

MERCER COUNTY COMMUNITY COLLEGE

Minutes of the 692nd Meeting
of the Board of Trustees
November 17, 2022

The meeting was called to order by Chair Mark Matzen at 6:30 p.m. at the Mercer County Community College West Windsor Campus. In addition to the Chair, the following members were in attendance: Kristin Appelget, Blanca Berrios-Ohler, Julie Blake, Angela Delli Santi, Kevin Drennan, Daryl Minus-Vincent, Lawrence Nespoli, Greg Puliti, and Deborah Preston (MCCC President). Winnifred Brown-Glaude joined the meeting after the approval of the minutes. Also present was Perry Lattiboudere, College Counsel. Absent was Shannon Mason and Madelaine Benowitz (Alumni Trustee).

I. OPENING OF MEETING

A) FLAG SALUTE

Trustee Drennan 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 REVISED AGENDA

Mr. Drennan moved to approve the agenda, which was seconded by Ms. Delli Santi and adopted with Trustees Appelget, Berrios-Ohler, Blake, Delli Santi, Drennan, Matzen, Minus-Vincent, Nespoli, and Puliti voting aye.

D) PUBLIC COMMENT

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

II. NOMINATING COMMITTEE

A) NOMINATING COMMITTEE – REPORT OF SLATE OF OFFICERS

The Nominating Chair, Ms. Delli Santi, presented the slate of officers for the new year:

Chair: Kevin Drennan

Vice Chair: Kristin Appelget

Treasurer: Blanca Berrios-Ohler

B) ELECTION OF OFFICERS

Ms. Delli Santi moved the slate of officers from the nominating committee, with the new officers being: Kevin Drennan as Chair, Kristin Appelget as Vice Chair, and Blanca Berrios-Ohler as Treasurer. Ms. Delli Santi asked for nominations from the floor. There

being none, Ms. Delli Santi moved to cast votes via voice, which was seconded by Mr. Matzen. Ms. Delli Santi moved the slate of officers, which was seconded by Ms. Blake, and adopted with Trustees Appelget, Berrios-Ohler, Blake, Delli Santi, Drennan, Matzen, Minus-Vincent, Nespoli, and Puliti voting aye.

III. APPROVAL OF MINUTES

A) APPROVAL OF MINUTES OF OCTOBER 20, 2022 BOARD MEETING

Mr. Matzen presented Agenda Item III (A), which was seconded by Mr. Puliti. The item passed with Trustees Appelget, Berrios-Ohler, Blake, Delli Santi, Drennan, Matzen, Minus-Vincent, Nespoli, and Puliti voting aye.

BE IT RESOLVED, that the minutes of the October 20, 2022 meeting of the Board of Trustees are approved as presented.

B) APPROVAL OF EXECUTIVE SESSION MINUTES OF SEPTEMBER 15, 2022

Ms. Drennan presented Agenda Item III (B), which was seconded by Mr. Puliti. The item passed with Trustees Berrios-Ohler, Blake, Delli Santi, Drennan, Matzen, Minus-Vincent, Nespoli, and Puliti voting aye. Trustee Appelget abstained.

BE IT RESOLVED, that the September 15, 2022 Executive Session minutes of the Board of Trustees are approved as presented.

Trustee Nespoli stated his appreciation for the revision to the minutes. He noted that several things have happened since the October meeting that satisfy his concerns about the need for transparency in the recent investigations – especially in relation to the upcoming reaccreditation visit. Leadgood LLC Consulting provided a “Supplement to Reports on Investigations – Final Recommendations,” which was shared with the Board of Trustees and the President, and an ad hoc committee will be appointed to advance recommendations as appropriate.

