

## MERCER COUNTY COMMUNITY COLLEGE

Minutes of the 702<sup>nd</sup> Meeting  
of the Board of Trustees  
July 26, 2023

The meeting was called to order by Chair Kristin Appelget at 6:31pm at the Mercer County Community College West Windsor Campus. In addition to the Chair, the following members were in attendance: Blanca Berrios-Ohler, Jermaine Huell, Shannon Mason, Daryl Minus-Vincent, Lawrence Nespoli, Greg Puliti, and Deborah Preston (MCCC President). Also present was Perry Lattiboudere, College Counsel. Absent was Julie Blake.

### **OPENING OF MEETING**

- A) FLAG SALUTE  
Trustee Huell 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 Nespoli and adopted with Trustees Appelget, Berrios-Ohler, Huell, Mason, Minus-Vincent, Nespoli, and Puliti voting aye.
- D) PUBLIC COMMENT  
No one from the attending public addressed the board at this time.

### **II. PRESIDENT'S UPDATE**

Dr. Preston provided the following updates:

- Partnership with Rider University to Offer Housing  
MCCC partnered with Rider University to become first NJ community college to offer campus housing option for students. Rider will provide room and board services for MCCC students at Rider's campus in Lawrenceville, NJ. MCCC students can participate in a wide range of student services including housing, dining, library, transportation, health care, and more. The agreement provides MCCC students with a specialized rate on room and board at Rider. Students who complete an associate degree from MCCC and transfer to Rider can extend the discount for an additional two years. Over 50 students have applied for housing at Rider so far. A shuttle will be available between Rider and MCCC. Onsite parking will also be available for MCCC students.

- Partnership with Princeton School of Public and International Affairs  
Princeton SPIA graduate students are undertaking a study of the James Kerney Campus and surrounding area to give MCCC advice about program choices and economic impact. SPIA will also help with identifying and applying for grants.

### III. **APPROVAL OF MINUTES**

#### A) **APPROVAL OF MINUTES OF JUNE 29, 2023 BOARD MEETING**

Trustee Puliti moved to approve the minutes of the June 29, 2023 Board Meeting, which was seconded by Trustee Huell and adopted with Trustees Appelget, Berrios-Ohler, Huell, Mason, Minus-Vincent, Nespoli, and Puliti voting aye.

BE IT RESOLVED, that the minutes of the June 29, 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 Puliti. The items were ratified with Trustees Appelget, Berrios-Ohler, Huell, Mason, Minus-Vincent, Nespoli, and Puliti voting aye.

#### A) **MONTHLY FINANCIAL STATEMENT (Resolution FY24-100)**

The members of the Board noted receipt and ratified the Monthly Financial Statement, which is attached

#### B) **INVESTMENT DETAIL (Resolution FY24-101)**

The members of the Board noted receipt and ratified the Report of Investment Detail, which is attached

#### C) **PURCHASE ORDERS AND CONTRACTS UNDER \$37,500 (Resolution FY24-102)**

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

#### D) **MONTHLY PAYMENTS LIST (Resolution FY24-103)**

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

Trustee Berrios-Ohler presented Agenda Items IV (E) through (G) and (I) through (S) for ratification, which were second by Trustee Minus-Vincent. The items were ratified with Trustees Appelget, Berrios-Ohler, Huell, Mason, Minus-Vincent, Nespoli, and Puliti voting aye, and will be made a part of the minutes of this meeting.

#### E) **ARCMERCER, INC. CAMPUS SHUTTLE BUS SERVICES (Resolution FY24-104)**

WHEREAS, Mercer County Community College has a need to acquire campus shuttle services for student transportation between the James Kerney and West Windsor campuses and between Rider University, Quakerbridge Mall and the West Windsor campus through Academic Years 2023-25; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A 18A:64A-25.4 requires every contract or agreement for the performance of any work or the furnishing or hiring of any materials and supplies 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 three (3) vendors which responded to the advertised proposal for Campus Shuttle Services by the required due date of June 27, 2023, ARC Mercer Inc. was evaluated to have the most responsible and cost-effective bid for campus shuttle services for student transportation between the James Kerney and West Windsor campuses and between Rider University, Quakerbridge Mall and the West Windsor Campus; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with ArcMercer Inc. of Ewing, New Jersey for campus shuttle services, for (2) two years, at a daily rate of \$678.25 (for the James Kerney to West Windsor campus trip) and \$568.25 (for the Rider University – Quakerbridge Mall – West Windsor campus trip) in year one, for an amount not to exceed \$174,510 from August 1, 2023 to July 31, 2024; and at a daily rate of \$712.16 (the James Kerney to West Windsor campus trip) and \$596.66 (for the Rider University – Quakerbridge Mall – West Windsor campus trip) in year two, for an amount not to exceed \$183,235 from August 1, 2024 to July 31, 2025.

MERCER COUNTY COMMUNITY COLLEGE

PURCHASE ORDER OVER \$37,500

REQUEST FOR BOARD APPROVAL: July 26, 2023

Budget lines beginning with “2” indicate grant funded

VENDOR

ARC Mercer Inc.  
180 Ewingville Rd  
Ewing, NJ 08638

AMOUNT: Year 1: \$174,510  
Year 2: \$183,234.80

BUDGET LINE: 10-06-01-03-301001-62335

DEPARTMENT: College Business – Shuttle Bus Services

TYPE OF PURCHASE:

Low Bid: \$357,744  
Bids Received: 3

Bids Distributed: 6

DESCRIPTION: Campus Shuttle Services

BID SUMMARY:

VENDOR	WWC-JKC trip Year One	WWC – QBM – Rider U. Year One	Year 1 Total	WWC-JKC trip Year Two	WWC – QBM – Rider U. Year Two	Year 2 Total	Year 1 and Year 2 Total
ArcMercer	\$94,955	\$79,555	\$174,510	\$99,702.40	\$83,532.40	\$183,234.8 0	\$357,744
Stout’s Charter Services, Inc.	\$139,300	\$139,300	\$278,600	\$146,265	\$146,265	\$292,530	\$571,130
Starr Transit Company, Inc.	\$226,100	\$220,500	\$446,600	\$237,300	\$231,700	\$469,000	\$915,600

F) BUILDERS TRAINING RESOURCE (Resolution FY24-105)

WHEREAS, Mercer County Community College has a need to provide customized classes on project management, problem solving, train-the-trainer and virtual teams for the Division of Lifelong Learning during the 2023-2024 academic year; 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, Builders Training Resource has completed and submitted a Business Entity Disclosure Certification which certifies that Builders Training Resource 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 Builders Training Resource 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 a contract with Builders Training Resource of Hamilton, New Jersey to provide customized classes on project management, problem solving, train-the-trainer and virtual teams for the Division of Lifelong Learning for an amount not to exceed \$75,000 from July 1, 2023 through June 30, 2024.

