

**MERCER COUNTY COMMUNITY COLLEGE**

Minutes of the 705<sup>th</sup> Meeting  
of the Board of Trustees  
September 27, 2023

The meeting was called to order by Chair Kristin Appelget at 6:31pm via Zoom conferencing. In addition to the Chair, the following members were in attendance: Jermaine Huell, Shannon Mason, Daryl Minus-Vincent, Lawrence Nespoli, Greg Puliti, Christian Perez (Alumni Trustee), and Deborah Preston (MCCC President). Also present was Perry Lattiboudere, College Counsel. Absent was Julie Blake.

**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 Puliti moved to approve the revised agenda, which was seconded by Trustee Nespoli and adopted with Trustees Appelget, Huell, Mason, Minus-Vincent, Nespoli, and Puliti voting aye.
  
- D) PUBLIC COMMENT  
No one from the attending public addressed the board at this time.

**II. APPROVAL OF MINUTES**

Trustee Nespoli moved to approve the minutes of the July 26, 2023, August 22, 2023, and September 5, 2023 Board Meetings, which was seconded by Trustee Mason and adopted with Trustees Appelget, Huell, Mason, Minus-Vincent, Nespoli, and Puliti voting aye.

- A) APPROVAL OF MINUTES OF JULY 26, 2023 BOARD MEETING  
BE IT RESOLVED, that the minutes of the July 26, 2023 meeting of the Board of Trustees are approved as presented.
  
- B) APPROVAL OF MINUTES OF AUGUST 22, 2023 BOARD MEETING  
BE IT RESOLVED, that the minutes of the August 22, 2023 meeting of the Board of Trustees are approved as presented.

- C) APPROVAL OF MINUTES OF SEPTEMBER 5, 2023 BOARD MEETING  
BE IT RESOLVED, that the minutes of the September 5, 2023 meeting of the Board of Trustees are approved as presented.

### III. FINANCE & FACILITIES MATTERS

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

- A) MONTHLY FINANCIAL STATEMENT (Resolution FY24-124)  
The members of the Board noted receipt and ratified the Monthly Financial Statement, which is attached.
- B) INVESTMENT DETAIL (Resolution FY24-125)  
The members of the Board noted receipt and ratified the Report of Investment Detail, which is attached.
- C) PURCHASE ORDERS AND CONTRACTS UNDER \$37,500 (Resolution FY24-126)  
The members of the Board noted receipt and ratified the Report on Purchase Orders and Contracts under \$37,500.00, which is attached.
- D) MONTHLY PAYMENTS LIST (Resolution FY24-127A, FY24-127B)  
The members of the Board noted receipt and ratified the monthly payments lists for July and August.

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

- E) APPLE INC. EDUCATION (RESOLUTION FY24-128)  
WHEREAS, Mercer County Community College has a need to acquire twenty (20) Apple M2 Mac Studio computers and warranties for the Digital Media Arts program, and other related computer equipment for Information Technology Services, funded with New Jersey Department of Education Carl D. Perkins FY2024 program funds and college operating funds; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.11 a. (b) authorizes a county college to make purchases and contract for 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 Purchasing Policy states that when an individual vendor exceeds an annual, cumulative spending threshold exceeding \$41,600, that a Board of Trustee resolution is required, now therefore

BE IT RESOLVED, that the Board authorizes the President to enter into a contract with Apple Inc. Education of Austin, Texas to acquire twenty (20) Apple M2 Mac Studio

computers and warranties for the Digital Media Arts program, and other related computer equipment for Information Technology Services, in an amount not to exceed \$85,000, funded with New Jersey Department of Education Carl D. Perkins grant funds and by College operating funds, from July 1, 2023 through June 30, 2024 (FY 24)

\* PEPPM Central Susquehanna Intermediate Unit, IU #16

F) ATHLETIC FIELDS OF AMERICA (RESOLUTION FY24-129)

WHEREAS, Mercer County Community College has a need to replace the existing Soccer, Softball, and Auxiliary athletic fields with new synthetic turf installations, paid by New Jersey Chapter 12 program funds; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.11 a. (b) authorizes a county college to make purchases and contract for 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 is a member of the Sourcewell co-operative pricing system for the procurement of goods and services at competitive pricing and offers competitively solicited and awarded service agreements by public agencies and governmental units to ensure that industry best practices, processes, and procedures are applied to obtain the most cost effective bids representing the best value for its membership; now therefore

WHEREAS, Mercer County Community College Purchasing Policy states that when an individual vendor exceeds an annual, cumulative spending threshold exceeding \$41,600 that a Board of Trustee resolution is required, now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Athletic Fields of America of Montville, NJ to replace the existing Soccer, Softball, and Auxiliary athletic fields with new synthetic turf installations for an amount not to exceed \$1,625,000, paid by New Jersey Chapter 12 program funds.

\*Sourcewell 031622-SII

G) B&H PHOTO-VIDEO (RESOLUTION FY24-130)

WHEREAS, the Mercer County Community College has a need to acquire various audio, visual, and lighting equipment for the Information Technology Services Department, Television and Film AAS, Digital Media Arts, and Photography programs, funded with New Jersey Department of Education Carl D. Perkins program funds and by College operating funds; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.11 a. (b) authorizes a county college to make purchases and contract for 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 Purchasing Policy states that when an individual vendor exceeds an annual, cumulative spending threshold exceeding \$41,600

that a Board of Trustee resolution is required, now therefore

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to increase the current fiscal year's spending with B&H Photo-Video of New York, New York from the current amount of \$28,298 to a new amount not to exceed \$100,000 to acquire various audio, visual, and lighting equipment for the College Information Technology Services Department, and the Television and Film AAS, Digital Media Arts, and Photography Programs, funded with New Jersey Department of Education Carl D. Perkins and by College operating funds, from July 1, 2023 through June 30, 2024 (FY 24).

\* E&I Cooperative Contract #EI00221

\* Hunterdon County Cooperative Contract #HCESC-CAT-22-01

- H) COMPENSATION RESOURCES LLC – AMENDMENT FOR TIME (RESOLUTION FY24-131)  
WHEREAS, Mercer County Community College has a need to obtain consulting services to procure a consulting firm to conduct a College-wide employee compensation study to assess how the College's current compensation program(s) are aligned with the external marketplace, on behalf of the Human Resources department; and

WHEREAS, on December 8, 2022, the Board authorized the President to contract with Compensation Resources, LLC of Upper Saddle River, New Jersey to conduct a collegewide employee compensation study to assess how the College's current compensation program(s) are aligned with the external marketplace for an amount not to exceed \$215,000 from December 9, 2022 to September 30, 2023; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (15) exempts consulting services from public advertising for bids but requires a resolution authorizing the award of such a contract; and

BE IT RESOLVED, the President is authorized, on behalf of the Board, to complete the contract that began in FY 2023 with Compensation Resources LLC of Upper Saddle River, New Jersey to conduct a College-wide employee compensation study to assess how the College's current compensation program(s) are aligned with the external marketplace, not to exceed \$215,000 from December 9th, 2022 to June 30, 2024.

- I) DECOTIIS, FITZPATRICK, COLE & GIBLIN, LLP (RESOLUTION FY24-132)  
WHEREAS, Mercer County Community College has a need to acquire legal services in connection with contract negotiations conducted with the College's faculty and staff unions in fiscal year 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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, issue a FY2024 blanket purchase order to DeCotiis, Fitzpatrick, Cole & Giblin, LLP of Paramus, New Jersey, to acquire legal services for contract negotiations conducted with the College's faculty and staff unions, for an amount not to exceed \$125,000 for the period July 1, 2023 through June 30, 2024 (FY24).

J) DYNAMIC SECURITY – COLLEGE WIDE SECURITY UPGRADE PROJECT (RESOLUTION FY24-133)

WHEREAS, Mercer County Community College has a need to purchase a (3) year service and maintenance agreement for preventative maintenance and fixed costs security software agreements in support of the College-wide security system; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.9 (b), exempts the purchase of any materials, supplies, goods, services or equipment, pursuant to a contract for such equipment entered into on behalf of the Federal Supply Schedules of the General Services Administration\* as permitted by the Federal Acquisition Streamlining Act of 1994 (Pub. L. 103- 355) from public advertising from bids but requires a resolution authorizing the award of such a contract; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Dynamic Security of Edison, New Jersey for a (3) year service and maintenance agreement for preventative maintenance and fixed costs security software agreements in support of the College-wide security system in an amount not to exceed \$186,000 from July 1, 2023 through June 30,2026, \$49,454 for FY24 \$67,889 for FY25 and \$67,889 for FY26.

\* General Services Administration Contract #GS-07-F0251X

K) LEVY CONSTRUCTION - WEST WINDSOR CAMPUS QUAD ELEVATOR - AMENDMENT FOR TIME (RESOLUTION FY24-134)

WHEREAS, the Board of Trustees approved a resolution on September 15, 2022 that authorized the President to contract with Levy Construction of Oaklyn, New Jersey to install a replacement elevator to provide handicapped accessibility at the Quad area of the West Windsor campus, paid by the Chapter 12 program; and

WHEREAS, the College entered into a contract with Levy Construction for an amount not to exceed \$808,300 with an effective date of December 1, 2022, however, the completion date of June 30, 2023 specified on the September 15, 2022 resolution needs to be updated since the project has experienced delays from drainage problems due to excessive stormwater adjacent to the building's foundation; now therefore

BE IT RESOLVED, the Board of Trustees approves an amendment to the approved resolution on September 15, 2022 to change the project end date from June 30, 2023 to the contract expiration date specified in Levy's Construction December 1, 2022 construction contract which states that the contract end date is, "upon the project's actual completion date." Paid by the New Jersey Chapter 12 program.

MCCC RFB #2302

L) PHILIPS HEALTHCARE (RESOLUTION FY24-135)

WHEREAS, Mercer County Community College has a need to purchase a DigitalDiagnost C90 Radiography machine and associated equipment and services for the Radiography Department, paid by the New Jersey Department of Education Carl D. Perkins grant program funds.

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 is a member of the OMNIA Partners Public sector / Vizient co-operative pricing system for the procurement of goods and services at competitive pricing and offers competitively solicited and awarded service agreements by public agencies and governmental units to ensure that industry best practices, processes, and procedures are applied to obtain the most cost effective bids representing the best value for its membership; now therefore

WHEREAS, Mercer County Community College Purchasing Policy states that when an individual vendor exceeds an annual, cumulative spending threshold exceeding \$41,600 that a Board of Trustee resolution is required, now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Philips Healthcare of Andover, Massachusetts for the purchase of a DigitalDiagnost C90 Radiography machine and associated equipment and services for an amount not to exceed \$210,000, paid by the New Jersey Department of Education Carl D. Perkins grant program from July 1, 2023 through June 30, 2024 (FY 24).

\*OMNIA Partners/ Vizient Contract #XR0719

M) TOUCHNET INFO SYSTEMS (RESOLUTION FY24-136)

WHEREAS, Mercer County Community College has a need to acquire Ellucian-SaaS compliant Ecommerce services for College credit card payment processing and student tuition payment plan administration; 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) (19) exempts proprietary software and maintenance 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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to exercise the second of three (3), one-year contract extension options with TouchNet Information Systems, Inc. of Lenexa, Kansas to provide Ellucian-SaaS compliant E-Commerce services for College credit card processing and student tuition payment plan administration at a cost not to exceed \$75,000 from July 1, 2023 to June 30, 2024.

N) TRANE U.S. INC. (RESOLUTION FY24-137)

WHEREAS, Mercer County Community College has a need to purchase material, supplies, and equipment for HVAC system replacement and upgrade projects in the AD, BS, ET, and HS buildings, paid by New Jersey Chapter 12 program funds; and

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

WHEREAS, Mercer County Community College is a member of the OMNIA Partners Public sector cooperative pricing system for the procurement of goods and services at competitive pricing and offers competitively solicited and awarded service agreements by public agencies and governmental units to ensure that industry best practices, processes, and procedures are applied to obtain the most cost effective bids representing the best value for its membership; now therefore

WHEREAS, Mercer County Community College Purchasing Policy states that when an individual vendor exceeds an annual, cumulative spending threshold exceeding \$41,600 that a Board of Trustee resolution is required, now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Trane U.S. Inc., Piscataway, NJ to purchase material, supplies, and equipment for HVAC system replacement and upgrade projects in the AD, BS, ET, and HS buildings for an amount not to exceed \$1,350,000. Paid by New Jersey Chapter 12 program funds.

\*OMNIA Partners Public Sector Contract Racine #3341

O) US FOODS INC. (RESOLUTION FY24-138)

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, US Foods, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that US Foods, Inc. 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 US Food, Inc. of Bridgeport, New Jersey to acquire food supplies to support the Conference Center for FY 2024 for an amount not to exceed \$110,000 for the period July 1, 2023 to June 30, 2024.

- P) YOUR PART-TIME CONTROLLER (RESOLUTION FY24-139)  
WHEREAS, Mercer County Community College has a need to obtain accounting services for the MCCC Foundation on behalf of the Finance Department; 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 College Contracts Law, N.J.S.A. 18A:64A-25.5 (a) (15) exempts consulting services from public advertising for bids but requires a resolution authorizing the award of such a contract; and

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

BE IT RESOLVED, the President is authorized, on behalf of the Board, to contract with Your Part-Time Controller, LLC of Philadelphia, Pennsylvania to obtain accounting services for the MCCC Foundation on behalf of the Finance Department for an amount not to exceed \$100,000 for the period from July 1, 2023 to June 30, 2024.

#### IV. HUMAN RESOURCE MATTERS

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

- A) RATIFICATION OF APPOINTMENTS, PROMOTIONS, EQUITY ADJUSTMENTS, CONTRACT OBLIGATIONS, STIPENDS, AND STAFF SEPARATION REPORT (Resolution FY24-140)  
BE IT RESOLVED, that this Board approves the ratification of appointments, promotions, equity adjustments, contract obligations, 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 IV (B) which was seconded by Trustee Huell. The item passed with Trustees Appelget, Huell, Mason, Minus-Vincent, Nespoli, and Puliti voting aye.

