

MERCER COUNTY COMMUNITY COLLEGE

Minutes of the 706th Meeting
of the Board of Trustees
October 25, 2023

The meeting was called to order by Chair Kristin Appelget at 6:30pm at the Mercer County Community College James Kerney Campus. In addition to the Chair, the following members were in attendance: Julie Blake, Jermaine Huell, Daryl Minus-Vincent, Lawrence Nespoli, Greg Puliti, Christian Perez (Alumni Trustee), and Deborah Preston (MCCC President). Also present was Perry Lattiboudere, College Counsel.

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) EXECUTIVE SESSION
Trustee Puliti moved to adjourn into Executive Session to discuss personnel matters, which was second by Trustee Blake.
- BE IT RESOLVED, that this Board adjourns to Executive Session at 6:32pm to discuss personnel 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 6:45pm.
- D) Adoption of Revised Agenda
Trustee Puliti moved to approve a revised agenda to include resolution AY2022/2023 Performance Review for Deborah E. Preston, Ph.D., President (FY24-160) under Human Resources Matters. The motion was seconded by Trustee Nespoli and adopted with Trustees Appelget, Blake, Huell, Minus-Vincent, Nespoli, and Puliti voting aye.
- E) PUBLIC COMMENT
No one from the attending public addressed the Board at this time.

II. PRESIDENT'S UPDATE

Dr. Preston provided the following updates:

- Dr. Preston was a featured guest on the *This Month in Hamilton with Mayor Jeff Martin*, which was broadcast live on WBCB 1490 AM radio and Youtube (https://www.youtube.com/watch?v=1Hm3_aiaAY&t=2591s).
- Dr. Preston introduced Mr. Mark Banyacski, Acting Vice President of Finance.
- A new feature currently under construction at the West Windsor campus is a student dropoff area in the front of the college (Old Trenton Road). Thanks to Josh Johnson (Director of Facilities) and his team for making this happen.
- The men's and women's soccer teams are in the playoffs and MCCC will be hosting the Region 19 Championships on Saturday, October 28th. Mercer men will play Essex at 10am in a semi-final game, and Mercer women play the winner of Essex/Lackawanna game at 3:00pm.
- Due to a last minute conflict, the student presentation was unable attend tonight's Board meeting. The MCCC Foundation supports up to four students to do summer internships at Genesis. The students work in different units and at the conclusion of their internships they do a presentation for to the College.

III. APPROVAL OF MINUTES

Trustee Nespoli moved to approve the minutes of the September 27, 2023 Board Meeting, which was seconded by Trustee Minus-Vincent and adopted with Trustees Appelget, Blake, Huell, Minus-Vincent, Nespoli, and Puliti voting aye.

- A) APPROVAL OF MINUTES OF SEPTEMBER 27, 2023 BOARD MEETING
BE IT RESOLVED, that the minutes of the September 27, 2023 meeting of the Board of Trustees are approved as presented.

IV. FINANCE & FACILITIES MATTERS

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

- A) MONTHLY FINANCIAL STATEMENT (Resolution FY24-147)
The members of the Board noted receipt and ratified the Monthly Financial Statement, which is attached.
- B) INVESTMENT DETAIL (Resolution FY24-148)
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 FY24-149)
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 FY24-150)
The members of the Board noted receipt and ratified the monthly payments lists for September.

Chair Appelget moved to approve Agenda Items IV (E) through (J), which were second by Trustee Puliti. The items were passed with Trustees Appelget, Blake, Huell, Minus-Vincent, Nespoli, and Puliti voting aye.

E) 116 EAST HANOVER LLC (Resolution FY24-151)

WHEREAS, Mercer County Community College has need to provide employee parking at the James Kerney Campus in fiscal years 2024-2025; and

WHEREAS, 116 E Hanover LLC, Trenton, NJ has (50) available parking spaces directly adjacent to the James Kerney Campus for lease; and

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

WHEREAS, 116 East Hanover 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 one 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 exercise an one (1) year lease agreement extension option with 116 E Hanover LLC, Trenton, NJ in an amount not to exceed \$75,000 to provide 50 parking spaces for employees from January 1, 2024 through December 31, 2024.