G) CANTEEN/COMPASS GROUP, U.S.A. (Resolution FY24-106)

WHEREAS, Mercer County Community College has a need to acquire food management services to operate a Hybrid Café/Market and provide catering and vending services on the West Windsor campus and provide vending services only, on the James Kerney campus, for students, faculty and staff in FY 2024; 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 September 17, 2020, this Board authorized the College to enter into a three (3) year contract, with three (3) one-year extension options 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;

WHEREAS, the College intends to exercise the second of three (1) one-year extension 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 exercise the second of three (3) one-year extension options to extend the current contract with Canteen/Compass Group, U.S.A. of Charlotte, North Carolina, in accordance with the resolutions adopted by the Board of Trustees on September 17, 2020 and July 15, 2022, to provide Hybrid Café/Market and food management and vending services for the West Windsor campus and vending services for the James Kerney campus, for payments not to exceed \$175,000 (including projected catering purchase orders), from August 1, 2023 to July 31, 2024.

MCCC RFP #2003

I) CONSTELLATION NEWENERGY INC. (Resolution FY24-108)

WHEREAS, Mercer County Community College requires the purchase of electricity supply services to operate and provide heat, light, and cooling for the James Kerney Campus for fiscal years 2024 and 2025; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25-10, allows for one or more county colleges to provide for such purchases by joint agreement with the governing bodies of the municipality or of the county within whose boundaries any such college or colleges is or are wholly or partly located pursuant to Local Public Contracts Law, P.L. 1971, c.198 (C.40A:11-1 et seq.); and

WHEREAS, New Jersey's community colleges appointed Ocean County College to act as purchasing agent with respect to the purchase and delivery of Electric Generation Supply Service (NJCC JPC Electric bid RFB #23-24 B-1450\*); and  
WHEREAS, public bids were solicited for the provision of this service and the low bid was submitted by Constellation NewEnergy Inc. at \$0.11340 per kWh (an increase of 29% from the previous contract's rate of \$0.084505 per kWh), for a period of twenty-four (24) months, beginning August 1, 2023 through July 31, 2025; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, through participation in the NJ County Colleges Joint Purchasing Consortium (NJCCC JPC) to enter into a new two (2) year contract with Constellation NewEnergy Inc., Baltimore, Maryland, at a rate of \$0.11340 per kWh (an increase of 29% from the previous contracted rate of \$0.084505 per kWh) for an amount not to exceed \$337,980 (\$168,990 annually) to purchase electricity supply services for the James Kerney campus, from August 1, 2023 through July 31, 2025 (FY(s) 2024 and 2025).

\*NJCC Electric RFB #23-24 B-1450

J) GARDEN STATE PAVING (Resolution FY24-109)

WHEREAS, Mercer County Community College has the need for campus paving services paid by Chapter 12 program funds; and

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

WHEREAS, Mercer County Community College is a member of Educational Services Commission of New Jersey Cooperative Pricing Agreement for the procurement of goods and services at competitive pricing; and

WHEREAS, Mercer County Community College has identified that Garden State Sealing Inc. has the experience necessary to provide paving and pavement repair services for the West Windsor campus, under the Cooperative Pricing Agreement with the Educational Services Commission of New Jersey\* which represents the best value for the College; now therefore;

BE IT RESOLVED, that the President be authorized, on behalf of the Board to contract with Garden State Sealing Inc. of Tinton Falls, NJ for campus paving services, for an amount not to exceed \$1,300,000. Paid for by Chapter 12 program funds.

\*Educational Services Commission of New Jersey (ESCNJ) Contract 23/24-06

K) HONORLOCK (Resolution FY24-110)

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

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

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

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

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, through participation in the NJ County Community College (NJCCC) Joint Purchasing Consortium (JPC) to renew its annual agreement with Honorlock, Inc. Boca Raton, Florida for the purchase of 2,000 licenses for campus-wide online proctoring services for an amount not to exceed \$50,000 for the period July 1, 2023 to June 30, 2024.

NJCCC Joint Purchasing Consortium (JPC) RFP # NJCCC/JPC RFP #22/23 R-1355

L) IMBUE CREATIVE (Resolution FY24-111)

WHEREAS, Mercer County Community College has a need to acquire marketing services with the goal of improving student enrollment for academic year(s) 2023 and 2024; and

WHEREAS, the College has a need for additional resources to elevate the College's enrollment marketing and ongoing marketing and branding efforts in support of student enrollment campaigns; and

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

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (20) exempts without limitation advertising 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 contract with Imbue Creative LLC of Lambertville, New Jersey to provide marketing services with the goal of improving student enrollment for the academic year(s) 2023 and 2024 for an amount not to exceed \$378,000 from July 1, 2023 through June 30, 2024.

M) MAGIC TOUCH CONSTRUCTION (Resolution FY24-112)

WHEREAS, Mercer County Community College has a need for sewer pipe cleaning and grease trap replacement services for various buildings; and

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

WHEREAS, Mercer County Community College is a member of Educational Services Commission of New Jersey Cooperative Pricing Agreement for the procurement of goods and services at competitive pricing; and

WHEREAS, Mercer County Community College has identified that Magic Touch Construction has the experience necessary to provide sewer pipe cleaning and grease trap replacement services for various buildings, under the Cooperative Pricing Agreement with the Educational Services Commission of New Jersey\* which represents the best value for the College; now therefore;

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Magic Touch Construction of Keyport, NJ, for sewer pipe cleaning and grease trap replacement services for various buildings at a cost not to exceed \$200,000 from July 1, 2023 through June 30, 2024.

\* Educational Services Commission of New Jersey Contract #20/21-18

N) NATIONAL PUBLIC RADIO (Resolution FY24-113)

WHEREAS, Mercer County Communication College's radio station, WWFM, has a need to acquire exclusive radio programming content and other services, including the Public Radio Satellite System®, including the Interconnect System and National Public Radio (NPR) Digital services for its broadcast network in FY 2024; 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 contract with National Public Radio, Inc. (NPR) to acquire exclusive radio programming content and other services, including the Public Radio Satellite System®, including the



Interconnect System, and National Public Radio (NPR) Digital services for its broadcast network, for an amount not to exceed \$75,000 from July 1, 2023 through June 30, 2024. Paid for by the Community Service Grant from the Corporation for Public Broadcasting (CPB).

