

MERCER COUNTY COMMUNITY COLLEGE

Minutes of the 707th Meeting
of the Board of Trustees
November 15, 2023

The meeting was called to order by Chair Kristin Appelget at 6:30pm at the Mercer County Community College West Windsor Campus. In addition to the Chair, the following members were in attendance: Julie Blake, Shannon Mason, Daryl Minus-Vincent, Lawrence Nespoli, Christian Perez (Alumni Trustee), and Deborah Preston (MCCC President). Also present was Adam Herman, College Counsel.

I. OPENING OF MEETING

- A) FLAG SALUTE
Chair Appelget led those attending the meeting in the Pledge of Allegiance to the flag of the United States.
- B) STATEMENT OF NOTIFICATION
The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend meetings of public bodies at which any business affecting its interests is discussed or acted upon. In accordance with the provisions of this Act, the Board of Trustees of Mercer County Community College has caused notice of this meeting to be published by having the date, time and place posted on the bulletin board in the lobby of the Administration Building, on the West Windsor Campus, at the James Kerney Campus, on the College's website homepage, and emailed to The Trentonian and The Times.
- C) ADOPTION OF AGENDA
Trustee Nespoli moved to approve the agenda, which was seconded by Trustee Minus-Vincent and adopted with Trustees Appelget, Blake, Mason, Minus-Vincent, and Nespoli, voting aye.
- D) PUBLIC COMMENT
No one from the attending public addressed the Board at this time.

II. NOMINATING COMMITTEE

- A) ELECTION OF OFFICERS
Trustee Minus-Vincent moved the slate of officers from the nominating committee, with the new officers being: Kristin Appelget as Chair, Lawrence Nespoli as Vice Chair, and Greg Puliti as Treasurer. Trustee Minus-Vincent asked for nominations from the floor. There being none, Trustee Minus-Vincent moved to cast votes via voice, which was seconded by Trustee Mason. Ms. Delli Santi moved the slate of officers, which was seconded by Trustee Blake, and adopted with Trustees Appelget, Blake, Mason, Minus-Vincent, and Nespoli, voting aye.

III. PRESIDENT'S UPDATE

Dr. Preston provided the following updates:

- Dr. Preston introduced Dr. Mitch Murtha, Vice President for Student Affairs.

- Spring registration began and up about 15% (so far).
- Congratulations to Vice President Joseph Claffey and the Foundation team for exceeding their fundraising goal on Giving Tuesday and raised \$33,775.

Dr. James Maccariella, Professor and Coordinator, Engineering Science and Civil Engineering Technology, gave a presentation on Mercer's Experience with National Science Foundation Research Grants. A copy of the presentation will be made a part of the minutes of this meeting.

IV. **APPROVAL OF MINUTES**

Trustee Minus-Vincent moved to approve the minutes of the October 25, 2023 Board Meeting, which was seconded by Trustee Nespoli and adopted with Trustees Appelget, Blake, Mason, Minus-Vincent, and Nespoli, voting aye.

- A) **APPROVAL OF MINUTES OF OCTOBER 25, 2023 BOARD MEETING**
BE IT RESOLVED, that the minutes of the October 25, 2023 meeting of the Board of Trustees are approved as presented.

V. **FINANCE & FACILITIES MATTERS**

Chair Appelget presented Agenda Items V (A) through (D) for ratification, which were moved by Trustee Mason and second by Trustee Minus-Vincent. Trustees Appelget, Blake, Mason, Minus-Vincent, and Nespoli, voting aye.

- A) **MONTHLY FINANCIAL STATEMENT** (Resolution FY24-161)
The members of the Board noted receipt and ratified the Monthly Financial Statement, which is attached.
- B) **INVESTMENT DETAIL** (Resolution FY24-162)
The members of the Board noted receipt and ratified the Report of Investment Detail, which is attached.
- C) **PURCHASE ORDERS AND CONTRACTS UNDER \$41,600** (Resolution FY24-163)
The members of the Board noted receipt and ratified the Report on Purchase Orders and Contracts under \$41,600.00, which is attached.
- D) **MONTHLY PAYMENTS LIST** (Resolution FY24-164)
The members of the Board noted receipt and ratified the monthly payments lists for October.

Chair Appelget presented Agenda Items V (E) through (K), which were moved by Trustee Mason and second by Trustee Nespoli. The items were passed with Trustees Appelget, Blake, Mason, Minus-Vincent, and Nespoli voting aye. Trustee Minus-Vincent abstained from item (K).

- E) **ARCMercer, Inc. – Campus Shuttle Bus Services** (Resolution FY24-165)
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; and

WHEREAS, the Board of Trustees previously approved an Resolution on July 26, 2023 for ArcMercer of Ewing, NJ to provide campus shuttle services per RFP #2306; now therefore

BE IT RESOLVED, that the President is authorized, to amend the current contract with ArcMercer Inc. of Ewing, New Jersey to provide campus shuttle services, to add twenty-six (26) new trips on each Friday from October 27, 2023 to May 17, 2023 for an amount not to exceed \$7,000* and, for contract year one, add three (3) trips each Monday – Thursday, for a new daily rate of \$753.58 (James Kerney to West Windsor trip) and a new daily rate of \$639.48 (Rider University to Quakerbridge Mall/Avalon to West Windsor trip) for a new not to exceed amount of \$205,000 from August 1, 2023 to July 31, 2024; and for contract year two, add three (3) trips each Monday – Thursday, at a new daily rate of \$793.24 (James Kerney to West Windsor trip) and a new daily rate of \$671.45 (Rider University to Quakerbridge Mall/Avalon to West Windsor trip) for a new not to exceed amount of \$215,000 from August 1, 2024 to July 31, 2025.