IV. FINANCE & FACILITIES MATTERS

Mr. Drennan presented Agenda Items IV (A) through (D) for ratification, which were second by Ms. Delli Santi. The items were ratified with Trustees Appelget, Berrios-Ohler, Blake, Brown-Glaude, Delli Santi, Drennan, Matzen, 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 FOR SEPTEMBER

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

Mr. Drennan presented Agenda Items III (E) through (H) for ratification, which were second by Ms. Blake. The items were ratified with Appelget, Berrios-Ohler, Blake, Brown-Glaude, Delli Santi, Drennan, Matzen, Minus-Vincent, Nespoli, and Puliti voting aye.

E. FACILITIES DEPARTMENT – VEHICLE SALE OR DISPOSAL

WHEREAS, Mercer County Community College Facilities Department has surplus vehicles that are unrepairable and no longer needed, as listed below; and

Year	Make/Model/Type (e.g. van, sedan)	Model # / Serial #
2004	Chevrolet Cavalier Sedan	VIN #1G1JC52F847299804
2007	Jeep Liberty Sport SUV 4 door	VIN #1J4GL48K27W621616

WHEREAS, a provision of County College Contracts Law, N.J.S.A. 18A:64A-25-27 requires a resolution authorizing the disposal of such surplus equipment; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to sell or dispose of the above listed vehicles that are unrepairable and no longer needed in a manner consistent with Board policy and the provisions of County College Contracts Law.

F. FOLLETT HIGHER EDUCATION GROUP BOOKSTORE SERVICES - AMENDMENT FOR COST

WHEREAS, Mercer County Community College is experiencing higher than projected bookstore sales from the on-site and on-line bookstore and an increased authorized spending level is needed to reimburse the Follett Higher Education Group for textbooks, merchandise and other purchases made with awarded student financial aid in FY 2023; and

WHEREAS, on June 16, 2022 the Board approved a resolution authorizing the President to award a two-year contract extension with Follett Higher Education Group to provide the College bookstore management services for the on-site and on-line bookstore and an authorized spending level to reimburse Follett Higher Education Group for textbooks, merchandise and other purchases made with award student financial aid, from July 1, 2022 through June 30, 2024; and

WHEREAS, during this period, the College will be evaluating all options for acquisition of future bookstore management services, including issuing a publically advertised Request for Bid (RFB), or invoking the provision of the County Contracts Law, N.J.S.A 18A:64A-25.10 that allows one or more county college to provide for such purchases by joint agreement with the governing body of the municipality or of the county within whose boundaries any such college or colleges is or are wholly or partly located and may enter agreements with other institutions of higher education or with other units of

government pursuant to Local Public Contracts Law, P.L. 1971, c198 (C.40A:11-1, et seq.); now therefore,

BE IT RESOLVED, that the President is authorized, to increase the current fiscal year purchase order amount with Follett Higher Education Group to continue to provide the necessary bookstore management services and to reimburse them for textbooks, merchandise and other purchases made with awarded student financial aid, by \$300,000 from \$600,000 to \$900,000 for the period of July 1, 2022 to June 30, 2023 (FY 23). Paid for by awarded student financial aid.

G. INSIGHT PUBLIC SECTOR SLED – LIVE STREAMING SOFTWARE RESOLUTION – AMENDED FOR COST

WHEREAS, Mercer County Community College has a need to purchase Vimeo Livestream software, to support College-wide streaming services; 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, of Chandler, Arizona, to purchase and install a cloud-based, 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); now therefore

BE IT RESOLVED, that the President is authorized, to enter into a new contract with Insight Public Sector Sled, of Chandler, Arizona, 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 a new 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.

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

H. Liberal Arts Building HVAC Upgrade – Preferred Mechanical Inc.

WHEREAS, Mercer County Community College has a need to upgrade HVAC on the Liberal Arts (LA) building at the West Windsor campus in FY 2023 (“Project”); 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, the College received zero (0) bids in response to the initial publicly advertised solicitation for this Project by the required due date of March 31, 2022; and

WHEREAS, the project was bid a second time via a publicly advertised bid solicitation, and two (2) vendor proposals were received by Mercer County Community College by the required submission date of August 24, 2022; and

WHEREAS, both of the bids received and publicly opened on August 24, 2022 exceeded the amount of funds budgeted for this Project at that time; and