O) PRESIDIO NETWORKS (Resolution FY24-114)

WHEREAS, Mercer County Community College has a need to purchase wireless communications, infrastructure and network equipment and maintenance services, including the annual SmartNet Cisco Bluewater maintenance contract for the existing wireless communications and networked equipment hardware (for Security Surveillance), at the James Kerney and West Windsor campuses from July 1, 2023 to June 30, 2024; 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; and

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a contract with Presidio Networked Solutions Group, LLC, of Morristown, NJ, for the purchase of wireless communications, infrastructure and network equipment and maintenance services, including the annual SmartNet Cisco Bluewater maintenance contract for the existing wireless communications and networked equipment hardware (for Security Surveillance), at the James Kerney and West Windsor campuses in FY 2024 at a cost not to exceed \$600,000 from July 1, 2023 to June 30, 2024.

\*NJ State Contract #21-TELE-01506 (CISCO/Presidio)

P) TUTOR.COM (Resolution FY24-115)

WHEREAS, Mercer County Community College has a need to acquire live online homework help services College-wide for FY 2024; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.9(b) authorizes a county college without advertising for bids, to purchase any materials, supplies, goods, services or equipment pursuant to Federal Supply Schedules of the General Services Administration and federal regulations adopted thereunder or schedules from other federal procurement programs; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Tutor.com of New York, New York to acquire live online homework help services for the West Windsor and James Kerney campuses for an amount not to exceed \$50,000 from July 1, 2023 through June 30, 2024. Paid by Community College Opportunity Grant.

\* GSA #GS-35F-191BA

Q) YARDLEY PLAYERS THEATRE (Resolution FY24-116)

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 2024; and

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

WHEREAS, Yardley Players Theatre Company has completed and submitted a Business Entity Disclosure Certification which certifies that Yardley Players Theatre Company has not made any reportable contributions to a political or candidate committee in Mercer County in the previous year, and the contract will prohibit Yardley Players Theatre Company 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 a contract with Yardley Players Theatre Company of Langhorne, Pennsylvania to acquire stage production and design services for assigned theatrical productions held at Kelsey Theatre at a cost not to exceed \$47,500 for the period from July 1, 2023 to June 30, 2024.

R) RUTGERS UNIVERSITY FACILITY USE AGREEMENT – UNIVERSITY CENTER (Resolution FY24-117)

WHEREAS, Mercer County Community College has established a partnership with Rutgers, The State University of New Jersey that enables students to complete the upper division courses required for certain undergraduate and/or graduate degree programs at the Trenton and West Windsor campuses; and

WHEREAS, Mercer County Community College agrees to provide classroom and administrative space necessary for the effective functioning of classes offered by Rutgers, The State University of New Jersey; and

WHEREAS, N.J.S.A. 18A:64A-12 (l) requires the Board of Trustees to approve a resolution to lease college property which is necessary or desirable for college purposes; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to extend the Facility Use Agreement with Rutgers, the State University of New Jersey, in accordance with the resolution adopted by the Board of Trustees on September 17, 2022, to provide classroom and administrative space on the West Windsor campus for an annual facility use fee of \$45,150 from July 1, 2023 to June 30, 2025.

S) WOLTERS KLUWER HEALTH (Resolution FY24-118)

WHEREAS, Mercer County Community College has a need to acquire virtual nursing simulator software and textbooks for students who must complete their clinical education, for the Nursing program for the FY 2024 academic 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 and supplies which are not available from more than one potential bidder from public advertising for bids but requires a resolution authorizing the award of such contract; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (6) exempts library materials and supplies from public advertising for bids but requires a resolution authorizing the award of such contract; and

WHEREAS, Wolters Kluwer Health and submitted a Business Entity Disclosure Certification which certifies that Wolters Kluwer Health 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 Wolters Kluwer Health Incorporated 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 Wolters Kluwer Health of Philadelphia, Pennsylvania, to acquire virtual nursing simulator software and textbooks for students who must complete their clinical education for the Nursing program at a cost not to exceed \$75,000 from July 1, 2023 through June 30, 2024.

**V. HUMAN RESOURCE MATTERS**

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

A) RATIFICATION OF APPOINTMENTS, PROMOTIONS, STIPENDS, AND STAFF SEPARATION REPORT (Resolution FY24-119)

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

B) REAPPOINTMENT OF ADMINISTRATIVE PERSONNEL FOR ONE-YEAR CONTRACT (Resolution FY24-120)

BE IT RESOLVED, That certain members of the administrative, professional and teaching assistant staff are hereby reappointed as recommended by the President and shall receive one- year contracts for the period July 1, 2023 through June 30, 2024 as indicated in the attached, which is to be made part of the minutes of this meeting.

**VI. OPERATIONS MATTERS**

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

A) June 2023 REPORTABLE CRIMES, FIRES, AND OTHER EMERGENCIES  
(Resolution FY24-122)

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

Trustee Nespoli reported on the following item, on behalf of Trustee Blake:

- The Operations Committee will meet the third week of the month.
- Additional discussions regarding the LeadGood recommendations will be addressed at the upcoming Board of Trustees retreat, including:
  - Review of the anti-retaliation (whistleblower) policy
  - Develop anti-retaliation training
  - Review and update Trustee Code of ethics (make more fulsome).
  - Review and update college policies, where appropriate.

**VII. NEW JERSEY COUNCIL OF COUNTY COLLEGES REPORT**

Dr. Nespoli provided an update on final FY2024 state budget and its importance for MCCCC:

- State Funding to Community – Dr. Nespoli reported that the NJ Legislature added \$20 million to the FY2024 state budget for community colleges. Now would be a good time for trustees and others to send emails to legislative leaders (and especially Mercer County legislators) thanking them for their support of this important increase in state operating aid to community colleges.

**VIII. CHAIR'S REPORT**

Chair Appelget provide the following updates:

- The Board of Trustees retreat will take place on August 22<sup>nd</sup>. The Board is asked to complete the self-assessment before the retreat.
- The Board of Trustees will not meet on August 23<sup>rd</sup> (per the meeting schedule).

BE IT RESOLVED, that this Board adjourns to Executive Session at 6:56pm to discuss contract matters. Circumstances under which these discussions will be disclosed to the public when necessary actions are taken at public session.

The public session reconvened at 7:20pm.