*Paid for by Center for Adult Transition Grant

F) CONOVER BUILDING MAINTENANCE (Resolution FY24-166)

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

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

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

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

WHEREAS, the College intends to exercise the first of two (1) one-year extension options to extend the current contract with Conover Building Maintenance to provide janitorial and porter services College-wide;

BE IT RESOLVED, that the President is authorized, to exercise the first of two (1) one-year extension options with Conover Building Maintenance of North Brunswick, NJ, in accordance with the resolution adopted by the Board of Trustees on November 19, 2020, for janitorial and porter services at the James Kerney and West Windsor campuses as well as the shared facility at Mercer County Vocational School and the leased property at 101 North Broad Street, Trenton, NJ, for an amount not to exceed \$1,039,928 from December 1, 2023 to November 30, 2024.

MCCC RFP #2007

G) GARY KUBIAK & SON ELECTRIC, INC. (Resolution FY24-167)

WHEREAS, Mercer County Community College has a need to procure a contractor to provide labor to install lighting and perform related electrical work for the Student Drop-off circle at the West Windsor campus, paid by the New Jersey Chapter 12 program; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.10, specifically provides for the purchase of work, materials, and supplies by Cooperative Agreement with the governing bodies of any municipality or of the county within whose boundaries any such college is wholly or partially located; and

WHEREAS, the County of Mercer conducts a voluntary Cooperative Pricing System with municipalities and the Boards of Education located in Mercer County, utilizing administrative purchasing services and facilities of the County of Mercer; and this Cooperative Pricing Agreement* is to effect economies in the purchase of services to install lighting and perform electrical work; and

WHEREAS, Mercer County Community College has identified that Gary Kubiak & Son Electric, Inc. of Robbinsville, NJ has the expertise to provide labor to install lighting and perform related electrical work at the Student Drop-off circle at the West Windsor campus, under the County of Mercer voluntary Cooperative Pricing Agreement* which represents the best value for the College; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a contract with Gary Kubiak & Son Inc., Robbinsville, New Jersey to provide labor to install lighting and perform related electrical work at the Student Drop-off circle at the West Windsor campus for an amount not to exceed \$60,000. Paid by the New Jersey Chapter 12 program.

*CK09MERCER2021-14

H) GLOBAL INDUSTRIAL (Resolution FY24-168)

WHEREAS, Mercer County Community College has the need to purchase janitorial, safety, and sanitation services and supplies as well as restroom, classroom, office, and exterior furniture, fixtures, and supplies for the James Kerney and West Windsor campuses for FY 2024, partially paid by the New Jersey Chapter 12 program; 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 OMNIA Partners cooperative purchasing consortium for the procurement of goods and services at competitive pricing; and

WHEREAS, Mercer County Community College has identified that Global Industrial of Port Washington, New York, has the experience and credentials necessary to supply janitorial, safety, and sanitation services and supplies as well as restroom, classroom and office furniture and supplies for the James Kerney and West Windsor campus, under the Cooperative Pricing Agreement with OMNIA Partners* which represents the best value for the College; and

WHEREAS, the Board of Trustees previously approved a Resolution on June 29, 2023 for Global Industrial of Port Washington, NY for an amount not exceed \$120,000; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to increase the FY 2024 purchase order amount with Global Industrial, Port Washington, New York to supply janitorial and sanitation services and supplies and restroom, classroom, office, and exterior furniture, fixtures, and supplies for the James Kerney and West Windsor campuses from \$120,000 by an additional \$180,000 for a new not to exceed amount of \$300,000 from July 1, 2023 to June 30, 2024. Partially paid by the New Jersey Chapter 12 program.

*OMNIA Partners #R211402

I) INTERNATIONAL PRODUCE (Resolution FY24-169)

WHEREAS, Mercer County Community College has a need to acquire food supplies to support the Conference Center on the West Windsor campus; and

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

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

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

WHEREAS, International Produce has completed and submitted a Business Entity Disclosure Certification which certifies that International Produce 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 US Foods, Inc. 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 International Produce of Windsor, New Jersey to acquire food supplies to support the Conference Center for FY 2024 for an amount not to exceed \$80,000 for the period July 1, 2023 to June 30, 2024.

J) SUSAN K. PERKINS, LLC (Resolution FY24-170)

WHEREAS, Mercer County Community College will utilize consulting services to ensure sufficient oversight and management of the College's financial and budgeting processes in conjunction with the Finance and Purchasing Departments; 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, Susan K. Perkins, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Susan K. Perkins, LLC has not made any reportable contributions to a political or candidate committee in Mercer County in the previous year, and the contract will prohibit Susan K. Perkins, LLC from making any reportable contributions through the term of the contract; now therefore

BE IT RESOLVED, the President is authorized, on behalf of the Board, to contract with Susan K. Perkins, LLC of Skillman, New Jersey to utilize financial consulting services to ensure sufficient acquire consulting services to ensure sufficient oversight and management of the College's financial and budgeting processes in conjunction with the Finance and Purchasing Departments at a cost not to exceed \$80,000 for the time period July 1, 2023 through June 30, 2024.

