

MERCER COUNTY COMMUNITY COLLEGE
730th Minutes of the Meeting
of the Board of Trustees
November 24, 2025

The meeting was called to order by Chair Kristin Appelget at 6:36pm at Mercer County Community College West Windsor Campus. In addition to the Chair, the following members were in attendance: Julie Blake, Eashwayne Haughton, Brianna Hill, Jacquelyn León, Shannon Mason, Gregory Puliti, Scarlett Rajska, Aamir Rehman, Deborah Preston (MCCC President), and Mirian Lopez (Alumni Trustee). Also present was Mitchell Jacobs, College Counsel. Absent was Daryl Minus-Vincent.

I. OPENING OF MEETING

A) **FLAG SALUTE**

Chair Appelget led those attending the meeting in the Pledge of Allegiance to the flag of the United States.

B) **STATEMENT OF NOTIFICATION**

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend meetings of public bodies at which any business affecting its interests is discussed or acted upon. In accordance with the provisions of this Act, the Board of Trustees of Mercer County Community College has caused notice of this meeting to be published by having the date, time and place posted on the bulletin board in the lobby of the Administration Building, on the West Windsor Campus, at the James Kerney Campus, on the College's website homepage, and emailed to The Trentonian and The Times.

C) **ADOPTION OF AGENDA**

Trustee Puliti moved to approve the agenda, which was seconded by Trustee Rajska and adopted with Trustees Appelget, Blake, Haughton, Hill, León, Mason, Puliti, Rajska, and Rehman voting aye.

D) **PUBLIC COMMENT**

Assistant Director of Media & Academic AV Technology Services and professional staff federation union president David Valentino expressed his concerns regarding the separation of a professional staff member and the outsourcing of the financial aid department.

II. NOMINATING COMMITTEE

A) **ELECTION OF OFFICERS**

Chair Appelget thanked Trustees Minus-Vincent, Blake and Rajska for serving on the Nominating Committee.

Trustee Haughton moved to cast votes via voice, which was seconded by Chair Appelget and approved with Trustees Appelget, Blake, Haughton, Hill, León, Mason, Puliti, Rajska, and Rehman voting aye via roll call.

College Counsel Mitch Jacobs asked for nominations for the position of Board Chair. Chair Appelget was nominated by Trustee Rajske, which was second by Trustee Puliti. Trustees Appelget, Blake, Haughton, Hill, León, Mason, Puliti, Rajske, and Rehman voting aye via roll call.

Trustee Haughton nominated Trustee Gregory Puliti for the position of Vice Chair, which was second by Trustee Hill. Trustees Appelget, Blake, Haughton, Hill, León, Mason, Puliti, Rajske, and Rehman voting aye via roll call.

Trustee Hill nominated Trustee Aamir Rehman for the position of Treasurer, which was second by Trustee Rajske. Trustees Appelget, Blake, Haughton, Hill, León, Mason, Puliti, Rajske, and Rehman voting aye via roll call.

Trustee Puliti nominated President Deborah Preston for the position of Secretary, which was second by Trustee Haughton. Trustees Appelget, Blake, Haughton, Hill, León, Mason, Puliti, Rajske, and Rehman voting aye via roll call.

III. PRESIDENT'S UPDATE

Dr. Preston provided the follow update:

- MCCC students have returned from the Two-Year Regional Intercollegiate Ethics Bowl in Chicago.
- The men's soccer team advanced to the NJCAA Division II Men's Soccer National Tournament in Wichita and made the final four. Unfortunately, they lost in double overtime on the fifth penalty kick.
- MCCC film students are currently on location in Pennsylvania, doing an intensive filmmaking experience.
- Bridges to Biomedical Scholars, a grant cooperative program with TCNJ, was in danger because the federal grant was rescinded. TCNJ is so pleased with MCCC students, they are saving spaces in their labs for these students to come and be majors. The partnership is going to continue in spite of the lack of grant money.
- MCCC marketing students attended the American Marketing Association conference at Temple University.

IV. APPROVAL OF MINUTES

Trustee Puliti moved to approve agenda items IV (A) and (B), which were seconded by Trustee Rajske and adopted with Trustees Appelget, Blake, Haughton, Hill, León, Mason, Puliti, Rajske, and Rehman voting aye. Trustee Haughton abstained from agenda item IV (A).

A) APPROVAL OF MINUTES OF OCTOBER 22, 2025 BOARD MEETING

BE IT RESOLVED, that the minutes of the October 22, 2025 meeting of the Board of Trustees are approved as presented.

B) APPROVAL OF EXECUTIVE SESSION MINUTES OF SEPTEMBER 24, 2025

BE IT RESOLVED, that the executive session minutes of the September 24, 2025 are approved as presented.