- B) THREE-YEAR REAPPOINTMENT OF ADMINISTRATIVE AND PROFESSIONAL PERSONNEL (Resolution FY24-141)  
BE IT RESOLVED, That certain members of the administrative, professional and teaching assistant staff are hereby reappointed as recommended by the President and shall receive one- year contracts for the period July 1, 2023 through June 30, 2026 as indicated in the attached which is to be made part of the minutes of this meeting.

- C) INFORMATION ONLY – REORGANIZATION OF ACADEMIC AFFAIRS & STUDENT AFFAIRS (FY24-142)  
Trustee Puliti confirmed that no action will be taken on this agenda item.



**V. OPERATIONS MATTERS**

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

- A) JULY 2023 REPORTABLE CRIMES, FIRES, AND OTHER EMERGENCIES (Resolution FY24-143)  
The members of the Board noted receipt and review and ratified the report, which is attached.
- B) AUGUST 2023 REPORTABLE CRIMES, FIRES, AND OTHER EMERGENCIES (Resolution FY24-144)  
The members of the Board noted receipt and review and ratified the report, which is attached.

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

- C) NEW POLICY #503 – INVOLUNTARY WITHDRAWAL FROM THE COLLEGE POLICY  
(Resolution FY24-145)  
BE IT RESOLVED, that the Board hereby approves the proposed policy on Involuntary Withdrawal from the College Policy as recommended by the President and Operations Committee of the Board, and as outlined in the attached, which will be made part of the minutes of this meeting.

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

- D) NEW PROGRAM OF STUDY APPROVALS – DATA ANALYTICS CERTIFICATION (Resolution FY24-146)  
WHEREAS, the College faculty recommends the following New Programs of Study for academic programs:
- Data Analytics Certification

WHEREAS, the President and Vice President for Academic Affairs have reviewed and approve the recommendations; now therefore

BE IT RESOLVED, that the Board of Trustees approves the recommendations for the new listed programs.

**VI. OTHER MATTERS**

- A) APPOINTMENT OF NOMINATING COMMITTEE  
Chair Appelget appointed the Nominating Committee for the Board. Trustee Minus-Vincent will Chair the committee and Trustees Blake and Mason will be members.

**VII. PRESIDENT'S UPDATE**

Dr. Preston provided the following updates:

- Partnership with Princeton School of Public and International Affairs  
On Monday, September 11th, the JKC campus was the site of the Princeton School of Public and International Affairs (SPIA) kickoff workshop. The SPIA graduate students (10 students) are undertaking a visioning project of the James Kerney Campus and surrounding area to more closely align programming and campus development with Trenton and economic development efforts. The SPIA students will propose two or three ideas with implementation plan and also help with identifying and applying for grants.
- Members of the MCCC Leadership Team met with the NJ Economic Development Authority (NJEDA) to discuss the role of the college in Trenton, potential NJEDA programs, the college's footprint and bringing more foot traffic to Trenton.

Dr. Bette Simmons, Interim Vice President of Student Affairs, gave a presentation on the enrollment trends at MCCC. A copy of the presentation will be made a part of the minutes of this meeting.

**VIII. CHAIR'S REPORT**

Chair Appelget provide the following updates:

- The Operations Committee will be meeting in October to review and update Trustee Code of ethics (make more fulsome).

BE IT RESOLVED, that this Board adjourns to Executive Session at 7:29pm 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 7:45pm.

There being no further business to discuss, Trustee Nespoli moved to adjourn the meeting. The motion was seconded by Trustee Minus-Vincent and passed unanimously. The meeting adjourned at 7:46pm.

Respectfully submitted,



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



31-Aug-23

	FY2024		Aug	Over/(Under)	Actual %	Expected %	Variance %
	Annual Budget	YTD Budget	YTD Actual	YTD Budget	Used/Earned	Used/Earned	Used/Earned
<b>Revenues:</b>							**
State of New Jersey	7,433,816	1,238,969	1,286,392	47,423	17.30%	16.67%	0.64%
Mercer County	19,343,117	3,223,853	1,611,926	(1,611,926)	8.33%	16.67%	-8.33%
Tuition & Fees	26,544,567	14,673,596	16,007,161	1,333,565	60.30%	55.28%	5.02%
Non-Credit Tuition & Fees	550,000	91,667	234,670	143,003	42.67%	16.67%	26.00%
Other*	3,340,500	556,750	944,381	387,631	28.27%	16.67%	11.60%
<b>Total Revenue</b>	<b>57,212,000</b>	<b>19,784,835</b>	<b>20,084,530</b>	<b>299,695</b>	35.11%	34.58%	0.52%
<i>** Negative variance in the expected revenue equates to unfavorable anticipated earnings</i>							
<b>Salaries - 59.28% of total Budget</b>	36,071,415	6,936,811	6,060,190	(876,621)	16.80%	19.23%	-2.43%
<b>Benefits - 20.75% of total Budget</b>	13,127,000	2,524,423	1,912,412	(612,011)	14.57%	19.23%	-4.66%
<b>Total Salary and Benefits - 80.03% of total Bud</b>	49,198,415	9,461,234	7,972,602	(1,488,632)	16.20%	19.23%	-3.03%
<i>- Salaries and Benefits allocated below</i>							
<b>Expenses:</b>							
Instruction	21,538,051	3,589,675	3,825,702	236,027	17.76%	16.67%	1.10%
Academic Support	1,961,078	326,846	464,788	137,941	23.70%	16.67%	7.03%
Student Services	4,411,330	735,222	682,637	(52,585)	15.47%	16.67%	-1.19%
Institutional Support	28,813,887	4,802,315	3,050,488	(1,751,826)	10.59%	16.67%	-6.08%
Plant Operations	8,287,654	1,381,276	1,092,276	(289,000)	13.18%	16.67%	-3.49%
Budget Adjustment	(7,800,000)	-	-	-	0.00%	0.00%	0.00%
	57,212,000	10,835,333	9,115,891	(1,719,442)	15.93%	18.94%	-3.01%
<i>** Negative variance in the expected expense equates to favorable cost savings</i>							
<b>Key Budget Items (Included Above):</b>							
Utilities	2,195,000	365,833	239,097	(126,736)	10.89%	16.67%	-5.77%
Custodial Contract	980,000	163,333	80,568	(82,765)	8.22%	16.67%	-8.45%
Facilities & College Safety	2,051,601	341,934	244,410	(97,523)	11.91%	16.67%	-4.75%
IT Management, Software and Hardware	2,978,211	496,369	1,032,145	535,776	34.66%	16.67%	17.99%
	8,204,812	1,367,469	1,596,220	228,751	19.45%	16.67%	2.79%
<b>Total Expenditures</b>	<b>57,212,000</b>	<b>10,835,333</b>	<b>9,115,891</b>	<b>(1,719,442)</b>	15.93%	18.94%	-3.01%
<b>Surplus/(Deficit)</b>	<b>(0)</b>	<b>8,949,502</b>	<b>10,968,639</b>	<b>2,019,137</b>			
<b>Other Revenue Key Items*:</b>							
WWFM Listener Donations	500,000	83,333	44,633	(38,700)	8.93%	16.67%	-7.74%
Conference Center	500,000	83,333	26,779	(56,554)	5.36%	16.67%	-11.31%
Partner Schools (Rutgers, William Patterson, FDI)	200,000	33,333	-	(33,333)	0.00%	16.67%	-16.67%
Mercer Institute	500,000	83,333	28,936	(54,398)	5.79%	16.67%	-10.88%
Kelsey Theater	250,000	41,667	23,433	(18,233)	9.37%	16.67%	-7.29%
Tower Rentals	250,000	41,667	33,671	(7,995)	13.47%	16.67%	-3.20%
Facility Rentals	600,000	100,000	205,626	105,626	34.27%	16.67%	17.60%
Bookstore	150,000	25,000	-	(25,000)	0.00%	16.67%	-16.67%
Summer Camps (Tomato Patch/Camp College)	250,000	250,000	186,412	(63,588)	74.56%	100.00%	-25.44%

**MERCER COUNTY COMMUNITY COLLEGE  
 FINANCE OFFICE**

Resolution FY24-125

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

		<b>TERM &amp; INTEREST</b>		
<b><u>DATE</u></b>	<b><u>SHORT TERM INVESTMENTS</u></b>	<b><u>RATE</u></b>	<b><u>DUE</u></b>	<b><u>AMOUNT</u></b>
08/31/23	BANK OF PRINCETON	3.50%	N/A	597,997.07
08/31/23	BANK OF PRINCETON	4.00%	1/24	537,239.10
08/31/23	FIRST BANK	3.85%	N/A	1,138,750.72
08/31/23	WELLS FARGO BANK BALANCE	3.89%	N/A	3,819,379.44
08/31/23	CASH MANAGEMENT FUND-NJ	4.98%	N/A	<u>18,018,475.68</u> **
				<u>\$ 24,111,842.01</u> *
<b><u>LONG TERM INVESTMENTS</u></b>				
08/31/23	WELLS FARGO BANK - UNEMPLOYMENT TRUST	3.55%		<u>\$ 506,699.00</u>

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

\*\* Includes 5.1 Million of PrePaid Flight Fees  
 (pre paid means we did not get/pay Infinity bill yet)

MCCC PURCHASE ORDER REPORT  
 \$8,320.00 - \$41,600.00  
 DATE OF BOARD MEETING: September 27, 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
P17310	7/3/23	J.H. Williams Enterprises, Inc. Moorestown, NJ	\$33,900.00	70-07-01-03-701524-76101	CK09MERCER2021-14

Classroom renovations. Paid for by Chapter 12.

P17308	7/3/23	Kyocera Document Solutions America, Inc. Fairfield, NJ	\$30,000.00	10-06-01-03-301001-69350	MiniBid #2303 / OMNIA #R191102
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Maintenance contract for copier workstations.

P17301	7/3/23	Allstate Office Interiors Robbinsville, NJ	\$17,297.39	70-07-01-03-700102-69240	Sourcewell Contract #080819
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Classroom Flooring Renovations.

P17298	7/3/23	Jersey Mail Systems LLC Freehold, NJ	\$20,562.00	10-07-01-03-301404-69330	NJ State Contract #19-GNSV2-00680
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Lease and Maintenance for Mailing Equipment and Software.

B7795	7/3/23	Conover Building Maintenance North Brunswick, NJ	\$28,000.00	10-07-01-03-301401-68570	MCCC RFP #2007
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Janitorial services for Huaxia Chinese School of Plainsboro's rented spaces.

B7792	7/3/23	30 Bird Media, LLC Columbia, MD North Brunswick, NJ	\$17,000.00	38-03-01-02-207004-61100	Exemption: Library Materials
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Textbooks for Mercer Institute.

B7789	7/3/23	Susan K. Perkins Skillman, NJ	\$35,000.00	10-06-01-03-301001-64102	Exemption: Professional Services
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Professional services FY24.

P17354	7/5/23	KFT Fire Trainer, LLC Allendale, NJ	\$21,569.00	37-09-04-02-203009-64110	Exemption: Sole Source
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Fire Academy training systems contract FY24.

MCCC PURCHASE ORDER REPORT  
 \$8,320.00 - \$41,600.00  
 DATE OF BOARD MEETING: September 27, 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
P17338	7/5/23	EBSCO Information Services, LLC Dallas, TX	\$12,294.00	10-04-01-02-200300-69724	Exemption: Library Materials

Database for the Library.

P17336	7/5/23	Virginia Repertory Theatre Richmond, VA	\$8,400.00	33-03-01-02-209001-42518	Exemption: Entertainment
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Payment for "Sleepy Hollow" and "Frog Prince" at Kelsey Theatre.

P17334	7/5/23	Susan J. Galli Lambertville, NJ	\$9,200.00	33-03-01-02-209001-42518	Exemption: Entertainment
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Payment for Tomato Patch Services and Box Office Split for "On Golden Pond" and "Jungle Book" at Kelsey Theatre.

P17326	7/5/23	Yardley Players Theatre Langhorne, PA	\$24,350.44	33-03-01-02-209001-42518	Exemption: Entertainment
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Box Office Split for "Bye Bye Birdie" at Kelsey Theatre.

B7980	7/5/23	Riggins Millville, NJ	\$20,000.00	10-07-01-03-301401-69821	NJ State Contract #19-FOOD-01096 NJ State Contract #19-FLEET-00969
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Diesel Fuel and Gasoline supply for Facilities FY24.

B7978	7/5/23	General Aire Systems, Inc. Darby, PA	\$17,000.00	10-07-01-03-301401-61530	MCCC RFQ #2306
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HVAC Filters for Facilities FY24

B7977	7/5/23	Pullens Garage Hamilton Sq., NJ	\$10,000.00	10-07-01-03-301401-69820	MCCC RFQ #2332
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Vehicle repairs for Facilities FY24

B7970	7/5/23	F.W. Webb DBA Lincoln Supply Bedford, MA	\$21,000.00	10-07-01-03-301401-61530 10-07-01-03-301401-61540	HCESC-CAT-23-10
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HVAC supplies for Facilities FY24.

MCCC PURCHASE ORDER REPORT  
 \$8,320.00 - \$41,600.00  
 DATE OF BOARD MEETING: September 27, 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
B7967	7/5/23	Sherwin- Williams Hamilton Sq., NJ	\$15,000.00	10-07-01-03-301401-61580	ESCNJ 19/20-14

Paint supplies for Facilities FY24.

B7963	7/5/23	USPS Philadelphia, PA	\$30,000.00	10-07-01-03-301404-65020	Exemption: Public Entity
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First Class mail postage FY24.

B7959	7/5/23	Marks Plumbing Parts Fort Worth, TX	\$17,000.00	10-07-01-03-301401-61540	GSA Contract #GS-07F-0342U
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Plumbing supplies for Facilities FY24.

B7958	7/5/23	Lamp Safe, LLC Cherry Hill, NJ	\$10,000.00	10-07-01-03-301401-68141	MCCC RFQ #2334
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Lightbulb recycling services FY24.