WHEREAS, on September 15, 2022, the Board of Trustees authorized the President to reject both of the aforementioned bids and to proceed with direct negotiations with qualified vendors to perform mechanical alterations needed to upgrade the HVAC system on the LA building at the West Windsor campus, pursuant to N.J.S.A. 18A:64A-25.5c; and

WHEREAS, subsequent to the September 15, 2022 resolution, the Board of Trustees determined that it was preferable to publicly advertise the Project for bid a third time, and on October 20, 2022, the Board of Trustees authorized the President to publicly advertise the Project for bid a third time, rather than to proceed with negotiations pursuant to N.J.S.A. 18A:64A-25.5c; and

WHEREAS, two (2) bidders responded to the publicly advertised bid by the required due date of November 8, 2022; and

WHEREAS, the base bid submitted by Preferred Mechanical Inc. in the amount of \$3,649,000 was evaluated and Preferred Mechanical Inc. is deemed to be the lowest responsive bidder to perform the HVAC upgrades on the Liberal Arts (LA) building at the West Windsor campus; and now therefore

BE IT RESOLVED, that the President is authorized, on behalf of the Board of Trustees, to contract with Preferred Mechanical Inc., Keyport, NJ to provide labor to upgrade the HVAC system on the Liberal Arts (LA) building on the West Windsor campus for an amount not to exceed \$3,649,000. Paid by the New Jersey Chapter 12 program.

MERCER COUNTY COMMUNITY COLLEGE
PURCHASE ORDER OVER \$37,500
REQUEST FOR BOARD APPROVAL: November 17, 2022
Budget lines beginning with "2" indicate grant funded

VENDOR

Preferred Mechanical Inc.
18 Madison St.
Keyport, NJ 07735

AMOUNT: \$ 3,649,000.00
BUDGET LINE: 70-07-01-03-701510-64105
DEPARTMENT: Facilities- Chapter 12

TYPE OF PURCHASE:

Bids Distributed: 3 Bids Received: 2

DESCRIPTION: Liberal Arts (LA) Building HVAC Upgrade – Start date January 2023

BID SUMMARY:

Vendor(s)	Bid
Preferred Mechanical Inc.	\$3,649,000
Levy Construction	\$4,169,300

V. HUMAN RESOURCE MATTERS

Ms. Berrios-Ohler presented Agenda Item V (A) which was seconded by Ms. Blake. The item passed with Trustees Appelget, Berrios-Ohler, Blake, Brown-Glaude, Delli Santi, Drennan, Matzen, Minus-Vincent, Nespoli, and Puliti voting aye.

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

BE IT RESOLVED, that this Board approves the appointments, 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. (Attachment #4)

B) PRE-RETIREMENT SABBATICAL APPLICATION – GUY DEROSA

The members of the Board approved a pre-retirement sabbatical application for Guy DeRosa, which is attached. (Attachment #5)

The Trustees thanked Professor DeRosa for his dedication, commitment and service to the college.

VI. OPERATIONS MATTERS

Ms. Delli Santi presented Agenda Item VI (A) for ratification, which were second by Mr. Matzen. The items were ratified with Trustees Appelget, Berrios-Ohler, Blake, Brown-Glaude, Delli Santi, Drennan, Matzen, Minus-Vincent, Nespoli, and Puliti voting aye.

Ms. Delli Santi commended Dr. Perry-Conley (Interim Vice President for Student Affairs) for the discussion on student mental health services, during the committee meeting.

A) 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) RESOLUTION OF APPRECIATION – DR. WINNIFRED BROWN-GLAUDE

Mr. Drennan presented Agenda Item VII (A), which was second by Mr. Matzen and approved by Trustees Appelget, Berrios-Ohler, Blake, Delli Santi, Drennan, Matzen, Minus-Vincent, Nespoli, and Puliti voting aye. The Board of Trustees expressed their gratitude for Dr. Brown-Glaude's service to the Board and the College.