**FINANCE & FACILITIES MATTERS**

Trustee Berrios-Ohler presented Agenda Items IV (H) for ratification, which was second by Trustee Mason. The item was ratified, with amendments, by Trustees Appelget, Berrios-Ohler, Huell, Mason, Minus-Vincent, Nespoli, and Puliti voting aye.

H) CLARKE CANTON HINTZ – ARCHITECT OF RECORD AND CHAPTER 12 ARCHITECT  
(Resolution FY24-107)

WHEREAS, Mercer County Community College has a need to acquire professional architectural services needed for various Chapter 12 funded and non-Chapter 12 construction projects for the James Kerney and West Windsor campuses in fiscal year 2024; and

WHEREAS, the purchasing agent has determined and certified in writing that the value of this service will exceed \$17,500; 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) (1) exempts professional services from public advertising for bids but requires a resolution authorizing the award of such a contract; and

WHEREAS, Clarke Caton Hintz of Trenton, New Jersey has demonstrated that they have the necessary expertise needed to serve as architect on both Chapter 12 and non-Chapter projects; now therefore

BE IT RESOLVED, the President is authorized, on behalf of the Board, to contract with Clarke Caton Hintz of Trenton, New Jersey to provide professional architectural services needed for various Chapter 12 funded and non-Chapter 12 construction projects for the James Kerney and West Windsor campuses, for one year, not to exceed \$175,000 from July 1, 2023 through June 30, 2024.

**HUMAN RESOURCE MATTERS**

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

C) RATIFICATION OF THE MCCC FEDERATION OF ADMINISTRATIVE PROFESSIONALS, LOCAL 2319 (Resolution FY24-121)

WHEREAS, negotiations have been conducted between Mercer County Community College and the Mercer County Community College Federation of Administrative Professionals, Local 2319, resulting in a proposed agreement for the period July 1, 2022, to June 30, 2025, and said agreement has been ratified by the membership of the Federation on July 19, 2023, 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.

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

Respectfully submitted,

A handwritten signature in black ink, reading "Deborah E. Preston". The signature is written in a cursive style with a large, prominent initial 'D'.

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

Preliminary

	30-Jun-23				Actual %	Expected %	Variance %
	<u>Annual Budget</u>	<u>YTD Budget</u>	<u>Jun-23 YTD Actual</u>	<u>Over/(Under) YTD Budget</u>	<u>Used/Earned</u>	<u>Used/Earned</u>	<u>Used/Earned</u>
<b>Revenues:</b>							**
State of New Jersey	7,344,000	7,344,000	7,433,816	89,816	101.22%	100.00%	1.22%
Mercer County	18,963,840	18,963,840	18,963,840	-	100.00%	100.00%	0.00%
Tuition & Fees	27,576,240	27,576,240	23,955,486	(3,620,754)	86.87%	100.00%	-13.13%
Non-Credit Tuition & Fees	450,000	450,000	654,687	204,687	145.49%	100.00%	45.49%
Other *	2,190,500	2,190,500	5,654,585	3,464,085	258.14%	100.00%	158.14%
<b>Total Revenue</b>	<b>56,524,580</b>	<b>56,524,580</b>	<b>56,662,414</b>	<b>137,834</b>	100.24%	100.00%	0.24%
<i>** Negative variance in the expected revenue equates to unfavorable anticipated earnings</i>							
<b>Salaries - 59.28% of total Budget</b>	33,509,501	33,509,501	35,632,173	2,122,672	106.33%	100.00%	6.33%
<b>Benefits - 20.75% of total Budget</b>	11,728,336	11,728,336	11,797,428	69,092	100.59%	100.00%	0.59%
<b>Total Salary and Benefits - 80.03% of total Budget</b>	45,237,837	45,237,837	47,429,601	2,191,764	104.84%	100.00%	4.84%
<i>- Salaries and Benefits allocated below</i>							
<b>Expenses:</b>							
Instruction	26,035,344	26,035,344	27,293,364	1,258,020	104.83%	100.00%	4.83%
Academic Support	3,294,617	3,294,617	2,364,471	(930,146)	71.77%	100.00%	-28.23%
Student Services	5,322,559	5,322,559	5,722,233	399,674	107.51%	100.00%	7.51%
Institutional Support	15,256,169	15,256,169	17,127,328	1,871,159	112.26%	100.00%	12.26%
Plant Operations	6,615,891	6,615,891	8,348,175	1,732,284	126.18%	100.00%	26.18%
	56,524,580	56,524,580	60,855,571	4,330,991	107.66%	100.00%	7.66%
<i>** Negative variance in the expected expense equates to favorable cost savings</i>							
<b>Key Budget Items (Included Above):</b>							
Utilities	1,880,000	1,880,000	1,748,321	(131,679)	93.00%	100.00%	-7.00%
Custodial Contract	895,000	895,000	909,425	14,425	101.61%	100.00%	1.61%
Maintenance, Grounds and Equipment	2,100,000	2,100,000	1,700,839	(399,161)	80.99%	100.00%	-19.01%
IT Management, Computer Software and Hardware	2,300,000	2,300,000	1,735,550	(564,450)	75.46%	100.00%	-24.54%
	7,175,000	7,175,000	6,094,135	(1,080,865)	84.94%	100.00%	-15.06%
<b>Total Expenditures</b>	<b>56,524,580</b>	<b>56,524,580</b>	<b>60,855,571</b>	<b>4,330,991</b>	107.66%	100.00%	7.66%
<b>Surplus/(Deficit)</b>	<b>-</b>	<b>-</b>	<b>(4,193,157)</b>	<b>(4,193,157)</b>			
<b>Other Revenue Key Items*:</b>							
WWFM Listener Donations	503,000	503,000	408,944	(94,056)	81.30%	100.00%	-18.70%
Conference Center and Food Commissions	174,600	174,600	465,801	291,201	266.78%	100.00%	166.78%
Partner Schools (Rutgers, William Patterson, FDU)	260,000	260,000	154,373	(105,627)	59.37%	100.00%	-40.63%
Mercer Institute	200,000	200,000	478,840	278,840	239.42%	100.00%	139.42%
Kelsey Theater	230,000	230,000	224,231	(5,769)	97.49%	100.00%	-2.51%
Tower Rentals	225,000	225,000	373,395	148,395	165.95%	100.00%	65.95%
Facility Rentals	450,000	450,000	687,862	237,862	152.86%	100.00%	52.86%
Bookstore	150,000	150,000	66,218	(83,782)	44.15%	100.00%	-55.85%
Summer Camps (Tomato Patch/Athletics/Camp College)	500,000	500,000	315,298	(184,702)	63.06%	100.00%	-36.94%

