

MERCER COUNTY COMMUNITY COLLEGE

723rd Minutes of the Meeting
of the Board of Trustees
April 23, 2025

The meeting was called to order by Chair Kristin Appelget at 6:32pm at Mercer County Community College James Kerney Campus. In addition to the Chair, the following members were in attendance: Eashwayne Haughton, Jacquelyn León, Shannon Mason, Daryl Minus-Vincent, Lawrence Nespoli, Gregory Puliti, Scarlett Rajski, Aamir Rehman, Deborah Preston (MCCC President), and Jordyn Bostick (Alumni Trustee). Also present was Mitchell Jacobs, College Counsel. Absent was Julie Blake.

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 León and adopted with Trustees Appelget, Haughton, León, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

D) PUBLIC COMMENT

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

Chair Appelget introduced Mitchell Jacobs, the new College counsel.

E) STUDENT RECOGNITIONS

In honor of Community College Month, a recognition ceremony was held for students who have excelled in commitment to their studies, the College, and to community service. A total of seventeen students, representing athletics, *The Voice*, the health professions program, and the horticulture program were recognized. The students received certificates and had their pictures taken with the President and Board members.

II. PRESIDENT'S UPDATE

No report.

III. APPROVAL OF MINUTES

A) APPROVAL OF MINUTES OF MARCH 26, 2025 BOARD MEETING

Trustee Haughton moved to approve the minutes of the March 26, 2025 Board Meeting, agenda item III (A), which was seconded by Trustee Rajski and adopted with Trustees Appelget, Haughton, León, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

BE IT RESOLVED, that the minutes of the March 26, 2025 meeting of the Board of Trustees are approved as presented.

IV. FINANCE & FACILITIES MATTERS

Trustee Puliti presented agenda items IV (A) FY25-231 through (D) FY25-234 for ratification, which were second by Trustee Haughton. The items were ratified with Trustees Appelget, Haughton, León, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

A) MONTHLY FINANCIAL STATEMENT (Resolution FY25-231)

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

B) INVESTMENT DETAIL (Resolution FY25-232)

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

C) PURCHASE ORDERS AND CONTRACTS UNDER \$41,600 (Resolution FY25-233)

The members of the Board noted receipt and ratified the Report on Purchase Orders and Contracts under \$41,600.00, which is attached.

D) MONTHLY PAYMENTS LIST (Resolution FY25-234)

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

Trustee Puliti presented agenda items IV (E) FY25-235 through (V) FY25-252, which were second by Trustee Haughton. The items were passed with Trustees Appelget, Haughton, León, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

E) Adams, Lattiboudere Croot & Herman, LLC (FY25-235)

F) Aurora Systems Consulting, Inc. (FY25-236)

G) Canteen Compass Group USA (FY25-237)

H) Consolidus (FY25-238)

I) DeCotiis, Fitzpatrick & Cole, LLP (FY25-239)

J) Elizabethtown Water Company (FY25-240)

K) F.W. Webb Company d.b.a. Lincoln Supply (FY25-241)

L) Gary Kubiak and Sons (FY25-242)

M) Home Depot, Inc. (FY25-243)

N) Maurer Productions OnStage (FY25-244)

- O) Performance Food Group (FY25-245)
- P) ProEducation Solutions, LLC (FY25-246)
- Q) Public Service Electric & Gas (PSE&G) (FY25-247)
- R) Susan Galli (FY25-248)
- S) Thank You 5 Productions (FY25-249)
- T) Theater To Go (FY25-250)
- U) Yale Electrical Supply (FY25-251)
- V) BSN Sports (FY25-252)

Trustee Puliti presented agenda items IV (W) FY25-253, which was second by Trustee Haughton. The item was passed with Trustees Appelget, Haughton, León, Mason, Minus-Vincent, Nespoli, Rajski, and Rehman voting aye. Trustee Puliti opposed, noting concerns about the firm.

- W) Clark Caton Hintz (FY25-253)

Trustee Puliti presented agenda items IV (X) FY25-254 through (Z) FY25-256, which were second by Trustee Haughton. The items were passed with Trustees Appelget, Haughton, León, Mason, Nespoli, Puliti, Rajski, and Rehman voting aye. Trustee Minus-Vincent abstained from agenda item (Z) FY25-256.

- X) North Eastern Floors (FY25-254)
- Y) RDW Group c/o iFactory (FY25-255)
- Z) Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program FY26 (FY25-256)

Trustee Puliti presented agenda items IV (AA) FY25-257, which was second by Trustee Haughton. The item was passed with Trustees Appelget, Haughton, León, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

- AA) Rutgers University – University Center Lease Renewal FY26 (FY25-257)

Trustee Puliti presented agenda items IV (BB) FY25-268, which was second by Trustee Haughton. The item was passed with Trustees Appelget, Haughton, León, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

- BB) Approval of FY2026 Chapter XII Funding (FY25-268)

V. HUMAN RESOURCES MATTERS

Trustee Rehman presented agenda item V (A) FY25-258, which was seconded by Trustee Rajski. The item was passed with Trustees Appelget, Haughton, León, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

- A) RATIFICATION OF APPOINTMENTS, PROMOTIONS/RECLASSIFICATIONS, STIPENDS, AND RECEIPT OF STAFF SEPARATION REPORT (Resolution FY25-258)
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.

Trustee Rehman presented agenda item V (B) FY25-259, which was seconded by Trustee León. The item was passed with Trustees Appelget, Haughton, León, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

- B) EMERITUS STATUS FOR RETIRED FACULTY MEMBERS (Resolution FY25-259)
BE IT RESOLVED, that this Board approves the award of emeritus rank to the following retired faculty members of Mercer County Community College, as recommended by the President in accord with established policy.
- Richard Porter – Professor Emeritus, Mathematics
 - Framarz Khoushab – Professor Emeritus, Economics

Trustee Rehman presented agenda item V (C) FY25-260, which was seconded by Trustee Puliti. The item was passed with Trustees Appelget, Haughton, León, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

- C) PROMOTIONS IN ACADEMIC RANK (Resolution FY25-260)
BE IT RESOLVED that this Board hereby approves promotions in academic rank, with salary increases as approved by the Faculty contract, effective for the 2025-2026 academic year, as recommended by the President, which will be made a part of the minutes of this meeting.

Trustee Rehman presented agenda items V (D) FY25-261 through (E) FY25-262, which were seconded by Trustee Nespoli. The items were passed with Trustees Appelget, Haughton, León, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

- D) SABBATICAL RECOMMENDATION – DANIEL D'ARPA (Resolution FY25-261)
BE IT RESOLVED, that this Board approves the granting of a sabbatical leave for Professor Daniel D'Arpa during the Spring 2026 Semester, as recommended by the President, as indicated in the attached which is to be made part of the minutes of this meeting.
- E) SABBATICAL RECOMMENDATION – Heather Jennings (Resolution FY25-262)
BE IT RESOLVED, that this Board approves the granting of a sabbatical leave for Professor Heather Jennings during the Fall 2026 Semester, as recommended by the President, as indicated in the attached which is to be made part of the minutes of this meeting.

VI. OPERATIONS MATTERS

Trustee Mason presented agenda items VI (A) FY25-263 through (E) for, which were second by Trustee Nespoli. The items were approved with Trustees Appelget, Haughton, León, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

- A) MARCH 2025 REPORTABLE CRIMES, FIRES, AND OTHER EMERGENCIES (Resolution FY25-263)
The members of the Board noted receipt and review and ratified the report, which is attached.

- B) REVISED POLICY 984 ACCEPTABLE USE OF SOCIAL MEDIA (Resolution FY25-265)
BE IT RESOLVED, that the Board hereby approves revised policy #984 Acceptable Use of Social Media 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.
- C) NEW POLICY 615 INCLEMENT WEATHER (Resolution FY25-266)
BE IT RESOLVED, that the Board hereby approves new policy #615 Inclement Weather 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.
- D) REVISED POLICY 938 COLLEGE TRAVEL (Resolution FY25-267)
BE IT RESOLVED, that the Board hereby approves revised policy #938 College Travel 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.
- E) REVISED POLICY 210 ACADEMIC INTEGRITY VIOLATIONS – First Reading
The second reading will take place at the June 2025 meeting.

VII. OTHER MATTERS

- A) APPOINTMENT OF BOARD OF SCHOOL ESTIMATES MEMBERS
Chair Appelget reported that Trustee Puliti and Trustee Haughton will serve as this year's Board of School Estimate members.

VIII. NEW JERSEY COUNCIL OF COUNTY COLLEGES REPORT

Dr. Nespoli shared the following update:

- NJCCC Legislative Day at the State House – The New Jersey Council of County Colleges is hosting a Legislative Day, on May 1st, for students, presidents, college leaders, and partners to discuss challenges and successes, as well as a budget hearing to advocate to restore funding to community college budgets.