WHEREAS, Dr. Winnifred Brown-Glaude has announced her resignation to the Mercer County Community College Board of Trustees where she has served as a dedicated member since August 2020; and

WHEREAS, Dr. Brown-Glaude has made significant contributions towards the integrity of the College, and serving in a leadership role as Chair of the Operations and Executive Committees; and

WHEREAS, Dr. Brown-Glaude played a leadership role in keeping students and staff safe during the COVID-19 pandemic; and

WHEREAS, Dr. Winnifred Brown-Glaude worked hard to ensure student success and academic excellence at MCCC; and

WHEREAS, Dr. Brown-Glaude earned the respect of her Trustee colleagues and served the students of MCCC; and

WHEREAS, Dr. Brown-Glaude 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

WHEREAS, Dr. Brown-Glaude's experience as a Professor and Academic Chair at The College of New Jersey will be sorely missed; now therefore

BE IT RESOLVED, that the Board of Trustees, President Deborah E. Preston, and the College community extend their deepest gratitude to Dr. Winnifred Brown-Glaude and wish her well in all of her future endeavors.

VIII. PRESIDENT'S UPDATE

Dr. Preston provided an update to the three goals presented at the College Assembly in August:

- To have a wildly successful accreditation visit:
 - First draft submitted and comments received
 - Preliminary visit by team chair completed with positive feedback
 - Focus groups and town hall devoted to self study, website and email address for feedback

Next steps – revise draft, load documents into evidence inventory, and prep logistics for visit in April

- Sustain and grow the financial health of the college:
 - Invested in marketing and personnel to boost enrollment
 - Continued to pursue federal and state grants for new programs (SOCFBA) and special projects (nursing)
 - Banner year for Foundation, \$300K of \$450K goal for year already raised

Next steps – explore new revenue streams related to existing campus assets, market study for public/private partnerships, expand capacity in high demand programs

- Rediscover our common values, our shared purpose, and our pride in serving students and each other:
 - Continuation of interactive town halls, rumor control
 - Campus events, holiday party, Mercer Tuesday, Veterans Day Ceremony
 - Leadership retreats for team building and skill building
 - Exploring a colleague recognition program

IX. NEW JERSEY COUNCIL OF COUNTY COLLEGE'S REPORT

Dr. Nespoli reported that he participated in a webinar sponsored by the Association of Community College Trustees, which provided an update on three federal issues important to NJ's community colleges that may get consideration in the upcoming "lameduck" session of Congress. This is period from now through January 3, 2023 when members of the new Congress will be sworn in.

- Possible Pell Grant Increases – Pell grants are the single most important source of federal funding to community college students. This is the 50th anniversary of this important student financial aid program. When it first passed, it covered the full cost of attendance at community college. More recently, it covers about half the cost. There is some growing momentum to seek an increase to Pell grants in the lameduck session.
- Short-term Pell – There is growing support in the Congress to expand the Pell grants to include short-term workforce training programs. However, there is disagreement about

whether for-profit proprietary schools should be included in the program. Until that disagreement is resolved, short-term Pell is not likely to move in the lameduck session.

- Student Debt Relief – A federal appeals court has recently blocked the Biden Administration’s debt forgiveness program. Of the 26 million students throughout the country who have applied for this debt relief, about one fourth are community college students. There is some talk that the Biden Administration might extend the current student loan repayment pause (which is scheduled to expire at the end of this calendar year) in response to this recent court action.

X. CHAIR’S REPORT

On behalf of the Board of Trustees, Chair Drennan thanked Mr. Matzen for his leadership while he served as Chair to the Board of Trustees.

There being no further business to discuss, Mr. Matzen moved to adjourn the meeting. The motion was seconded by Mr. Drennan and passed unanimously. The meeting adjourned at 7:19 p.m.