V. FINANCE & FACILITIES MATTERS

Trustee Puliti presented agenda items V (A) FY26-167 through (D) FY26-170 for ratification, which were second by Trustee Haughton. The items were ratified with Trustees Appelget, Blake, Haughton, Hill, León, Mason, Puliti, Rajske, and Rehman voting aye.

A) MONTHLY FINANCIAL STATEMENT (Resolution FY26-167)

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

B) INVESTMENT DETAIL (Resolution FY26-168)

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

C) PURCHASE ORDERS AND CONTRACTS UNDER \$44,900 (Resolution FY26-169)

The members of the Board noted receipt and ratified the Report on Purchase Orders and Contracts under \$44,900.00, which is attached.

D) MONTHLY PAYMENTS LIST OCTOBER 2025 (Resolution FY26-170)

The members of the Board noted receipt and ratified the monthly payments lists for September 2025.

Trustee Puliti presented agenda item V (E) FY26-171 through (H) FY26-174, which were second by Trustee Haughton. The item was passed with Trustees Appelget, Blake, Haughton, Hill, León, Mason, Puliti, Rajske, and Rehman voting aye.

E) Aztec Software, LLC (FY26-171)

F) Conover Building Maintenance Systems (FY26-172)

G) Karas Enterprises Inc. dba Karasch & Associates (FY26-173)

H) ProEducation Solutions LLC (FY26-174)

VI. HUMAN RESOURCES MATTERS

Trustee Rehman presented agenda item VI (A) FY26-175, which was seconded by Trustee Rajske. The item was ratified with Trustees Appelget, Blake, Haughton, Hill, León, Mason, Puliti, Rajske, and Rehman voting aye.

A) RATIFICATION OF APPOINTMENTS, PROMOTIONS/RECLASSIFICATION, STIPENDS AND RECEIPT OF STAFF OF SEPARATION REPORT (Resolution FY26-175)

BE IT RESOLVED, that this Board approves the ratification of appointments, promotions/reclassifications, stipends, and notes receipt of the staff separation report, which will be made a part of the minutes of this meeting.

VII. OPERATIONS MATTERS

Trustee Blake presented agenda item VII (A) FY26-176 for ratification, which were second by Trustee Hill. The item was ratified with Trustees Appelget, Blake, Haughton, Hill, León, Mason, Puliti, Rajske, and Rehman voting aye.

A) OCTOBER 2025 REPORTABLE CRIMES, FIRES, AND OTHER EMERGENCIES (Resolution FY26-176) The members of the Board noted receipt and review and ratified the report, which is attached.

Trustee Blake presented agenda items VII (B) FY26-177 through (C) FY26-178, which were second by Trustee Hill. The items were approved with Trustees Appelget, Blake, Haughton, Hill, León, Mason, Puliti, Rajska, and Rehman voting aye.

B) REVISED POLICY 946 Acceptable Use of Technology (FY26-177)
BE IT RESOLVED, that the Board hereby approves the revised policy #946 Acceptable Use of Technology 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.

C) REVISED POLICY 701 ADVISORY COMMISSIONS (FY26-178)
BE IT RESOLVED, that the Board hereby approves revised policy #701 Advisory Commissions as recommended by the President and the Operations Committee of the Board, and as outlined in the attached, which will be made part of the minutes of this meeting.

Trustee Blake presented agenda items VII (D) FY26-179, which were second by Trustee Rajska. The items were approved with Trustees Appelget, Blake, Haughton, Hill, León, Mason, Puliti, Rajska, and Rehman voting aye.

D) NEW POLICY 425 ACADEMIC AGREEMENT (FY26-179)
BE IT RESOLVED, that the Board hereby approves new policy #425 Academic Agreement as recommended by the President and the Operations Committee of the Board, and as outlined in the attached, which will be made part of the minutes of this meeting.

Trustee Blake presented agenda items VII (E) FY26-180, which were second by Trustee Puliti. The items were approved with Trustees Appelget, Blake, Haughton, Hill, León, Mason, Puliti, Rajska, and Rehman voting aye.

E) RESOLUTION TO SUNSET OUTDATES POLICY #363 TUITION REMISSION FOR FOREIGN STUDENTS (FY26-180)
BE IT RESOLVED that the Board hereby approves sunsetting policy #363 Tuition Remission for Foreign Students, as recommended by the President, and the Operations Committee of the Board, and as outlined in the attached, which will be made part of the minutes of this meeting.

The second reading of the following policies will take place at the January 2026 meeting:

F) Revised Policy 978 Emeritus Rank for Retired Faculty
G) Revised Policy 413 Academic Honors
H) Revised Policy 401 Academic Standing
I) Revised Policy 984 Acceptable Use of Social Media
J) New Policy Perkins Supply Inventory Control

VIII. NEW JERSEY COUNCIL OF COUNTY COLLEGES REPORT

Trustee Rajska attended the NJCCC Council Meeting on November 17th, which was the reorg meeting where vision, priorities and the incoming gubernatorial administration was discussed.