K) APPROVAL TO ACCEPT THE FY 2024 CONSOLIDATED ADULT BASIC SKILLS AND INTEGRATED ENGLISH LITERACY AND CIVICS EDUCATION DISCRETIONARY TITLE II GRANT PROGRAM - AMENDMENT FOR REVISED GRANT AMOUNT (Resolution FY24-171)

WHEREAS, Mercer County Community College Board of Trustees certified that permission had been granted to apply for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Discretionary Title II Grant Program for the purposes described in the application for an estimated amount of \$856,308 by a Board resolution approved on June 29, 2023; and

WHEREAS, Review of the grant application by the State of New Jersey had resulted in a reduced grant amount from \$856,308 to a revised amount of \$678,738; now therefore

BE IT RESOLVED, that the Board of Trustees approve the acceptance of the revised FY 2024 Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Discretionary Title II grant award amount of \$678,738 revised from \$856,308, as approved by the State of New Jersey for the period July 1, 2023 – June 30, 2024.

VI. HUMAN RESOURCE MATTERS

Chair Appelget presented Agenda Item VI (A) which was moved by Trustee Minus-Vincent and seconded by Trustee Nespoli. The item passed with Trustees Appelget, Blake, Mason, Minus-Vincent, and Nespoli voting aye.

A) RATIFICATION OF APPOINTMENTS, STIPENDS, AND RECEIPT OF STAFF SEPARATION REPORT (Resolution FY24-172)

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

Chair Appelget presented Agenda Items VI (B) which was moved by Trustee Nespoli and seconded by Trustee Minus-Vincent. The item passed with Trustees Appelget, Blake, Mason, Minus-Vincent, and Nespoli voting aye.

B) CONTRACT MODIFICATIONS FOR THE PRESIDENT (Resolution FY24-173)
WHEREAS the Board of Trustees (“Board”) previously approved a contract to appoint Deborah E. Preston, Ph.D., as President of the Mercer County Community College (“MCCC”) for the period July 1, 2022 through June 30, 2025; and

WHEREAS the Board of Trustees now desires to retroactively increase the President’s base salary by 3.0 % for the 2024 fiscal year, effective July 1, 2023;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves a retroactive increase to Dr. Deborah Preston’s base salary by 3.0 % for the 2024 fiscal year, effective July 1, 2023.

VII. OPERATIONS MATTERS

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

A) OCTOBER REPORTABLE CRIMES, FIRES, AND OTHER EMERGENCIES (Resolution FY24-174)

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

VIII. NEW JERSEY COUNCIL OF COUNTY COLLEGES REPORT

Dr. Nespoli reported that the NJ Council of County Colleges will next be meeting on November 20, 2023. Community college legislative priorities for the upcoming “lameduck” session of the NJ Legislature will be on the agenda. These priorities will be shared with Mercer County legislators prior to the end of the legislative session on January 9th.

Dr. Nespoli also shared that he will be co-moderating another webinar in the Rutgers Community College Leadership Webinar Series. This one (on November 29th at 3 pm) will feature Dr. Karen Stout, President of Achieving the Dream, which is celebrating its 20th Anniversary as a leading national community college organization. Karen will share her perspective on which student success initiatives have made the most difference for our students over the past two decades.

IX. CHAIR'S REPORT

Chair Appelget attend the inaugural apprenticeship graduation program at the Princeton Plasma Physics Laboratory (Department of Energy funded lab doing research in fusion science), highlighting four apprentices. The partners in this program, first of its kind, is Mercer County Community College and Mercer County Technical School. MCCC has two students in the program who will graduate in the future.

The next meeting will take place on January 24, 2024. The Board of Trustees will not meet in December.

There being no further business to discuss, Trustee Minus-Vincent moved to adjourn the meeting. The motion was seconded by Trustee Nespoli and passed unanimously. The meeting adjourned at 7:01pm.