F) HORIZON DENTAL INSURANCE (Resolution FY24-152)

WHEREAS, Mercer County Community College is contractually required to provide dental insurance coverage to all full-time employees and their dependents; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.5 a. (11) Exempts insurance services from public advertising for bids but requires a resolution authorizing the award of such a contract; and

WHEREAS, contracts with insurance companies that are the actual insurer are exempt from the application of N.J.S.A. 19:44A, Political Contribution Disclosure; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of the this Board, to enter into an two year contract with Horizon Dental (BC/BS) of Newark, New Jersey to secure the required dental insurance coverage for \$269,979 from January 1, 2024 through December 31, 2024 (FY24/FY25) in addition to the \$86,782 paid year to date and \$276,942 from January 1, 2025 through December 31, 2025 (FY25/FY26) for a total cost not to exceed \$633,703.

G) INFINITY FLIGHT GROUP LLC (Resolution FY24-153)

WHEREAS, Mercer County Community College seeks to re-engage Infinity Flight Group, LLC to provide aircraft and flight instructional training, under direct supervision by the College for students enrolled in the College's Aviation program in FYs 2023 and 2024 and;

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

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

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

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to increase the current FY24 purchase order approved by the Board on June 16, 2022 for the amount of \$5,500,000 by \$6,500,000 for a new not to exceed amount of \$12,000,000 to issue payments, using student paid flight school fees that are passed-through to Infinity Flight Group, LLC of Ewing, New Jersey, to provide aircraft and flight instructional training, for students enrolled in the College's Aviation program, from July 1, 2023 through June 30, 2024. These payments are funded from student flight instructional pass-through fees and student financial aid.

H) OPEN SYSTEMS INTEGRATOR – ANNUAL MAINTENANCE (Resolution FY24-154)

WHEREAS, Mercer County Community College requires periodic inspection, testing, and preventative maintenance, service and repair (as needed), including performance of the annual fire alarm NFPA 72 inspection/certification on the fire alarm systems at all buildings on the James Kerney and West Windsor campuses; and

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

WHEREAS, Mercer County Community College has identified that Open Systems Integrators, Inc. of Hamilton Twp. (Mercer County), New Jersey has the expertise to install, inspect, test, and perform preventative maintenance and service, including performance of the annual fire alarm NFPA 72 inspection/certification on the fire alarm systems, under the Cooperative Pricing Agreement with the Educational Services Commission of New Jersey* which represents the best value for the College; and

BE IT RESOLVED, that the President is authorized, on behalf of the this Board, to contract with Open Systems Integrators of Hamilton Township, New Jersey to perform preventative maintenance and inspection services, including performance of the annual fire alarm NFPA 72 inspection/certification on the fire alarm systems at all buildings on the James Kerney and West Windsor campuses for a cost not to exceed \$100,000 for FY2024 in order to comply with current municipal fire codes.

*Educational Services Commission of New Jersey Contract #21/22-41

- I) OPEN SYSTEMS INTEGRATOR – CM BUILDING FIRE ALARM SYSTEMS (Resolution FY24-155)
WHEREAS, Mercer County Community College has the need to install new fire alarm systems in the Communications (CM) Building and Kelsey Theatre (KT) on the West Windsor Campus, funded by Chapter 12; and

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

WHEREAS, Mercer County Community College has identified that Open Systems Integrators, Inc. of Hamilton Twp. (Mercer County), New Jersey has the expertise to install such fire alarm systems under the Cooperative Pricing Agreement with the Educational Services Commission of New Jersey* which represents the best value for the College; and

BE IT RESOLVED, that the President is authorized, on behalf of the this Board, to contract with Open Systems Integrators of Hamilton Township, New Jersey to install new fire alarm systems in the Communications (CM) Building and Kelsey Theatre (KT) on the West Windsor Campus for a cost not to exceed \$400,000, funded by Chapter 12.

*Educational Services Commission of New Jersey Contract #21/22-41

- J) PLAYFUL THEATRE PRODUCTION INC. (Resolution FY24-156)
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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a contract with Playful Theatre Productions Inc. of Fallsington, PA 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.