IX. CHAIR'S REPORT

- Chair Appelget reminded Trustees to complete the state Financial Disclosure Statement.
- Chair Appelget encouraged Trustees to participate in the Commencement ceremony as well as other graduation events.
- Dr. Rehman and Chair Appelget complimented the Foundation Board and Interim Vice President for Advancement Erica Oliver for a successful fundraising event (Spring Into Success).
- As a reminder, the Board of Trustees will not meet in May, unless an urgent matter arises.

X. EXECUTIVE SESSION

BE IT RESOLVED, that this Board adjourned to an Executive Session at 7:24pm to discuss litigation and contract matters. Circumstances under which these discussions will be disclosed to the

public when necessary actions are taken at public session. The Executive Session concluded at 8:17pm. The public session reconvened at 8:17pm.

There being no further business to discuss, Trustee Puliti moved to adjourn the meeting. The motion was seconded by Trustee Nespoli and passed unanimously. The meeting adjourned at 8:18pm.

Respectfully submitted,

A handwritten signature in black ink, reading "Deborah E. Preston". The signature is written in a cursive style with a large, stylized "D" and "P".

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



**MERCER COUNTY COMMUNITY COLLEGE
FINANCE OFFICE**

Resolution FY25-231

REVENUE	Budget FY25	Actual as of 03/31/2025	Percent of Budget Realized	2024 Actual
Tuition- Credit	\$ 25,110,377	\$ 24,723,949	98%	\$ 22,216,219
Course Fees	\$ 9,700,000	\$ 9,216,675	95%	\$ 8,226,719
Tuition Waivers	\$ (2,000,000)	\$ (2,904,675)	145%	\$ (2,397,594)
TOTAL TUITION & FEES:	\$ 32,810,377	\$ 31,035,949	95%	\$ 28,045,344
APPROPRIATIONS				
State of New Jersey	\$ 7,433,816	\$ 5,801,427	78%	\$ 7,967,611
County of Mercer	\$ 19,729,980	\$ 14,797,418	75%	\$ 19,343,117
Partnerships	\$ 50,000	\$ -	0%	\$ 49,622
Community Education/Non Credit	\$ 880,000	\$ 476,706	54%	\$ 847,047
Auxiliary Operations	\$ 2,855,000	\$ 2,139,777	75%	\$ 2,963,018
Facility Rentals	\$ 700,827	\$ 621,967	89%	\$ 834,080
Other Income	\$ 2,400,000	\$ 2,069,981	86%	\$ 4,144,231
TOTAL REVENUE:	\$ 66,860,000	\$ 58,643,225	88%	\$ 64,194,071
EXPENSES				
Salaries & Wages				
Faculty	\$ 17,349,400	\$ 12,599,075	73%	\$ 16,762,765
Administrators	\$ 4,096,946	\$ 2,794,301	68%	\$ 3,961,657
Clerical	\$ 2,384,695	\$ 1,741,534	73%	\$ 2,304,053
Professional	\$ 9,511,841	\$ 7,046,128	74%	\$ 9,193,964
Part Time	\$ 4,264,714	\$ 2,949,309	69%	\$ 4,120,496
Custodial / Maintenance / Security	\$ 2,456,640	\$ 1,652,541	67%	\$ 2,373,565
Total Salaries & Wages	\$ 40,064,236	\$ 28,782,887	72%	\$ 38,716,501
Employee Benefits	\$ 13,000,000	\$ 10,546,370	81%	\$ 12,438,619
TOTAL PERSONNEL EXPENDITURES:	\$ 53,064,236	\$ 39,329,257	74%	\$ 51,155,120
Utilities	\$ 1,985,950	\$ 1,359,259	68%	\$ 1,796,161
Building Lease	\$ 350,000	\$ 257,475	74%	\$ 296,774
Maintenance Contracts	\$ 995,000	\$ 707,616	71%	\$ 1,022,837
Facilities Maintenance	\$ 550,000	\$ 405,754	74%	\$ 530,375
Insurance	\$ 800,000	\$ 869,641	109%	\$ 752,120
Staff Development/Travel	\$ 490,000	\$ 436,963	89%	\$ 578,500
Marketing General Advertising	\$ 300,000	\$ 124,514	42%	\$ 594,147
IT Hardware / Software	\$ 1,600,000	\$ 1,486,257	93%	\$ 1,611,130
Legal/Professional Fees	\$ 680,000	\$ 646,919	95%	\$ 750,925
Purchased Services	\$ 1,900,000	\$ 1,636,418	86%	\$ 2,362,665
General Ed/Lab Supplies	\$ 365,000	\$ 288,347	79%	\$ 360,807
Student Development	\$ 465,000	\$ 330,579	71%	\$ 459,231
Other	\$ 3,314,814	\$ 3,532,762	107%	\$ 4,115,285
TOTAL OTHER EXPENDITURES:	\$ 13,795,764	\$ 12,082,504	88%	\$ 15,230,957
TOTAL OPERATING AND PERSONNEL	\$ 66,860,000	\$ 51,411,761	88%	\$ 66,386,076



**MERCER COUNTY COMMUNITY COLLEGE
FINANCE OFFICE**

Resolution FY25-232

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

<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>TERM & INTEREST RATE</u>	<u>AMOUNT</u>
03/31/25	BANK OF PRINCETON	3.95%	696,893.35
03/31/25	FIRST BANK	3.95%	1,142,295.54
03/31/25	WELLS FARGO BANK BALANCE	3.91%	7,342,931.77
03/31/25	CASH MANAGEMENT FUND-NJ	5.49%	18,877,351.43 **
			<hr/>
			\$ 28,059,472.09 *
	<u>LONG TERM INVESTMENTS</u>		
03/31/25	WELLS FARGO - UNEMPLOYMENT TRUST	3.95%	<u>\$ 525,967.17</u>

* Cash Balances are gross, current Liabilities are not netted against these balances
 ** Includes: 2.6 mil in Flight Fees

MCCC PURCHASE ORDER REPORT
\$8,320 - \$41,600
April 23, 2025

Resolution FY25-233

**Purchases over \$8,320 require three (3) quotes or over \$41,600 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	P0019335	3/1/25	REOCK ROLL REVUE, LLC Hamilton, NJ	\$ 15,417.47	33-03-01-02-209001-42518	Box Office/Performance Fee for JOHN LENNON THE SOLO RECORDINGS. (Revenue Share)	Exemption: Entertainment
2	B0008620	3/1/25	GETINGE USA SALES, LLC Wayne, NJ	\$ 8,666.00	10-01-01-02-206100-69340	Preventive Maintenance contract for Autoclave for FY25	Exemption: Equipment Repair
3	P0020721	3/3/25	DECOTIIS, FITZPATRICK COLE, LLP Paramus, NJ	\$ 16,531.65	10-06-01-03-301001-64103	Professional Legal Fees for Period ending 1/31/25	Exemption: Professional Services
4	P0020736	3/4/25	SHI INTERNATIONAL CORP. Somerset, NJ	\$ 10,372.00	10-01-01-03-301303-69614	Solarwinds Network Performance Monitor Maintenance	NJEDGE #269EMPS- 21-001-EM-SHI
5	P0020735	3/4/25	ENTRINSIK, Raleigh, NC	\$ 11,923.00	10-01-01-03-301304-64110	Informer reporting software license and support.	Exemption: Sole Source
6	B0009021	3/4/25	EA COMPENSATION RESOURCES, LLC Iselin, NJ	\$ 10,000.00	10-06-01-06-600100-64110	Compensation Consulting Services for FY25.	Exemption: Consulting Services
7	B0009023	3/6/25	EARP COHN, P. C. Cherry Hill, NJ	\$ 23,085.00	10-06-01-03-301001-64103	FCC EBS Band Licenses legal services for FY25.	Exemption: Professional Services
8	B0009022	3/6/25	TRENTON THUNDER Trenton, NJ	\$ 30,000.00	10-06-01-05-500120-66350	Advertising contract Trenton Thunder	Exemption: Advertising
9	P0020785	3/10/25	CM3 BUILDING SOLUTIONS, INC. Fort Washington, PA	\$ 19,257.31	10-01-01-03-301306-69643	Installation of nine (9) classroom projectors at West Windsor Campus	Coop #66CCEPS
10	P0020791	3/11/25	AURORA SYSTEMS CONSULTING Torrance, CA	\$ 27,500.00	10-01-01-03-301303-69713	Exinda WAN Optimization appliances for West Windsor and JKC Campuses	OMNIA Contract #010-130
11	P0020804	3/13/25	TOUR WASHINGTON DC, Kirksville, MO	\$ 19,673.00	22-05-01-02-302147-6211	Educational and Cultural Tour of Washington, DC	Exemption: Travel
12	P0020832	3/18/25	NEW JERSEY BUSINESS SYSTEMS, INC. Robbinsville, NJ	\$ 15,494.61	10-01-01-03-301307-69611	Network cabling installation for CC248 - JKC Campus.	NJSTART T2989/23- TELE-45460
13	P0020838	3/20/25	GLOBAL INDUSTRIAL Port Washington, NY	\$ 17,390.43	22-01-01-02-302144-69310	Purchase of Equipment for Advanced Manufacturing program. Paid for by Perkins Grant.	OMNIA Contract #R211402
14	P0020835	3/20/25	INDUSTRIAL WELDING SUPPLY Sayreville, NJ	\$ 18,787.58	22-01-01-02-302144-69310	Purchase of equipment for Advanced Manufacturing program. Paid for by Perkins Grant.	MCCC RFQ #2520
15	P0020857	3/24/25	WOLTERS KLUWER HEALTH Philadelphia, PA	\$ 39,086.93	10-01-01-02-203200-64105	Textbooks and learning material for the Nursing program. Paid for by student nursing program fees.	Exemption: Textbooks
16	P0020925	3/31/25	NORTHEAST PLUMBING SERVICES LLC Williamstown, NJ	\$ 14,578.00	70-07-01-03-701511-76101	Fire hydrant replacement on West Windsor campus.	ESCNJ #24/25-16