**MERCER COUNTY COMMUNITY COLLEGE**  
**FINANCE OFFICE**

Agenda Item IV (B)  
 Resolution FY24-101

**INVESTMENT DETAIL**  
**FOR THE PERIOD ENDING JUNE 30, 2023**

<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>TERM &amp; INTEREST</u>		<u>AMOUNT</u>
		<u>RATE</u>	<u>DUE</u>	
06/30/23	BANK OF PRINCETON	3.50%	N/A	597,997.07
06/30/23	BANK OF PRINCETON	4.00%	1/2024	537,239.10
06/30/23	FIRST BANK	3.85%	N/A	1,067,671.26
06/30/23	WELLS FARGO BANK BALANCE	3.89%	N/A	7,701,253.39
06/30/23	CASH MANAGEMENT FUND-NJ	4.98%	N/A	<u>17,851,635.55</u> **
				<u>\$ 27,755,796.37</u> *
	<u>LONG TERM INVESTMENTS</u>			
06/30/23	WELLS FARGO BANK - UNEMPLOYMENT TRUST	3.55%		<u>\$ 504,782.33</u>

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

\*\* Includes 2.9 Million of PrePaid Summer Tuition/Fees



MCCC PURCHASE ORDER REPORT  
 \$7,500.00 - \$37,500.00  
 DATE OF BOARD MEETING: July 26, 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
P17134	5/26/23	Allstate Office Interiors Robbinsville, NJ	\$20,744.05	70-07-01-03-700102-76101	Sourcewell Contract #080819

Flooring materials for renovations.

P17135	5/26/23	Power Place Whitehouse Station, NJ	\$16,043.82	10-07-01-03-301401-72100	#HSESC CAT-SER 23-06
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Purchase of a John Deere ride-on mower for Facilities.

P17149	5/31/23	Ellucian Company L.P. Fairfax, VA	\$22,881.00	10-01-01-03-301304-64110	Exemption: Proprietary
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Colleague Custom Programming and Domain Setup services for ITS.

P17150	5/31/23	National Public Radio, Inc. Fairfax, VA	\$29,964.00	25-01-01-05-302092-64110 32-03-01-03-301501-64110	Exemption: Sole Source
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Programming and Distribution Interconnect services for FY2023. Partially paid for by Community Service grant from the Corporation for Public Broadcasting.

P17153	6/1/23	Decotiis, Fitzpatrick, Cole, LLC Paramus, NJ	\$7,587.45	10-06-01-03-301001-64103	Exemption: Professional Services
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Contract negotiation fees for Unions.

P17163	6/1/23	United Collegiate Umpires Las Vegas, NV	\$15,270.00	61-05-01-04-402001-64110 61-05-01-04-402009-64110	NJCCC RFQ #21/22 Q-1337
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Baseball and Softball umpire services for FY23.

P17169	6/5/23	Elsevier Maryland Heights, MO	\$20,041.50	10-01-01-02-206200-64110	Exemption: Sole Source
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Next Gen Package RN testing. Paid for by nursing fees

P17171	6/6/23	Scholarship Solutions, LLC Chicago, IL	\$8,429.00	10-06-01-05-500110-64110	Exemption: Proprietary
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Annual payment for Foundation Scholarship software for FY23.

MCCC PURCHASE ORDER REPORT  
 \$7,500.00 - \$37,500.00  
 DATE OF BOARD MEETING: July 26, 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
P17181	6/7/23	Connectable, Inc. Camby, IN	\$20,000.00	22-01-02-02-302022-15001	Exemption: Sole Source

Online informational services for College students and staff.

P17188	6/12/23	Presidio Networked Solutions Iselin, NJ	\$21,750.18	10-01-01-03-301307-69612	NJ State Contract #21-TELE-01506
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Installation of new IDF server switches for WWFM by ITS.

P17191	6/12/23	National Business Furniture Milwaukee, WI	\$9,817.62	70-07-01-03-700102-69420	GSA Contract #GS-27F-0024V
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Replacement furniture.

P17202	6/13/23	School Outfitters, LLC Cincinnati, OH	\$20,684.84	70-07-01-03-700102-69420	TIPS Contract #210902
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Replacement classroom furniture.

P17215	6/15/23	ArcMercer Ewing, NJ	\$9,007.20	10-06-01-03-301001-62335	MCCC RFP #1815
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Student Shuttle Services for June 2023.

P17218	6/20/23	Govconnection Merrimack, NJ	\$8,079.00	10-01-01-03-301307-69611	NCPA Contract #NCPA 01-44
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Emergency replacement of power supply in the CM Building.

P17221	6/20/23	Dell Marketing LP Round Rock, TX	\$10,004.54	22-05-01-04-302117-61100	NJ State Contract #19-TELE-00656
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Purchase of twenty-six (26) Laptops for EOF Students. Grant funded.

P15738	6/26/23	Susan J. Galli Lambertville, NJ	\$8,417.16	33-03-01-02-209001-42518	Exemption: Entertainment
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Box Office Split for "Lion, Witch, Wardrobe" at the Kelsey Theatre.

MCCC PURCHASE ORDER REPORT  
 \$7,500.00 - \$37,500.00  
 DATE OF BOARD MEETING: July 26, 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
P17259	6/27/23	Presidio Networked Solutions Iselin, NJ	\$35,472.48	10-01-01-03-301303-69614	NJ State Contract #21-TELE-01506

Cisco WiFi management software.

P17270	6/28/23	National Healthcareer Association Leawood, KS	\$20,400.00	10-01-01-02-206200-64110	Exemption: Impractical Quote
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Supreme RN Testing and Assessment services for the Nursing Department. Paid for by nursing fees.

P17287	6/29/23	Dell Marketing LP Round Rock, TX	\$36,710.28	22-01-02-02-302127-69621	NJ State Contract #19-TELE-00656
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Purchase of thirty-six (36) Dell Computers for students. Paid for by CET / Title II NJDOL Workforce Grant.

P17288	6/29/23	Dell Marketing LP Round Rock, TX	\$13,256.49	22-01-02-02-302127-69621	NJ State Contract #19-TELE-00656
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Purchase of thirteen (13) Dell Computers for students. Paid for by CET / Title II NJDOL Workforce Grant.

P17289	6/29/23	Presidio Networked Solutions, LLC Iselin, NJ	\$10,895.09	22-01-02-02-302127-64110	NJ State Contract #21-TELE-01506
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Wiring services. Paid for by CET / Title II NJDOL Workforce Grant.

