Academic Affairs	Anthony Culpepper	Director for Gear Up	\$69,500	\$48,281.00 - \$76,929.00	Exempt
5/1/2023	Academic Affairs/Library Services	Heather Smith	Reference and Information Literacy Librarian	\$61,000	\$48,281.00 - \$76,429.00	Exempt



Human Resources Office

April 5, 2023

To: Deborah Preston, PhD., President
From: Barbara Basel, Vice President for Human Resources
Date: April 5, 2023
Re: Promotions/Reclassifications/Equity Adjustments/Pay

The following Promotions/Reclassifications, Title Changes, and Equity Adjustments that have been made since March 1, 2023.

Effective Date of Promotion/ Salary Adjustment	Department	Name	Current Title/New Title	Current Base Salary	Adjusted Base Salary
4/17/2023	Finance & Administration	Mark Banyacski	Current Title: Executive Director for Finance Equity Adjustment	\$120,286	\$135,000
4/3/2023	Student Affairs/Athletics	Fred Carella	Current Title: Supervising Team Leader New Title: Coordinator, Athlete Academic Compliance	\$81,185	\$82,685



Human Resources

April 5, 2023

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

Date	Name	Title	Division	Type*
03/03/2023	Frederick Taylor	HR Generalist-Talent Acquisition, Human Resources		TR
03/17/2023	Hee Taek John Kim	Chef, Community Education Training /JKC		RS
03/31/2023	Emily Ivette Cintron	Administrative Specialist II, Finance		RS

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



To: Dr. Simmons
Interim Vice President- Student Affairs

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

Date: April 03, 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 March 2023, there were no reported Clery related offenses or occurrences reported through College Safety and Security.

End of report