B7955	7/5/23	Magic Touch Construction Keyport, NJ	\$17,000.00	10-07-01-03-301401-68550	ESCNJ 20/21-18
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Sewer pipe cleaning services FY24.

B7952	7/5/23	Hogan Security Group, LLC Pennington, NJ	\$10,000.00	10-07-01-03-301401-61520	HCESC #203
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Locksmith services FY24.

B7945	7/5/23	HD Supply, Inc. Group, LLC Atlanta, GA	\$10,000.00	10-07-01-03-301401-61500 10-07-01-03-301401-61510	OMNIA Contract #16154
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Building supplies for Facilities FY24.

B7940	7/5/23	Herc Rentals East Brunswick, NJ	\$34,000.00	10-07-01-03-301401-69350	GSA Contract #GS-21F-0020T
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Lift rentals for Facilities FY24.

MCCC PURCHASE ORDER REPORT  
\$8,320.00 - \$41,600.00  
DATE OF BOARD MEETING: September 27, 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
B7939	7/5/23	Broudy Precision Equipment Westville, NJ	\$17,000.00	10-07-01-03-301401-61530	MCCC RFQ #2210

HVAC Automation parts for Facilities FY24.

B7938	7/5/23	Atlas Elevator Barnegat, NJ	\$20,000.00	10-07-01-03-301401-68550	MCCC RFQ #2333
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Elevator maintenance services FY24.

B7901	7/5/23	Personal Development Solutions, LLC Montclair, NJ	\$13,500.00	38-03-01-02-207004-64206	Exemption: Professional Services
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Instructor fees for Mercer Institute courses FY24.

B7873	7/5/23	Follett Higher Education Group, LLC Westchester, IL	\$21,000.00	38-03-01-02-207004-61100	MCCC RFP #1154
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Textbooks and materials for Mercer Institute courses FY24.

B7871	7/5/23	Steve Tirado Williamstown, NJ	\$14,000.00	38-03-01-02-207004-64206	Exemption: Professional Services
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Instructor fees for Mercer Institute courses FY24.

B7865	7/5/23	Atlantic City Electric Philadelphia, PA	\$14,000.00	32-03-01-03-301501-68110	Exemption: Public Utility
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Electric power delivery for WWFM-Cape May station FY24.

B7854	7/5/23	Thomas/ Boyd Communications Moorestown, NJ	\$15,000.00	10-06-01-05-500120-64110	Exemption: Advertising
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Public relations services FY24.

B7830	7/5/23	Cengage Learning Farmington Hills, MI	\$13,865.79	10-04-01-02-200300-61171	Exemption: Library Materials
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Online literature resource FY24.



MCCC PURCHASE ORDER REPORT  
 \$8,320.00 - \$41,600.00  
 DATE OF BOARD MEETING: September 27, 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
B7985	7/6/23	Sav-A-Tree Hamilton, NJ	\$17,000.00	10-07-01-03-301401-68510	MCCC RFQ #2313

Tree trimming services FY24.

P17367	7/12/23	Global Industrial Port Washington, NY	\$10,868.80	70-07-01-03-700102-69420	OMNIA Contract #R211402
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Purchase of portable stage and dolly for Facilities.

P17359	7/12/23	Nucleus Robotics Los Angeles, CA	\$26,000.00	22-01-02-02-302019-60120 22-01-02-02-302125-60120 22-01-02-02-302125-64110	Exemption: Sole Source
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Robotics courses for College Bound and GEAR UP. Grant funded.

B8078	7/13/23	Trenton Water Works Newark, NJ	\$25,000.00	10-07-02-03-301415-68120 10-07-02-03-301415-68130	Exemption: Public Utility
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Water service FY24.

B8067	7/13/23	Trenton Parking Authority Trenton, NJ	\$23,400.00	10-04-02-02-208001-62134	Exemption: Public Utility
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JKC Parking.

B8064	7/13/23	Valley Education Long Valley, NJ	\$10,000.00	38-03-01-02-207003-64206	Exemption: Professional Services
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Medical cannabis instructor for Division of Lifelong Learning.

B8057	7/13/23	Dare Commercial Services, LLC Franklinville, NJ	\$13,344.61	10-07-01-03-301401-68550	MCCC RFQ #2353
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Roadway sweeping services FY24.

B8039	7/13/23	Science Interactive Group LLC Yulee, FL	\$14,000.00	10-01-01-02-206100-61101	MCCC RFQ #2345
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Biology lab kits FY24.

MCCC PURCHASE ORDER REPORT  
\$8,320.00 - \$41,600.00  
DATE OF BOARD MEETING: September 27, 2023

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Budget lines beginning with "2" indicate grant funded

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
B8038	7/13/23	Nasco Fort Atkinson, WI	\$10,000.00	10-01-01-02-206100-61101	NJCCC JPC FY23NG-30

Anatomy lab supplies FY24.

B8019	7/13/23	Wegmans Rochester, NU	\$9,000.00	10-01-01-02-202604-61200	Exemption: Food
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Groceries for HRIM FY24.

P17400	7/17/23	Mastergraphx Monmouth Jct., NJ	\$34,200.00	33-03-01-02-209001-66330	MCCC RFQ #2359
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Printing and related services for Kelsey Theatre Brochure FY24.

P17398	7/17/23	Ricoh USA Philadelphia, PA	\$18,978.15	10-07-01-03-301404-69330	Exemption: Proprietary
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Cloud software for production printing equipment in Print Shop

P17440	7/24/23	Presidio Networked Solutions, LLC Iselin, NJ	\$11,968.96	10-01-01-03-301303-69612	NJ State Contract #21-TELE-01506
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Cisco Equipment for Information Technology.

P17420	7/24/23	School Outfitters Cincinnati, OH	\$11,634.57	70-07-01-03-700102-69420	TIPS Contract #210902
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Purchase of classroom furniture.

B8135	7/24/23	International Produce Windsor, NJ	\$25,000.00	34-09-01-03-301601-61255	Exemption: Food
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Groceries for Conference Center FY24.

B8134	7/24/23	Radio Visions Group LLC Toms River, NJ	\$12,000.00	32-03-01-03-301501-64106	Exemption: Professional Services
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Engineering services for WWFM FY24.

MCCC PURCHASE ORDER REPORT

\$8,320.00 - \$41,600.00

DATE OF BOARD MEETING: September 27, 2023

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P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
B8133	7/24/23	Annual Registration Management Duluth, GA	\$11,000.00	32-03-01-03-301501-66550	Exemption: Professional Services

Charitable registration for the MCCC Foundation.

P17459	7/25/23	Open Systems Integrators Hamilton, NJ	\$10,108.06	70-07-01-03-701511-76101	ESCNJ/MRESC 21/22-41
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Fire alarm repair and monitoring FY24.

P17457	7/25/23	Proquest LLC Ann Arbor, MI	\$12,003.08	10-04-01-02-200300-69724	Exemption: Library Materials
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Search engine on library homepage.

P17451	7/25/23	116 East Hanover Trenton, NJ	\$37,500.00	10-04-02-02-208001-62134	Exemption: Sole Source
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JKC parking.

B8161	7/25/23	Cintas Philadelphia, PA	\$24,000.00	10-07-01-03-301401-61610 10-07-01-03-301401-68550	OMNIA Contract #R-BB-19002
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Facilities uniforms FY24.

B8159	7/25/23	Graybar Electric Newark, NJ	\$20,000.00	10-07-01-03-301401-61550	NJ State Contract #85151
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Electrical supplies for Facilities FY24.

B8152	7/25/23	ECMC St. Paul, MN	\$10,500.00	10-05-01-04-400120-64105	Exemption: Professional Services
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Financial Aid default prevention services FY24

B8147	7/25/23	Trenton Thunder Trenton, NJ	\$16,500.00	10-06-01-05-500120-66350	Exemption: Advertising
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Advertising with Trenton Thunder.

P17467	7/26/23	Accelerated Information Systems Melville, NY	\$17,160.00	10-01-01-03-301304-69713	Exemption: Proprietary
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Software renewal for DropboxSign

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P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P17477	7/31/23	Wolters Kluwer Health Philadelphia, PA	\$34,655.00	10-01-01-02-206200-64110	Exemption: Library Materials

Coursepoint nursing software. Paid for by Nursing program student fees.

P17493	8/1/23	Adams Gutierrez Lattiboudere, LLC Iselin, NJ	\$10,403.00	10-06-01-03-301001-64105	Exemption: Professional Services
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Professional legal services.

P17488	8/1/23	Digital Desk San Antonio, TX	\$11,050.00	10-01-01-03-301304-69713	Exemption: Proprietary
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Test Center software.

P17487	8/1/23	CDW Government Shelton, CT	\$19,125.14	10-01-01-03-301306-69642	Sourcewell Contract #081419-CDW
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Projectors for the Kelsey Theatre.

P17485	8/1/23	Decotiis, Fitzpatrick, Cole, LLP Paramus, NJ	\$11,507.10	10-06-01-03-301001-64103	Exemption: Professional Services
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Professional legal services.

P17483	8/1/23	Ellucian Company, Fairfax, VA	\$23,650.00	10-01-01-03-301304-64110	Exemption: Proprietary
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Colleague portal maintenance services.

B8173	8/1/23	Performance Food Group Elizabeth, NJ	\$15,000.00	10-01-02-02-208005-61121	Exemption: Food
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Groceries for Center City Café FY24.

B8172	8/1/23	Your Part-Time Controller Fairfax, VA	\$25,000.00	10-06-01-03-301001-64110	Exemption: Professional Services
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Professional finance services.

MCCC PURCHASE ORDER REPORT  
 \$8,320.00 - \$41,600.00  
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P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
B8171	8/1/23	Ampro Primos, PA	\$9,000.00	61-05-01-04-402004-61384 61-05-01-04-402005-61384	MCCC RFQ #2404

Men's and Women's soccer clothing FY24.

B8169	8/1/23	Lauren Cohen Coaching, LLC St. Louis, MO	\$12,000.00	10-06-01-06-600100-60110	Exemption: Professional Services
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Executive team training.

B8167	8/1/23	SSC, Inc Shelton, CT	\$27,000.00	10-06-01-06-600100-60110	Exemption: Professional Services
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Background Investigations FY24.

P17519	8/8/23	Brightly Software Pittsburgh, PA	\$16,205.87	10-01-01-03-301304-69713	Exemption: Proprietary
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Maintenance Essentials software for Facilities FY24.

P17514	8/8/23	Burlington English Boca Raton, FL	\$11,040.00	10-01-02-02-208004-69721	Exemption: Library Materials
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Online learning tools for students.

P17509	8/8/23	Industrial Communications Easton, PA	\$13,968.48	32-03-01-03-301501-64110	Exemption: Sole Source
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Tower site leases for WWFM FY24.

P17508	8/8/23	SBA Towers V, LLC Boca Raton, FL	\$16,800.00	32-03-01-03-301501-64110	Exemption: Sole Source
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Tower lease for WWCI for WWFM FY24.

B8191	8/8/23	TruGreen Thorofare, NJ	\$36,541.84	10-07-01-03-301401-68550	MCCC RFQ #2237
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Lawn fertilization services FY24.

P17351	8/10/23	Municipal Emergency Services Southbury, CT	\$20,197.50	37-09-04-02-203009-69320	NJ State Contract #17-FLEET-00810
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Fire Academy clothing.

MCCC PURCHASE ORDER REPORT  
 \$8,320.00 - \$41,600.00  
 DATE OF BOARD MEETING: September 27, 2023

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P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
B8198	8/10/23	Presidio Networked Solutions, LLC Iselin, NJ	\$15,000.00	10-01-01-03-301303-69713	NJ State Contract #21-TELE-01506

Data engineering services.

B8193	8/10/23	Development Dimensions International Bridgeville, PA	\$37,500.00	10-06-01-06-600100-64110	NJ State Contract #21-TELE-01506
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Leadership training FY24.

P17538	8/14/23	Global Industrial Port Washington, NY	\$16,302.49	70-07-01-03-700102-69420	OMNIA Contract #R211402
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Purchase of classroom furniture.

B8199	8/14/23	TAPINTO Local LLC New Providence, NJ	\$12,000.00	10-06-01-05-500120-66350	Exemption: Advertising
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Online advertising services FY24.

P17564	8/16/23	Zoom Video Communications, Inc. San Jose, CA	\$13,400.00	10-01-01-03-301302-69724	NJEDGE Contract #EMLAS-18-004
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Zoom annual renewal FY24.

P17560	8/16/23	Global Industrial Port Washington, NY	\$13,839.25	22-05-02-02-302113-69310	NJEDGE Contract #EMLAS-18-004
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Purchase of furniture for the Center of Adult Transition. Grant Funded.

P17575	8/17/23	Blackbaud, Inc. Charleston, SC	\$25,745.36	10-01-01-03-301304-69713	Exemption: Proprietary
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Software and services for Foundation.

B8220	8/17/23	YBP Library Services Atlanta, GA	\$16,500.00	10-04-01-02-200300-61172	Exemption: Library Materials
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Online library resource database.

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\$8,320.00 - \$41,600.00  
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P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P17581	8/18/23	Examsoft Worldwide Dallas, TX	\$17,300.00	10-01-01-02-206200-64110	MCCC RFQ #2217

Nursing exam software FY24. Paid for by Nursing program student fees.

P17580	8/18/23	Parchment, Inc. Scottsdale, AZ Dallas, TX	\$13,125.00	10-06-01-03-301001-61002	Exemption: Graduation Materials
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Diplomas for FY24.

P17600	8/22/23	Wolters Kluwer Health Philadelphia, PA	\$29,925.00	10-01-01-02-206200-64110	Exemption: Library Materials
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Nursing course software FY24. Paid for by Nursing program student fees.

P17597	8/22/23	Cure Insurance Arena Trenton, NJ	\$10,000.00	10-06-01-05-500120-66350	Exemption: Advertising
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Advertising services at Cure Arena FY24.