P17290	6/29/23	New Jersey Business Systems, Inc. Robbinsville, NJ	\$23,916.12	22-01-02-02-302127-64110	NJ State Contract #88738
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Wiring hardware. Paid for by CET / Title II NJDOL Workforce Grant.

B7787	6/29/23	CM3 Building Solutions, Inc. Fort Washington, PA	\$12,145.00	22-01-02-02-302127-64110	Camden County RFP #FY21-01/ #66CCEPS
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Interactive Display Installation and Setup. Paid for by CET / Title II NJDOL Workforce Grant.

P17293	6/29/23	Adams, Gutierrez, & Lattiboudere Iselin, NJ	\$9,014.00	10-06-01-03-301001-64105	Exemption: Professional Services
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Professional legal services.

**MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
July 26, 2023**

Resolution FY24-119  
Agenda Item V (A)

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

BE IT RESOLVED, that this Board approves the ratification of appointments, promotions, 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  
July 26, 2023**

Resolution FY24-119  
Agenda Item V (A)

**APPOINTMENTS**

1. Cedeirdre Dumond appointed as Assistant Professor of Nursing in Math, Science & Health Professions at an annual salary of \$70,970 plus 12 Month premium of 20% for year round teaching and administration effective August 28, 2023.
2. Frederick Storer appointed as Assistant Professor of Nursing in Math, Science & Health Professions at an annual salary of \$70,318 plus 12 Month premium of 20% for year round teaching and administration effective August 28, 2023.

**MERCER COUNTY COMMUNITY COLLEGE  
 BOARD OF TRUSTEES MEETING  
 July 26, 2023**

Resolution FY24-119  
 Agenda Item V (A)

***Human Resources Office***

**To: Deborah Preston, Ph.D.**  
**From: Barbara Basel, Vice President for Human Resources**  
**Date: July 6, 2023**  
**Re: Ratification of Appointments**

The following appointment made since May 31, 2023.

Effective Date of /Hire	Department	Name	Title	Salary	Range	FLSA
6/5/2023	Gear-up/Youth College	Jeff Sammuel	Counselor, Gear-up/Youth College	\$44,000	\$42,451 - \$64,641	Exempt
6/12/2023	Gear-up/Youth College	Moniquea Clark	Counselor, Gear-up/Youth College	\$44,000	\$42,451 - \$64,641	Exempt
6/26/2023	Liberal Arts	Matthew Johnson	Coordinator, Performing Arts	\$48,500	\$42,451 - \$64,641	Exempt
7/10/2023	Finance & Administration / Facilities	Jonathan Bogdan	HVAC Controls Specialist	\$77,500	\$38,412 - \$83,265	Non-Exempt
6/24/2023	Human Resources	Laura Byrd	Employee Engagement Manager	\$82,000	\$54,110 - \$108,797	Exempt
6/24/2023	Human Resources	Nia McGowan	Employee Relations & Development Manager	\$82,000	\$54,110 - \$108,797	Exempt

**MERCER COUNTY COMMUNITY COLLEGE  
 BOARD OF TRUSTEES MEETING  
 July 26, 2023**

Resolution FY24-119  
 Agenda Item V (A)

***Human Resources Office***

***May 3, 2023***

**To: Deborah Preston, PhD., President**  
**From: Barbara Basel, Vice President for Human Resources**  
**Date: May 31, 2023**  
**Re: Promotions & Equity Adjustments**

The following Promotions & Equity Adjustments made since May 3, 2023

Effective Date of Promotion/Salary Adjustment	Department	Name	Current Title/New Title	Current Base Salary	Adjusted Base Salary
7/24/2023	Information Technology Services	David Valentino	Current Title: Manager of Media and Technical New Title: Assistant Director of Media and Academic AV Technology Services	\$106,863	\$112,206
7/24/2023	Information Technology Services	Jared Carter	Current Title: Director of Applications Systems Proposed Title: Director of Enterprise Application & IT Infrastructure Services	\$128,659	\$135,092

**MERCER COUNTY COMMUNITY COLLEGE  
 BOARD OF TRUSTEES MEETING  
 July 26, 2023**

Resolution FY24-119  
 Agenda Item V (A)

<b>Effective Date of Promotion/Salary Adjustment</b>	<b>Department</b>	<b>Name</b>	<b>Current Title/New Title</b>	<b>Current Base Salary</b>	<b>Adjusted Base Salary</b>
7/24/2023	Information Technology Services	Rafael Cortes	Current Title: Manager, Network Services  Proposed Title: Assistant Director of IT infrastructure Services	\$118,985	\$124,934
7/24/2023	Information Technology Services	Robert Monegro	Director of ITS Customer Services Operations  Equity Adjustment Only	\$128,659	\$135,092
7/24/2023	Student Affairs	Yannick Ladson	Current Title: Senior Counselor  Proposed Title: Director or Counseling & Wellness	\$89,347	\$100,000



**MERCER COUNTY COMMUNITY COLLEGE  
 BOARD OF TRUSTEES MEETING  
 July 26, 2023**

Resolution FY24-119  
 Agenda Item V (A)

***Human Resources Office***

**To: Deborah Preston, Ph.D., President**  
**From: Barbara Basel, Vice President for Human Resources**  
**Date: July 6, 2023**  
**Re: Ratification of Stipends**

The following stipends have been made since May 3, 2023

Effective Date of Stipend	Department	Name	Title	Stipend Based on Additional Duties	Purpose
7/3/2023	Business, Technology, and Professional Studies	Doris Geck	Senior Executive Assistant	\$240 bi-weekly through 6/30/2023 or upon completion of selection process to fill the vacancy; whichever comes first	Additional duties for a vacancy in the department
7/3/2023	Workforce Education and Innovation	Jill Marcus	Project Manager	\$102.00 July 3, 2023 to December 22, 2023 or until vacancy is filled; whichever comes first	Additional duties for a vacancy in the department

MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
July 26, 2023

Resolution FY24-119  
Agenda Item V (A)

**Human Resources**

**July 7, 2023**

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

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<b>Date</b>	<b>Name</b>	<b>Title</b>	<b>Division</b>	<b>Type*</b>
06/26/2023	Margaret Gould	Director, Community Education and Training		RS
06/30/2023	Guy DeRosa	Professor of Political Science, Liberal Arts		RT
06/30/2023	Laura Knight	Professor of English, Liberal Arts		RT
06/30/2023	Judith Reid	Human Resources Specialist, Human Resources		CNR
06/30/2023	Darlene Owens	Streaming Service Support Analyst, ITS		CNR
06/30/2023	Barbara Pieslak	Senior Executive Assistant, Math's, Science and Health		RT
06/30/2023	John Simone	Assistant Dean for Student Services/ Director of Athletics	Student Affairs	RT

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

**MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
July 26, 2023**

Resolution FY24-120  
Agenda Item V (B)

**REAPPOINTMENT OF ONE-YEAR CONTACT  
ADMINISTRATIVE PERSONNEL**

BE IT RESOLVED, That certain members of the administrative, professional and teaching assistant staff are hereby reappointed as recommended by the President and shall receive one- year contracts for the period July 1, 2023 through June 30, 2024 as indicated in the attached which is to be made part of the minutes of this meeting.