Respectfully submitted,



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

MERCER COUNTY COMMUNITY COLLEGE
FINANCE OFFICE

Resolution FY24-161

OCTOBER 2023

REVENUE	Budget FY24	Actual as of 10/31/2023	Percent of Budget Realized	2023 Actual
TUITION & FEES	\$ 26,544,567	\$ 16,261,266	61%	\$ 24,540,931
APPROPRIATIONS				
STATE OF NJ	\$ 7,433,816	\$ 2,622,636	35%	\$ 7,433,816
COUNTY OF MERCER	\$ 19,343,117	\$ 4,835,779	25%	\$ 18,963,840
PARTNERSHIPS	\$ 160,000	\$ 3,569	2%	\$ 154,373
COMMUNITY EDUCATION/NON CREDIT	\$ 550,000	\$ 371,819	68%	\$ 790,523
AUXILIARY OPERATIONS	\$ 1,500,000	\$ 711,813	47%	\$ 2,532,492
FACILITY RENTAL	\$ 600,000	\$ 310,151	52%	\$ 695,942
OTHER INCOME	\$ 1,080,500	\$ 878,482	81%	\$ 2,392,409
TOTAL REVENUE:	\$ 57,212,000	\$ 25,995,514	45%	\$ 57,504,326
EXPENSES				
SALARIES & WAGES	\$ 36,071,415	\$ 11,901,967	33%	\$ 34,530,522
EMPLOYEE BENEFITS	\$ 13,127,000	\$ 3,604,602	27%	\$ 10,477,561
SUBTOTAL PERSONNEL:	\$ 49,198,415	\$ 15,506,569	32%	\$ 45,008,083
UTILITIES	\$ 1,988,401	\$ 440,447	22%	\$ 1,979,721
BUILDING LEASE	\$ 260,000	\$ 116,541	45%	\$ 257,168
OTHER EXPENDITURES				
Maintenance Contracts	\$ 980,000	\$ 242,856	25%	\$ 972,247
Facilities Maintenance	\$ 705,000	\$ 134,262	19%	\$ 612,184
Insurance	\$ 853,000	\$ 484,058	57%	\$ 685,240
Staff Development/Travel	\$ 409,622	\$ 245,999	60%	\$ 348,679
Marketing General Advertising	\$ 250,000	\$ 151,000	60%	\$ 605,967
IT Hardware / Software	\$ 1,465,741	\$ 703,340	48%	\$ 1,939,608
Legal/Professional Fees	\$ 898,450	\$ 193,861	22%	\$ 279,669
Purchased Services	\$ 2,757,001	\$ 1,174,955	43%	\$ 1,375,123
General Ed/Lab Supplies	\$ 559,250	\$ 84,381	15%	\$ 396,242
Student Development	\$ 790,650	\$ 77,325	10%	\$ 185,221
Other	\$ 3,896,470	\$ 1,287,630	33%	\$ 5,099,220
Budget Deficit	\$ (7,800,000)			
TOTAL OTHER EXPENDITURES:	\$ 5,765,184	\$ 4,779,669	83%	\$ 12,499,401
TOTAL EXPENDITURES:	\$ 57,212,000	\$ 20,843,227	36%	\$ 59,744,373
SURPLUS/(DEFICIT)		\$ 5,152,288		

MERCER COUNTY COMMUNITY COLLEGE
FINANCE OFFICE

Resolution FY24-162

INVESTMENT DETAIL
FOR THE PERIOD ENDING OCTOBER 30, 2023

		TERM & INTEREST			
<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>RATE</u>	<u>DUE</u>	<u>AMOUNT</u>	
10/30/23	BANK OF PRINCETON	3.50%	N/A	603,753.60	
10/30/23	BANK OF PRINCETON	4.00%	1/24	537,239.10	
10/30/23	FIRST BANK	3.85%	N/A	1,078,019.29	
10/30/23	WELLS FARGO BANK BALANCE	3.89%	N/A	8,356,352.73	
10/30/23	CASH MANAGEMENT FUND-NJ	5.02%	N/A	<u>18,162,878.06</u>	**
				\$ 28,738,242.78	*
 <u>LONG TERM INVESTMENTS</u>					
10/30/23	WELLS FARGO BANK - UNEMPLOYMENT TRUST	3.55%		<u>\$ 521,087.00</u>	

* Cash Balances are gross, current Liabilities are not netted against these balances
 ** Includes 8.8 Million of PrePaid Flight Fees; 2.9 Million in FA to Students

MCCC PURCHASE ORDER REPORT
 \$8,320.00 - \$41,600.00
 DATE OF BOARD MEETING: November 15, 2023

Purchases over \$8,320 require three (3) quotes or over \$41,600 require Publically Advertised Bids unless specifically exempted by New Jersey County College Contract Law N.J.S.A. 18A:64A-25.5(a) Budget lines beginning with "2" indicate grant funded

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
B8283	10/01/23	Water Engineering Services Pennsauken, NJ	\$12,285.00	10-07-01-03-301401-68550	Emergency Declaration
Potable Water Sampling and Testing.					
P17835	10/06/23	VISIX INC. Norcross, GA	\$8,968.16	10-01-01-03-301306-69642	Exemption: Proprietary
Digital media player and subscription.					
P17834	10/06/23	Dell Marketing LP Round Rock, TX	\$8,901.24	10-06-01-02-210134-60451	State Contract #M0483/19-TELE-06519
Laptops for Academic Support System.					
B8303	10/12/23	Ampla Marketing Business Consulting LLC Decatur, GA	\$27,850.00	10-06-01-03-301001-63997	Exemption: Advertising
Marketing services for FY24 for the Foundation.					
B17884	10/16/23	Global Industrial Port Washington, NY	\$21,542.88	70-07-01-03-700102-69420	OMNIA #R211402
Forty-one (41) replacement Steel Park Benches for WW Campus.					
B17882	10/16/23	Mercadien Princeton, NJ	\$9,200.00	90-00-01-05-590300-64101	Exemption: Professional Services
Final Payment for audit and tax services for the MCCC Foundation Audit.					
P17327	10/18/23	Maurer Productions Onstage Ewing, NJ	\$27,535.70	33-03-01-02-209001-42518	Exemption: Entertainment
Box office split/performance fees for Kelsey Theatre.					