IX. CHAIR'S REPORT

Chair Appelget provided the following update:

- A survey will be sent out asking what committees Trustees would like to participate in during the coming year.
- The December 17th Board of Trustees meeting will take place via Zoom and will focus on the Facilities Master Plan.

X. EXECUTIVE SESSION

No executive session.

There being no further business to discuss, Trustee Rajska moved to adjourn the meeting. The motion was seconded by Trustee Hill and passed unanimously. The meeting adjourned at 7:07pm.

Respectfully submitted,



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



**MERCER COUNTY COMMUNITY COLLEGE
 FINANCE OFFICE**

Resolution FY26-167

REVENUE	Budget FY26	Actual as of 10/31/2025	Percent of Budget Realized	2025 Budget		2025 Actual	
				2025 Budget	2025 Actual	2025 Budget	2025 Actual
Tuition- Credit	\$ 28,600,000	\$ 15,431,457	54%	\$ 25,110,377	\$ 25,643,441		
Course Fees	\$ 9,900,000	\$ 6,198,983	63%	\$ 9,700,000	\$ 8,305,875		
Tuition Waivers	\$ (2,900,000)	\$ (1,030,080)	36%	\$ (2,000,000)	\$ (2,978,171)		
TOTAL TUITION & FEES:	\$ 35,600,000	\$ 20,600,360	58%	\$ 32,810,377	\$ 30,971,145		
APPROPRIATIONS							
State of New Jersey	\$ 7,433,816	\$ 2,619,487	35%	\$ 7,433,816	\$ 7,735,236		
County of Mercer	\$ 19,729,980	\$ 6,576,630	33%	\$ 19,729,980	\$ 19,729,980		
Partnerships	\$ -	\$ 47,914	0%	\$ 50,000	\$ 46,053		
Community Education/Non Credit	\$ 880,000	\$ 268,761	31%	\$ 880,000	\$ 744,500		
Auxiliary Operations	\$ 3,000,000	\$ 712,568	24%	\$ 2,855,000	\$ 3,077,728		
Facility Rentals	\$ 978,204	\$ 200,858	21%	\$ 700,827	\$ 794,208		
Other Income	\$ 2,750,000	\$ 904,673	33%	\$ 2,400,000	\$ 2,871,462		
TOTAL REVENUE:	\$ 70,372,000	\$ 31,931,251	45%	\$ 66,860,000	\$ 65,970,312		
EXPENSES							
Salaries & Wages							
Faculty	\$ 18,598,510	\$ 5,728,849	31%	\$ 16,749,400	\$ 16,426,153		
Administrators	\$ 4,342,763	\$ 1,231,302	28%	\$ 3,496,710	\$ 3,868,081		
Clerical	\$ 2,527,777	\$ 712,383	28%	\$ 2,384,695	\$ 2,376,037		
Professional	\$ 10,082,551	\$ 2,957,299	29%	\$ 9,261,841	\$ 9,668,464		
Part Time	\$ 4,260,000	\$ 1,489,568	35%	\$ 4,064,714	\$ 4,049,696		
Custodial / Maintenance / Security	\$ 2,604,038	\$ 721,626	28%	\$ 2,436,640	\$ 2,316,668		
Total Salaries & Wages	\$ 42,415,639	\$ 12,841,027	30%	\$ 38,394,000	\$ 38,705,099		
Employee Benefits	\$ 14,000,000	\$ 4,054,332	29%	\$ 13,000,000	\$ 13,414,990		
TOTAL PERSONNEL EXPENDITURES:	\$ 56,415,639	\$ 16,895,359	30%	\$ 51,394,000	\$ 52,120,089		
Utilities	\$ 2,135,950	\$ 542,180	25%	\$ 1,990,000	\$ 1,951,054		
Building Lease	\$ 350,000	\$ 154,485	44%	\$ 335,000	\$ 308,970		
Maintenance Contracts	\$ 995,000	\$ 269,320	27%	\$ 1,100,000	\$ 1,069,653		
Facilities Maintenance	\$ 1,952,963	\$ 570,071	29%	\$ 1,204,000	\$ 1,658,653		
Insurance	\$ 920,000	\$ 553,031	60%	\$ 890,000	\$ 871,114		
Staff Development/Travel	\$ 335,000	\$ 241,278	72%	\$ 670,000	\$ 639,883		
Marketing General Advertising	\$ 628,400	\$ 95,978	15%	\$ 275,000	\$ 312,715		
IT Hardware / Software	\$ 1,525,000	\$ 938,139	62%	\$ 1,600,000	\$ 1,837,121		
Legal/Professional Fees	\$ 380,000	\$ 200,473	53%	\$ 976,000	\$ 982,336		
Purchased Services	\$ 2,000,000	\$ 1,474,684	74%	\$ 2,120,000	\$ 2,012,082		
General Ed/Lab Supplies	\$ 400,597	\$ 125,768	31%	\$ 475,000	\$ 451,145		
Student Development	\$ 479,000	\$ 209,656	44%	\$ 531,000	\$ 530,952		
Other	\$ 1,854,451	\$ 1,045,810	56%	\$ 3,300,000	\$ 3,249,353		
TOTAL OTHER EXPENDITURES:	\$ 13,956,361	\$ 6,420,873	46%	\$ 15,466,000	\$ 15,875,031		
TOTAL OPERATING AND PERSONNEL	\$ 70,372,000	\$ 23,316,232	33%	\$ 66,860,000	\$ 67,995,120		