MCCC PURCHASE ORDER REPORT
\$8,320 - \$41,600
April 23, 2025

Resolution FY25-233

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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
17	P0020924	3/31/25	MAGIC TOUCH CONSTRUCTION Keyport, NJ	\$ 10,834.43	70-07-01-03-700120-69240	Installation of 3 pole 30 amp breaker for the new café kitchen area.	MOESC #24-56
18	P0020911	3/31/25	DECOTIIS, FITZPATRICK COLE, LLP Paramus, NJ	\$ 10,510.50	10-06-01-03-301001-64103	Professional Legal Fees for Period ending 2/28/25	Exemption: Professional Services
19	P0020910	3/31/25	SHI INTERNATIONAL CORP. Somerset, NJ	\$ 31,339.00	10-01-01-03-301303-69614	Proofpoint Core email protection for ITS.	NJEDGE Contract #269EMCPS-21-001- EM-SH
20	P0020909	3/31/25	SHI INTERNATIONAL CORP. Somerset, NJ	\$ 17,304.00	10-01-01-03-301303-69614	Proofpoint EFD commercial Basic for ITS.	NJEDGE Contract #269EMCPS-21-001- EM-SH

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 - 235

**ADAMS, LATTIBOUDERE CROOT & HERMAN, LLC
90-DAY EXTENSION OF LEGAL SERVICES CONTRACT**

WHEREAS, Mercer County Community College has a need to acquire legal services from Adams, Lattiboudere Croot & Herman, LLC and increase the fiscal year 2025 purchase order amount for the period of April 1, 2025 through June 30, 2025; and

WHEREAS, on June 26, 2024 the Board of Trustees approved a (90) ninety-day Agreement with Adams, Lattiboudere Croot & Herman of Iselin, NJ through September 30, 2024 for an amount not to exceed \$40,000; and

WHEREAS, on September 24, 2024 the Board of Trustees approved a (90) ninety-day Agreement with Adams, Lattiboudere Croot & Herman of Iselin, NJ through December 31, 2024 for an amount not to exceed \$80,000; and

WHEREAS, on December 18, 2024 the Board of Trustees approved a (90) ninety-day Agreement with Adams, Lattiboudere Croot & Herman of Iselin, NJ through March 31, 2025 for an amount not to exceed \$120,000; 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; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to increase the fiscal year 2025 purchase order amount for professional legal services with Adams Lattiboudere Croot & Herman, LLC of Iselin, NJ, by \$30,000 from \$120,000 to \$150,000 for the period July 1, 2024 through June 30, 2025.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 - 236

**AURORA SYSTEMS CONSULTING, INC.
WIDE AREA NETWORK HARDWARE AND SOFTWARE**

WHEREAS, Mercer County Community College has a need to acquire wide area network hardware and antivirus/malware protection software in support of the College's IT infrastructure, in Fiscal Years 2025, 2026 and 2027; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.11a, specifically provides for the purchase of work, materials and supplies through the use of nationally recognized and accepted cooperative purchase agreements; and

WHEREAS, Mercer County Community College has identified that Aurora Systems Consulting, Inc., Torrance, California has the required equipment, parts, and supplies under the Cooperative Pricing Agreement with the NCPA/OMNIA Contract#-01-130(1) and Contract#01-97(2) which represents the best value for the College; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Aurora Systems Consulting, Inc., Torrance, California to purchase Exinda¹ College wide area network (WAN) hardware and CyclancePROTECT² antivirus/malware protection software, not to exceed \$55,000 (FY25), \$55,000 (FY26) and \$55,000 (FY27) pursuant to multi-year agreements starting March 11, 2025 and ending March 23, 2027.

¹NCPA Contract #01-97 and ²NCPA/OMNIA #01-130

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 - 237

**AMENDMENT - FOOD SERVICE MANAGEMENT AND VENDING SERVICES
CANTEEN / COMPASS GROUP, U.S.A.**

WHEREAS, Mercer County Community College is currently under contract with Canteen/Compass Group, U.S.A. for the provision and management of food services, including catering services, at the West Windsor campus cafeteria for students, faculty and staff in fiscal years FY2025, FY2026, and FY2027; and

WHEREAS, on July 30, 2024, the College amended the contract for this vendor for the provision and management of food and beverage services at the College Conference Center and at the new, full-service coffee bistro/bar and to extend the contract for an additional three-year term plus (2) optional one-year extensions; and

WHEREAS, the food and beverage services, including catering services provided by Canteen/Compass Group, U.S.A. at the West Windsor campus have increased revenue levels in this fiscal year 2025 to levels higher than originally projected earlier in the year, requiring the current fiscal year's not to exceed spending amount to be increased; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board to increase the fiscal year 2025 spending amount, pursuant to the current contract with Canteen/Compass Group U.S.A. of Charlotte, North Carolina, by \$300,000 from \$500,000 annually to a not to exceed amount of \$800,00 (for additional projected catering, Conference Center and coffee bistro purchase orders going forward) for the period August 1, 2024 through June 30, 2025.

MCCC RFP #2003

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 - 238

**CONSOLIDUS, LLC
PROMOTIONAL ITEMS**

WHEREAS, Mercer County Community College has an ongoing need to acquire promotional items with new Mercer branding to advertise and promote enrollment for the College, procured through the New Jersey County Community College (NJCCC) Joint Purchasing Consortium (JPC); and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.10, authorizes the Board of Trustees of two or more county colleges to provide jointly by agreement for the purchase of professional services, work, materials or supplies for their respective colleges; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.10 exempts the purchase of any materials, supplies, goods, services or equipment from public advertising for bids when two or more county colleges agree jointly for the purchasing for their respective colleges, but requires a resolution authorizing the award of such a contract; and

WHEREAS, the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC) is composed of the membership of the county colleges in New Jersey and was formed to provide an instrument for the county colleges to combine purchasing power and realize savings to benefit the participating institutions; and

WHEREAS, Ocean County College has acted as the lead agency on behalf of the New Jersey Council of County Colleges (NJCCC) and acting on behalf of the Joint Purchasing Consortium with Consolidus, LLC of Akron, Ohio, procured through New Jersey County Community College (NJCCC) Joint Purchasing Consortium (JPC) RFP #23/24 B-1436*; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, through participation in the NJ County Community College (NJCCC) Joint Purchasing Consortium (JPC) to contract with Consolidus, LLC of Akron, Ohio to acquire promotional items with new Mercer branding to advertise and promote enrollment for the College for an amount not to exceed \$85,000 for the period July 1, 2024 to June 30, 2025.

*NJCCC - JPC RFP #23/24 B-1436

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 - 239

**DECOTIIS, FITZPATRICK, COLE & GIBLIN, LLP
LEGAL SERVICES**

WHEREAS, Mercer County Community College has a need to acquire legal services from Decotiis, Fitzpatrick, Cole & Giblin, LLP, in connection with contract negotiations conducted with the College's faculty and staff unions and increase the fiscal year 2025 purchase order amount for the period April 1, 2025 through June 30, 2025; and

WHEREAS, on December 18, 2024 the Board of Trustees approved a (90) ninety-day Agreement with DeCotiis, Fitzpatrick, Cole & Giblin, LLP of Paramus, New Jersey, through March 31, 2025 for an amount not to exceed \$100,000 in connection with contract negotiations conducted with the College's faculty and staff; 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; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to increase the fiscal year 2025 purchase order with 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 by \$20,000 from \$100,000 to \$120,000 for the period of July 1, 2025 through June 30, 2025.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 - 240

**ELIZABETHTOWN WATER COMPANY
AMENDMENT FOR COST
WATER SUPPLY**

WHEREAS, Mercer County Community College requires water supply services to operate and provide water on the West Windsor Campus in FY 2025; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.5. (8) exempts from public bidding or advertising the supplying of any product or the rendering of any service by the public utility which is subject to the jurisdiction of the Board of Public Utilities; now therefore

WHEREAS, the Board of Trustees previously approved a Resolution on June 26, 2024 for Elizabethtown Water of Philadelphia, Pennsylvania for an amount not to exceed \$90,000; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to increase the FY2025 purchase order amount with Elizabethtown Water Company, Philadelphia, Pennsylvania to provide water supply services from \$90,000 by an additional \$35,000 for a new not to exceed amount of \$125,000 for the period from July 1, 2024 through June 30, 2025.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 - 241

**F.W. WEBB D.B.A. LINCOLN SUPPLY
PLUMBING AND HVAC SUPPLIES**

WHEREAS, Mercer County Community College has a need to acquire plumbing and HVAC supplies for Facilities in FY2025; and

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

WHEREAS, Mercer County Community College has identified that F.W. Webb Company d.b.a. Lincoln Supply of Bedford, Massachusetts has the required equipment, parts, and supplies under the Cooperative Pricing Agreement with the Hunterdon County Education Services Commission* which represents the best value for the College; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with F.W. Webb Company d.b.a. Lincoln Supply of Bedford, Massachusetts for the purchase plumbing and HVAC supplies at a cost not to exceed \$75,000 from July 1, 2024 to June 30, 2025.