V. HUMAN RESOURCE MATTERS

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

A) RATIFICATION OF APPOINTMENTS, STIPENDS, AND STAFF SEPARATION REPORT
(Resolution FY24-157)

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.

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

The Trustees thanked Trustee Puliti for leading the review process.

B) RESOLUTION OF AY2022/2023 PERFORMANCE REVIEW FOR DEBORAH E. PRESTON, PH.D. PRESIDENT (Resolution FY24-160)

WHEREAS, the MCCC Board of Trustees according to ARTICLE VI - COMMITTEES, Section 8 of the MCCC Trustees By-Laws is responsible to undertake an annual review of the College President; and

WHEREAS, the Board Chair, Human Resources Committee Chair and the President met in July of 2023 and mutually agreed upon an evaluation method for the President's AY2022/2023; and

WHEREAS, during the month of September, 2023 the MCCC Board of Trustees participated and took part in a confidential performance review for the President's AY2022/2023; and

WHEREAS, the results of that performance review were finalized in a confidential performance review report prepared by the Board of Trustees Human Resources Committee Chair and distributed to Board of Trustees for review; and

WHEREAS, the MCCC Board of Trustees in October of 2023 met in closed executive session with the President to review the final performance review results; and

WHEREAS, the Board of Trustees after conducting the annual performance review have determined to put on record the President has excellent Leadership skills by demonstrating during the AY2022/2023 her attention to detail, problem solving capabilities, enthusiasm and the ability to get things done, particularly in the President's inaugural year; and

WHEREAS, the Board of Trustees after conducting the annual performance review have determined to put on record the President has excellent Communication skills by demonstrating during the AY2022/2023 her communications were very inclusive and engaging; and

WHEREAS, the Board of Trustees after conducting the annual performance review have determined to put on record the President has excellent Planning skills by demonstrating during the AY2022/2023 her involvement with statewide community college strategic initiatives and the President's emphasis on performing a long-overdue evaluation of the James Kerney Campus regarding its potential; and

WHEREAS, the Board of Trustees after conducting the annual performance review have determined to put on record the President has demonstrated excellent Managerial skills during the AY2022/2023; now therefore

BE IT RESOLVED, that the MCCC Board of Trustees have met its obligation to undertake a performance review for the President's AY2022/2023 and is adopting the final confidential performance review findings from the Human Resources Committee Chair dated October 21, 2023

NOW BE IT FURTHER RESOLVED, that the MCCC Board of Trustees has determined that the President has made remarkable progress in her inaugural year, has excelled in all the rated categories and has received an overall performance rating of "Excellent" for the AY2022/2023.

VI. OPERATIONS MATTERS

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

- A) SEPTEMBER REPORTABLE CRIMES, FIRES, AND OTHER EMERGENCIES (Resolution FY24-158)
The members of the Board noted receipt and review and ratified the report, which is attached.

Trustee Blake noted that the Operations Committee continues to review and update Trustee Code of ethics (make more fulsome).

VII. OTHER MATTERS

- A) APPOINTMENT OF FINANCE & FACILITIES COMMITTEE CHAIR
Due to a vacancy, Chair Appelget moved to appoint Trustee Greg Puliti as Committee Chair of the Finance & Facilities Committee. The motion was seconded by Trustee Blake and adopted with Trustees Appelget, Blake, Huell, Minus-Vincent, Nespoli, and Puliti voting aye.
- B) NOMINATING COMMITTEE – REPORT OF SLATE OF OFFICERS
Trustee Minus-Vincent, the Nominating Committee Chair, presented the slate of officers for the new year:
- Chair: Kristin Appelget
 - Vice Chair: Lawrence Nespoli
 - Treasurer: Gregory Puliti
- C) RESOLUTION OF APPRECIATION – BLANCA OHLER (Resolution FY24-159)
WHEREAS, Ms. Blanca Berrios Ohler has announced her resignation to the Mercer County Community College Board of Trustees where she has served as a dedicated member since October 2019; and

WHEREAS, Ms. Ohler has made significant contributions towards the integrity of the College, and serving in a leadership role as Chair of the Finance and Facilities, Human Resources, and Audit Committees; and

WHEREAS Ms. Ohler provided outstanding leadership to the Board and the College as Treasurer of the Board of Trustees; and

WHEREAS, Ms. Ohler earned the respect of her Trustee colleagues and served the students of MCCC; and

WHEREAS, Ms. Ohler 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; now therefore

BE IT RESOLVED, that the Board of Trustees, President Deborah E. Preston, and the College community extend their deepest gratitude to Ms. Blanca Berrios Ohler and wish her well in all of her future endeavors.