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P17902	10/20/23	National Business Furniture, LLC Milwaukee, WI	\$8,590.46	70-07-01-03-700102-69420	GSA #GS-27F-0024V
Replacement Classroom Furniture.					
P17336	10/24/23	Global Industrial Port Washington, NY	\$14,437.21	70-07-01-03-701533-76101	OMNIA #R211402
Bus stop fixtures for Drop-off circle. Paid for by Chapter 12.					
B8188	10/31/23	Home Depot Credit Services Long Island, NY	\$14,437.21	10-07-01-03-301401-61500 10-07-01-03-301401-61510	OMNIA #16154/#170009
Building Supplies FY24.					

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
November 15, 2023**

RESOLUTION FY24 - 172

**RATIFICATION OF APPOINTMENTS, STIPENDS,
CONTRACTUAL OBLIGATION, AND RECEIPT OF STAFF SEPARATION REPORT**

BE IT RESOLVED, that this Board approves the ratification of appointments, stipends, contractual obligations, 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
November 15, 2023**

Resolution FY24-172A

Human Resources Office

To: Deborah Preston, Ph.D.
From: Barbara Basel, Vice President for Human Resources
Date: October 30, 2023
Re: Ratification of Appointments

The following appointment made since October 6, 2023.

Effective Date of /Hire	Department	Name	Title	Salary	Range	FLSA
10/16/2023	College Advancement	Carly Layton	Foundations Scholarship Coordinator	\$50,000	\$42,451 – \$60,793	Exempt
10/30/2023	Student Affairs: Admissions	Lauren Washburn	Director of Admissions	\$90,500	\$81,993 – \$115,059	Exempt
11/13/2023	Student Affairs: Athletics	Eric Grundman	Director of Athletics, Fitness and Recreation	\$107,500	\$81,993 – \$115,059	Exempt
11/13/2023	Marketing & Communications	Bernadette Potts-Semel	Project Manager	\$78,200	\$54,110 – \$81,454	Exempt

**MERCER COUNTY COMMUNITY COLLEGE
 BOARD OF TRUSTEES MEETING
 November 15, 2023**

Resolution FY24-172B

Human Resources Office

To: Deborah Preston, Ph.D., President
From: Barbara Basel, Vice President for Human Resources
Date: October 30, 2023
Re: Ratification of Stipends

The following stipends have been made since October 9, 2023

Effective Date of Stipend	Department	Name	Title	Stipend Based on Additional Duties	Purpose
6/27/2023	Academic Affairs	Natasha Bullock	Executive Assistant	\$110 bi-weekly through June 30, 2024 or until position is filled whichever is first	Covering for a vacancy
10/16/2023	Human Resources	Barbara Basel	Vice President for Human Resources	\$573.40 bi-weekly through June 30, 2024 or until position is filled whichever is first	Covering for a vacancy
10/16/2023	Academic Affairs	James Whitney III	Assistant Vice President for Academic Affairs	\$548.25 bi-weekly through June 30, 2024 or until position is filled whichever is first	Covering for a vacancy
10/16/2023	Finance	Mark Banyacski	Acting Vice President of Finance	\$534.81 bi-weekly through June 30, 2023 or until position is filled whichever is first	Covering for a vacancy
9/5/23	Workforce Education and Innovation – Gear Up	Darius Dove Revised date	Associate Director of 21st Century VIP	\$264.53 bi-weekly through June 30, 2024 or until position is filled whichever is first	Covering for a vacancy

**MERCER COUNTY COMMUNITY COLLEGE
 BOARD OF TRUSTEES MEETING
 November 15, 2023**

10/2/23	Academic Affairs, Math, Science and Health Professions	Betty Peterson Revised date	Interim Dean of Math & Science	\$351.33 bi-weekly through June 30, 2024 or until Dean returns from Leave whichever is first	Covering for employee on leave
10/2/23	Academic Affairs, Math, Science and Health Professions	Elizabeth Mizerek Revised date	Interim Dean of Health Professions	\$445.05 bi-weekly through June 30, 2024 or until Dean returns from Leave whichever is first	Covering for employee on leave

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
November 15, 2023**

Resolution FY24-172C

Human Resources Office

To: Deborah Preston, PhD., President
From: Barbara Basel, Vice President for Human Resources
Date: September 11, 2023
Re: Contractual Obligations

Per the Collective Bargaining Agreement with AFSCME Local 2473 , Article 4, **Pay Scales and Rates of Pay**, Section 2: **Promotions/Merit Increases**, the following Contractual Obligations pay increases have been made since July 1, 2023.

Effective Date of Promotion/ Salary Adjustment	Department	Name	Current Title	Current Base Salary	Adjusted Base Salary
07/01/2023	Finance – Facilities & College Safety	Luis Ortiz	Craftsman-Carpenter	\$65,911	\$66,911
07/01/2023	Finance – Facilities & College Safety	Damione Jewett	College Safety Officer I	\$37,350	\$38,350
07/01/2023	Finance – Facilities & College Safety	Christopher Rowe	College Safety Officer III	\$44,990	\$45,990

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
November 15, 2023**

Resolution FY24-172D

Human Resources

November 3, 2023

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

<u>Date</u>	<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Type*</u>
10/13/2023	Elizabeth Brisita	Counselor, Gear-Up	Academic Affairs JKC	RS
10/27/2023	Carolina Perez	Financial Aid Advisor	Financial Aid	RS

*

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

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
November 15, 2023**

Resolution FY24-174

To: Dr. Simmons
Interim Vice President- Student Affairs

From: Michael Martin
Director of College Safety

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

Notable incidents:

10/2/23 and 10/3/23: Nursing staff reported unknown persons cut/tore the black rubber hose for the blood pressure device HS209 and HS313. Measures have been implemented including installation of cameras within the room and the planned hallway cameras (part of the overall campus security plan) were completed for this building. Signage was installed convey that the area is “under surveillance” and no further reports of damage have been filed. There are no suspects in these and several similar instances reported in September 2023.