*Hunterdon County Education Services Commission #HCESC-CAT-23-10

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 - 242

**GARY KUBIAK & SON ELECTRIC, INC.
ELECTRICIAN SERVICES**

WHEREAS, Mercer County Community College has a need to procure a licensed electrician to perform electrical repairs for the College's swimming pool and pool room area; and

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

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

WHEREAS, Mercer County Community College has identified that Gary Kubiak & Son Electric, Inc. of Robbinsville, NJ has the expertise and experience to provide licensed electrician services under the County of Mercer voluntary Cooperative Pricing Agreement* which represents the best value for the College; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Gary Kubiak & Son Inc. of Robbinsville, New Jersey, to procure a licensed electrician to perform electrical repairs for the College's swimming pool and pool room for an amount not to exceed \$70,000 for fiscal year 2025.

*CK09MERCER2021-14

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 - 243

**HOME DEPOT, INC.
MAINTENANCE AND OPERATING SUPPLIES**

WHEREAS, Mercer County Community College has a need to acquire maintenance, repair, operating and industrial supplies, and related products and services for various departments College-wide for FY 2025;

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.9, exempts the purchase of equipment, pursuant to a contract for such equipment entered into on behalf of the State of New Jersey by the Division of Purchase and Property* from public advertising from bids but requires a resolution authorizing the award of such a contract; 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⁺; 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 enter into a contract with Home Depot Inc, Atlanta, GA to purchase maintenance, repair, operating and industrial supplies, and related products and services for various departments College-wide, for an annual aggregate spending amount not to exceed \$50,000 for this vendor for the period from July 1, 2024 to June 30, 2025.

* NJSC 18-FLEET-00234

⁺OMNIA Contract #16154

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 - 244

**MAURER PRODUCTIONS ONSTAGE
THEATRICAL PRODUCTION SERVICES**

WHEREAS, Mercer County Community College has a need to acquire stage production services to produce assigned theatrical events held at the Kelsey Theater, which will be paid for as part of a revenue share/box office split, during FY 2025; and

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

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (16) exempts from public advertising entertainment, including without limitation theatrical presentations, band and other concerts, movies, and other audiovisual productions; and

WHEREAS, Maurer Productions Onstage of Ewing, New Jersey, 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; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Maurer Productions Onstage of Ewing, New Jersey, to acquire stage production services to produce assigned theatrical events held at Kelsey, which will be paid for as part of a revenue share/box office split, at a cost not to exceed \$50,000 for the period July 1, 2024 to June 30, 2025.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 - 245

**PERFORMANCE FOOD GROUP INC. – AMENDMENT FOR COST (FY25)
CAFETERIA, HRIM AND FOOD PANTRY PROGRAMS FOOD SUPPLIES**

WHEREAS, Mercer County Community College has a need to acquire food supplies to support its James Kerney campus cafeteria, the Conference Center, the Hotel Restaurant and Institution Management (HRIM) Program at the West Windsor campus, and effective April 1, 2025, the food pantry program for disadvantaged students at the James Kerney and West Windsor campuses, for FY 2025; 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, on December 18, 2024 the Board of Trustees approved a resolution authorizing an increase in the FY 2025 purchase order with Performance Food Group Inc. of Elizabeth, New Jersey to acquire food and supplies to support the James Kerney campus cafeteria and the Conference Center and the Hotel Restaurant and Institution Management (HRIM) program at the West Windsor campus, for an amount not to exceed \$90,000 for the period July 1, 2024 – June 30, 2025; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to increase the FY25 Purchase Order with Performance Food Group Inc. of Elizabeth, New Jersey, to acquire food and supplies to support the James Kerney campus cafeteria, the Conference Center, the Hotel Restaurant and Institution Management (HRIM) program at the West Windsor campus, and effective April 1, 2025, the food pantry program for disadvantaged students at the James Kerney and West Windsor campuses by \$50,000, from \$90,000 to a not to exceed amount of \$140,000, from July 1, 2024 to June 30, 2025.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 - 246

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

WHEREAS, Mercer County Community College recently experienced personnel changes that necessitate the acquisition of an interim financial aid director within 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 contract with ProEducation Solutions, LLC, Sarasota, Florida, to hire an interim financial aid director within the Financial Aid department for an amount not to exceed \$66,000 from January 17, 2025 through June 30, 2025.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 - 247

**PUBLIC SERVICE ELECTRIC AND GAS (PSE&G)
ELECTRIC AND NATURAL GAS SUPPLY**

WHEREAS, Mercer County Community College requires the purchase and delivery of electric and natural gas supply service to operate and provide heat, light, cooling and other utilities on the James Kerney and West Windsor Campuses for FY2025; and

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

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.5 (a) (8) exempts from public bidding or advertising the supplying of any product or the rendering of any service by the public utility which is subject to the jurisdiction of the Board of Public Utilities; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to issue payments not to exceed \$910,000 to Public Service Electric and Gas of New Brunswick, New Jersey for the cost to purchase and deliver electric and natural gas power supply service to the James Kerney and West Windsor campuses for the period from July 1, 2024 to June 30, 2025.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 - 248

**SUSAN GALLI
THEATRICAL PRODUCTION AND CAMP INSTRUCTIONAL SERVICES**

WHEREAS, Mercer County Community College has a need to acquire stage production services to produce assigned theatrical events held at the Kelsey Theater, to be paid for as part of a revenue share/box office split, as well as instruction and management services for the College's Tomato Patch Jr. camp program, during FY 2025; and

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

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (16) exempts from public advertising entertainment, including without limitation theatrical presentations, band and other concerts, movies, and other audiovisual productions; and

WHEREAS, Susan Galli, a sole proprietor, Lambertville, New Jersey, has completed and submitted a Business Entity Disclosure Certification which certifies that she has not made any reportable contributions to a political or candidate committee in Mercer County in the previous year, and the contract will prohibit her from making any reportable contributions; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Susan Galli of Lambertville, New Jersey, to acquire stage production services to produce assigned theatrical events held at Kelsey Theatre, to be paid for as part of a revenue share/box office split, as well as instruction and management services for the College's Tomato Patch Jr. camp program, at a cost not to exceed \$75,000 for the period from July 1, 2024 to June 30, 2025.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 - 249

**THANK YOU 5 PRODUCTIONS
THEATRICAL PRODUCTION SERVICES**

WHEREAS, Mercer County Community College has a need to acquire stage production services to produce assigned theatrical events held at the Kelsey Theater during FY 2025, and which will be paid for as part of a revenue share/box office split; and

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

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (16) exempts from public advertising entertainment, including without limitation theatrical presentations, band and other concerts, movies, and other audiovisual productions; and

WHEREAS, Thank You 5 Productions of Princeton, New Jersey, 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; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Thank You 5 Productions of Princeton, New Jersey, to acquire stage production services to produce assigned theatrical events held at the Kelsey Theater, and which will be paid for as part of a revenue share/box office split, at a cost not to exceed \$50,000 for the period July 1, 2024 to June 30, 2025.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 - 250

**THEATER TO GO
THEATRICAL PRODUCTION SERVICES**

WHEREAS, Mercer County Community College has a need to acquire stage production services to produce assigned theatrical events held at the Kelsey Theater during FY 2025, and which will be paid for as part of a revenue share/box office split; and

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

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (16) exempts from public advertising entertainment, including without limitation theatrical presentations, band and other concerts, movies, and other audiovisual productions; and

WHEREAS, Theater To Go of Lawrenceville, New Jersey, 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; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Theater To Go of Lawrenceville, New Jersey, to acquire stage production services to produce assigned theatrical events held at Kelsey Theater, and which will be paid for as part of a revenue share/box office split, at a cost not to exceed \$47,000 for the period July 1, 2024 to June 30, 2025.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 - 251

**YALE ELECTRICAL SUPPLY
ELECTRICAL SUPPLIES**

WHEREAS, Mercer County Community College has a need to purchase electrical supplies and light bulbs for the James Kerney and West Windsor campuses in FY 2025; and

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Yale Electric Supply Company of Middletown, Connecticut for the purchase of electrical supplies and light bulbs for the James Kerney and West Windsor campuses at a cost not to exceed \$125,000 from July 1, 2024 to June 30, 2025.