VIII. NEW JERSEY COUNCIL OF COUNTY COLLEGES REPORT

Dr. Nespoli reported that he was pleased to attend the 2023 Association of Community College Trustees (ACCT) Leadership Congress, joined by over 50 trustees and presidents from other NJ community colleges. There were informative sessions on topics including enrollment strategies, technology and innovation, good governance practices, and student success initiatives. Equally important were the conversations and ideas exchanged with other trustees from across the country. He encouraged others to consider attending future ACCT conferences – the next one is the National Legislative Seminar in Washington, DC on February 4-7, 2024.

IX. CHAIR'S REPORT

No report.

There being no further business to discuss, Trustee Blake moved to adjourn the meeting. The motion was seconded by Trustee Nespoli and passed unanimously. The meeting adjourned at 7:08pm.

Respectfully submitted,



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



30-Sep-23

	FY2024		Sep	Over/(Under)	Actual %	Expected %	Variance %
	Annual Budget	YTD Budget	YTD Actual	YTD Budget	Used/Earned	Used/Earned	Used/Earned
Revenues:							**
State of New Jersey	7,433,816	1,858,454	1,954,514	96,060	26.29%	25.00%	1.29%
Mercer County	19,343,117	4,835,779	3,223,853	(1,611,926)	16.67%	25.00%	-8.33%
Tuition & Fees	26,544,567	15,306,403	16,446,824	1,140,420	61.96%	57.66%	4.30%
Non-Credit Tuition & Fees	550,000	137,500	320,578	183,078	58.29%	25.00%	33.29%
Other*	3,340,500	835,125	1,797,523	962,398	53.81%	25.00%	28.81%
Total Revenue	57,212,000	22,973,261	23,743,291	770,030	41.50%	40.15%	1.35%
<i>** Negative variance in the expected revenue equates to unfavorable anticipated earnings</i>							
Salaries - 59.28% of total Budget	36,071,415	9,711,535	8,721,755	(989,780)	24.18%	26.92%	-2.74%
Benefits - 20.75% of total Budget	13,127,000	3,534,192	2,805,685	(728,507)	21.37%	26.92%	-5.55%
Total Salary and Benefits - 80.03% of total Bud	49,198,415	13,245,727	11,527,440	(1,718,287)	23.43%	26.92%	-3.49%
<i>- Salaries and Benefits allocated below</i>							
Expenses:							
Instruction	26,840,818	6,710,204	5,280,098	(1,430,106)	19.67%	25.00%	-5.33%
Academic Support	2,443,904	610,976	745,732	134,756	30.51%	25.00%	5.51%
Student Services	5,497,420	1,374,355	1,041,963	(332,392)	18.95%	25.00%	-6.05%
Institutional Support	19,901,747	4,975,437	4,064,041	(911,396)	20.42%	25.00%	-4.58%
Plant Operations	10,328,112	2,582,028	1,720,801	(861,227)	16.66%	25.00%	-8.34%
Budget Adjustment	(7,800,000)	-	-	-	0.00%	0.00%	0.00%
	57,212,000	16,253,000	12,852,635	(3,400,365)	22.46%	28.41%	-5.94%
<i>** Negative variance in the expected expense equates to favorable cost savings</i>							
Key Budget Items (Included Above):							
Utilities	2,195,000	548,750	418,988	(129,762)	19.09%	25.00%	-5.91%
Custodial Contract	980,000	245,000	161,136	(83,864)	16.44%	25.00%	-8.56%
Facilities & College Safety	2,051,601	512,900	353,130	(159,771)	17.21%	25.00%	-7.79%
IT Management, Software and Hardware	2,978,211	744,553	1,041,214	296,662	34.96%	25.00%	9.96%
	8,204,812	2,051,203	1,974,468	(76,735)	24.06%	25.00%	-0.94%
Total Expenditures	57,212,000	16,253,000	12,852,635	(3,400,365)	22.46%	28.41%	-5.94%
Surplus/(Deficit)	(0)	6,720,261	10,890,656	4,170,395			
Other Revenue Key Items*:							
WWFM Listener Donations	500,000	125,000	61,560	(63,440)	12.31%	25.00%	-12.69%
Conference Center	500,000	125,000	51,829	(73,171)	10.37%	25.00%	-14.63%
Partner Schools (Rutgers, William Patterson, FDI	200,000	50,000	3,569	(46,431)	1.78%	25.00%	-23.22%
Mercer Institute	500,000	125,000	63,571	(61,429)	12.71%	25.00%	-12.29%
Kelsey Theater	250,000	62,500	44,624	(17,876)	17.85%	25.00%	-7.15%
Tower Rentals	250,000	62,500	57,171	(5,329)	22.87%	25.00%	-2.13%
Facility Rentals	600,000	150,000	261,706	111,706	43.62%	25.00%	18.62%
Bookstore	150,000	37,500	-	(37,500)	0.00%	25.00%	-25.00%
Summer Camps (Tomato Patch/Camp College)	250,000	250,000	276,431	26,431	110.57%	100.00%	10.57%