10/3/23: A railing inside the UC building was pulled from the wall, it is unknown if this was an intentional act or the railing gave way. No cameras in the area (stairwell) and no suspects in this incident. Facilities repaired the railing.

10/3/23: MCCC student reports that 25 tablet of Adderall pills were removed from her backpack either during her class in HS217 or the greenhouse when her backpack was left unattended. No suspects or video of the incident (no cameras inside these classrooms). She was advised to file a police report and provide a case number from West Windsor police to College Safety. As of this time she did not provide us with that number or confirmation she filed a report with them. (*this theft is NOT a Clery-reportable offense)

MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
November 15, 2023

Resolution FY24-174

10/13/23: A verbal altercation between two attendees of a children's theater production was reported. One patron alleges another shoved him, with complaints of unruly children being what initiated the confrontation. Reports from theater staff confirmed several disruptive patrons but no assault was observed. The reporting party was advised to seek complaints against the other party with West Windsor municipal court, it is unknown if that party followed through. Theater management was in contact with College Safety over this incident which appears to be isolated and were advised to install signage encouraging patrons to refrain from disruptive activity during events.

10/27/23: Unknown persons cut the chain on the gate leading to the Solar Power transfer/switching station on Loop Road across from the MCSSD School. Entry was not made and no damage or other incidents recorded. No suspects and there is no lighting or camera surveillance of this area. College Safety and Facilities Directors are meeting with college administration to initiate temporary and permanent security solutions. This incident was reported to Hamilton Police as well as this part of campus falls under their jurisdiction.

End of report

Mercer's Experience with National Science Foundation Research Grants

James Maccariella, Jr., Ph.D., P.E.
Professor and Coordinator
Engineering Science and Civil Engineering Technology

- 1. NSF S-STEM (Scholarships in Science, Technology, Engineering, and Math)**
 - Years: 2015-2020**
 - Funding: \$600,000**
- 2. NSF BPE (Broadening Participation in Engineering)**
 - Academic year 2023-2024**
 - Funding: \$87,479**





S-STEM



Scholarship in Science,
Technology, Engineering, and Math

- Funding Amount: \$600,000
- Goal of Project: Provide STEM Scholarships
- Duration: 5 years (2015-2020)
- Laura Blinderman, James Maccariella, Richard Porter, Helen Tanzini



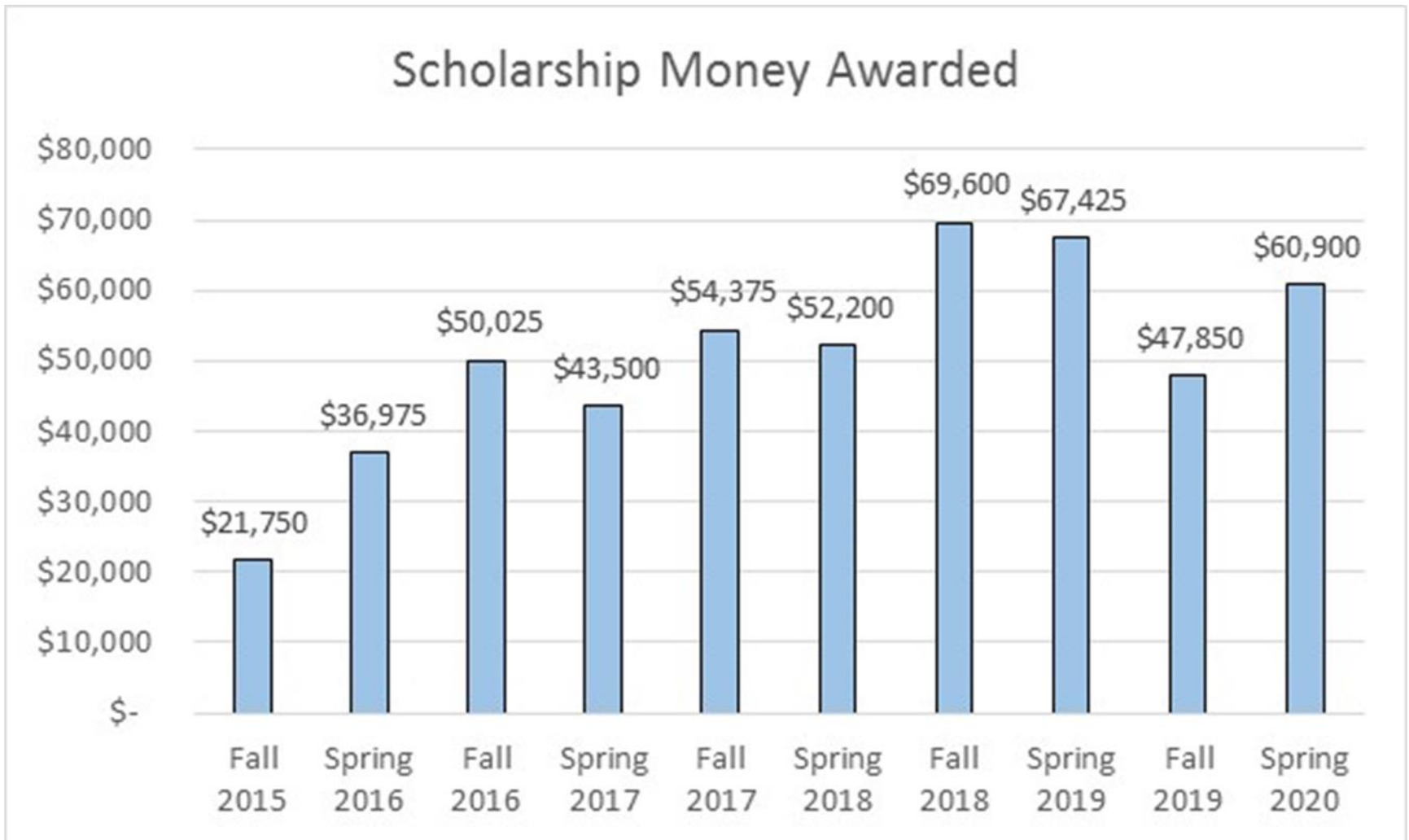
- ❖ **Retain at least 75% of scholars**
- ❖ **Have 50% of scholars be URMs or women**
- ❖ **Have scholars participate in intervention & advising**
- ❖ **Have 75% of scholars graduate or transfer**