**MERCER COUNTY COMMUNITY COLLEGE
FINANCE OFFICE**

Resolution FY26-168

***INVESTMENT DETAIL
FOR THE PERIOD ENDING OCTOBER 31, 2025***

<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>TERM & INTEREST</u>	
		<u>RATE</u>	<u>AMOUNT</u>
10/31/25	BANK OF PRINCETON	2.96%	709,092.67
10/31/25	FIRST BANK	3.35%	1,166,066.28
10/31/25	WELLS FARGO BANK BALANCE	3.09%	5,795,613.01
10/31/25	CASH MANAGEMENT FUND-NJ	4.25%	<u>15,795,613.01</u> **
			\$ 23,466,384.97 *
<u>LONG TERM INVESTMENTS</u>			
10/31/25	WELLS FARGO - UNEMPLOYMENT TRUST	3.95%	<u>\$ 542,711.22</u>

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

** Includes: 1.85 mil in Flight Fees

MCCC PURCHASE ORDER REPORT
\$8,980 - \$44,900
NOVEMBER 24, 2025

Resolution FY26-169

**Purchases over \$8,980 require three (3) quotes or over \$44,900 require Publicly 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
Budget lines beginning with "7" indicate capital projects

#	PO #	DATE	VENDOR	AMOUNT	BUDGET CODE	DESCRIPTION	BASIS FOR AWARD
1	P0022308	11/3/25	ALLSTATE OFFICE INTERIORS Robbinsville, NJ	\$20,862.09	70-07-01-03-700102-69420	Replacement hallway furniture for the AD Building.	NJ State Contract #25-COMG-94126
2	P0022250	10/21/25	AZTEC SOFTWARE LLC Melbourne, FL	\$34,548.00	22-01-02-02-302022-69723	Digital learning software for GED classes. Paid for by the Workforce Development Title II Grant.	Exemption: Proprietary
3	P0022212	10/16/25	CURE INSURANCE ARENA Trenton, NJ	\$10,000.00	10-06-01-05-500120-66350	Advertising campaign at the Cure Insurance Arena for FY2026.	Exemption: Advertising
4	B0009556	10/16/25	CURE INSURANCE ARENA Trenton, NJ	\$25,500.00	10-06-01-03-301001-63100	Fees for Commencement 2026.	Exemption: Graduation
5	P0022184	10/13/25	DELL MARKETING LP Round Rock, TX	\$13,393.44	22-01-01-02-302170-61100	Four (4) laptops for the Advanced Manufacturing program. Paid for by Perkins Grant.	NJ State Contract #24-TELE-71833
6	P0022181	10/9/25	EDWARD DON COMPANY, LLC Westampton, NJ	\$12,684.54	22-01-01-02-302170-69310	Oven for HRIM Program. Paid for by the Perkins Grant.	Exemption: Food Supplies
7	B0009571	10/28/25	EMSI DBA LIGHTCAST Dallas, TX	\$11,500.00	10-01-01-03-301304-64110	Economic Modeling Software for Institutional Effectiveness.	NJ JPC RFP #25/26 R-1670
8	P0022297	10/30/25	EMSI DBA LIGHTCAST Dallas, TX	\$12,750.00	10-01-01-03-301304-64110	Professional Services Higher Education Analyst Module for Institutional Effectiveness.	NJCCC JPC RFP #25/26 R-1670
10	P0022298	10/30/25	HONORLOCK, LLC Boca Raton, FL	\$16,317.00	10-01-01-02-200403-64110	Student verification services.	NJ JPC RFP #22/23-1355
11	P0022214	10/16/25	INDUSTRIAL WELDING SUPPLY Sayreville, NJ	\$30,894.17	22-01-01-02-302170-61100 22-01-01-02-302170-69310	Welding equipment for the Advanced Manufacturing program. Paid for by Perkins Grant.	MCCC RFQ #2616
12	B0009546	10/7/25	LINDENMEYR MUNROE Moonachie, NJ	\$35,000.00	10-06-01-03-301001-61002	Printing supplies.	Somerset County Cooperative Contract #CC-0059-23
13	P0022216	10/16/25	MEDLINE INDUSTRIES, INC. Northfield, IL	\$11,961.27	22-01-01-02-302170-69310	Lab supplies for the MLT Program. Paid for by Perkins Grant.	OMNIA Contract #2021003157
14	B0009549	10/9/25	MERCADIEN Princeton, NJ	\$26,500.00	90-00-01-91-590300-64101	Foundation Audit for FY2025. Paid for by Foundation.	Exemption: Professional Services
15	P0021458	10/22/25	MTM PLAYERS New Egypt, NJ	\$24,373.21	33-03-01-02-209001-42518	Box Office Split and Performance fees "South Pacific" and "One Flew Over the Cuckoo's Nest."	Exemption: Entertainment
16	P0022215	10/16/25	MUNICIPAL EMERGENCY SERVICES Southbury, CT	\$21,207.48	37-09-04-02-203009-69320	Firefighting protective gear.	NJ State Contract #17-FLEET-00810
17	B0009575	10/30/25	NJEDGE. NET Newark, NJ	\$15,000.00	10-01-01-03-301304-64110	Website accessibility Compliance Review services.	NJEDGE Contract
18	P0021460	10/6/25	PLAYFUL THEATER PRODUCTIONS	\$15,869.20	33-03-01-02-209001-42518	Box Office Split and Performance fees for "Spongebob The Musical".	Exemption: Entertainment
19	P0022201	10/13/25	RDW GROUP , DBA IFACTORY Providence, RI	\$19,767.00	10-01-01-03-301301-64110	Comprehensive redesign services for the College's Website.	Exemption: Consulting Services
20	P0022269	10/24/25	SOFTDOCS Columbia, SC	\$21,906.30	10-01-01-03-301301-64110 10-01-01-03-301304-64110	Document management and process automation software for ITS.	NJEDGE Contract
21	B0009564	10/23/25	UPLIFT ELEVATOR Hopewell, NJ	\$15,720.00	10-07-01-03-301401-68550	Elevator Maintenance Contract FY2026.	MCCC RFQ #2605