B8228	8/22/23	Fyr-Fyter Sales Service Pennington, NJ	\$30,000.00	10-07-01-03-301401-68550	CK09MERCER2021-20
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Fire extinguisher and suppression testing FY24.

B8226	8/22/23	Cure Insurance Arena Trenton, NJ	\$25,000.00	10-06-01-03-301001-63100	Exemption: County Entity
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Venue rental fees for Commencement 2024.

P17605	8/22/23	National Public Radio, Inc. Washington, D.C.	\$9,324.50	25-01-01-05-302092-64110	Exemption: Sole Source
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Programming usage fees for WWFM.

MCCC PURCHASE ORDER REPORT  
 \$8,320.00 - \$41,600.00  
 DATE OF BOARD MEETING: September 27, 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
B8234	8/23/23	Withum Smith Brown PC Princeton, NJ	\$24,000.00	10-06-01-03-301001-64110	Exemption: Consulting Services

Radio Frequency valuation services.

B8230	8/23/23	Galls, LLC Chicago, IL	\$10,000.00	10-07-01-03-301407-61610	GSA Contract #47QSWA21D008H
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College safety uniforms FY24.

B8229	8/23/23	Streamguys, Inc. Arcata, CA	\$10,000.00	32-03-01-03-301501-64110	Exemption: Entertainment
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Internet streaming for WWFM.

P17619	8/28/23	B&H Photo-Video New York, NY	\$23,530.58	10-06-01-03-301001-63997	E&I Contract #EI00221
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Purchase of Photography equipment for students. Foundation funded.

P17613	8/28/23	Nevco Scoreboard Greenville, IL	\$13,692.49	70-07-01-03-700109-72100	Sourcewell Contract #030223-NVC
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Purchase of Scoreboard and related equipment for Athletics.

P17612	8/28/23	KC Sign Aston, PA	\$11,180.00	70-07-01-03-700109-72100	HCESC-SER-21-08
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Installation and related services of Scoreboard for Athletics.

P17611	8/28/23	NJEDGE.NET Aston, PA	\$9,970.00	10-01-01-02-200403-69721	NJEDGE Consortium
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Blackboard Connect Care fees FY24.

B8236	8/28/23	Trenton Country Club West Trenton, NJ	\$16,000.00	94-00-01-95-595301-66550	MCCC RFQ #2224
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Golf Fundraiser. Paid by MCCC Foundation.

P17652	8/29/23	American Public Media Saint Paul, MN	\$28,987.00	32-03-01-03-301501-64110	Exemption: Sole Source
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WWFM program broadcast affiliation and usage fees.



MCCC PURCHASE ORDER REPORT  
\$8,320.00 - \$41,600.00  
DATE OF BOARD MEETING: September 27, 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
P17651	8/29/23	NHA/ATI Leawood, KS	\$22,788.00	10-01-01-02-206200-64110	Exemption: Impractical Quote

Testing and Assessment services for Nursing. Funded by Nursing course fees.

P17648	8/29/23	Global Industrial Port Washington, NY	\$10,640.60	70-07-01-03-700102-69420	OMNIA Contract #R211402
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Purchase of classroom furniture.

P17634	8/29/23	Honorlock, LLC Boca Raton, FL	\$9,219.00	10-01-01-02-200403-64110	NJCCC RFP #22/23 R-1355
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Online proctoring software FY24.

B8247	8/30/23	Open Systems Integrators Hamilton, NJ	\$10,000.00	10-07-01-03-301401-68550	ESCNJ 21/22-41
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Fire alarm repairs and monitoring services FY24.

P17695	9/7/23	Philips Healthcare Andover, MA	\$10,947.59	10-01-01-02-206220-69340	Exemption: Proprietary
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Annual service contract for Radiography equipment.

P17688	9/7/23	Lester Glenn Chevrolet Toms River, NJ	\$25,682.00	70-07-01-03-700115-72100	MCCC RFQ #2401
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Purchase of a 2023 Chevrolet Equinox for College Safety.

**MERCER COUNTY COMMUNITY COLLEGE**

Resolution FY24-127A

**FINANCE OFFICE**

**Over \$5K Disbursements**

July 2023

	Check	Amount	Vendor	Funding Description
<b>COLLEGE DISBURSEMENTS</b>				
1	413363	1,000,832.00	Infinity Flight Group	May23 Flights- Studnt Paid Flight Fees Funded
2	413267	210,000.00	NJ Community College Insurance Pool	FY 24 Workers Comp Premium
3	413176	176,390.12	Presidio Networked Solutions	WIFI Project
4	413181	88,770.00	Route 24	Emergency Plumbing
5	413329	76,773.09	Conover Building Maintenance	Jun23 Custodial Services
6	413168	67,412.25	National Public Radio	Programming Fees- WWFM Funded
7	413471	60,427.00	Insight Public Sector	Computer SW
8	413356	57,088.08	Global Industrial	Classroom Furniture Replacements
9	413336	49,966.77	Dell Marketing LP	Computers- CET Grant Funded
10	413195	37,672.00	Trane USA	HVAC Upgrades
11	413372	36,649.06	Levy Construction	Elevator Project- Chapter XII Funded
12	413407	30,949.18	Sunlight General Solar	Jun23 Solar
13	413189	30,000.00	Single Stop USA	SW Renewal
14	413386	26,000.00	Nucleus Robotics	Robotics-Gear Up Grant- Funded
15	413130	25,422.00	Ellucian Company	Training
16	413142	25,000.00	Greater Trenton	Membership
17	413249	21,588.58	Horizon Dental	Jul23 Employee Dental- Partial Employee Funded
18	413103	20,744.05	Allstate Office Interiors	Campus Renovations
19	413279	20,684.84	School Outfitters LLC	Furniture
20	413167	20,400.00	National Healthcare Association	Nursing Materials- Nursing Fee Funded
21	413204	18,146.27	Vivcinity Energy Trenton	May23 Electric- 23% Increase over Prior Period
22	413414	17,859.54	Vicinity Energy Trenton	Jun23 Electric-4% Decrease over Prior Period
23	413312	17,500.00	Adams, Gutierrez & Lattibouder	Jul/Aug23 Retainer
24	413114	17,030.00	CE Power Engineered Services	Power Generator
25	413398	17,030.00	Qualas Power Services	Transformer Repairs
26	413397	14,470.34	PSE & G	Jun23 Electric- 8% Increase over Prior Period
27	413254	13,770.00	Literacy- NJ Mercer	May23 Programs- NJ DOL Grant Funded
28	413153	13,200.00	JH Williams	OneStop Center- Chapter XII Funded
29	413421	12,500.00	116 East Hanover LLC	JKC Parking
30	413231	12,294.00	EBSCO Information Systems	Library Software
31	413300	12,028.00	YWCA- Princeton	Apr/May23 Programs- NJ DOL Grant Funded
32	413211	11,656.00	EOF	Return of Grant Funds

MERCER COUNTY COMMUNITY COLLEGE

Resolution FY24-127A

FINANCE OFFICE

Over \$5K Disbursements

July 2023

Check	Amount	Vendor	Funding Description
<b>COLLEGE DISBURSEMENTS</b>			
33	413462	Global Industrial	Portable Stage
34	413228	Dell Marketing LP	Student Computers- EOF Grant Funded
35	413271	Preferred Mechanical	LA-HVAC- Chapter XII Funded
36	413102	AgeOut Angels	Apr23 Expenses- NJ DOL Grant Funded
37	413448	Elizabethtown Water	Jun23 Water Use- 21% Increase of Prior Period
38	413492	PSE & G	Jun23 Electric- Evenwith Prior Period
39	413486	OCLC Online Computer Library	Metadata Subscription
40	413452	Energy Transfer Solutions	Plumbing Repairs
41	413253	Kyocera Document Solutions	Re-issue. Orginal Check Lost by USPS
42	413369	Kyocera Document Solutions	Apr23 Copier Lease
43	413412	Vector Solutions	Safe Colleges-Training
44	413197	TrueGreen Partnership	Lawn Services
45	413242	Global Payments	Theatre Camp Software
46	413383	National Business Furniture	Office Funiture
47	413245	Greenleaf Landscape Systems	Jun23 Landscaping Services
<b>Total Vendor Disbursements:</b>		<b>\$ 2,384,992.36</b>	
<b>STUDENT DISBURSEMENTS</b>			
1	356430	Maylee Aruta	Student Loan Refund
2	356539	Carlos Jiminez	Student Loan Refund
3	356535	Tameeka Hardwick	Student Loan Refund
4	356534	Akm Hauge	Student Loan Refund
5	356551	Dalkiris Rodriguez	Student Loan Refund
6	356455	Laura Brady	Student Loan Refund
7	356550	Tamir Queen	Student Loan Refund
8	356548	Latosha Purcell	Student Loan Refund
9	356557	Joshua Williamson	Student Loan Refund
10	356546	Ashley Nevels	Student Loan Refund
11	356554	Aireal Scott	Student Loan Refund
<b>Total Student Disbursements:</b>		<b>\$ 76,621.31</b>	
<b>Grand Total Disbursements:</b>		<b>\$ 2,461,613.67</b>	

**MERCER COUNTY COMMUNITY COLLEGE**

Resolution FY24-127B

**FINANCE OFFICE**  
**Over \$5K Disbursements**  
**August 2023**

Check	Amount	Vendor	Funding Description	
<b>COLLEGE DISBURSEMENTS</b>				
1	413920	1,104,266.50	Infinity Flight Group	Jul23 Flight Fees- Student Funded
2	413921	872,332.40	Infinity Flight Group	Jun23 Flight Fees- Student Funded
3	413562	700,472.00	Ellucian Company LP	Campus Mainframe Systems
4	413641	342,536.18	CBIZ Insurance	Property/Liability Insurance
5	413597	208,112.05	Open Systems Intergrations	Fire Alarms- Chapter XII Funded
6	413654	171,254.06	Dynamic Security	Card Access- Chapter XII Funded
7	413600	91,225.87	Presidio Networked Solutions	Smartnet Renewal
8	413886	88,540.00	Coursedog	Scheduling SW
9	413649	76,773.09	Conover Building Maintenance	Jul23 Custodial Services
10	413594	60,960.00	NJ Council of Community Colleges	Annual Membership
11	413701	56,154.66	NJ Edge.Net	Internet Access
12	413815	54,809.56	NJ Edge.Net	Internet
13	414016	46,625.00	Blackboard Inc	SAS SW- MercerOnline Fee Funded
14	413726	34,665.00	Wolters Kluwer Health	Nursing Fee Funded Materials
15	413692	34,200.00	MasterGraphx	Theater Marketing
16	413844	33,137.74	Sunlight General Mercer	Solar Field Expenses
17	413790	31,500.00	Imbue	Marketing
18	414064	31,500.00	Imbue Creative	Monthly Marketing
19	413770	31,350.00	EA Compensation Resources	Compensation Study
20	414035	31,350.00	EA Compensation Resources	Compensation Study Fees
21	413704	28,367.01	PSE & G	Jul23 Electric 37% Increase Over Prior Period
22	413723	27,828.15	Windstream Services	Telephone Services
23	413876	25,745.36	Blackbaud	Learning SW
24	413716	25,351.68	Township Of Hamilton	Sewer Assessment
25	413859	24,350.44	Yardley Players	Box Office Split- Kelsey Theatre Funded
26	413855	24,106.23	Vicinity Energy Trenton	Jul23 Electric- Even With Prior Period
27	414089	23,916.12	NJ Business Systems	IT Cabling
28	414087	22,788.00	National Healthcare Association	Nursing Materials- Nursing Fee Funded
29	414061	21,847.01	Horizon Blue Cros	Sep23 Employee Dental- Partial Employee Funded
30	413576	21,634.25	Horizon Dental	Aug23 Employee Funded Dental
31	413690	21,430.67	Map N Broad	Sep23 Lease Payment
32	413677	20,979.00	Huntington Technology Finance	HW Computer

**MERCER COUNTY COMMUNITY COLLEGE**

Resolution FY24-127B

**FINANCE OFFICE**  
**Over \$5K Disbursements**  
**August 2023**

Check	Amount	Vendor	Funding Description
<b>COLLEGE DISBURSEMENTS</b>			
33	413529	Age Out Angels	Jun23 Programs- NJ DOL Grant Funded
34	413904	ExamsSoft	Testing Software
35	413745	Allstate Office Interiors	Campus Renovations
36	413524	Accelerated Information Systems	SW Maintenance
37	413707	SBA Towers	WWFM Funded Tower Rentals
38	413636	Brightly Software	SW Maintenance
39	414137	Zoom Video	Annual Subscription
10	414092	Parchment Inc.	Diplomas
41	414037	Elizabethtown Water	Jul23 Water- 17% Decrease From Prior Period
42	413601	ProQuest LLC	Library SW
43	413587	Lauren Cohen Coaching LLC	6 Month ELT Coaching
44	414054	Greenleaf Landscape Systems	Jul23 Services
45	413708	School Outfitters	Office Chair Replacements
46	413556	Decotis, Fitzpatrick & Cole	Adjunct Negotiations
47	414026	Canteen Group	Food Services
48	413767	Digital Desk	Testing Materials
49	413878	Burlington English	SW-Online Training
50	413901	Encoura LLC	Admissions SW
51	413760	Canteen	Food Service
52	413804	Mark's Plumbing Parts	Plumbing Supplies
53	414088	National Public Radio	Programming- WWFM Funded
54	413627	Adams, Gutierrez & Lattiboudere	Sep23 Retainer
55	414100	PSE & G	Jul23 Electric- Even From Prior Period
56	413768	Direct Energy Business	Jul23 Electric- 21 % Decrease From Prior Period
57	413557	Direct Business Energy	Jun23 Energy- 10% Decrease Over Prior Period
58	414009	American Board of Funeral Services	Annual Accreditation
59	414071	Kyocera Document Solutions	Monthly Copiers
60	413559	EBSCO Information Systems	Library Subscriptions
61	414122	Tri State Solutions	IT Cabling
62	414010	American Public Media	Affiliation Fee- WWFM Funded
63	413837	Salesforce Inc	HW Maintenance