Table 3. SAMS scholar outcomes.

Number of scholars	Retained for two+ semesters	Transferred with degree	Transferred without degree	Earned degree but did not transfer	Left program	Still enrolled
98	94 (96%)	47 (48%)	22 (22%)	1 (1%)	4 (4%)	24 (24%)



Scholarship Money Awarded (\$504,600)



Transforming Engineering Access for Mercer Students

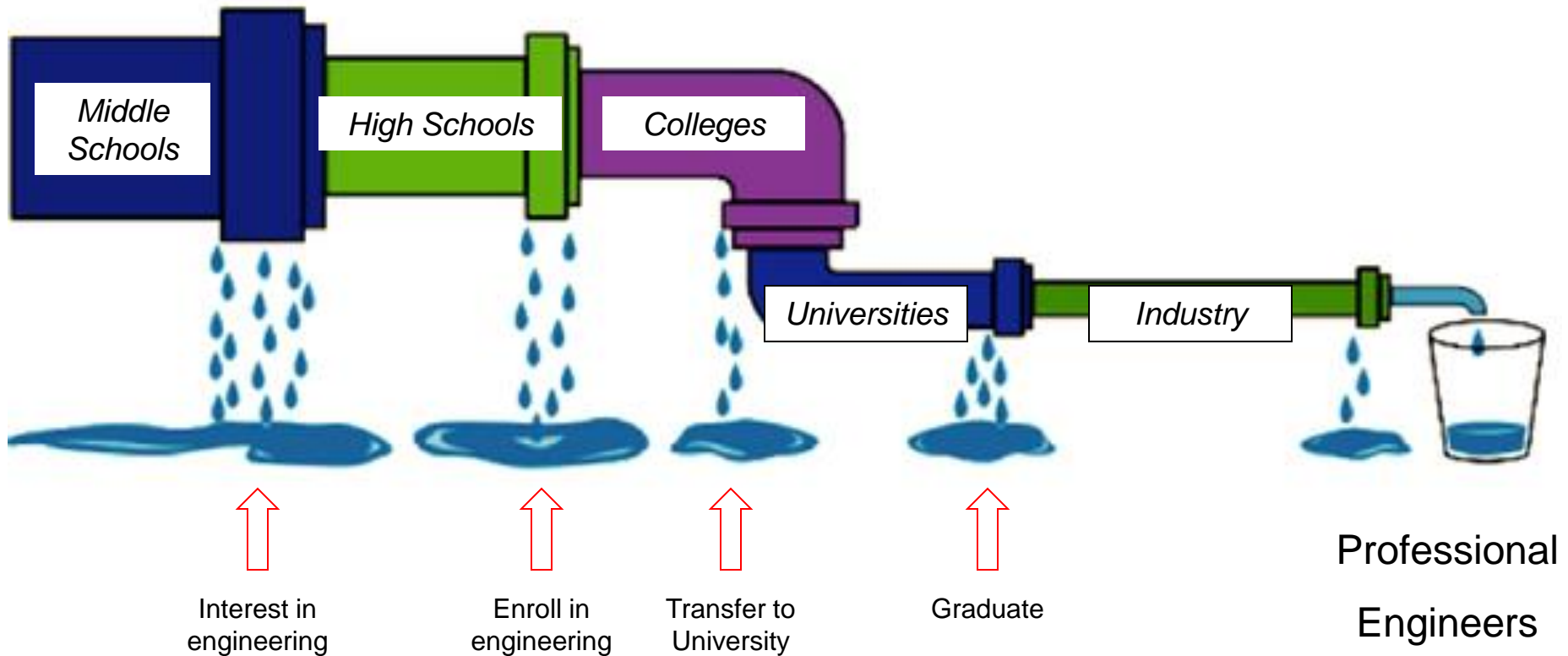


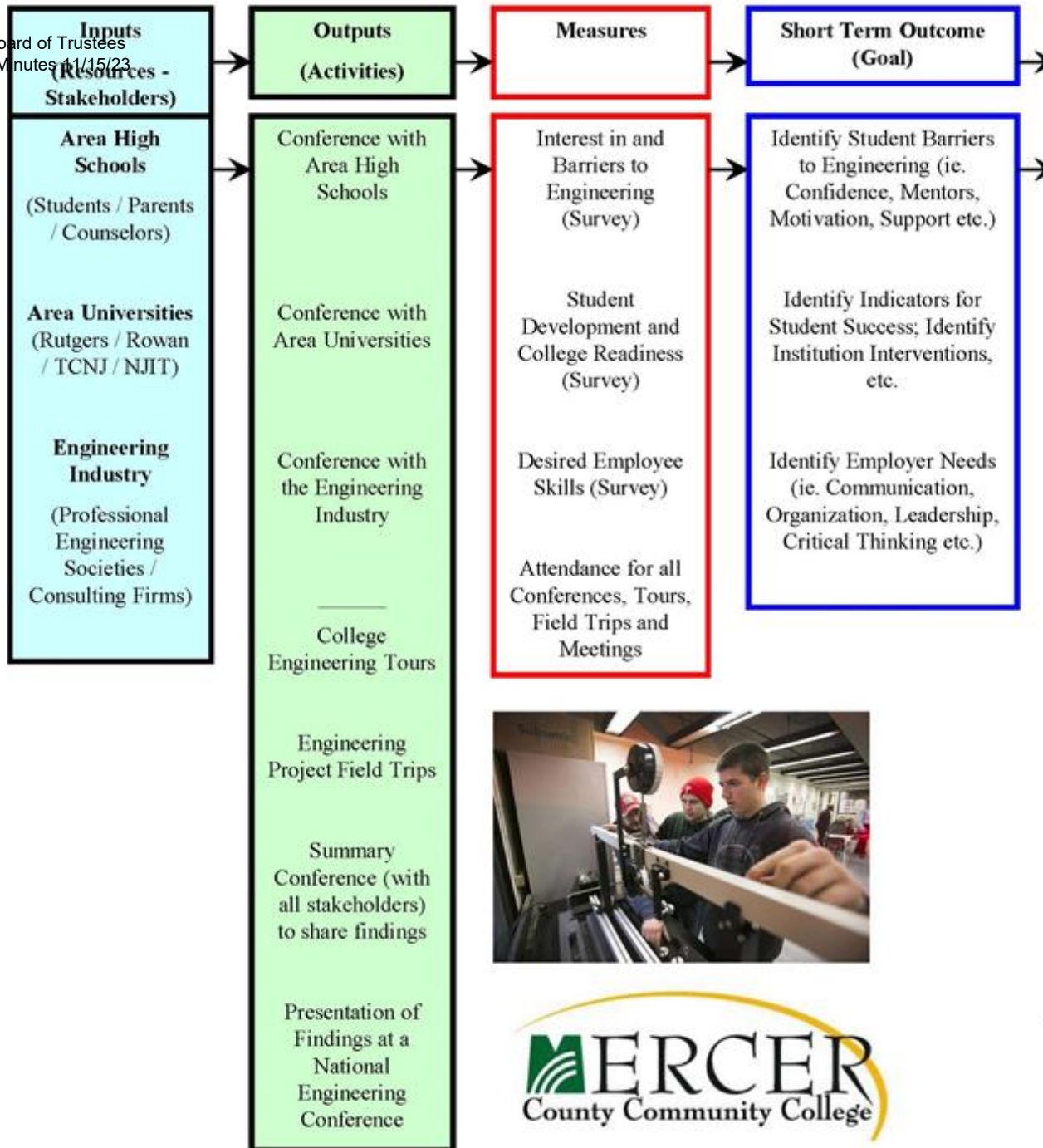
Broadening Participation in Engineering (BPE)

- Funding Amount: \$87,479
- Goal of Project:
 - Develop an engineering college readiness summary
 - Develop an engineering employee skills summary
- Duration: 1 year (2023-2024)
- James Maccariella, Laura Sosa, Terry Voldase

Only half of the engineering students entering U.S. four-year universities graduate (Pearson & Miller, 2012).

Engineering Pipeline





Research Grant	Funding Agency	Year(s)	Funding Amount
Broadening Participation in Engineering (NSF-BPE), Transforming Engineering Access for Mercer Students (TEAMS)	National Science Foundation	2023-2024	\$87,479
Innovation Grant: "DESIGN" Program: Developing Engineering Student Internships, Guidance, and Networking	Mercer County College	2018-2020	\$28,000
Innovation Grant:" TEAMS": Transforming Engineering Access for Mercer Students	Mercer County College	2017-2020	\$35,500
DaVinci Engineering Learning Community	Mercer County College	2015-2017	\$9,000
Scholarships in Science, Technology, Engineering, and Mathematics (NSF-STEM), Scholarships for Advancing Mercer STEM Students (SAMS)	National Science Foundation	2015-2020	\$600,000
Student Learning Improvement Grant: Engineering TLC- Tutors and Learning Communities	Mercer County College	2014-2015	\$8,800
Total Funding Amount			\$768,779