*CK09Mercer2023-19

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 - 252

**BSN SPORTS, LLC
REBRANDED ATHLETIC CLOTHING AND EQUIPMENT**

WHEREAS, the Mercer County Community College has a need to replace equipment, supplies, and apparel for College athletic teams to reflect new College branding; 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 annual Purchase Order with BSN Sports, LLC of Dallas, TX to replace equipment, supplies, and apparel for College athletic teams to reflect new College branding by \$300,000 for a new not to exceed amount of \$360,000, from July 1, 2024 to June 30, 2026. BSN will provide rebates for all purchases made for College athletic teams.

* OMNIA Partners #R201101

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 - 253

**CLARKE CATON HINTZ
ARCHITECT OF RECORD**

WHEREAS, Mercer County Community College has a need to acquire professional services (Architect of Record) to support various Chapter 12 funded and non-Chapter 12 construction projects for the James Kerney and West Windsor campuses for fiscal year 2026; 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 without limitation professional services from public solicitation for bids but requires a resolution authorizing the award of such a contract; and

WHEREAS, Clarke Caton Hintz, Trenton, NJ 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, that the President is authorized, on behalf of this Board, to contract with Clarke Caton Hintz, Trenton, NJ to provide professional services (Architect of Record) for an amount not to exceed \$70,000 from July 1, 2025 to June 30, 2026.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 - 254

**NORTH EASTERN FLOORS
GYM FLOOR REFINISHING**

WHEREAS, Mercer County Community College has a need to acquire labor, materials and associated supplies for the Athletics Department to refinish the gym floor at the West Windsor campus for FYs 2025 and 2026;

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*; and

WHEREAS, Mercer County Community College is a member of the Sourcewell Pricing Consortium for the procurement of goods and services at competitive pricing; and provision of the County College Contracts Law,

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 enter into a contract with North Eastern Floors of West Berlin, New Jersey to acquire labor, materials and associated supplies for the Athletics Department to refinish the gym floor at the West Windsor campus, for an amount not to exceed \$70,000 from July 1, 2024 to June 30, 2026.

* Sourcewell 031022-GER

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 - 255

**RDW GROUP dba iFACTORY
WEBSITE REDESIGN SERVICES
AMENDMENT FOR TIME**

WHEREAS, Mercer County Community College has a need to obtain consulting services to procure a firm that will provide services for a comprehensive redesign of the College's website; 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) (15) exempts consulting services from public advertising for bids but requires a resolution authorizing the award of such a contract; and

WHEREAS, iFactory 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 extend the term of the contract with RDW Group dba iFactory of Providence, Rhode Island to provide consulting services for a comprehensive redesign of the College's website, that was initiated in FY 2025, at a cost not to exceed \$430,000 from June 1, 2024 to June 30, 2026.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 - 256

**APPROVAL TO ACCEPT THE FY 2026 CONSOLIDATED ADULT BASIC SKILLS AND
INTEGRATED ENGLISH LITERACY AND CIVICS EDUCATION DISCRETIONARY GRANT
PROGRAM**

WHEREAS, Mercer County Community College Board of Trustees hereby certifies that permission has been granted to apply for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Discretionary Grant Programs for the purposes described in the application for an amount of \$718,479; and

WHEREAS, this grant will allow Mercer County Community College to continue serving as the lead agency for the Mercer County Literacy Consortium; and

WHEREAS, the current Mercer County Literacy Consortium includes Literacy Volunteers in Mercer County, Mercer Street Friends, and YWCA of Princeton; and

WHEREAS, this consortium will provide Adult Basic Education (ABE) and English-as-a- Second Language (ESL) instruction to county residents; and

WHEREAS, the creation of this education partnership will allow consortium participants to make a seamless transition into Mercer County Community College; now therefore

BE IT RESOLVED, that the Board of Trustees approve the acceptance of the grant award totaling \$718,479, for the period July 1, 2025 through June 30, 2026.

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

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

**BOARD RESOLUTION
CONSOLIDATED ADULT BASIC SKILLS AND INTEGRATED ENGLISH LITERACY AND CIVICS EDUCATION
PROGRAM**

Agency Name: Mercer County Community College

Contract Number: _____

The Mercer County Community College Board of Trustees* hereby certifies that permission has been granted to apply for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education discretionary grant program for the purposes described in the application, in the amount of, \$718,479, starting on July 1, 2025 and ending on June 30, 2026.

The filing of this application was authorized at the Board meeting held on, April 23, 2025. I certify that the information presented is correct.

Secretary of the Board (Lead Agency)*

Date

Please identify partners:

Partner Name	Total Amount	Number of Clients	
		ABE/ESL	IELCE
Lead Agency Mercer County Community College	\$566,349	296	35
Partner 1 Literacy Volunteers	\$67,090	28	12
Partner 2 Mercer Street Friends	\$35,430	23	0
Partner 3 YWCA of Princeton	\$49,610	14	10
Partner 4			
Partner 5			
Partner 6			
Partner 7			
Partner 8			
Partner 9			
Partner 10			
Partner 11			
Partner 12			
Partner 13			
Totals	\$718,479	361	57

*For applicants that do not have a Board of Education, Board of Directors, or other similar governing body, the applicant should identify the body or individual who is legally authorized to approve the agency's application for grant funds.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 - 257

**RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
FACILITY USE AGREEMENT
AMENDED RESOLUTION**

WHEREAS, Mercer County Community College has established a partnership with Rutgers, The State University of New Jersey that enables students to complete the upper division courses required for certain undergraduate and/or graduate degree programs at the Trenton and West Windsor campuses; and

WHEREAS, Mercer County Community College agrees to provide classroom and administrative space necessary for the effective functioning of classes offered by Rutgers, The State University of New Jersey; and

WHEREAS, N.J.S.A. 18A:64A-12 (l) requires the Board of Trustees to approve a resolution to lease college property which is necessary or desirable for college purposes; and

WHEREAS, On July 26, 2023, The Board authorized the extension of the Facility Use Agreement with Rutgers, the State University of New Jersey, in accordance with a resolution adopted on September 17, 2022, for an annual facility use fee of \$45,150 from July 1, 2023 to June 30, 2025; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to extend the Facility Use Agreement with Rutgers, the State University of New Jersey, for one (1) year, in accordance with resolutions adopted by the Board of Trustees on September 17, 2022 and July 26, 2023, to provide classroom and administrative space on the West Windsor campus for an annual fee of \$46,974 from July 1, 2025 through June 30, 2026.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 - 268

APPROVAL OF FY2026 CHAPTER XII FUNDING

BE IT RESOLVED, that the Board of Trustees approves Mercer County Community College's FY2026 funding not to exceed \$6,192,398 under New Jersey's Chapter XII program, and authorizes the President to request the endorsement and support of the County of Mercer.



MERCER

COUNTY COMMUNITY COLLEGE

BOARD OF SCHOOL ESTIMATE FY' 2026 Chapter 12 Projects

Project Description	Proposed Cost	MCCC 2021 Facilities Master Plan	Anticipated Useful Life (in years)
HVAC improvements, upgrades, and equipment replacement	\$3,000,000	Pages 12, 13, and 53	15-20
Exterior upgrades and renovations	\$2,000,000	Pages 21, 22, and 30	30-40
Classroom renovations	\$1,192,698	Pages 12, 13, 30, 31, 36, 37, 39, and 53	15-20
TOTAL	\$6,192,698		

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 – 258

**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
April 23, 2025

RESOLUTION FY25 – 258A

APPOINTMENTS

Human Resources Department

To: Deborah Preston, Ph.D., President
From: Yvette Henry, Vice President for Human Resources
Date: April 8, 2025
Re: Ratification of Appointments

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

Effective Date of Hire	Department	Name	Title	Salary	FLSA
06/02/2025	Military & Veteran Services	Marjorie Pavlichko	Coordinator of Military and Veterans Services	\$72,000.00	Exempt

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

**RESOLUTION FY25 – 258B
PROMOTIONS/RECLASSIFICATIONS**

Human Resources Department

To: Deborah Preston, Ph.D., President
From: Yvette Henry, Vice President for Human Resources
Date: April 8, 2025
Re: Ratification of Promotions/Reclassifications

The following promotions/reclassifications have been made since the March 2025 meeting of the Board of Trustees.