Respectfully submitted,



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



Attachment #1
 Agenda Item IV (A)

	<u>FY2023 Annual Budget</u>	<u>Oct-22 YTD Budget</u>	<u>Oct-22 YTD Actual</u>	<u>Over/(Under) YTD Budget</u>	<u>Actual % Used/Earned</u>	<u>Expected % Used/Earned</u>	<u>Variance % Used/Earned</u>
Revenues:							**
State of New Jersey	7,344,000	2,448,000	2,487,656	39,656	33.87%	33.33%	0.54%
Mercer County	18,963,840	6,321,280	6,321,280	-	33.33%	33.33%	0.00%
Tuition & Fees	26,376,240	15,123,580	14,350,195	(773,385)	54.41%	57.34%	-2.93%
Non-Credit Tuition & Fees	450,000	150,000	549,518	399,518	122.12%	33.33%	88.79%
Other *	3,390,500	1,130,167	1,099,165	(31,001)	32.42%	33.33%	-0.91%
Total Revenue	56,524,580	25,173,027	24,807,815	(365,212)	43.89%	44.53%	-0.65%
<i>** Negative variance in the expected revenue equates to unfavorable anticipated earnings</i>							
Salaries - 59.28% of total Budget	33,509,501	10,310,616	10,460,768	150,153	31.22%	30.77%	0.45%
Benefits - 20.75% of total Budget	11,728,336	3,909,445	3,117,479	(791,966)	26.58%	33.33%	-6.75%
Total Salary and Benefits - 80.03% of total Budget	45,237,837	14,220,061	13,578,247	(641,814)	30.02%	31.43%	-1.42%
<i>- Salaries and Benefits allocated below</i>							
Expenses:							
Instruction	26,035,344	8,678,448	9,057,368	378,920	34.79%	33.33%	1.46%
Academic Support	3,294,617	1,098,206	1,045,645	(52,561)	31.74%	33.33%	-1.59%
Student Services	5,322,559	1,774,186	1,339,475	(434,712)	25.17%	33.33%	-8.16%
Institutional Support	15,256,169	5,085,390	4,871,197	(214,193)	31.93%	33.33%	-1.40%
Plant Operations	6,615,891	2,205,297	1,782,168	(423,129)	26.94%	33.33%	-6.39%
	56,524,580	18,841,527	18,095,852	(745,675)	32.01%	33.33%	-1.32%
<i>** Negative variance in the expected expense equates to favorable cost savings</i>							
<i>KEY BUDGET ITEMS (included above):</i>							
Utilities	1,880,000	626,667	455,953	(170,713)	24.25%	33.33%	-9.08%
Custodial Contract	895,000	298,333	241,982	(56,351)	27.04%	33.33%	-6.29%
Maintenance, Grounds and Equipment	2,100,000	700,000	613,915	(86,085)	29.23%	33.33%	-4.10%
IT Management, Computer Software and Hardware	2,300,000	766,667	383,629	(383,038)	16.68%	33.33%	-16.65%
	7,175,000	2,391,667	1,695,479	(696,188)	23.63%	33.33%	-9.70%
Total Expenditures	56,524,580	18,841,527	18,095,852	(745,675)	32.01%	33.33%	-1.32%
Surplus/(Deficit)	-	6,331,500	6,711,963	380,463			
<i>* Other Revenue Key Items:</i>							
WWFM Listener Donations	503,000	167,667	75,242	(92,425)	14.96%	33.33%	-18.37%
Conference Center and Food Commissions	174,600	58,200	101,580	43,380	58.18%	33.33%	24.85%
Partner Schools (Rutgers, Felician, William Patterson,	260,000	86,667	67,449	(19,218)	25.94%	33.33%	-7.39%
Mercer Institute	200,000	66,667	269,886	203,219	134.94%	33.33%	101.61%
Kelsey Theater	230,000	76,667	119,878	43,211	52.12%	33.33%	18.79%
Tower Rentals	225,000	75,000	47,000	(28,000)	20.89%	33.33%	-12.44%
Facility Rentals	450,000	150,000	229,518	79,518	51.00%	33.33%	17.67%
Bookstore	150,000	50,000	47,236	(2,764)	31.49%	33.33%	-1.84%
Summer Camps (Tomato Patch/Athletics/Camp Colleg	500,000	500,000	209,329	(290,671)	41.87%	100.00%	-58.13%