**MERCER COUNTY COMMUNITY COLLEGE**

Resolution FY24-127B

**FINANCE OFFICE**  
**Over \$5K Disbursements**  
**August 2023**

Check	Amount	Vendor	Funding Description
<b>COLLEGE DISBURSEMENTS</b>			
64	414008	Allstate Office Interiors	Campus Renovations
65	413805	John Maurer	Videographer
66	413522	116 East Hanover	Aug23 JKC Parking
67	414004	116 East Hanover LLC	JKC Parking
68	414135	Your Part Time Controller	Foundation Financial Manager
69	413997	Your Part Time Controller	Accounting Staffing
70	413531	Allegiance Fundraising	WWFM Funded Fundraising Services
71	413599	Pipe Craft	HVAC Supplies
72	414029	Craftmaster Hardware	Locksmith Supplies
73	413731	YWCA of Princeton	Jun23 Program Expenses- NJ DOL Grant Funded
74	413937	LM Falcon LLC	Food Truck- Student Fee Funded
75	414024	Emily Cintron	Check Re-Issue
76	413630	Allen Camera Shop	Cameras
77	413686	Leading With Heart Consulting	Re-issue of Check.
78	413755	Kim Christie	Consultant-English Enrichment
79	413766	Tonia Bradnock	Consultant-English Enrichment
80	413801	Kyocera Documents	Copier Lease
81	413776	Follett Higher Education	Student FA Purchases
82	413987	Twisted Steaks LLC	Food Truck- Student Fee Funded
83	413884	Consolidus	Marketing Materials-Funded By CRN Grant
84	414076	Mark's Plumbing	Plumbing Supplies
85	413527	Adams, Gutierrez & Lattiboudere	Legal Actions
86	413833	Ricoh USA	Copier Lease
87	413860	York-Johnson Controls	HVAC Materials
88	413889	Cure Arena	Commencement Deposit
89	413761	Canteen	Food Service
Total Vendor Disbursements:		\$ 4,887,530.81	

MERCER COUNTY COMMUNITY COLLEGE

Resolution FY24-127B

FINANCE OFFICE

*Over \$5K Disbursements*

August 2023

Check	Amount	Vendor	Funding Description	
<b>COLLEGE DISBURSEMENTS</b>				
<b>STUDENT DISBURSEMENTS</b>				
1	356697	7,798.00	Maureen Miller	Student Loan Refund
2	356845	7,477.00	Rhodes Charles	Student Loan Refund
3	356885	5,989.85	Gabriel Jabonero	Student Loan Refund
4	356867	5,442.00	Jada Jones	Student Loan Refund
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Total Vendor Disbursements:	\$	26,706.85		
<b>Grand Total Disbursements:</b>	<b>\$</b>	<b>4,914,237.66</b>		

**MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 27, 2023**

**RESOLUTION FY24 - 140**

**RATIFICATION OF APPOINTMENTS, PROMOTIONS, EQUITY ADJUSTMENTS,  
CONTRACT OBLIGATIONS, STIPENDS,  
AND RECEIPT OF STAFF SEPARATION REPORT**

BE IT RESOLVED, that this Board approves the ratification of appointments, promotions, equity adjustments, contract obligations, 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  
September 27, 2023**

**RESOLUTION FY24 – 140A**

**APPOINTMENTS**

1. Rachel Cordasco appointed as Assistant Professor of Physical Therapist Assistant/Academic Coordinator of Clinical Education in Math, Science & Health Professions at an annual salary of \$67,688 plus 12 Month premium of 20% for year round teaching and administration effective August 28, 2023.
2. Vickie Masséus appointed as Assistant Professor of English in Liberal Arts at an annual salary of \$63,088 effective August 28, 2023.

**MERCER COUNTY COMMUNITY COLLEGE  
 BOARD OF TRUSTEES MEETING  
 September 27, 2023**

**RESOLUTION FY24 – 140B**

***Human Resources Office***

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

The following appointment made since July 3, 2023.

Effective Date of /Hire	Department	Name	Title	Salary	Range	FLSA
7/31/2023	Academic Affairs/Business, Technology and Professional Studies	Magdalena Lubov	Administrative Specialist II	\$43,000	\$35,295 - \$61,345	Non-Exempt
8/21/2023	Academic Affairs - Community and Education Department	Devon Platt	Chef	\$50,000	\$42,451.00 - 60,793.00	Non-Exempt
9/5/2023	Academic Affairs – Upward Bound	Weston Thomas	Education Specialist II	\$47,000	\$42,451.00- \$60,793.00	Exempt
7/7/2023 (Date Change)	Human Resources	Laura Byrd	Employee Engagement Manager	\$82,000	\$54,110 - \$108,797	Exempt
10/2/2023	Finance & Administration – Facilities	Marke Bednarek	Facilities & Operations Manager	\$84,000	\$54,110 - \$108,797	Exempt
9/18/2023	Academic Affairs – Math, Science & Health Professions	Kara DeBonis	Executive Assistant to the Dean of Math, Science and Health Professions	\$54,100	\$37,728- \$67,440	Non-Exempt

**MERCER COUNTY COMMUNITY COLLEGE  
 BOARD OF TRUSTEES MEETING  
 September 27, 2023**

**RESOLUTION FY24 – 140C**

***Human Resources Office***

**To: Deborah Preston, PhD., President**  
**From: Barbara Basel, Vice President for Human Resources**  
**Date: September 6, 2023**  
**Re: Promotions & Equity Adjustments**

The following Promotions & Equity Adjustments made since July 6, 2023

Effective Date of Promotion/Salary Adjustment	Department	Name	Current Title/New Title	Current Base Salary	Adjusted Base Salary
9/18/2023	Academic Affairs/Aviation	Anastasia Price	Current Title: Aviation Administrative Coordinator  New Title: Aviation Certification Coordinator II	\$64,960	\$85,000
9/5/2023	Academic Affairs/EOF	Al-Lateef Farmer	Current Title: Director, EOF & Gear Up  Proposed Title: Director of Student Access & Educational Equity	\$87,760	\$92,148
8/28/2023	Academic Affairs/Conference Center	Cedric Harris	Current Title: Chef  Equity Adjustment only	\$49,405	\$53,000

MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 27, 2023

RESOLUTION FY24 – 140D

*Human Resources Office*

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

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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	Richard MacFarland	Craftsman-Carpenter	\$65,911	\$66,911
07/01/2023	Finance – Facilities & College Safety	Michael Dorio	Maintenance Specialist I	\$46,687	\$47,687
07/01/2023	Finance – Facilities & College Safety	Jerry Simicsak	Messenger Driver II	\$66,998	\$67,998

**MERCER COUNTY COMMUNITY COLLEGE  
 BOARD OF TRUSTEES MEETING  
 September 27, 2023**

**RESOLUTION FY24 – 140E**

***Human Resources Office***

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

The following stipends have been made since July 6, 2023

Effective Date of Stipend	Department	Name	Title	Stipend Based on Additional Duties	Purpose
7/1/2023	Student Affairs	Keir Livingston	Associate Director of Athletics	\$273 bi-weekly July 1, 2023 through the completion of selection process to fill the vacancy; whichever comes first	Additional duties for a vacancy in the department
7/1/2023	Student Affairs	Ryan Zegarski	Assistant Director of Athletics	\$240.00 bi-weekly July 1, 2023 through the completion of selection process to fill the vacancy; whichever comes first	Additional duties for a vacancy in the department
7/1/2023	Math, Science & Health Professions	Radhika Jaisimha	Nursing Program Specialist	\$182.00 bi-weekly July 1, 2023 through December 31, 2023	Additional duties for a vacancy and an employee on leave in the department
7/1/2023	Math, Science & Health Professions	Mary Murphy	Department Specialist	\$186.00 bi-weekly July 1, 2023 through December 31, 2023	Additional duties for a vacancy and an employee on leave in the department

**MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 27, 2023**

**RESOLUTION FY24 – 140E**

<b>Effective Date of Stipend</b>	<b>Department</b>	<b>Name</b>	<b>Title</b>	<b>Stipend Based on Additional Duties</b>	<b>Purpose</b>
5/3/2023	Finance & Administration	Courtney Herrick	Accounting & Compliance Manager	\$288 bi-weekly (May 3, 2023 – June 30, 2023) \$297 bi-weekly (July 1, 2023 – November 15, 2023)	Additional duties for a vacancy in the department
5/3/2023	Finance & Administration	Cheryl McCormick	Budget Manager	\$288 bi-weekly (May 3, 2023 – June 20, 2023) \$297 bi-weekly (July 1, 2023 – November 15, 2023)	Additional duties for a vacancy in the department
9/1/2023	Finance & Administration - Facilities	Ray Andrejczik	Team Leader, Warehouse & Office Services	\$236.60 bi-weekly September 1, 2023 through December 31, 2023 or until the employee returns from leave whichever comes first	Additional duties due to employee on leave
9/1/2023	Finance & Administration - Facilities	Jerry Simicsak	Messenger Driver II	\$257.68 bi-weekly September 1, 2023 through December 31, 2023 or until the employee returns from leave whichever comes first	Additional duties due to employee on leave
9/1/2023	Finance & Administration - Facilities	Robert Bowman	Craftsman	\$354.18 through December 31, 2023 or until the vacancy is filled	Additional duties for a vacancy in the department

**MERCER COUNTY COMMUNITY COLLEGE  
 BOARD OF TRUSTEES MEETING  
 September 27, 2023**

**RESOLUTION FY24 – 140E**

<b>Effective Date of Stipend</b>	<b>Department</b>	<b>Name</b>	<b>Title</b>	<b>Stipend Based on Additional Duties</b>	<b>Purpose</b>
9/1/2023	Finance & Administration - Facilities	Jonathan Bogdan	Specialist, HVAC Control	\$298.08 through December 31, 2023 or until the vacancy is filled	Additional duties for a vacancy in the department
7/3/2023	Workforce Education and Innovation	Jill Marcus	Project Manager	\$256.00 bi-weekly September 5, 2023 to December 22, 2023 or until vacancy is filled; whichever comes first	Additional duties for a vacancy in the department

**MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 27, 2023**

**RESOLUTION FY24 – 140F**

**Human Resources**

**September 1, 2023**

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

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<b>Date</b>	<b>Name</b>	<b>Title</b>	<b>Division</b>	<b>Type*</b>
8/31/2023	Bryon Marshall	Executive Director,	Facilities and Safety	RT
8/31/2023	Michael Hanna	Assistant Professor of Electronics	Business Technology Professions	RS

\*

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



**MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 27, 2023**

**RESOLUTION FY24 - 141**

**THREE-YEAR REAPPOINTMENT OF ADMINISTRATIVE AND  
PROFESSIONAL PERSONNEL**

BE IT RESOLVED, That certain members of the administrative, professional and teaching assistant staff are hereby reappointed as recommended by the President and shall receive one- year contracts for the period July 1, 2023 through June 30, 2026 as indicated in the attached which is to be made part of the minutes of this meeting.

**Academic Affairs and Administration & Finance**

<b>Last Name</b>	<b>First Name</b>	<b>Hire Date</b>	<b>Title/Department</b>
McCann	James	8/1/2011	Director, Fire Academy
Neilson	Cheryl	7/24/2012	Payroll Accountant & Coordinator

**MERCER COUNTY COMMUNITY COLLEGE  
 BOARD OF TRUSTEES MEETING  
 September 27, 2023**

**INFORMATION ONLY**

***Human Resources Office***

**To: Deborah Preston, PhD., President**

**From: Barbara Basel, Vice President for Human Resources**

**Date: September 6, 2023**

**Re: Information only Reorganization of Academic Affairs & Student Affairs**

Effective August 28, 2023, the Divisions of Academic Affairs & Students Affairs underwent to reorganization that effected the following employees.

Effective Date	Department	Name	Current Title/New Title
8/28/2023	Student Affairs	Nicole Hover	Current Title: Sr. Coordinator of Enrollment Svcs New Title: Assistant Director of Admissions
8/28/2023	Student Affairs	Lisa Bogdziewicz	Current Title: Coordinator of Non-Traditional Recruitment New Title: Coordinator of Recruitment & Admissions
8/28/2023	Student Affairs	Allyson Fry	Current Title: Coordinator of Freshman Recruitment New Title: Coordinator of Recruitment & Admissions
8/28/2023	Current: Student Affairs New: Academic Affairs	Kim Bowser	Current Title: Sr. Coordinator of Enrollment New Title: Outreach Specialist JKC
8/28/2023	Current: Student Affairs New: Academic Affairs	Paulette Wright-Parham	Current Title: Sr. Administrative Specialist No Change to Title
8/28/2023	Current: Student Affairs New: Academic Affairs	Elizabeth Gordon	Current Title: Sr. Administrative Specialist No Change to Title

**MERCER COUNTY COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES MEETING**  
**September 27, 2023**

<b>Effective Date</b>	<b>Department</b>	<b>Name</b>	<b>Current Title/New Title</b>
8/28/2023	Student Affairs	Elizabeth Knight	Current Title: Sr Ex Asst to the Dean of Enrollment Management & Student New Title: Senior Executive Assistant & Student Support Advocate
8/28/2023	Student Affairs	Widmarc Dalce	Current Title: Coordinator of Student Development New Title: Coordinator of Student Development
8/28/2023	Current: Student Affairs New: Academic Affairs	Savita Bambhrolia	Current Title: Dean of Enrollment Mgmt and Student Exp. New Title: Dean of Academic Partnerships
8/28/2023	Current: Office of the President New: Student Affairs	Tonia Perry-Conley	Current Title: Ombuds for Student & Campus Care No Change to Title
8/28/2023	Academic Affairs	Latonya Ashford Ligon	Current Title: Director of Advisement and Enrollment Services New Title: Director of JKC Community Outreach
8/28/2023	Current: Academic Affairs New: Student Affairs	Michele Pierson	Current Title: Success Coach New Title: Academic Advisor
8/28/2023	Current: Academic Affairs New: Student Affairs	Edwin Griffith	Current Title: Success Coach New Title: Academic Advisor
8/28/2023	Current: Academic Affairs New: Student Affairs	Leroy Wilkerson	Current Title: Academic Counselor New Title: Academic Advisor

**MERCER COUNTY COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES MEETING**  
**September 27, 2023**

Effective Date	Department	Name	Current Title/New Title
8/28/2023	Current: Academic Affairs New: Student Affairs	Emanuel Medina	Current Title: Success Coach New Title: Academic Advisor
8/28/2023	Current: Academic Affairs New: Student Affairs	Theresa Melendez	Current Title: Success Coach - Honors Coordinator New Title: Success Coach - Honors Coordinator
8/28/2023	Current: Academic Affairs New: Student Affairs	Lorelei Perez	Senior Administrative Specialist



To: Dr. Simmons  
Interim Vice President- Student Affairs

From: Michael Martin  
Director of College Safety

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

No Timely Warnings were issued, and no M-Alert communications were made. The following noteworthy incidents were reported to the Department of College Safety:

**July 19, 2023:** A representative of Canteen Vending reported that the vending machine in the CM building between the hours of 12pm on July 18<sup>th</sup> and around 12pm on July 19<sup>th</sup>. There was no forced entry/marks indicating tampering with the lock of the machine and it appears that the door failed to shut and lock completely. Various food items were removed with a value of less than \$30. There is no CCTV equipment in the CM building (installation of this equipment is pending as part of the campus-wide CCTV project); and there is no additional information that would identify a suspect(s). The reporting party was advised to ensure the door is secure after the daily replenishment. No similar incidents on record to indicate this is a pattern.