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
NOVEMBER 24, 2025**

RESOLUTION FY26 - 171

**AZTEC SOFTWARE ASSOCIATION INC.
GED PREPARATION INSTRUCTION SOFTWARE**

WHEREAS, Mercer County Community College has a need to acquire software licenses for GED and pre-GED instruction for the Community Education and Training – Workforce Education and Innovation department, paid by New Jersey Department of Labor and Workforce Development Title II Grant, in FY2026; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.5 (a) 19 exempts proprietary computer software purchases from public solicitation for bids but requires a resolution authorizing the award of such a contract; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Aztec Software Association Inc., Morristown, New Jersey to acquire software licenses for GED and pre-GED instruction to be offered by the Community Education and Training – Workforce Education and Innovation department, at an annual cost not to exceed \$57,000 from July 1, 2025 to June 30, 2026 (FY2026). Paid by New Jersey Department of Labor and Workforce Development Title II Grant.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
NOVEMBER 24, 2025**

RESOLUTION FY25 - 172

**CONOVER BUILDING MAINTENANCE
JANITORIAL SERVICES**

WHEREAS, Mercer County Community College has an on-going need to acquire janitorial services at the James Kerney and West Windsor campuses and the leased property at 101 North Broad Street, Trenton, NJ, starting December 1, 2025 on a month-to-month basis, until bids received pursuant to publicly advertised MCCC RFP 2602 advertised on September 17, 2025 are evaluated and a new contract is awarded; and

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

WHEREAS, a resolution approved by the Board of Trustees on November 19, 2020 authorized the College to enter into a new contract, with Conover Building Maintenance, North Brunswick, New Jersey to provide janitorial services College-wide, from December 1, 2020 through November 30, 2023; and

WHEREAS, a resolution approved by the Board of Trustees on November 15, 2023, authorized the College to exercise the first of two (1) one-year options to extend the contract with Conover Building Maintenance to provide janitorial services College-wide, through November 30, 2024; and

WHEREAS, a resolution approved by the Board of Trustees on October 23, 2024, authorized the College to exercise the second of two (1) one-year options to extend the contract with Conover Building Maintenance to provide janitorial services College-wide, through November 30, 2025; now therefore

BE IT RESOLVED, that the President is authorized, to extend the current contract with Conover Building Maintenance of North Brunswick, NJ, on a month to month basis, for janitorial services at the James Kerney and West Windsor campuses as well as the leased property at 101 North Broad Street, Trenton, NJ, for an amount not to exceed \$89,261.37 per month, until proposals received pursuant to publicly advertised Request for Proposal RFP 2602 are evaluated and a new contract is awarded, at a date to be determined later.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
NOVEMBER 24, 2025**