Effective Date of Promotion/Salary Adjustment	Department/Division	Name	Current Title/New Title	Current Base Salary	Adjusted Base Salary
02/01/2025	Academic Affairs	Theresa Melendez	Current: Success Coach – Honors Coordinator to New: Honors Coordinator II	\$54,590.00	\$65,000.00
03/31/2025	Student Records	Kayla Loretangeli	Current: Coordinator of Student Records to New: No Change	\$51,896.00	\$57,085.60
04/01/2025	Finance & Auxiliary Services	Marc Trabosh	Current: Administrative Specialist II to New: Operations Manager	\$43,497.00	\$59,900.00
04/07/2025	Marketing & Communications	Lori Diecidue	Current: Graphic Artist/Office Assistant to New: Marketing Operations Manager	\$53,560	\$72,000.00

MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 23, 2025

RESOLUTION FY25 – 258C

STIPENDS

Human Resources Department

To: Deborah Preston, Ph.D., President
From: Yvette Henry, Vice President for Human Resources
Date: April 8, 2025
Re: Ratification of Stipends

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

Effective Date of Stipend	Department	Name	Title	Stipend Based on Additional Duties	Purpose
07/01/2024 to 12/31/2024	Workforce Education & Innovation	Lisa Ward	Learning Disabilities Specialist	\$3,000.00 (one-time payout)	Assuming additional responsibilities.
01/01/2025 through 06/30/2025	Workforce Education & Innovation	Lisa Ward	Learning Disabilities Specialist	\$115.38 bi-weekly	Assuming additional responsibilities.
07/01/2024 to 12/31/2024	Workforce Education & Innovation	Susan Onaitis	Manager – DREAM Program	\$3,000.00 (one-time payout)	Assuming additional responsibilities.
01/01/2025 through 06/30/2025	Workforce Education & Innovation	Susan Onaitis	Manager – DREAM Program	\$115.38 bi-weekly	Assuming additional responsibilities.

MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025

RESOLUTION FY25 – 258D

SEPARATIONS

Human Resources Department

To: Deborah Preston, PhD., President
From: Yvette Henry, Vice President for Human Resources
Date: April 8, 2025
Re: Separations

The following separations have been made since the March 2025 meeting of the Board of Trustees.

Effective Date of Separation	Department	Name	Current Title	Type
04/30/2025	Finance	Delia Mercene	Grant Accountant	RT
04/11/2025	Financial Aid	Ama Abban-Baidoo	Administrative Specialist II	RS

*

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

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 - 259

EMERITUS STATUS FOR RETIRED FACULTY MEMBERS

BE IT RESOLVED, that this Board approves the award of emeritus rank to the following retired faculty members of Mercer County Community College, as recommended by the President in accord with established policy.

- Richard Porter – Professor Emeritus, Mathematics
- Framarz Khoushab – Professor Emeritus, Economics

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 - 260

PROMOTIONS IN ACADEMIC RANK

BE IT RESOLVED that this Board hereby approves promotions in academic rank as indicated below, with salary increases as approved by the Faculty contract, effective for the 2025-2026 academic year, as recommended by the President.

<u>Name</u>	<u>Division</u>	<u>From</u>	<u>To</u>
Matthew Kochis	Liberal Arts, English	Associate Professor	Full Professor

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 - 261

SABBATICAL RECOMMENDATION – DANIEL D'ARPA

WHEREAS, that this Board approves the granting of a sabbatical leave for Professor Daniel D'Arpa during the Spring 2026 semester, Professor D'Arpa will be released from his teaching duties during the Spring 2026 and will teach a full load in the Fall 2026 semester; and,

WHEREAS, that this Board approves the granting of sabbatical leave for Professor Daniel D'Arpa during the Spring 2026 Semester, Professor D'Arpa will receive full pay for his Spring 2026 sabbatical leave; now therefore

BE IT RESOLVED, that Professor D'Arpa will develop a plan for a bilingual program at Mercer. Professor D'Arpa will conduct a review of successful bilingual education models at peer institutions and consult with educational leaders in the field. The intended outcome is a proposal for a bilingual program tailored to the needs and goals of our college, which will attract new students, support language diversity, and align with our institution's commitment to inclusivity.

BE IT FURTHER RESOLVED, that Professor D'Arpa will return to full-time employment for at least two (2) years following completion of sabbatical leave.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 - 262

SABBATICAL RECOMMENDATION – HEATHER JENNINGS

WHEREAS, that this Board approves the granting of a sabbatical leave for Professor Heather Jennings during the Fall 2025 Semester, Professor Jennings will be released from her teaching duties during the Fall 2025 and will teach a full load in the Spring 2026 semester; and,

WHEREAS, that this Board approves the granting of sabbatical leave for Professor Heather Jennings during the Fall 2025 Semester, Professor Jennings will receive full pay for her Fall 2025 sabbatical leave; now therefore

BE IT RESOLVED, that Professor Jennings will submit a comprehensive report summarizing activities, outcomes, and recommendations for future initiatives, which will include a reflective summary detailing new skills and knowledge acquired. Curriculum enhancements for Introduction to Psychology (PSY 101) will be designed and shared with full-time and adjunct faculty, including updated materials and improved course designs which align with best practices.

BE IT FURTHER RESOLVED, that Professor Jennings will return to full-time employment for at least two (2) years following completion of sabbatical leave.



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

From: Todd Sparks
Manager of College Safety

Date: April 1, 2025

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 ***March 2025, there were no Clery offenses or occurrences reported through College Safety and Security.***

End of report

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 - 265

**REVISED POLICY #984
ACCEPTABLE USE OF SOCIAL MEDIA**

BE IT RESOLVED, that the Board hereby approves revised policy #984 Acceptable Use of Social Media 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 SOCIAL MEDIA			
Policy #	Applicability	Responsible Executive	Applicable Laws/Statutes
984	College-Wide	Executive Director for Marketing & Communications	

PURPOSE

Because Mercer County Community College recognizes the need for responsible use of social media by members of the College community for official and unofficial communication, this policy provides guidelines that allow for free expression of ideas, strategic marketing, academic inquiry, administrative outreach, and community celebration while clarifying the distinction between personal and College posts. MCCC endorses the intentional use of social media to advance its mission and serve students with content that is respectful, accurate, legally permissible, non-discriminatory, professional in tone, and on-brand.

POLICY

The Board of Trustees authorizes the President to establish procedures for detailing the acceptable use and management of all of the College's social media platforms and provide guidelines to ensure that online interactions by students, faculty, and staff reflect the institution's values and maintain a positive and professional presence.

REVISION DATE(S)

May 23, 2019

April 23, 2025

RELATED PROCEDURES, GUIDELINES, OR RESOURCES

Procedure #984 – Acceptable Use of Social Media Procedures

ACCEPTABLE USE OF SOCIAL MEDIA PROCEDURE

Procedure #	Applicability	Responsible Executive	Applicable Laws/Statutes
984	College-Wide	Executive Director for Marketing & Communications	

PURPOSE

This procedure provides guidelines for the responsible and effective use of social media by students, faculty, and staff, ensuring that all interactions reflect the values and mission of Mercer County Community College (MCCC).

DEFINITIONS

A. Authorized Personnel - Any faculty, staff, or student that creates or given access to an official account.

B. Official Social Media Account – A social media account that bears the name of a school, department, division, program, or operation of MCCC.

C. Social Media - Methods of electronic communication (such as web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (such as images or videos).

PROCEDURE

This procedure applies to all members of the MCCC community, including students, faculty, staff, and any other individuals representing the college on social media platforms.

Guidelines

1. Representation

- Official Accounts: Only authorized personnel are permitted to create and manage official social media accounts representing the College. Authorized personnel are encouraged to contact the Marketing & Communications department before creating a social media platform to receive initial guidance for an effective social media strategy.
- Personal Accounts: When using personal accounts, individuals should clearly distinguish personal opinions from those of the College and use disclaimers when necessary.

2. Professional Conduct

- Respectful Communication: Members of the MCCC community should always communicate respectfully and professionally. Offensive language, personal attacks, or any form of harassment should be avoided.
- Accuracy: All information shared should be accurate and truthful. Misinformation or rumors should not be spread.
- Confidentiality: Confidential or proprietary information about the college, its students, or staff should not be shared.

3. Content Guidelines

- Appropriate Content: Content shared should be relevant to the College community, such as academic achievements, events, and campus news.
- Visuals: High-quality images and videos that reflect positively on the college should be used. All media should be appropriate and respectful.
- Engagement: Positive engagement and interaction should be encouraged. Comments and messages should be responded to in a timely and respectful manner.

4. Legal and Ethical Considerations

- Copyright Compliance: Copyright laws should be respected. Copyrighted material should not be shared without permission.
- Privacy: The privacy of students and staff should be protected. Personal information should not be shared without consent.
- Free Speech: The principles of free speech should be respected while maintaining the college's values and standards.

5. Crisis Management

- Public Response: Social media platforms may be used by authorized personnel to provide timely information in the case of emergency or crisis.
- Timely Updates: Timely and accurate updates should be provided during emergencies or significant events.

Monitoring and Enforcement

- Monitoring: All official social media accounts will be regularly monitored to ensure compliance with these guidelines.
- Consequences: Violations of this procedure may result in disciplinary action, such as suspension of social media privileges, up to and including termination.

REVISION DATE(S)

April 23, 2025

RELATED POLICIES, GUIDELINES, OR RESOURCES

Policy 984 - Acceptable Use of Social Media

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 - 266

**NEW POLICY #615
INCLEMENT WEATHER**

BE IT RESOLVED, that the Board hereby approves new policy #615 Inclement Weather 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.

Inclement Weather Policy			
Policy #	Applicability	Responsible Executive	Applicable Laws/Statutes
615	College Wide	Vice President of Academic Affairs	

PURPOSE

To ensure the safe and effective operation of Mercer County Community College, the Inclement Weather Policy provides guidelines for College operations and the attendance of students, faculty, staff, and visiting community members in the event of adverse weather and/or weather emergencies.