MERCER COUNTY COMMUNITY COLLEGE
 FINANCE OFFICE

Attachment #2
 Agenda Item IV (B)

**INVESTMENT DETAIL
 FOR THE PERIOD ENDING OCTOBER 31, 2022**

<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>TERM & INTEREST</u>		<u>AMOUNT</u>
		<u>RATE</u>	<u>DUE</u>	
10/31/22	BANK OF PRINCETON	0.25%	N/A	3,089,254.86
10/31/22	BANK OF PRINCETON	0.25%	7/23	536,265.60
10/31/22	FIRST BANK	0.35%	N/A	1,052,246.79
10/31/22	WELLS FARGO BANK BALANCE	0.25%	N/A	10,673,770.22 **
10/31/22	CASH MANAGEMENT FUND-NJ	2.64%	N/A	<u>6,038,665.62</u>
				<u>\$ 21,390,203.09 *</u>
	<u>LONG TERM INVESTMENTS</u>			
09/30/22	WELLS FARGO BANK - UNEMPLOYMENT TRUST		N/A	<u>\$ 510,465.32</u>

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

** Includes 2.6m in student financial aid refunds

MCCC PURCHASE ORDER REPORT
 \$7,500 - \$37,500
 Date of BOARD MEETING: November 17, 2022

Purchases over \$7,500 require (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

PO#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P15891	9/30/22	CM3 Building Solutions Inc. Washington, DC	\$29,655.30	22-01-02-02-302026-6110	Camden Co. Coop #66CCESP

Installation of smart classroom equipment at JKC. Paid by NJDOL/Workforce grant.

P15897	9/30/22	Smarter Services Pittsburgh, PA	\$8,300.00	21-01-01-02-302059-61100	Exemption: Textbooks
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Assessments for students. Paid by Title III.

P15894	10/3/22	Zoom Video Communications Inc. San Jose, CA	\$13,400.00	10-01-01-03-301302-69424	NJEdge #ELMAS-18-004
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Zoom renewal.

P15918	10/7/22	ArcMercer Ewing, NJ	\$16,888.50	10-06-01-03-301001-62335	MCCC RFQ #1815
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Student shuttle services September 2022.

P15920	10/7/22	Lighthouse Consulting Coos Bay, OR	\$9,000.00	21-01-01-02-302059-64102	Exemption: Consulting Services
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External Evaluation for Title III Year 5. Paid by Title III.

P15921	10/7/22	Diligent Washington, DC	\$14,401.76	10-06-01-03-301001-64110	MCCC RFQ #2115
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Portal for Board of Trustees.

P15949	10/17/22	American Assn. of Community Colleges Baltimore, MD	\$11,104.00	10-06-01-03-301001-60001	Exemption: Professional Services
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Institutional membership FY23.

B7645	10/17/22	Shainis Peltzman Chartered Washington, DC	\$8,000.00	32-03-01-03-301501-64103	Exemption: Professional Services
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Broadcaster legal services for WWFM. Paid by WWFM listener donations.

P15965 10/19/22 Innovative Educators Inc. \$13,770.00 21-01-01-02-302059-64105 Exemption: Professional Services
Boulder, CO

Student Lingo workshop series 9/1/22-8/30/25. Paid by Title III grant.

P15967 10/19/22 SBA Towers V \$16,800.00 32-03-01-03-301501-64110 Sole Source
Boca Raton, FL

Tower lease for WWCJ for WWFM. Paid by WWFM listener donations.

P15987 10/21/22 Adorama Inc. \$11,053.00 22-01-01-02-302112-69310 TIPS #200904
New York, NY

Drone and equipment for photography program. Paid by Perkins grant.