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>Hire Date</b>	<b>Title</b>
Basel	Barbara	10/7/2019	Vice President for Human Resources
McCarthy**	Lynnette	8/29/2022	Special Assistant to the President and Liaison to the Board
Perry-Conley**	Tonia	2/25/2019	Ombuds for Student and Campus Care
Oliver**	Erica	4/17/2023	Executive Director of Communications & Marketing
Singh	Inder	3/23/2020	Vice President for Information Technology Services
Schepps	Laura	5/24/2021	Vice President for Finance & Administration

\*\*Employee is on probation as a newly hired employee or current employee in a new position.

**MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
July 26, 2023**

Resolution FY24-121  
Agenda Item V (C)

**RATIFICATION OF THE MERCER COUNTY COMMUNITY COLLEGE  
FEDERATION OF ADMINISTRATIVE PROFESSIONALS, LOCAL 2319 CONTRACT  
RESOLUTION**

WHEREAS, negotiations have been conducted between Mercer County Community College and the Mercer County Community College Federation of Administrative Professionals, Local 2319, resulting in a proposed agreement for the period July 1, 2022, to June 30, 2025, and said agreement has been ratified by the membership of the Federation on July 19, 2023, 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.



**MERCER COMMUNITY COLLEGE  
ADMINISTRATIVE PROFESSIONALS CONTRACT  
MEDIATION PROPOSALS  
DATE: 6/6/23**

Note: Each of the below proposals and any proposals presented prior by the College are **contingent upon a universal settlement and agreement** between the College and the Administrative Professionals. Any terms that the Bargaining Unit declines to accept, will result in all proposals and counter-proposals presented by the College, being rescinded.

**Article 1  
Recognition**

The Board hereby recognizes the Federation as the exclusive collective negotiations representative for the purpose of collective negotiations concerning the terms and conditions of employment of Administrative Professional **full-time and part-time** staff employed by the Board in the following categories of employment:

**Grade Title**

- 1) Administrative Assistant I
- 2) Administrative Assistant II
- 3) Administrative Specialist I
- 4) Administrative Specialist II
- 5) Nursing / Health Program Specialist
- 6) Department Specialist
- 7) Senior Administrative Specialist
- 8) Senior Nursing/Senior Health Program Specialist**
- 9) Executive Assistant
- 10) Senior Executive Assistant

**Effective July 1, 2022, all unit members who were employed as of June 30, 2021 shall make at a minimum \$15.00 per hour.**

**Article 3  
Duration**

This agreement shall commence July 1, ~~2019~~ **2022** and shall expire June 30, ~~2022~~ **2025**.



### Article 8 Overtime Policy

4. Overtime opportunities will be distributed as equally, as possible, among employees in the same job classification and shift. Overtime is on a voluntary basis **and requires pre-approval of the employee's Supervisor**, with the understanding that both parties will cooperate to meet the needs of the College.
6. All employees, working beyond their normal workday, shall be provided with at least one-half hour duty-free dinner. A ~~\$10~~ **\$15** food allowance shall be provided to each Unit employee who works two (2) or more hours of overtime.

### Article 9 Rest Period & Lounges

2. The College shall provide faculty/staff lounges in the Administration, Liberal Arts, Math/Science **and Health Professions**, ~~Library~~, Business, ~~Engineering~~ Technology and **Professional Studies, and** Student Center buildings ~~on~~ **at** the West Windsor campus. These lounges will include couches, refrigerators and heating units.
3. A Faculty/Staff area shall be provided at the James Kerney Campus **with the same accommodations provided to employees at the West Windsor Campus**.

### Article 19 Dues Deduction

- ~~5. If a unit member does not become a member of the Federation during the first 60 days of employment, the Federation may notify the College that the employee should be required to pay a representation fee to the Federation. The purpose of this fee will be to offset the per capita cost of services rendered by the Association as majority representative.~~
6. **Notice of Dues:** Prior to the beginning of each fiscal year, the Federation will notify the College, in writing, of the amount of the regular membership dues charged by the Federation to its own members for the membership year. ~~The representation fee is set at 85% of the amount of the regular membership dues charged by the Federation, as allowed by law.~~
- ~~7. Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Federation will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Federation.~~



8. **Indemnification:** The Federation shall indemnify and hold the Board harmless from any and all claims, demands, suits, or any other action arising from this Article **brought by any employee in the negotiations unit.**

## Article 22 Holidays

1. A. The College shall schedule ~~thirteen~~ **fourteen** (~~13~~ **14**) paid holidays per fiscal year as indicated in the list of holidays. They are as follows:
- Christmas Recess — Minimum 6 days
  - Martin Luther King Day
  - Memorial Day
  - **Juneteenth**
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Thanksgiving Friday
  - ~~13th~~ **14th** day in conjunction with Christmas or Independence day

## Article 23 Tuition Waiver and Tuition Reimbursement

1. Employees, retired employees (after 20 years of service), their spouses, registered domestic partners, children, **and** grandchildren ~~and retired employees~~ shall be permitted to take credit courses, offered by the College, without tuition or fee charges. Adult children may take a maximum of 15 credit hours, free of tuition and fees, on a space available basis per academic year.

Employees must attend such courses during their normal free time, except in the office of ~~Strategic Enrollment Services~~ **Enrollment Management & Student Experience (“EMSE”)**, where the maximum number of employees who may attend credit courses during any semester or summer is four (4). The maximum may be extended at the discretion of the supervisor.

Employees may attend non-credit courses without payment of tuition and fees if said course is deemed work related by the Human Resources department.