MERCER COUNTY COMMUNITY COLLEGE
FINANCE OFFICE

Resolution FY24-148

INVESTMENT DETAIL
FOR THE PERIOD ENDING SEPTEMBER 30, 2023

		TERM & INTEREST			
<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>RATE</u>	<u>DUE</u>	<u>AMOUNT</u>	
09/30/23	BANK OF PRINCETON	3.50%	N/A	603,162.60	
09/30/23	BANK OF PRINCETON	4.00%	1/24	537,239.10	
09/30/23	FIRST BANK	3.85%	N/A	1,075,819.29	
09/30/23	WELLS FARGO BANK BALANCE	3.89%	N/A	6,319,008.02	
09/30/23	CASH MANAGEMENT FUND-NJ	5.02%	N/A	<u>18,086,345.53</u>	**
				<u>\$ 26,621,574.54</u>	*
	<u>LONG TERM INVESTMENTS</u>				
09/30/23	WELLS FARGO BANK - UNEMPLOYMENT TRUST	3.55%		<u>\$ 504,451.12</u>	

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

** Includes 6.3 Million of Flight Fees received prior to payment of vendor bill

MCCC PURCHASE ORDER REPORT
 \$8,320 - \$41,600
 DATE OF BOARD MEETING: October 25, 2023

Resolution FY24-149

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
B7976	9/6/23	Heath Lumber Ewing, NJ	\$12,000.00	10-07-01-03-301401-61500	CK09MERCER2023-06

Building Supplies FY24.

B7964	9/7/23	Pemberton Supply Company, LLC Lumberton, NJ	\$10,000.00	10-07-01-03-301401-61500	NJ State Contract #21-FOOD-01747
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Electrical Supplies FY24.

B7957	9/7/23	Kucker Haney Paint Hamilton, NJ	\$15,000.00	10-07-01-03-301401-61580	MCCC RFQ #2322
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Paint Supplies FY24.

B8162	9/7/23	Carrier Jamesburg, NJ	\$12,000.00	10-07-01-03-301401-68550	Sourcewell Contract #070121-CAR
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HVAC Service FY24.

B8275	9/12/23	US Foods Inc Bridgeport, NJ	\$40,000.00	34-09-01-03-301601-61255	Exemption: Food
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Conference Center Main Groceries for FY24.

B8279	9/14/23	Thomson Reuters St. Paul, MN	\$26,000.00	10-04-01-02-200300-69724	Exemption: Library Materials
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Library Database Subscription.

B8284	9/18/23	Cintas Philadelphia, PA	\$20,000.00	10-07-01-03-301407-61610	OMNIA Contract #R-B-B-19002
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College Safety Uniforms FY24.