RESOLUTION FY26 - 173

**KARAS ENTERPRISES, INC dba KARASCH & ASSOCIATES
SIGN LANGUAGE AND REAL TIME CAPTIONING SERVICES**

WHEREAS, Mercer County Community College has a need to acquire sign language interpreters and real-time captioning (CART) services for special need students enrolled in instructional classes in fiscal year 2027 at the James Kerney and West Windsor campuses, pursuant to the Americans with Disabilities Act (ADA); and

WHEREAS, on January 19, 2023, this Board authorized the College to enter into a two (2) year contract, with three (3) one-year extension options with Karasch & Associates of West Chester, Pennsylvania to acquire sign language interpreters and real-time captioning services (CART) for special need students enrolled in instructional classes in FYs 2025-2026, at the James Kerney and West Windsor campuses; and

WHEREAS, the College intends to exercise the second of three (1) one-year extension options as provided for in MCCC RFP 2205 to extend the current contract with Karasch & Associates of West Chester, Pennsylvania to January 2027; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board to exercise the second of three (3) one-year extension options to extend the current contract with Karasch & Associates of West Chester, Pennsylvania, in accordance with the resolution adopted by the Board of Trustees on January 19, 2023 to acquire sign language interpreters and real-time captioning (CART) services for special need students enrolled in instructional classes in FYs 2026-2027 at the James Kerney and West Windsor campuses, pursuant to the Americans with Disabilities Act (ADA) for an amount not to exceed \$85,000 from January 20, 2026 to January 20, 2027.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
NOVEMBER 24, 2025**

RESOLUTION FY26 - 174

**PROEDUCATION SOLUTIONS, LLC
FINANCIAL AID DEPARTMENT STAFFING**

WHEREAS, Mercer County Community College recently experienced personnel changes that require extending the contract of the current interim financial aid director, filling a vacant financial aid advisor position and financial aid verification software, for the Financial Aid department, until permanent staffing is appointed and in place; and

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

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

WHEREAS, ProEducation Solutions, LLC, headquartered in Sarasota, Florida, 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 amend the contract with ProEducation Solutions, LLC, Sarasota, Florida, to extend the term of the current, interim financial aid director, fill a vacant financial aid advisor position and purchase financial aid verification software, for the Financial Aid department, for an amount not to exceed \$475,000 from January 1, 2025 through June 30, 2026.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
NOVEMBER 24, 2025**

RESOLUTION FY26 - 175

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

BE IT RESOLVED, that this Board approves the ratification of appointments, promotions/reclassifications, stipends, and receipt of the staff separation report, which will be made a part of the minutes of this meeting.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
NOVEMBER 24, 2025**

RESOLUTION FY26 – 175A

APPOINTMENTS

Human Resources Department

To: Deborah Preston, Ph.D., President
From: Yvette Henry, Vice President for Human Resources
Date: November 7, 2025
Re: Ratification of Appointments

The following appointment(s) have been made since the October 2025 meeting of the Board of Trustees.

Effective Date of Hire	Department	Name	Title	Salary	FLSA
10/27/2025	College Safety	Daniel McKiernan	Security Officer I	\$41,600	Non-Exempt
10/27/2025	College Safety	Nang Yem	Security Officer I	\$41,600	Non-Exempt
10/27/2025	College Safety	Richard Pittman	Security Officer I	\$41,600	Non-Exempt
10/27/2025	College Safety	Zachery Smith	Security Officer I	\$41,600	Non-Exempt
11/03/2025	College Safety	Jordan Hobbs	Security Officer I	\$41,600	Non-Exempt
11/10/2025	Academic Affairs	Quaashie Maitre	Academic Advisor & Support Coordinator	\$50,000	Exempt
01/05/2026	Academic Affairs	Nia Jasper	Academic Advisor & Support Coordinator	\$50,000	Exempt
01/05/2026	Academic Affairs	Dayna Paul	Academic Advisor & Support Coordinator	\$56,000	Exempt

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
NOVEMBER 24, 2025**

RESOLUTION FY26 – 175B

PROMOTIONS/RECLASSIFICATIONS

Human Resources Department

To: Deborah Preston, Ph.D., President
From: Yvette Henry, Vice President for Human Resources
Date: November 7, 2025
Re: Ratification of Promotions/Reclassifications

The following Promotion(s)/Reclassification(s) have been made since the October 2025 meeting of the Board of Trustees.