POLICY

The Inclement Weather Policy authorizes the President to establish procedures and guidelines for adjusting the College schedule in the case of severe or inclement weather that affects College operations or the safety of the MCCC community.

APPROVED

Board of Trustees - April 23, 2025

RELATED PROCEDURES, GUIDELINES, OR RESOURCES

- Procedure 615 - Inclement Weather Procedure
- Policy - Essential Employee Policy

INCLEMENT WEATHER			
Procedure #	Applicability	Responsible Executive	Applicable Laws/Statutes
615	College Wide	Vice President of Academic Affairs	

PURPOSE

Mercer County Community College has an obligation for the safety of students, faculty, staff, and visitors. The Weather Emergency Management Procedure delineates the process by which the College will respond to severe or inclement weather.

To ensure the safe and effective operation of Mercer County Community College, the Inclement Weather Procedure provides guidelines for College operations and the attendance of students, faculty, staff, and visiting community members in the event of adverse weather and/or weather emergencies.

DEFINITIONS

A weather emergency is defined as severe or inclement weather that has the potential to disrupt the normal operation and /or activities of the College. Examples may include (but not limited to) snow, ice, severe cold, hurricane, tornado, or flooding.

Essential employees are college employees identified by the President, or their divisional vice president/supervisor as providing essential campus services during a weather emergency. (Policy ##)

PROCEDURE

- A. The President will appoint a Weather Management Team (WMT), facilitated by the Vice President of Academic Affairs and includes representatives from the following departments/divisions:
 - Academic Affairs
 - Facilities
 - Campus Safety and Security
 - Student Affairs
 - Marketing & Communications
 - James Kerney Campus
 - Auxiliary Services (Conference Center, Kelsey Theatre)
- B. When there is a known chance of severe or inclement weather, information for inclement or severe weather will be obtained from the following:

<u>Information</u>	<u>Responsible Party</u>
Campus Facilities	Director of Facilities
Campus Safety and Security	Director of Campus Safety
National Weather Service	Director of Facilities
Local, county and state authorities, including the New Jersey Office of Emergency Management and Mercer County Office of Emergency Management	Director of Facilities

- C. Weather Emergency Team Meetings
 - The Weather Emergency Team will meet during normal business hours if severe weather is forecast to begin within the next 24-48 hours. The team will be briefed on the latest forecast, review emergency procedures, and discuss departmental action should the predicted weather

occur. These employees will be on "standby" and available by phone during the time preceding the predicted weather event.

- The Weather Management Team will confer the night before an anticipated storm and again early in the morning of the storm (around 5:00am). Decisions are made by 5:30am to be able to prepare and send communications no later than 6:00am. (Depending on the timing and duration of the weather event, the call start time may be modified.)
- Depending on the timing of the storm, the team may recommend delayed opening and reassess conditions later in the morning. The team may recommend closing for the day or reopening at the stated time.
- The Weather Emergency Team will maintain frequent communication with each other throughout the weather related emergency in order to ensure essential services are being provided and to determine if additional actions are needed.

D. If inclement weather occurs and has the potential to disrupt normal college operations, one of four responses will be implemented as appropriate:

Response Categories

- **Delayed Opening:** During a delayed opening, College officials will publicly announce the specific time at which the College will open. Essential employees may be required to report to work earlier, depending on the situation.
- **Early Closing:** In the event of an early closing, the College will cease all academic classes and regular business operations at a publicly announced time. Essential employees may be asked to extend their work schedule depending on the situation.
- **College Closed:** In the event of a closure, all day and evening classes will be cancelled. All College offices and regular business operations will be closed. Essential employees may be asked to report to work depending on the situation. Clinical operations will be determined by the clinical site directly; operations at auxiliary or off-site teaching locations will be determined by the College administrator in charge of that site or program in consultation with on-site partners.
- **Classes Canceled, College Open:** The College may remain open, but some or all classes will be canceled. Staff report to work at regular times. Faculty teaching classes during the affected times need not report to work. Clinical operations will be determined by the clinical site directly; operations at auxiliary or off-site teaching locations will be determined by the College administrator in charge of that site or program in consultation with on-site partners.

E. When a response category is implemented, notification will be as follows:

<u>Communication Method</u>	<u>Responsible Party</u>
MAAlert (voice recording, text message and email)	College Safety
MCCC Switchboard message	IT College Safety
MCCC.edu Homepage	Marketing & Communications
Social Media pages	Marketing & Communications
Media /TV Stations (NJ 12)	Marketing & Communications
Campus Digital signs	Marketing & Communications
Blackboard	Academic Affairs MercerOnline

The Vice President of Academic Affairs will notify the President.

- F. **Public Events:** A decision to cancel or delay a previously scheduled public event on a MCCC campus will be made by the event sponsor in conjunction with the weather management team via the Vice President of Academic Affairs or the Vice President of Finance. They will determine whether the campus buildings can be safely occupied, whether sidewalks and parking lots can be cleared to allow for safe passage of the public, and whether predicted weather conditions are acceptable.
- G. **General Criteria for Response Categories**
- **Delayed Opening:** This response would be used when early morning (6am-8am) weather conditions make traveling on primary roads hazardous, but rising temperatures (above 32 degrees) and improved conditions are expected by midmorning.
 - **Early Closing:** This response would be used when weather conditions make travel on primary and secondary roads hazardous and conditions are predicted to deteriorate throughout normal College operation hours.
 - **College Closed:** This response would be used when:
 - Early morning weather conditions make traveling on primary and secondary roads extremely hazardous and conditions are predicted to remain the same or deteriorate throughout the day.
 - Law Enforcement Agencies have advised people to stay off the roads or highways.
 - Campus conditions are such that the parking lots and sidewalks are not safe.
 - **Classes Canceled, College Open:** This status is generally reserved for unique circumstances that may be related to weather related building damage.
- H. If the college is officially closed due to weather or other emergency, faculty and staff are not expected to work remotely. However, employees should expect that there may be emergent or continued business that requires some remote work during such closures. Employees must be attentive to departmental needs and expectations to complete work during times when the college is closed. In rare instances when closures to nonessential employees extend beyond one day, direction will be provided and remote work would likely be necessary. Please discuss with your supervisor and refer to appropriate college policy and collective bargaining agreements.
- I. In the rare case where the college campus must be closed for an extended period of time, but the weather does not impact those outside the campus, remote work and classes may be required.

REVISION DATE(S)

April 23, 2024

RELATED POLICIES, GUIDELINES, OR RESOURCES

- Policy 615 - Inclement Weather Procedure
- Policy - Essential Employee Policy

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 23, 2025**

RESOLUTION FY25 - 267

**REVISED POLICY #938
COLLEGE TRAVEL**

BE IT RESOLVED, that the Board hereby approves revised policy #938 College Travel 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.

College Travel			
Policy #	Applicability	Responsible Executive	Applicable Laws/Statutes
938	All College Employees and Board of Trustees	Vice President, Finance	

PURPOSE

To establish travel authorization procedures that facilitate official College travel for all College employees, and other individuals authorized to travel on behalf of the College (e.g., Board of Trustees), who seek professional development, who are empowered to represent the College at conferences and convenings, and who are in positions of service to organizations that support the aims of higher education.

POLICY

The President or designee shall establish procedures for securing travel approval and for recouping travel-related expenses when engaged with official business of the College in compliance with all applicable laws, regulations, and professional and ethical standards.

REVISION DATE(S)

BOT Approved: November 17, 2005

Revised: July 20, 2006
 April 19, 2018
 April 23, 2025

RELATED PROCEDURES, GUIDELINES, OR RESOURCES

Procedure 938 - College Travel Procedures

TRAVEL PROCEDURE			
Procedure #	Applicability	Responsible Executive	Applicable Laws/Statutes
938	All College Employees and Board of Trustees	Vice President, Finance	https://www.gsa.gov/travel?gsa_redirect=travel https://www.irs.gov/tax-professionals/standard-mileage-rates

PURPOSE

The purpose of the Travel Procedure is to provide procedures and budget guidelines for travel for all College employees and other individuals authorized to travel on behalf of the College (e.g., Board of Trustees). The procedure addresses travel authorization and allowable expenses for travel on College business; ensures that reimbursable expenses, including travel expenses, are in support of the College's goals and strategic initiatives; and ensures the fair, consistent, and prudent use of College funds.

PROCEDURE

Definitions

- Traveler – An employee or Board member traveling on behalf of the College.
- Local Travel/Mileage-only Travel—Includes travel for which the employee is requesting reimbursement of transportation expenses only, such as mileage, parking, tolls, or commuter train fare (i.e., no meals, lodging, or registration fees).
- In State Travel – Includes travel within the borders of the State of New Jersey.
- Out of State – Includes travel within the 48 contiguous states of the United States beyond New Jersey.
- Out of Country Travel – Out of Country travel includes travel outside 48 contiguous of the United States (including Alaska, Hawaii, Puerto Rico, and other remote U.S. territories).