**July 13, 2023:** A six-year old camper for the BlackRocket summer camp was running around in the cafeteria and ran into a wall, causing a laceration and contusion to his upper right forehead. He was treated by the on-staff nurse from the Tomato Patch summer camp (MCCC employee) and turned over to his parents. The camper returned the next day and reportedly received three stitches and confirmed no internal injury. A review of the CCTV footage from the cafeteria show the student playing with fellow campers, but the point of his impact was out of

the camera angle. There were no conditions that created a hazard (slippery floor, lighting, etc.) this was clearly a young child who tripped while playing.

Respectfully submitted,

*Michael Martin*

Michael Martin



Resolution FY24-144

To: Dr. Simmons  
Interim Vice President- Student Affairs

From: Michael Martin  
Director of College Safety

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

No Timely Warnings were no other noteworthy incidents were reported to the Department of College Safety. A test of the Alertus system and the M-Alert system was successfully completed during the week of Aug 28<sup>th</sup> to Sept. 1<sup>st</sup> for all MCCC employees.

On August 28<sup>th</sup>, all faculty and staff were administered training in the Alertus system, active fire/fire alarm procedures, and response to an active shooter/intruder by this author.

Respectfully submitted,

*Michael Martin*

Michael Martin

**MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 27, 2023**

**RESOLUTION FY24 - 145**

**NEW POLICY #503 -  
INVOLUNTARY WITHDRAWAL FROM THE COLLEGE POLICY**

BE IT RESOLVED, that the Board hereby approves the proposed policy on Involuntary Withdrawal from the College Policy as recommended by the President and Operations Committee of the Board, and as outlined in the attached, which will be made part of the minutes of this meeting.





<b>INVOLUNTARY WITHDRAWAL FROM THE COLLEGE POLICY</b>			
<b>Policy #</b>	<b>Applicability</b>	<b>Responsible Executive</b>	<b>Applicable Laws/Statutes</b>
<b>503</b>	MCCC Credit & Non-Credit Students	Vice President of Student Affairs	

**PURPOSE**

Because MCCC seeks to provide a safe learning environment, a student will be subject to involuntary withdrawal if the student satisfies one or more of the following:

1. Poses a significant risk to the health and/or safety of self or others; or
2. Engages in conduct that substantially impedes the rights and privileges of other members of the college community, or the educational processes, proper activities or functions of the college or its personnel.

A student shall not be subject to involuntary withdrawal when judicial, academic, or other actions are available and the student’s circumstances can best be addressed through procedures appropriate for those actions; e.g., the Student Code of Conduct or the Academic Integrity Policy & Procedures. When possible and appropriate, efforts should be made to persuade a student to withdraw voluntarily through proper protocols before initiating the involuntary withdrawal process.

**POLICY**

The Involuntary Withdrawal from the College Policy authorizes the President to establish a process for the involuntary withdrawal of students whose circumstances and/or behaviors pose a direct threat, risk, or substantial impediment to the educational process or lawful activities of other members of the Mercer County Community College community.

**APPROVED DATE(S)**

TBD

**RELATED PROCEDURES, GUIDELINES, OR RESOURCES**

**Student Code of Conduct**

**MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 27, 2023**

**RESOLUTION FY24 - 146**

**NEW PROGRAMS OF STUDY APPROVAL - DATA ANALYTICS CERTIFICATION**

WHEREAS, the College faculty recommends the following New Programs of Study for academic programs:

- Data Analytics Certification

WHEREAS, the President and Vice President for Academic Affairs have reviewed and approve the recommendations; now therefore

BE IT RESOLVED, that the Board of Trustees approves the recommendations for the new listed programs.



***Academic Affairs***

***September 11, 2023***

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**To:** Dr. Deborah Preston, President  
**From:** Dr. Robert Schreyer, Vice President for Academic Affairs  
**Subject:** Certificate of Proficiency in Data Analytics


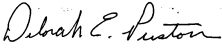
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The attached proposal for a Certificate of Proficiency in Data Analytics is to enable Computer Science, Computer Information System, and Business Administration students to explore Data Analytics field of study and/or transfer to a Data Science or Business Analytics program as desired.

Some MCCC Computer Science or Computer Information System A.S. degree graduates may consider to continue their study on Data Science track and Business Administration graduates may pursue a Business Analytics degree in a 4-yr institution. For those graduates, this certificate, on top of an A.S. degree, will help in transferring. In addition, the certificate will bolster resume credentials for internships as well as full time employment.

A student with a Bachelor's degree in a different field may use this certificate as a bridge to a Master's program in Data Science or Business Analytics.

**Recommended and approved for presentation to the Board of Trustees:**

 _____	09 / 12 / 2023 _____
Robert Schreyer, Vice President of Academic Affairs	Date
 _____	09 / 12 / 2023 _____
Dr. Deborah Preston, President	Date



## NEW PROGRAM PROPOSAL

Date: 1/9/2023

Institution:	Mercer County Community College
New Program Title:	<b><i>Data Analytics</i></b>
Degree Designation:	<b><i>Certificate of Proficiency</i></b>
Degree Abbreviation:	
CIP Code and Nomenclature (if possible):	30.7101: Data Analytics
Campuses where the program will be offered:	WWC
Date when program will begin (month and year):	September 2023
List the institutions with which articulation agreements will be arranged:	

Is licensure required of program graduates to gain employment?  Yes  No

Will the institution seek accreditation for this program?  Yes  No

**Program Announcement Narrative**

- |                          |               |
|--------------------------|---------------|
| I. Objectives            | page <u>2</u> |
| II. Need                 | page <u>2</u> |
| III. Student Enrollments | page <u>2</u> |
| IV. Program Resources    | page <u>2</u> |
| V. Degree Requirements   | page <u>3</u> |

<b>SIGNATURE</b>	<b>DATE</b>	<b>COMMENTS</b>
Meimei Gao <i>Meimei Gao</i>	2/2/2023 03 / 07 / 2023	
<del>Initiator</del> <i>Laura A. Sosa</i>	03 / 07 / 2023	
Division Dean	03 / 16 / 2023	
<i>Betty Peterson</i>	04 / 13 / 2023	
Vice President, Academic Affairs	04 / 13 / 2023	
<i>Elizabeth Carr</i>	04 / 21 / 2023	
Chair, Curriculum Committee	04 / 22 / 2023	
<i>Debrah C. Houston</i>	04 / 23 / 2023	
Vice President, Academic Affairs		
<i>Laura A. Sosa</i>		
President		
Division Dean		

DISTRIBUTION AFTER ACTION OF THE PRESIDENT AND ORIGINATING DEAN: VPAA - Academic Affairs (Original), President, Originating Academic Division, Curriculum Committee, Registrar, Publications

## **PROGRAM ANNOUNCEMENT**

**Program Name:** *Data Analytics*

**Degree:** *Certificate of Proficiency*

### **I. OBJECTIVES**

Enabling Computer Science, Computer Information System, and Business Administration students to explore Data Analytics field of study and/or transfer to a Data Science or Business Analytics program as desired.

### **II. NEED**

According to *U.S. Bureau of Labor Statistics* (<https://www.bls.gov>), the employment of data scientists is projected to grow 36% from 2021 to 2031. The median annual wage for data scientists was \$100,910 in May 2021. The employment of operations research analysts is projected to grow 23% from 2021 to 2031. The median annual wage for operations research analysts was \$82,360 in May 2021.

Some MCCC Computer Science or Computer Information System A.S. degree graduates may consider to continue their study on Data Science track and Business Administration graduates may pursue a Business Analytics degree in a 4-yr institution. For those graduates, this certificate, on top of an A.S. degree, will help in transferring. In addition, the certificate will bolster resume credentials for internships as well as full time employment.

A student with a Bachelor's degree in a different field may use this certificate as a bridge to a Master's program in Data Science or Business Analytics.

### **III. STUDENT ENROLLMENTS**

Light enrollment is expected when the program is launched in Fall 2023. With hot demand for one's ability to navigate, process, and visualize massive digital data, and with college's strategic marketing and promotional effort, the enrollment is expected to grow.

### **IV. PROGRAM RESOURCES**

"Data Analytics & Visualization (2/2)" is the only new course. All the other courses exist. No additional resources are needed.

## V. DEGREE REQUIREMENTS

### *Degree: Data Analytics, Certificate of Proficiency*

<b>Code</b>	<b>Course (lecture/lab hours)</b>	<b>Credits</b>
ENG 101	English Composition I (3/0)	3
MAT 151	Calculus I (4/0)	4
COS 101	Introduction to Computer Science (3/2) <sup>1</sup>	4
CIS 175	PC Applications: Spreadsheets (2/2)	3
		<b>14</b>
COS 102	Computer Science I – Algorithms and Programming (3/2)	4
BUS 205 OR MAT 201	Business Statistics I (3/0)  Probability and Statistics for Science and Engineering (4/0)	3 or 4
	Program elective <sup>2</sup>	3-4
IST 275	Data Analytics and Visualization (2/2)*	3
		<b>13-15</b>
BUS 206 OR COS 210	Business Statistics II (3/0)  Computer Science II – Data Structures (3/2)	3 or 4
		<b>3-4</b>
	<b>Total Credits</b>	<b>30-33</b>

<sup>1</sup> May be substituted with 4-credit IST course. Consult academic advisor.

<sup>2</sup> In consultation with academic advisor, select either *CIS 173 PC Applications: Database* or an IST course.

\* IST 275 “Data Analytics and Visualization (2/2)” is a new course.

## Integrow Data

The Registrar's Office will help you to provide the information required to establish the college's computer database.

Pgm.Code: \_\_\_\_\_ Title: \_\_\_\_\_

Track Title: \_\_\_\_\_

Pgm Short Title: \_\_\_\_\_

Term: \_\_\_\_\_ Ending Term: \_\_\_\_\_ Original Term: \_\_\_\_\_

Award Type: \_\_\_\_\_ \*Program Status:   A   Print Audit: Y \*Print Title: Y

\*CIP-cd: \_\_\_\_\_ \*FICE-cd: 004740

Credit Hours Required: \_\_\_\_\_ Min Contact Hours Required: \_\_\_\_\_

Gen Ed Hours Required: \_\_\_\_\_ Max Contact Hours Required: \_\_\_\_\_

HS Graduation Required: \_\_\_\_\_

Placement Required: \_\_\_\_\_

## **Guidelines for filling out sections I-V**

### **I. OBJECTIVES**

Include a program description and overall objectives as they should appear in the college catalog.

### **II. NEED**

Provide evidence that New Jersey needs this program (or will need it in the future because it is visionary, addressing emerging disciplines, etc.). Include evidence that the proposed program is not unnecessarily duplicative or programs at the College. Describe how the proposed program is similar to and different from other programs in this discipline in the region or state. Include implications, if any, for existing courses and programs and whether this proposal is a result of a formal program review.

For A.A.S. and A.S. programs, provide evidence of employer demand for graduates, including current and future need for such graduates. Evidence of demand should cite sources of information (e.g., U.S. Department of Labor statistics) or include letters of support from prospective employers.

### **III. STUDENT ENROLLMENTS**

Comment about projected enrollment (and the sources for the projection) for the program. To document student demand, provide a report of results and a copy of any surveys administered. If the program has already been running, provide actual enrollment data. If possible, provide information about the number of such programs in the state, including the average number of students enrolled and the average number of graduates over the past five years.

### **IV. PROGRAM RESOURCES**

Describe any items which impact the cost(s) associated with offering the program as well as costs to students beyond tuition and fees. Include faculty and TA staffing requirements, special personnel or consultants anticipated. Also, include software costs.

Indicate the adequacy of present facilities, equipment, and library resources. If inadequate, describe the equipment, books/media resources, and/or facilities needed to support the proposed program.