Effective Date of Promotion /Reclassification	Department/ Division	Name	Current Title/New Title	Current Base Salary	Adjusted Base Salary
10/01/2025	Workforce Education and Innovation	Latonya Ashford Ligon	Current: Director of JKC Student Experience and Community Outreach New: Dean of JKC	\$93,435	\$104,032
10/01/2025	Business, Technology, & Professional Studies	James McCann	Current: Senior Director, Fire Academy New: Senior Director, Fire Academy	\$93,413	\$102,754
10/01/2025	Purchasing	Jonathan Sofo	Current: Senior Buyer New: Finance Manager	\$72,022	\$79,255
10/01/2025	Finance & Accounting	James Pierce	Current: Controller New: Deputy CFO/Controller	\$113,850	\$125,250
10/01/2025	Steven Kitchen	Information Technology	Current: Sr. Technical Support Analyst New: Sr. Technical and Microsoft SharePoint Analyst	\$78,339	\$86,173
11/01/2025	Human Resources	Yvette Henry	Current: Vice President of Human Resources New: Vice President of Human Resources, Labor Relations & Employee Development	\$166,040	\$175,000

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
NOVEMBER 24, 2025**

RESOLUTION FY26 – 175C

STIPENDS

Human Resources Department

To: Deborah Preston, Ph.D., President
From: Yvette Henry, Vice President for Human Resources
Date: November 7, 2025
Re: Ratification of Stipends

The following stipend(s) have been made since the October 2025 meeting of the Board of Trustees.

Effective Date of Stipend	Department	Name	Title	Stipend Based on Additional Duties	Purpose
09/29/2025 to 06/30/2026	Human Resources	Laura Byrd	Manager of Employee Engagement	\$168.92/bi-weekly	Assuming additional responsibilities until vacancy is filled.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
NOVEMBER 24, 2025**

RESOLUTION FY26 – 175D

SEPARATIONS

Human Resources Department

To: Deborah Preston, PhD., President
From: Yvette Henry, Vice President for Human Resources
Date: November 7, 2025
Re: Separations

The following separation(s) have been made since the October 2025 meeting of the Board of Trustees.

Effective Date of Separation	Department	Name	Current Title	Type
10/24/2025	Youth College – YVIP	Alyssa Brown	Education Specialist I	RS
11/03/2025	Student Affairs - Financial Aid	Reginald Grant	Sr. Administrative Specialist	LO
11/03/2025	Student Affairs - Financial Aid	Leslie Price	Financial Aid Advisor	LO
11/03/2025	Student Affairs - Financial Aid	Trish Muka	Associate Director Financial Aid	LO
11/12/2025	Center for Inclusion Transition and Accommodation	Kimberly Fisher	Center for Adult Transition Case Manager	GE
11/12/2025	Center for Inclusion Transition and Accommodation	Danielle Windsor	Center for Adult Transition Program Specialist	GE
11/12/2025	Center for Inclusion Transition and Accommodation	Nicholas Genau	Center for Adult Transition Education Specialist I	GE
11/14/2025	Academic Operations	Vicky Vega	Executive Assistant	RS

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

TO: Ms. Carolyn White
V.P. Student Affairs
cc: Dr. Robert Schreyer

FROM: Mark P. Lee
Director of College Safety

DATE: November 4, 2025

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

In accordance with S-485/A-1976 law the Cunningham/ Ruiz Bill requiring presidents of public institution of higher education to regularly report on-campus criminal and fire events to the institution's governing board please accept the following information:

For the calendar month of October 2025, there were was one (1) Clery offense or occurrence reported through College Safety and Security. This incident, a Homicide and Aggravated Assault, occurred on East Hanover Street adjacent to the James Kerney Campus (JKC) on October 31, 2025. There were no other Clery Offenses or occurrences during October 2025.

End of report

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
NOVEMBER 24, 2025**

RESOLUTION FY26 - 177

**REVISED POLICY #946
ACCEPTABLE USE OF TECHNOLOGY**

BE IT RESOLVED, that the Board hereby approves revised policy #946 Acceptable Use of Technology as recommended by the President and the Operations Committee of the Board, and as outlined in the attached, which will be made part of the minutes of this meeting.

ACCEPTABLE USE OF TECHNOLOGY			
Policy #	Applicability	Responsible Executive	Applicable Laws/Statues
946	College-Wide	Vice President of Information Technology Services	

POLICY

The purpose of this policy is to support of Mercer County Community College's mission, academic instruction, research, and administrative functions, through the adoption of the Acceptable Use of Technology policy which governs the proper use and management of all College technology, systems, and network resources, including email, computers, mobile devices, laptops, cell phones, and other technological tools and processes.

The Board of Trustees authorizes the President to establish procedures for detailing the acceptable use and management of Mercer County Community College's technology, systems, and network resources, ensuring safe, ethical, legal, and efficient use of technologies that improve, promote, and support the College's Mission and goals.