MCCC PURCHASE ORDER REPORT
 \$8,320 - \$41,600
 DATE OF BOARD MEETING: October 25, 2023

Resolution FY24-149

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
B8282	9/18/23	Compass Group DBA Canteen Charlotte, NC	\$10,000.00	61-05-01-04-403032-63200	MCCC RFP #2003

Catering for Student Activities for FY24.

P17747	9/18/23	Global Industrial Port Washington, NY	\$8,563.79	70-07-01-03-700102-69420	OMNIA Contract #R211402
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Classroom Tables

P17746	9/18/23	Global Industrial Port Washington, NY	\$8,563.49	70-07-01-03-700102-69420	OMNIA Contract #R211402
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Classroom Tables

P17745	9/18/23	Follett Higher Education Group LLC Westchester, IL	\$12,092.82	22-01-01-04-302013-60451	MCCC RFP #1154
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Materials for Educational Opportunity Fund (EOF) Students FY24.

P17744	9/18/23	National Healthcareer Association Leawood, KS	\$16,893.75	10-01-01-02-206200-64110	Exemption: Unspecifiable Services
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Test and Assessment services for Nursing. Paid by nursing program student fees.

P17743	9/18/23	National Healthcareer Association Leawood, KS	\$16,575.00	10-01-01-02-206200-64110	Exemption: Unspecifiable Services
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Test and Assessment services for Nursing. Paid by nursing program student fees.

P17742	9/18/23	ASR Analytics LLC Silver Spring, MD	\$8,860.00	10-01-01-03-301301-64102	Exemption: Consulting Services
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Analytics strategy and recommendations report.

B8286	9/19/23	Cintas Philadelphia, PA	\$37,000.00	10-07-01-03-301407-61620	OMNIA #R-B-B-19002
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Safety and First Aid Supplies FY24.

MCCC PURCHASE ORDER REPORT
 \$8,320 - \$41,600
 DATE OF BOARD MEETING: October 25, 2023

Resolution FY24-149

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
B7797	9/19/23	Follett Higher Education Group, LLC Westchester, IL	\$10,000.00	38-03-01-02-207003-61100	MCCC RFP# 1154

FY24 Center for Continuing Studies (CCS) Program book purchases.

B7962	9/19/23	Mobile Mini South Plainfield, NJ	\$13,000.00	10-07-01-03-301401-69350	OMNIA Contract #R210503
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Storage Trailers FY24.

B8289	9/22/23	Mercadien Princeton, NJ	\$16,000.00	90-00-01-05-590300-64101	Exemption: Professional Services
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Foundation Audit and Tax Services for FY23.

P17776	9/22/23	Cm3 Building Solutions, Inc Fort Washington, PA	\$36,866.95	70-07-01-03-701525-76101	Camden County RFP#FY20-06
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Installation of Projection Screens Liberal Arts (LA) Building classrooms. Paid for by Chapter 12.

P17794	9/26/23	Cullen LLC Neptune, NJ	\$13,855.00	70-07-01-03-701252-76101	Emergency Declaration 5/23/23
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Trenton Hall Water Pump and Motor Replacement. Paid for by Chapter 12

B7961	9/27/23	Lindermeyr Munroe Moonachie, NJ	\$22,400.00	10-06-01-03-301001-61002	MCCC RFP #2407
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Stationery Supplies FY24.

B8249	9/27/23	Getinge USA Sales LLC Wayne, NJ	\$9,500.00	10-01-01-02-206100-69340	Exemption: Equipment Repair Services
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Preventive Maintenance Service Contract for Bio Equipment FY24.

P17795	9/27/23	Tutor.com Inc New York, NY	\$40,923.13	10-06-01-02-210134-69723	GSA Contract #GSA-35F-191BA
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24/7 Homework help online academic support program. Paid by Community College Opportunity grant (CCOG)

MCCC PURCHASE ORDER REPORT
\$8,320 - \$41,600
DATE OF BOARD MEETING: October 25, 2023

Resolution FY24-149

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
P17803	9/28/23	QLess Inc Pasadena, CA	\$12,285.00	10-01-01-03-301302-69744	GSA Contract #GS-35-209CA

Mobile Queuing Platform for Enrollment Center.