**V. DEGREE REQUIREMENTS**

Lay out the degree requirements as they will appear in the catalog. All programs must be in compliance with the College’s General Education Policy:

**Academic Program Requirements for General Education**

General Education Goals Category	A.A. (45 credits)	A.S. (30 credits)	A.A.S. A.F.A. A.S. Nursing (21 credits) [recommended: ENG 101, 102 & CMN 111 or 112]	Cert. (3)	Use this column to list the courses that fulfill the Gen Ed Category:
Goal 1: Written and Oral Communication in English	<u>9 credits</u> ENG 101 & 102 CMN 111 or 112	<u>9 credits</u> ENG 101 & 102 CMN 111 or 112	<u>6 credits</u> ENG 101 ENG 112	<u>3 credits</u> ENG 101	
Goal 2: Mathematics	<u>12 credits total</u> 3 MAT min. 3 lab science min.	<u>9 credits total</u> 3 MAT min. 3 lab science min	<u>6 credits</u> 3 MAT min. 3 credits	3	
Goal 3: Natural Science					
Goal 4: Technology					
Goal 5: Social Science	6 credits	3 credits	3 credits		
Goal 6: Humanities	9 credits	3 credits			
Goal 7: Historical Perspective	6 credits				
Goal 8: Diversity and Global Perspective	3 credits				
<i>Unassigned Gen Ed</i>	-	3	6	-	
<b>Total</b>	<b>45</b>	<b>30</b>	<b>21</b>	<b>6</b>	

Note: The current Gen Ed course list can be found at:

[http://www.mccc.edu/programs\\_credit\\_gened.shtml](http://www.mccc.edu/programs_credit_gened.shtml)



# FALL 2023 ENROLLMENT

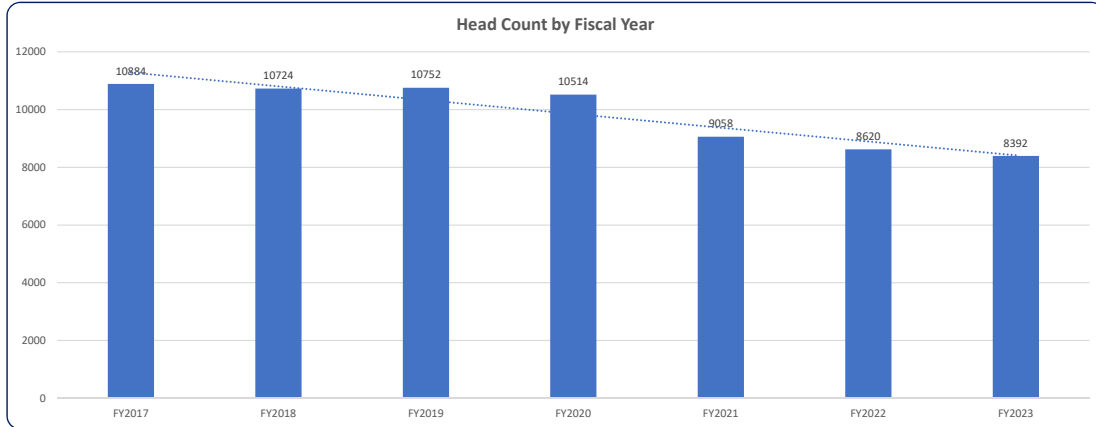
September 27, 2023



## 12-Month Enrollment Trend Fiscal Years 2017 to 2023

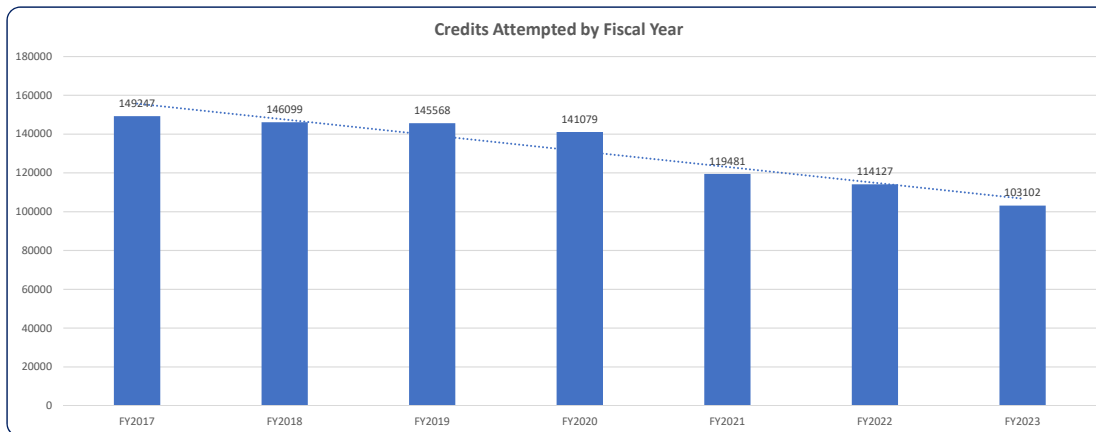
## HEADCOUNT

### 12-Month Enrollment for Fiscal Years 2017 to 2023

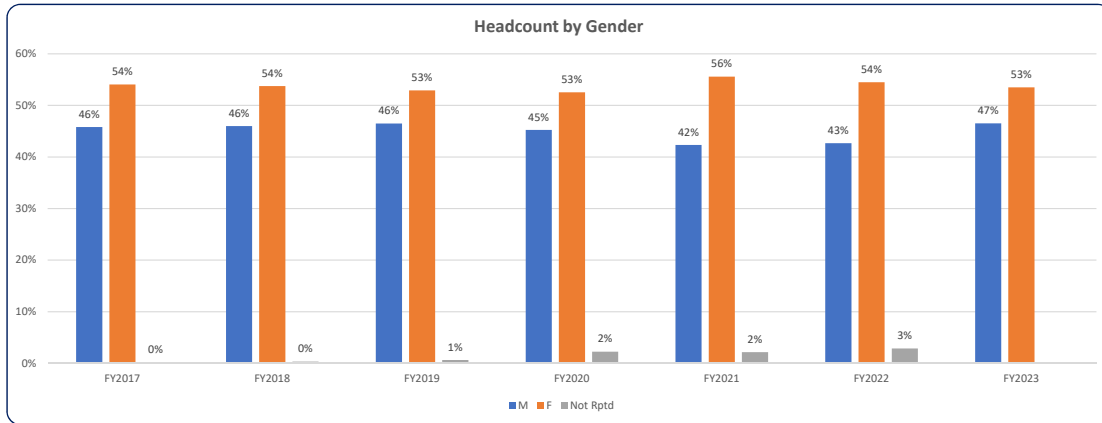


## CREDIT HOURS

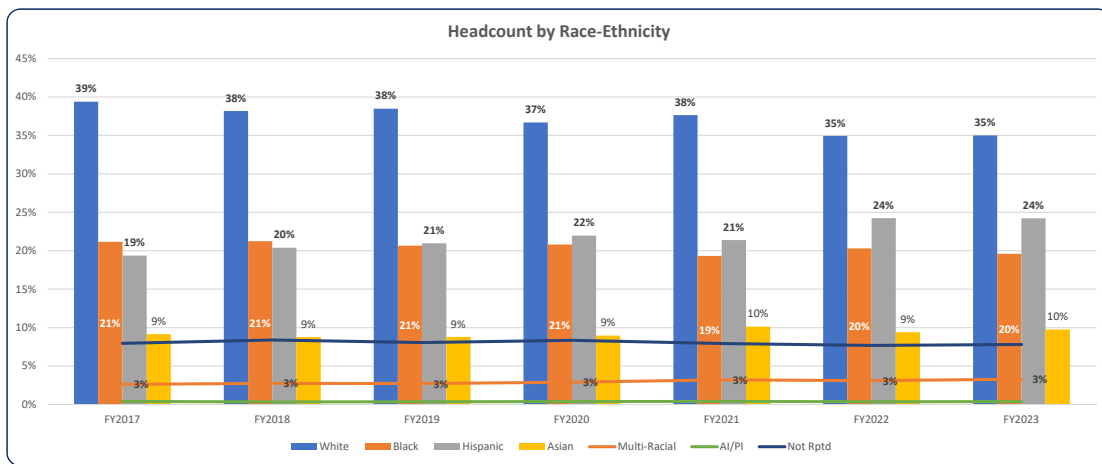
### 12-Month Enrollment for Fiscal Years 2017 to 2023



## HEADCOUNT by GENDER 12-Month Enrollment for Fiscal Years 2017 to 2023



## HEADCOUNT by RACE/ETHNICITY 12-Month Enrollment for Fiscal Years 2017 to 2023



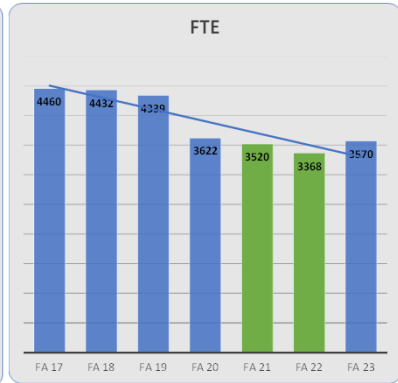
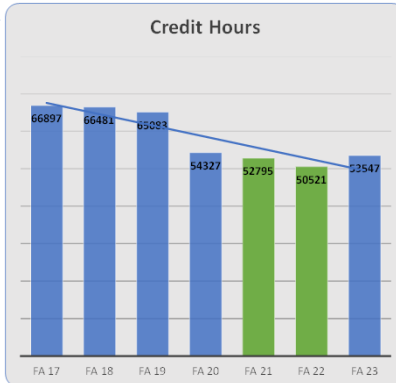
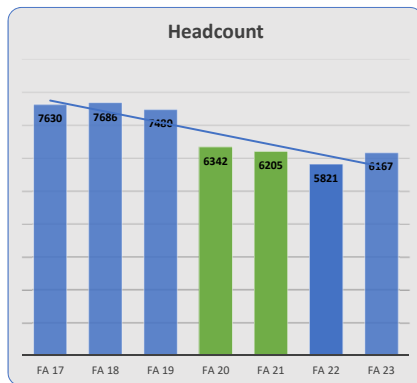