APPROVALS

Board of Trustees – October 23, 2024

Board of Trustees – November 24, 2025

REVISION DATE(S)

February 22, 2018

March 18, 2021

July 17, 2023

October 23, 2024

November 24, 2025

RELATED PROCEDURES, GUIDELINES, OR RESOURCES

Procedures:

946a – Account Management Procedure

946b – Acceptable Use of Technology Procedure

946c – Cell Phone Procedure

946d – Laptop Procedure

946e – Peer-to-Peer File Sharing Procedure

946f – IT Security Procedure

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
NOVEMBER 24, 2025**

RESOLUTION FY26 - 178

**REVISED POLICY #701
ADVISORY COMMISSIONS**

BE IT RESOLVED, that the Board hereby approves revised policy #701 Advisory Commissions as recommended by the President and the Operations Committee of the Board, and as outlined in the attached, which will be made part of the minutes of this meeting.

ADVISORY COMMISSIONS POLICY			
Policy #	Applicability	Responsible Executive	Applicable Laws/Statutes
701	Academic Affairs & Divisions Advancement, Marketing, Communications Community Partners	Provost & Vice President for Academic Affairs	

POLICY

The purpose of this policy is to endorse the establishment of Advisory Commissions at Mercer County Community College (MCCC) to ensure student success and currency with industry standards and to enhance workforce development and preparation, fundraising, and alumni and community engagement with educational partners.

The MCCC Board of Trustees understands that the community college is inextricably linked to the community it serves. Advisory Commissions allow for community involvement from a wide-range of stakeholders, which positively impacts program development, student success, and the use of best practices. Advisory Commissions can also serve as critical advocates and mechanisms for securing resources for the academic or community program it serves. A vital and evolving College must maintain and nourish useful and productive sources of communication and feedback within the community.

The Board of Trustees authorizes the President to establish procedures for the establishment, staffing, and conduct of Advisory Commissions at MCCC.

APPROVALS

Board of Trustees - November 14, 1974

Board of Trustees – November 24, 2025

REVISION DATE(S)

April 20, 1978

September 14, 1978

August 2, 1979

July 31, 1980

March 16, 2023

November 24, 2025

RELATED PROCEDURES, GUIDELINES, OR RESOURCES

Procedure # 701 – Advisory Commissions Procedure

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
NOVEMBER 24, 2025**

RESOLUTION FY26 - 179

**NEW POLICY #425
ACADEMIC AGREEMENT**

BE IT RESOLVED, that the Board hereby approves new policy #425 Academic Agreement as recommended by the President and the Operations Committee of the Board, and as outlined in the attached, which will be made part of the minutes of this meeting.

ACADEMIC AGREEMENT

Policy #	Applicability	Responsible Executive	Applicable Laws/Statutes
425	Faculty, Staff and Administrators	Provost & Vice President for Academic Affairs	

POLICY

The purpose of this policy is to support the development of academic agreements at Mercer County Community College (MCCC) in alignment with our mission and vision, and to guide the procedures that drive these agreements. MCCC recognizes the need for efficient and thoughtfully constructed pathways with four-year colleges and universities and the need for a range of options in high schools and the community that make college affordable and accessible for students to achieve a higher education. This policy includes, but is not limited to, academic articulation agreements, memoranda of understanding, community partnerships, and dual enrollment, as well as clinical and affiliation agreements.

The Board of Trustees authorizes the President to establish the procedures for developing, vetting, and implementing Academic Agreements.

APPROVALS

Board of Trustees - November 24, 2025

REVISION DATE(S)

RELATED PROCEDURES, GUIDELINES, OR RESOURCES

Procedure #425 - Academic Agreement Procedure

Clinical Affiliation Procedure

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
NOVEMBER 24, 2025**

RESOLUTION FY26 - 180

**RESOLUTION TO SUNSET OUTDATED POLICIES
363 – TUITION REMISSION FOR FOREIGN STUDENTS**

WHEREAS, the Mercer County Community College is committed to maintaining up-to-date and relevant policies that reflect current best practices and the evolving needs of the institution;

WHEREAS, a comprehensive review of existing policies has identified several policies that are outdated, redundant, or no longer applicable;

WHEREAS, the sunsetting of these policies will streamline governance, reduce administrative burden, and enhance operational efficiency;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the following policies are sunsetted as recommended by the President, and Finance and Operations Committees of the Board.

OMB 363	Tuition Remission for Foreign Students
<i>Reason for Sunset: no longer applicable</i>	

BE IT FURTHER RESOLVED, that the Board directs the President and all relevant College departments to ensure that all references to the sunsetted policies are removed from official documents and communications.

MCCC

OMB 363

TUITION REMISSION FOR FOREIGN STUDENTS

The Board of Trustees approved the remission of non-resident fees in excess of resident fees for foreign students, not to exceed twenty-five (25) in any given semester, to be selected in accordance with procedures to be established by the President.

Approved:

Board of Trustees
October 20, 1983