P15994 10/21/22 Diamedical USA \$22,749.44 22-01-01-02-302112-69310 TIPS #200804
West Bloomfield, MI

Medical/Surgical tutor bed for Nursing program. Paid by Perkins grant.

P16003 10/25/22 Lighthouse Consulting \$9,000.00 21-01-01-02-302059-64102 Exemption: Consulting Services
Coos Bay, OR

External Evaluation for Title III Year 4. Paid by Title III.

P16004 10/25/22 Examsoft Worldwide LLC \$20,800.00 10-01-01-02-206200-64105 MCCC RFQ #2217
Dallas, TX

Exam software. Paid by Nursing program student fees.

B7661 10/27/22 Mercadien \$22,500.00 90-00-01-05-5903064101 MCCC Bid #1811
Princeton, NJ

Foundation audit and tax form preparation for FY22. Paid by MCCC Foundation.

MCCC

Attachment #4
Agenda Item V (A)

MERCER COUNTY COMMUNITY COLLEGE

Appointments, Promotions, Stipends, and Receipt of Staff Separation Report

RESOLUTION

BE IT RESOLVED, that this Board approves the appointments, 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.



Human Resources Office

To: Deborah Preston, Ph.D.

From: Barbara Basel, Vice President for Human Resources

Date: November 2, 2022

Re: Ratification of Appointments

The following appointments have been made since October 20, 2022.

Effective Date of /Hire	Department	Name	Title	Salary	Range	FLSA
10/7/2022	Information Technology Systems	Steven Kitchen	Senior Technical Support Analyst	\$71,000.00	\$46,281 - \$76,929	Exempt
10/17/2022	Information Technology Systems	Edward Frader	Senior Technical Support Analyst	\$71,000.00	\$46,281 - \$76,929	Exempt
10/17/2022	Academic Affairs/JKC	John Kim	Chef	\$50,000.00	\$42,451 - 64,461	Exempt
11/28/2022	College Advancement	Swathy Bansal	Administrative Specialist II – College Advancement	\$45,000.00	\$32,251 - \$47,684	Non-Exempt
10/28/2022	Finance & Administration	Cheryl McCormick	Budget Manager	\$75,000.00	\$54,110 - \$86,922	Exempt
10/31/2022	Academic Affairs / Gear Up	Bonnie Negron	Administrative Specialist II, Gear Up Program	\$46,000.00	\$32,251 - \$47,684	Non-Exempt
11/7/2022 (date changed from 10/24/2022)	Academic Affairs/EMES	Alyson Fry	Coordinator, Freshman Recruitment & Pre-College Programs	\$52,500.00	\$42,451- \$79,135	Exempt



Human Resources Office

To: Deborah Preston, PhD., President
From: Barbara Basel, Vice President for Human Resources
Date: November 2, 2022
Re: Promotions/Reclassifications/Equity Adjustments/Pay Corrections

The following Promotions/Reclassifications/Equity Adjustments/Pay Corrections have been made since October 20, 2022.

Effective Date of Promotion/ Salary Adjustment	Department	Name	Current Title	Base Salary	Current Adjusted Base Salary
8/30/2021	Business, Technology and Professional Studies	Guy Amour	Assistant Professor	\$62,244 Corrected Placement should be: \$66,054	\$65,419
7/1/2022	Liberal Arts	Edward Avery-Natale	Associate Professor of Sociology	67,961	\$71,249
7/1/2022	Liberal Arts	Daniel Schermond	Associate Professor of Sociology	69,256	\$71,249
7/1/2022	Liberal Arts	Matthew Kochis	Associate Professor of English	68,609	\$71,249



Human Resources Office

To: Deborah Preston, Ph.D., President

From: Barbara Basel, Vice President for Human Resources

Date: November 2, 2022

Re: Ratification of Stipends

The following stipends have been made since October 20, 2022.