## ENROLLMENT TREND

Fall to Fall 2017 to 2023

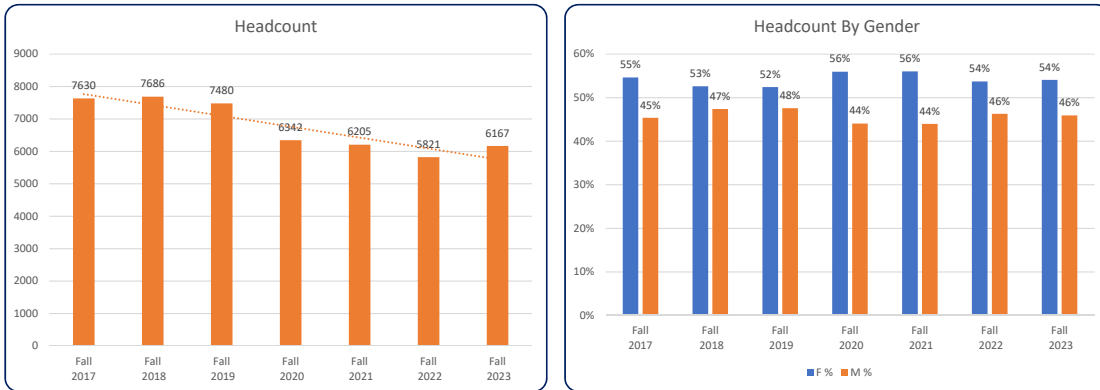


## Fall 2017 - Fall 2023



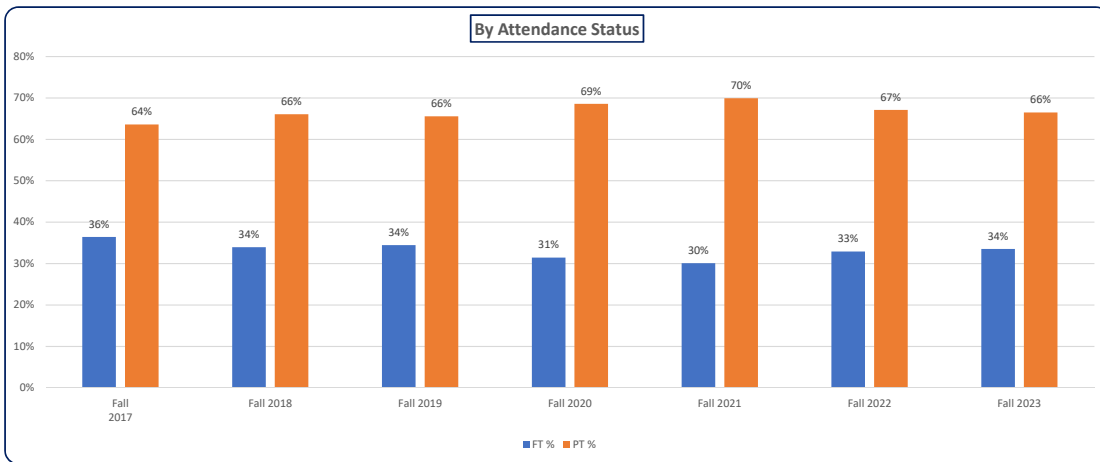
## HEADCOUNT/HEADCOUNT by GENDER

Fall to Fall 2017 to 2023

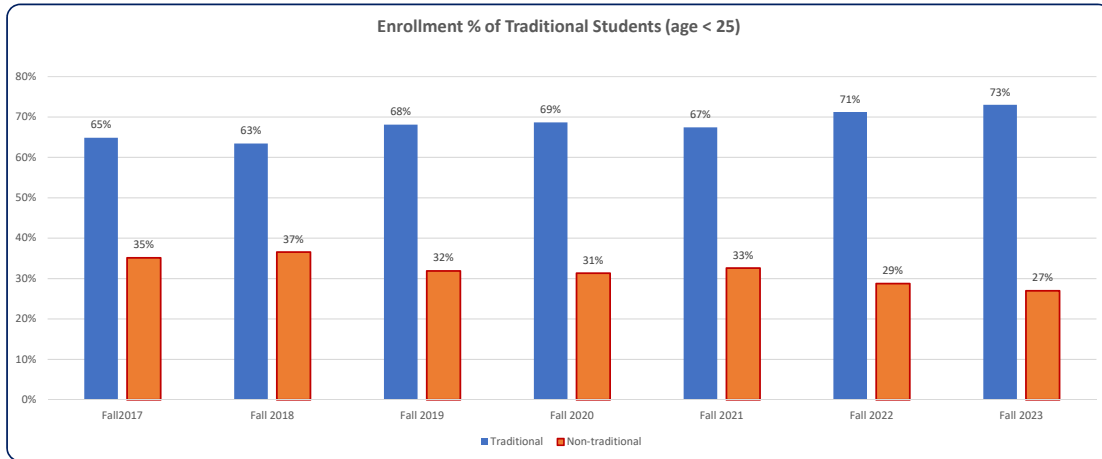


## Headcount-Attendance Status (Full time vs Part time)

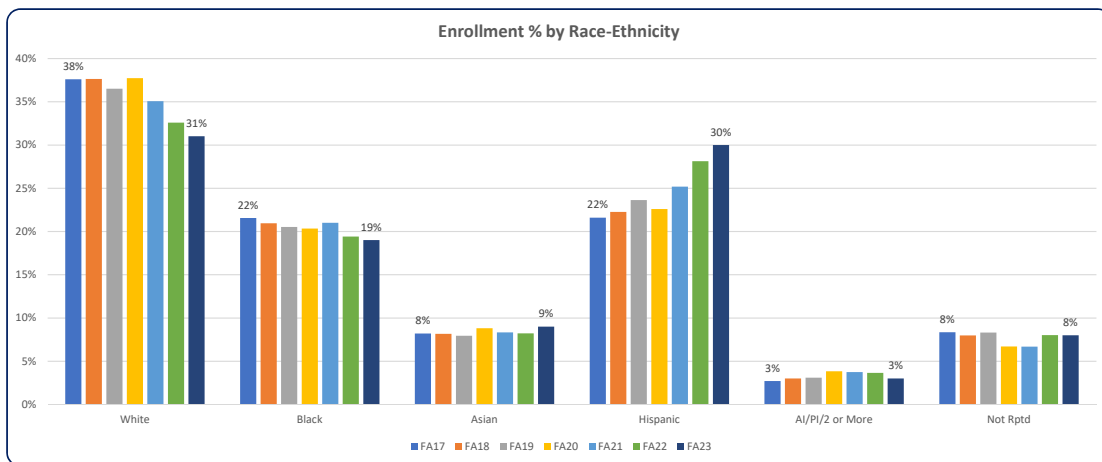
Fall to Fall 2017 to 2023



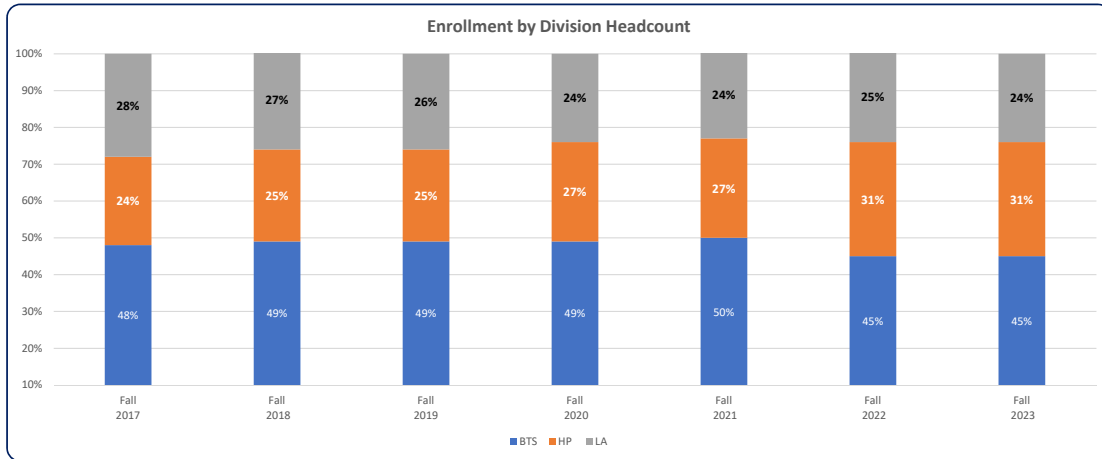
### Enrollment % of Traditional Students (age under 25 years) Fall to Fall 2017 to 2023



### Enrollment by Race & Ethnicity Fall to Fall 2017 to 2023



## Enrollment by Academic Division Fall to Fall 2017 to 2023



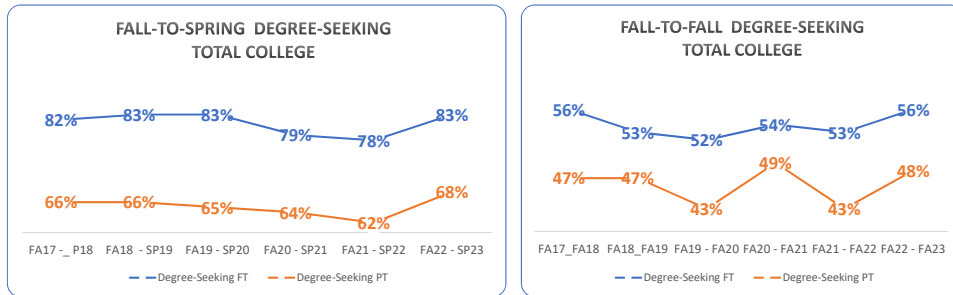
BS1



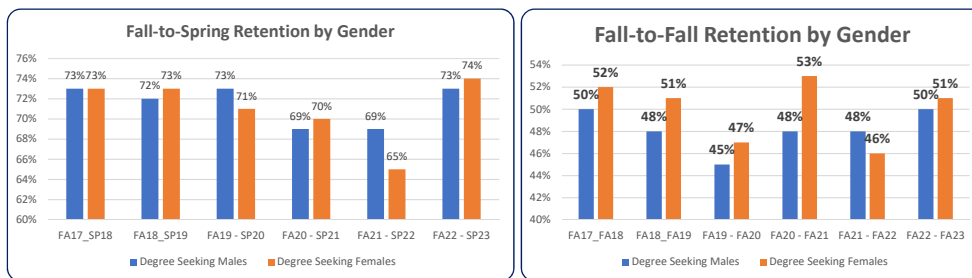
## STUDENT RETENTION



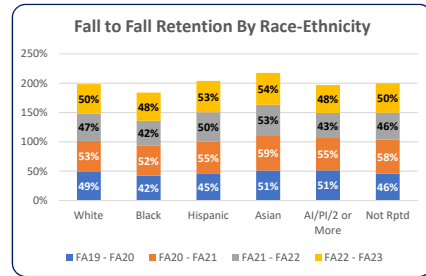
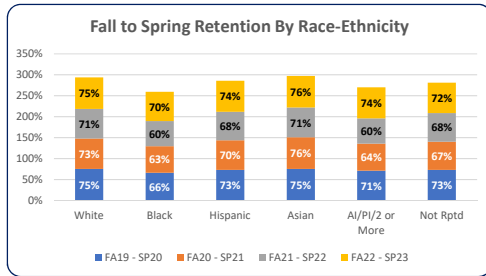
### RETENTION RATES: Degree-seeking



### RETENTION RATES: Gender

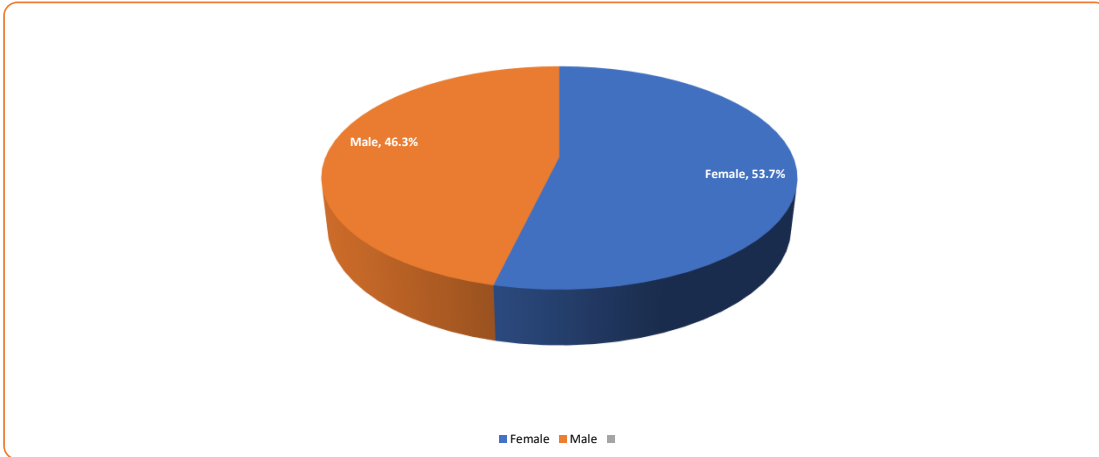


### RETENTION RATES: Race-Ethnicity

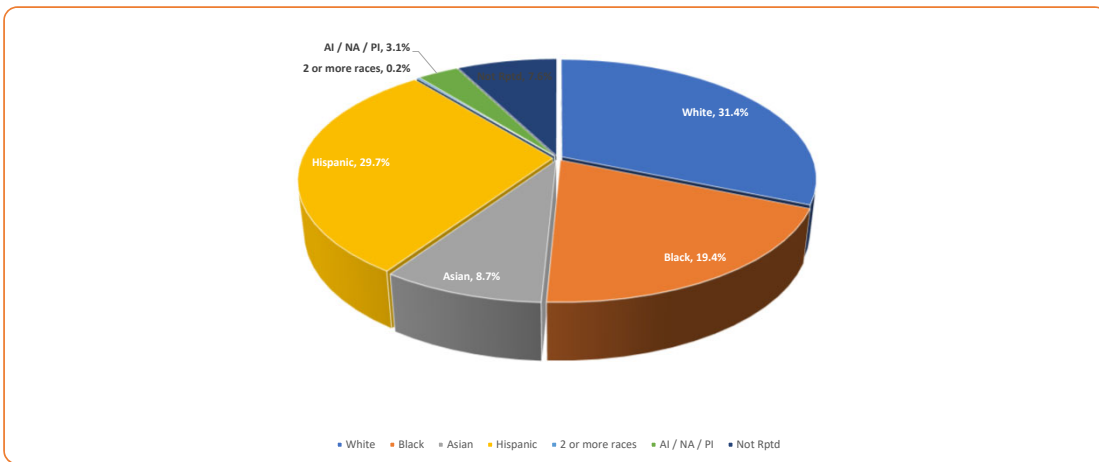


### SNAPSHOT: Fall 2023 enrollment

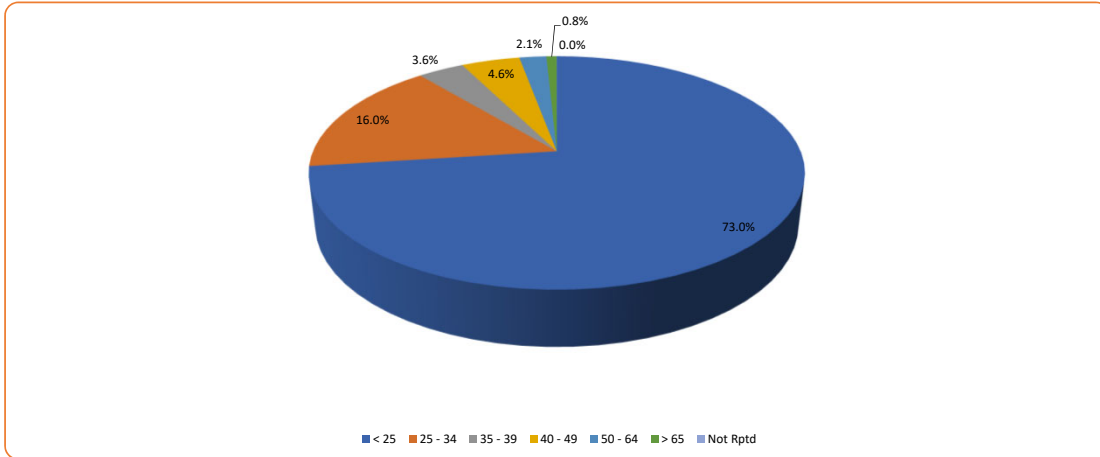
### FALL 2023 enrollment (as of 9.19.23) By Gender



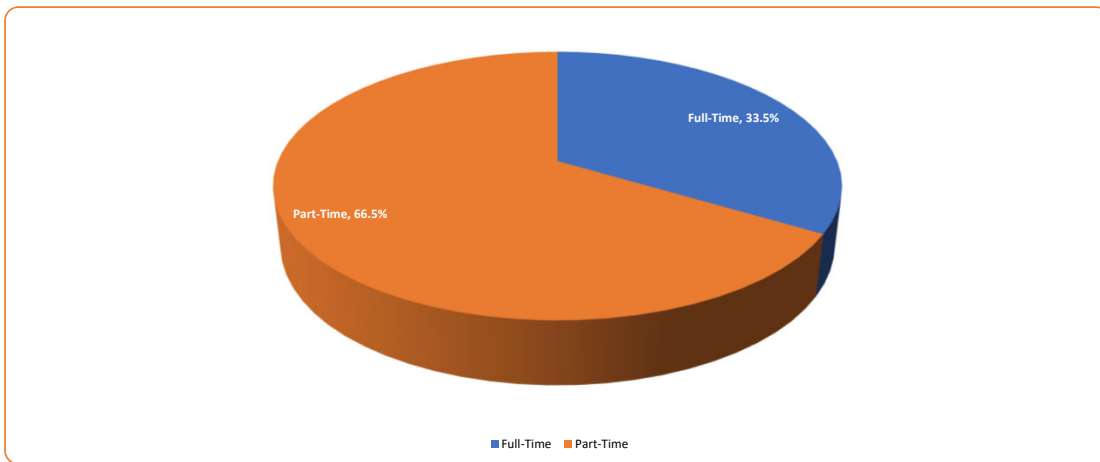
### FALL 2023 enrollment : By Race & Ethnicity



### FALL 2023 Enrollment: By Age



### FALL 2023 enrollment: By Attendance Status (FT vs PT)



### FALL 2023 Enrollment: By Academic Division