P17818	10/04/23	NeoGov El Segundo, CA	\$35,608.10	10-01-01-03-301-30469713	NJEDGE Contract #00278834
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Insight subscription for HR.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
October 25, 2023**

RESOLUTION FY24 - 157

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

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.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
October 25, 2023**

RESOLUTION FY24 – 157A

APPOINTMENTS

1. Mitchell E. Murtha, Ph.D. has been recommended to be appointed as the Vice President for Student Affairs at an annual salary of \$173,000 effective November 13, 2023.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
October 25, 2023**

RESOLUTION FY24 – 157A

October 3, 2023

To: Kristin Appelget, Chair of MCCC Board of Trustees
From: Deborah Preston, Ph.D., President of Mercer County Community College
Subject: **Appointment of Mitchell E. Murtha, Ed.D., Vice President of Student Affairs**

Based upon the recommendation of the Search Committee and my own assessment of the final candidates, I recommend the appointment of Mitchell E. Murtha, Ed.D. to the position of Vice President of Student Affairs on the Executive Leadership Team.

A multi-disciplinary and cross-functional search committee conducted a national search which included individual interviews, on-campus forums, and executive interviews to identify a Vice President of Student Affairs to oversee MCCC's Admissions, Athletics, Enrollment Management, Counseling, Financial Aid, Education Opportunity Fund Programs, Veterans Services, International Students, Career and Transfer Services as well as Student Life and Leadership Programs. This position reports directly to the president and serves on the Executive Leadership Team (ELT).

TITLE: Vice President of Student Affairs
DIVISION: Student Affairs
UNION AFFILIATION: Non-Affiliated
FLSA STATUS: Exempt
SALARY RANGE: \$118,725 - \$178,600
RECOMMENDED SALARY: \$173,000.00
BUDGET CODE: 10_05_01_04_401140_50100
EFFECTIVE DATE: November 13, 2023

Recommended and approved for presentation to the Board of Trustees

Barbara Basel, Vice President, Human Resources

Date

Deborah Preston, Ph.D., College President

Date

**MERCER COUNTY COMMUNITY COLLEGE
 BOARD OF TRUSTEES MEETING
 October 25, 2023**

Resolution FY24-157B

Human Resources Office

To: Deborah Preston, Ph.D.
From: Barbara Basel, Vice President for Human Resources
Date: October 9, 2023
Re: Ratification of Appointments

The following appointment made since September 6, 2023.

Effective Date of /Hire	Department	Name	Title	Salary	Range	FLSA
10/2/2023	Information Technology Services	Kavitha Gurusamy	Systems Application Administrator	\$75,000	\$61,989 - \$90,625	Exempt
10/2/2023	Academic Affairs: Continuing Education and Training	Chadd Pine	Education Specialist II	\$55,000	\$42,451 - 60,793	Exempt
10/16/2023	Finance & Administration: College Safety	Johnley Lajeunesse	College Safety Officer I	\$37,350	\$26,900 - \$51,904	Non-Exempt
10/16/2023	Finance & Administration: Facilities Operations	Jason Harris	Facilities Manager	\$80,000	\$48,281 - \$72,154	Exempt

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
October 25, 2023**

Resolution FY24-157C

Human Resources Office

To: Deborah Preston, Ph.D., President
From: Barbara Basel, Vice President for Human Resources
Date: October 9, 2023
Re: Ratification of Stipends