Effective Date of Stipend	Department	Name	Title	Stipend Based on Additional Duties	Purpose
10/1/2022	Business, Technology, and Professional Studies	Doris Geck	Senior Executive Assistant	\$237.23 paid bi-weekly through June 30, 2023 or until the Department completes a reorganization	Additional duties for a vacancy in the department
9/12/22	Human Resources	Jeby Matthew	Business Partner	\$290.05 paid bi-weekly through February 3, 2023 or until the Department hires an Executive Director whichever comes first	Additional duties for a vacancy in the department
9/12/22	Human Resources	Audrey Mostrowski	Benefits Coordinator	\$252.68 paid bi-weekly through February 3, 2023 or until the Department hires an Executive Director whichever comes first	Additional duties for a vacancy in the department



Human Resources

November 5, 2022

To: Barbara Basel, Vice President of Human Resources
From: Jeby Mathew, Coordinator HRIS Operations, Human Resources
Subject: Separation Report for October 2022

Date	Name	Title	Division	Type*
10/03/2022	Eileen Swiatkowski	Grant Director	Academic Affairs	RS
10/20/2022	Stephen Bryant	Education Specialist, Talent Search/JKC		RS

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



Liberal Arts Division

October 22, 2022

To: Dr. Deborah Preston, College President

From: Dr. Robert Schreyer, Vice President for Academic Affairs

Handwritten initials "RS" in black ink.

Subject: Pre-Retirement Sabbatical Application for Guy DeRosa

I am in receipt of Guy DeRosa's request for Pre-Retirement Sabbatical Leave for the 2022-2023 academic year. Guy proposes that he retires at the end of the 2022-2023 academic year and requests a "Pre-Retirement Sabbatical Leave" for half load and prorated salary as stated in the current (2021-2024) faculty contract, Article XIII. 4:

"Such leave, if granted, will give a maximum workload reduction during the year immediately before retirement of 50% of normal load."

The benefits to the College for granting this request include:

- Financial savings for the College
- Opportunity to plan smooth transition in anticipation of the faculty member's retirement
- Leverage faculty member institutional knowledge prior to faculty retirement

I recommend Guy DeRosa's sabbatical leave request. His sabbatical plan is sound in its opportunity to plan a smooth transition in anticipation of retirement, while still maintaining a strong connection with the College and students.

Recommended and Approved for presentation to the Board of Trustees:

Handwritten signature of Dr. Robert Schreyer in black ink.

10 / 27 / 2022

Dr. Robert Schreyer, Vice President for Academic Affairs

Date

Handwritten signature of Dr. Deborah Preston in black ink.

10 / 27 / 2022

Dr. Deborah Preston, College President

Date



To: Dr. Tonia Perry-Conley,
Acting Vice President- Student Affairs

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

Date: November 4, 2022

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

Dr. Conley,

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 I have the following to report:

For the calendar month of October 2022, there were three (3) Reportable Offense-Crime(s), fires, and other emergencies that occurred on campus during the reporting period as recorded by campus security.

October 05, 2022- West Windsor Campus - Several female students reported a subject repeatedly leering and making inappropriate comments towards them (Harassment/Gender related). The subject, non- student, was located identified and escorted off campus.

The Title IX team was notified, and the investigation continues.

October 27, 2022- West Windsor Campus - A student was observed inside of the Dance studio (PE building) after closing. A review of the CCTV revealed that this student used force to bypass the lock and gain entry. Subsequent investigation and information revealed that this student has employed similar force tactics to gain access/entry into this room several times in the recent past.

Mr. Simone and Widmarc Dalce (Conduct and Discipline Committee) was notified as was the West Windsor Police Department (Defiant Trespass/Burglary). West Windsor declined to pursue criminal charges and referred the matter back to our Conduct and Discipline team to be handled internally.

October 31, 2022- West Windsor Campus- A female students reported a situation similar to the circumstances involved on October 05 (see above). The subject was located, positively identified and again escorted off campus. The subject was advised to not return.

West Windsor PD was notified as a matter or record. The students did not wish to take formal action, beyond notifying the authorities, at this time.

End of report