Travel Requests – Required

Prior to planning any travel, a traveler should consult with their immediate supervisor to determine whether their proposed travel is consistent with department, division, and/or College goals and guidelines for employee travel.

Exception: For Local or Mileage-only Travel—Employees may submit a mileage form post-travel but within 30 days of the completion of the travel. The College follows IRS mileage rates for reimbursement, which can be found at: <https://www.irs.gov/tax-professionals/standard-mileage-rates>

In-State, Out-of-State, and Out-of-Country Travel--A Travel Request Authorization Form is required for these categories and must be approved and submitted to the Finance Office at least four weeks prior to leaving for any travel, if possible. Each trip requires a separate Travel Request Authorization Form.

Travel Request Signatures and Approvals

- The immediate supervisor approves all local/mileage-only reports and in-state travel requests.
- The immediate supervisor, next level supervisor(s), and appropriate ELT member approve all out of state travel requests.
- The immediate supervisor, next level supervisor(s), appropriate ELT member **and** the President (or designee) approve all out of country travel.
- If an Executive Leadership Team member is the traveler, the President approves their travel.
- Written approval of the Board Chair is required for travel outside the State of New Jersey and/or requiring a hotel stay for the President and Trustees.

- Signatures obtained on a Travel Request Authorization Form approve the purpose and estimated cost of the trip. All expenditures are still subject to College travel procedures and may be adjusted or denied.

College Intent for Reimbursement

- It is the intent of the College to reimburse travelers for approved expenses incurred while traveling on official College business.
- All travel arrangements should be fair and equitable but planned in consideration of the College, using the most economical means when it comes to methods of travel, times of travel, rates, accommodations, and other personal preferences. Travelers are expected to use the most economical mode of transportation where practical; e.g.; one may not drive and be reimbursed for mileage if flying is less expensive and not overly burdensome.
- Meal reimbursements are to cover meals and incidentals while traveling on College business. The rates are established by the IRS and designed to reduce the administrative burden on travelers to eliminate collecting receipts per meal. These rates are not designed to cover the entire meal cost but to cover the difference between the costs of a meal of which the traveler might otherwise partake when not traveling for the College. IRS meal reimbursement rates can be found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- Employees should not claim a per diem for meals included in conference or meeting registration
- Special dietary requirements will be reimbursed according to the per diem rate.
- For a business meeting where the traveler paid on behalf of other individuals for College business purposes, meal reimbursement rates would not be used, and actual costs would be reimbursed. An itemized receipt is required for all business meeting meals. The College will not reimburse for any alcohol purchases.
- Cancellation fees will be reimbursed by the College as long as the cancellation was made for a legitimate reason and the employee made every effort to cancel as soon as possible according to the situation. The College will not reimburse for expenses incurred for a lodging “no show” reservation.
- The College will reimburse employees for Internet access only in the event the hotel does not provide complimentary access.

In State and Out of State Travel

- Transportation and lodging arrangements may be made through the College Purchasing Office.
- Travel within and out of the state may be done using a private vehicle, rental, common carrier, or College owned vehicle (if/where applicable).
- Personal vehicles - may be used for College business. Personal vehicle travel will be reimbursed at the current IRS reimbursement rate per mile for the most direct, regularly traveled route. The traveler may be asked to provide Google Maps with their travel expense form. Current IRS mileage rates can be found here: <https://www.irs.gov/tax-professionals/standard-mileage-rates>.
- When an employee is on College business in their own personal vehicle, their personal insurance is primary, and the College’s insurance is secondary. Travelers must have a legally limited amount of vehicle insurance as prescribed by state law.
- College insurance will not pay the individual for damage to the personal vehicle or provide liability coverage for such vehicle. The traveler must have their own vehicle insurance to cover these risks.
- Employees driving Personal vehicles on College business are covered by workers’ compensation provided the travel is authorized and occurs during the times when individuals are specifically on College business (to and from work does not qualify).
- Rental Cars – Rental cars may be authorized in lieu of personal vehicles. Detailed receipts are required for reimbursement. The College will typically reimburse up to a full-sized vehicle. Larger vehicles may be rented if there are four or more individuals traveling together. Fuel charges will be reimbursed at actual cost and itemized receipts must be submitted. Insurance offered by rental car companies is unnecessary and, therefore, is not reimbursable. College employees are automatically covered under the College’s insurance policy while on College business. Most rental car companies offer prepaid fueling services; however, prepaid fuel/fees are generally more expensive and will not be reimbursed. Employees traveling via rental car will not be reimbursed for mileage.

- Other forms of transportation – Rail, shuttles, taxis, rideshare services, subways, or buses may be used for travel. Detailed receipts are required for reimbursement. The College will reimburse a reasonable and customary amount (15%-20%) for tips provided for such transportation.
- Rail - Travel by rail must be a coach/economy class fare equivalent.
- Tolls and parking are reimbursed at actual cost, and itemized receipts must be submitted for reimbursement.
- Lodging - A traveler is eligible for lodging when traveling more than 50 miles from campus, when relevant events are held very early or after business hours, when travel back and forth would be costly, or when other circumstances dictate that the traveler must stay overnight.
- Lodging will be reimbursed at reasonable hotel costs based on the rate for standard accommodations, or the conference/meeting rate (where applicable).

Air Travel

- Airlines - Travel by air must be a coach/economy class fare equivalent. The following fees associated with airline tickets are generally not reimbursable:
 - Early check-in fees
 - First Class, Business Class, or Priority Seating (unless medically necessity)
 - Airline and other travel clubs
 - Change Fees - Change fees can be reimbursed if the change was due to circumstances or events outside the control of the traveler, or if the change enables the traveler to decrease the cost of the trip by returning earlier than originally planned. The purpose of the change fee must be clearly documented for it to be reimbursed.
- Baggage fees may be reimbursed up to one bag per traveler. Exceptions may be made if an employee is traveling with equipment or materials needed to fulfill the purpose of travel (e.g., a suitcase full of brochures and other recruiting materials) if approved by their immediate supervisor.

Out-of-Country Travel

- Out-of-country travel includes travel outside the borders of the 48 contiguous United States.
- Additional authorization from the President is required, but all other procedures for out-of-state travel apply.

Non-Reimbursable Expenditures

- Personal grooming (hairstylists, barbers, manicurists, masseurs, lavatory attendants, etc.)
- Toiletries of any kind (deodorants, toothpaste, soap, toothbrushes, combs, etc.)
- Health club, spa, gym, swimming pool fees, green fees, etc.
- Passport and visa fees
- Traffic citations or parking tickets
- Childcare, babysitting, pet sitting, and kennel charges
- Alcohol
- Mini bar charges
- Hotel movies, movie theaters or other entertainment venues

If the traveler has a question about whether an expense is reimbursable, they should discuss it with their immediate supervisor. An assumption of reimbursement does not constitute an automatic approval of reimbursement.

Business and Personal Travel Combined

The College may authorize a traveler's request to extend a business trip for personal reasons, with the understanding that normal vacation leave rules apply. The traveler will only be reimbursed for lodging and meal expenses for the days the traveler is doing business for the College, including up to one day to travel to the destination and up to one day to travel from the destination. The traveler's immediate supervisor will review this on a case-by-case basis. The traveler will be reimbursed for the most cost-effective mode of transportation. If transportation costs are more due to the personal extension of the trip, the traveler will be responsible for the difference.

Sponsored Grant Travel

- Grant funded travel may have additional and/or restrictive travel requirements that must be adhered to.
- If the grant provides specific travel reimbursement or per diem rates, these rates will be honored, and must be supported by a copy of the relevant page of the grant contract.

Safety and Indemnity

- Persons who are involved in an accident while traveling on business must promptly report the incident in accord with established procedures.
- When an employee is on an official trip representing the College, they are considered an employee during the entire period of the trip and will maintain the benefits afforded by the College insurance, including worker's compensation.

Reimbursement for Authorized Travel

Travelers must have a fully approved travel request authorization form before incurring travel charges. If travel expenses are incurred before the travel request is fully approved, the employee may be liable for these expenses should the travel be denied.

- When a traveler has completed an authorized trip, a request for reimbursements must be submitted within 30 business days of return to campus on the appropriate post-travel expense form. Reimbursement requests submitted for prior fiscal years will not be honored except in extenuating circumstances.
- If the reimbursement is for less than \$25.00, the traveler may submit a Petty Cash Voucher.

Tax Exemption Certificates

All travel on College business, paid for from College funds, is exempt from federal excise tax. This includes travel under a government contract or grant. To avoid payment of these taxes, travelers must present exemption certificates, which are obtained from the Purchasing department

Willful violations of this policy, including falsification of expense reports, will be grounds for disciplinary action, up to and including denial of requested reimbursement and/or termination of employment.

REVISION DATE(S)

April 23, 2025

RELATED POLICIES, GUIDELINES, OR RESOURCES

Policy 938 – College Travel Policy

<https://www.gsa.gov/travel?gsaredirect=travel>

<https://www.irs.gov/tax-professionals/standard-mileage-rates>