The following stipends have been made since September 6, 2023

Effective Date of Stipend	Department	Name	Title	Stipend Based on Additional Duties	Purpose
9/18/2023	Academic Affairs	Adelina Marin	Academic Systems Administrator	\$230 bi-weekly Upon hire to fill Manager of Academic Support vacancy	Covering for a vacancy
9/5/23	Workforce Education and Innovation – Gear Up	Darius Dove	Associate Director of 21 st Century VIP	\$264.53 bi-weekly through June 30, 2023 or until position is filled whichever is first	Covering for a vacancy
10/2/23	Academic Affairs, Math, Science and Health Professions	Betty Peterson	Interim Dean of Math & Science	\$351.33 bi-weekly through June 30, 2023 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	Interim Dean of Health Professions	\$445.05 bi-weekly through June 30, 2023 or until Dean returns from Leave whichever is first	Covering for employee on leave
1/3/2023	Facilities and Maintenance	Raymond Andrejck	Team Leader, Warehouse and Office Services	\$229.71 bi-weekly, May 1, 2023, - June 30, 2023 \$236.60 bi-weekly July 1, 2023 – September 1, 2023	Continuation of stipend approved initially in March and renewed in September

**MERCER COUNTY COMMUNITY COLLEGE
 BOARD OF TRUSTEES MEETING
 October 25, 2023**

Resolution FY24-157C

Effective Date of Stipend	Department	Name	Title	Stipend Based on Additional Duties	Purpose
1/3/2023	Facilities and Maintenance	Jerry Simicsak	Messenger Driver II	\$250.18 bi-weekly, May 1, 2023 – June 30, 2023 \$257.68 bi-weekly July 1, 2023 - September 1, 2023	Continuation of stipend approved initially in March and renewed in September

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
October 25, 2023**

Resolution FY24-157D

Human Resources

October 3, 2023

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

<u>Date</u>	<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Type*</u>
9/1/2023	Anthony Culpepper	Director for Gear Up	Academic Affairs JKC	RS
9/14/2023	Swathy Bansal	Administrative Specialist,	College Advancement	RS
9/15/2023	Shan Bercaw	Program Coordinator	Lifelong Learning	RS
9/22/2023	Keir Livingston	Assistant Director	Student Affairs – Athletics	RS
9/29/2023	Bernard Foyuth	Coordinator Tutoring Services	Academic Affairs	RS

*

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



Resolution FY24-158

To: Dr. Simmons
Interim Vice President- Student Affairs

From: Michael Martin
Director of College Safety

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

No Timely Warnings were sent out. The following noteworthy incidents (non-Clery) were reported to the Department of College Safety.

Notable incidents (non-Clery);

1. Case #: 2023-0105

Activated fire alarm: On Tuesday, Sept 5th at 12:01PM, an employee was using a toaster oven to prepare food when it caused a smoke condition (AD building, 2nd floor IT wing); activating the fire alarm. All person properly evacuated the building and mustered in the appropriate evacuation point. The building was cleared and all persons had followed protocol in leaving the building. West Windsor Fire Dept. along with Fire Marshal Josh Jamison responded and instructed the college to inform employees to refrain from personal-use, non-commercially-approved appliances. No formal enforcement action taken. An email went out several days later from VP Schepps instructing all faculty/staff from utilizing non-college approved appliances for all college areas.

2. Case : 2023-107

An MCCC student age 26 was walking through the West parking lot heading to class on Thursday, Sept 7th at 6:11pm when another MCCC student (age 19) was driving through the lot about to park when her vehicle made contact with the lower left leg of the student that was walking. No visible injuries to the victim, who fell against the vehicle and never fell to the ground. It was apparent this was a low-speed incident and neither party showed any signs of impairment or distraction that may have contributed to the incident. No hazards or obstructions were observed at the specific area; no remedial action required on behalf of the college. The victim declined medical attention (an ambulance was dispatched), and West Windsor Police arrived and completed their investigation and related reports. These reports were forwarded to Steve Quattro for insurance purposes if needed.

3. Case 2023-0120:

On Sunday, September 24th at 4:35pm, a 21 year-old MCCC student was driving her minivan on Loop Road towards the East Parking lot when she failed to negotiate the curve and ran off the roadway striking the chain-link fence surrounding the solar field. The vehicle did not penetrate the fence and no injuries were reported. It is believed that the driver was travelling too fast for the conditions (rainy/wet roadways). She had called West Windsor Police department and our officers were not notified until the vehicle was about to be towed by the police and the driver had already left with a parent. West Windsor police report # 2023-27354. These reports were forwarded to Steve Quattro for insurance purposes if needed.

Respectfully submitted,

Michael Martin

Michael Martin