6. **A. The College will annually offer a 100% discount of all tuition and fees for children and grandchildren of the Unit, hired before June 30, 2023, both active and retired (after 20 years of service), who wish to enroll in any camps offered by Mercer County Community College; Tomato Patch; Performing and Visual Arts Program;**



**Sports Camp; Kelsey Kids; Indoor Soccer League; and High School summer Soccer League. Camp College Specialty Camps will remain at a 50% discount for all tuition and fees. Unit employees will be required to pay for any before and after care fees, if such services are desired, as well as any hard costs associated with the class (i.e.: textbooks, necessary equipment, etc.).**

**B. The College will annually offer a 100% discount of all tuition and fees for children of Unit members, hired after July 1, 2023, who wish to enroll in Tomato Patch summer camp, provided there is space available and provided there is no additional cost to the College. Camp College Specialty Camps will remain at a 50% discount for all tuition and fees, 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 and after care fees, if such services are desired, as well as any hard costs associated with the class (i.e.: textbooks, necessary equipment, etc.).**

#### **Article 32 Bulletin Boards**

2. A similar bulletin board will be provided in the ~~1st~~ **2nd** floor, office work area, at the James Kerney Campus. The use of a bulletin board will be provided at the Career Center.

#### **Article 35 Probationary Period, Discipline and Discharge**

2. New employees shall undergo a criminal background check **prior to the start of employment.** ~~Continued employment will be subject to a satisfactory criminal background check, as determined by the College.~~ Upon hire, **a** satisfactory completion of probationary period and **the** return of a satisfactory background check **are required for the continued employment of any new employee.**

#### **Article 36 Transfers, Vacancies and New Positions**

1. An employee seeking a lateral transfer or a promotion shall make his/her desire known in writing to **their Supervisor with a copy to** the Human Resources department.





**Article 41  
 Salary**

1. Effective July 1, 2019:

<b>Grade and Title</b>	<b>Min.</b>	<b>Max.</b>
Administrative Assistant I	\$25,556	\$43,772
Administrative Assistant II	\$29,209	\$53,173
Administrative Specialist I	\$32,251	\$57,973
Administrative Specialist II	\$35,295	\$61,345
Nursing / Health Program Specialist	\$36,512	\$64,346
Department Specialist	\$36,512	\$64,346
Senior Administrative Specialist **	\$37,728	\$67,440
Executive Assistant	\$37,728	\$67,440
Senior Executive Assistant*	\$48,228	\$77,940

2. A. Effective July 1, ~~2019~~ **2022** all full-time and part-time unit members who are employed during this contract period (~~2019-2022~~ **2022-2025**) shall receive the following increases:

<u>Contract Year</u>	<u>Increase</u>
<del>2019-2020</del> <b>2022-2023</b>	<del>2.25%</del> <b>2.55%</b>
<del>2020-2021</del> <b>2023-2024</b>	<del>2.50%</del> <b>3.00%</b>
<del>2021-2022</del> <b>2024-2025</b>	<del>2.50%</del> <b>3.00%</b>

**Should any other bargaining unit receive more than 3.00% in the 2024-2025 contract year, the College will re-open this term of the contract ONLY, to match the other bargaining units.**

~~Additionally, the Federation agrees to the College's proposed Shared Success Model. All active employees, as of July 1, 2019 shall receive a \$350.00 lump sum payment, which shall not be included as part of the base salary.~~

**During this three (3) year contract, all current full-time members that worked from June 1, 2020 through September 1, 2021 shall be entitled to a one-time payment of \$1,500.00 to be paid within thirty (30) days after ratification of the contract. The \$1,500.00 one-time payment shall not be added to the member's base salary.**

B. ~~Maximum salaries for particular ranges shall not be exceeded, exclusive of any longevity payment as defined in the longevity paragraph below.~~ Pro-rated portions of the annual salaries will be paid by ~~check~~ **direct deposit** every other week, in accordance with a published pay date schedule. If a pay date falls on a scheduled College holiday, the paychecks will be dated no later than the last workday prior to the holiday. There shall be no payroll advances.



### 3. Longevity

Longevity payments commence with the first day of the first full pay period following the anniversary of hire or rehire. Anyone hired after June 30, 2017 will not receive longevity payments.

- Unit members hired after June 30, 1996 and who have completed five (5) or more years of service will receive longevity payments according to the following schedule:

<u>Years of Service</u>	<u>Longevity Payment</u>
5	\$800
10	\$1,500
15	\$2,000
20	\$3,000

- Unit members hired before July 1, 1996 and who have completed four (4) or more years of service will receive longevity payments according to the following schedule:

<u>Years of Service</u>	<u>Longevity Payment</u>
20	\$1,850
25	\$2,300
30	\$2,700
35	\$2,900

~~All unit members who qualify for longevity will receive their longevity payment added to their base salary one time during the first year of this three year contract, but not added to the second and third years of this contract.~~

**Longevity payments shall not be added to a Unit member's base salary.**

#### Article 44 Severance Pay

3. Employees discharged by the College may receive severance pay at the rate of one (1) week's pay for each year of service. Severance pay ~~may~~ **shall** be computed at the employee's highest weekly earnings excluding overtime during the twelve (12) month period immediately preceding separation. **This provision shall not apply to employee's whose positions are created and/or funded by grants as of July 1, 2023.**

**Current employee's whose positions are created and/or funded by grants, as of June 30, 2023, shall be entitled to severance pay under this Article, so long as that employee**



**has maintained continuous employment with the College. Continuous shall mean for at least two (2) consecutive years, with no break in employment for any reason.**

**Nothing in this Article shall be construed to guarantee employment through grant funding, as grants are obtained on a year-by-year basis.**

<i>Elizabeth R. Knight</i>	07 / 19 / 2023	<i>Deborah E. Preston</i>	07 / 19 / 2023
Elizabeth R. Knight		Deborah E Preston, Ph.D.	
President, Local 2319		President	
<i>Wanda C Ritchie</i>	07 / 19 / 2023	<i>Laura M. Schepps</i>	07 / 19 / 2023
Wanda Ritchie		Laura Schepps	
Interm, VP, Local 2319		VP, Finance and Administration	



Resolution FY24-122  
Agenda Item VI (A)

To: Dr. Simmons  
Interim Vice President- Student Affairs

From: Michael Martin  
Director of College Safety

Date: July 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 June 2023, there were no reported Clery offenses or occurrences reported through College Safety and Security.

No Timely Warnings were issued, and one M-Alert message was delivered to the campus community on June 7<sup>th</sup> regarding caution due to poor air quality as a result of smoke moving into the area from Canadian wildfires. Message was sent at 8:28pm and read as follows:

- *Due to air quality concerns, MCCC encourages students and employees to limit outdoor activities and take precautions related to any health concerns. We encourage supervisors and instructors to take individual circumstances into consideration.*

Respectfully submitted,

*Michael Martin*

Michael Martin