

MERCER COUNTY COMMUNITY COLLEGE

725th Minutes of the Meeting
of the Board of Trustees
July 23, 2025

The meeting was called to order by Chair Kristin Appelget at 6:31pm at Mercer County Community College James Kerney Campus. In addition to the Chair, the following members were in attendance: Eashwayne Haughton, Jacquelyn León, Daryl Minus-Vincent, Lawrence Nespoli, Gregory Puliti, Scarlett Rajski, Aamir Rehman, Deborah Preston (MCCC President), and Mirian Lopez (Alumni Trustee). Also present was Mitchell Jacobs, College Counsel. Absent was Julie Blake and Shannon Mason.

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 REVISED AGENDA

Trustee Puliti moved to approve the revised agenda, which was seconded by Trustee Rajski and adopted with Trustees Appelget, Haughton, León, 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 Ms. Mirian Lopez, the new alumni trustee.

II. PRESIDENT'S UPDATE

Dr. Preston provided the following updates:

- There has been a court order to return the frozen Title II funding for the ESL and GED programs. A timeline is not available at this time. There is a letter from the Department of Education saying that any students that are in programs that receive federal funding, the College has to verify citizenship status.
- This week is the accreditation visit for the College's funeral services program.
- A student photography exhibition is at the JKC Gallery in Trenton Hall. This is the first student photography show in about three years. The gallery hours are Monday through Wednesday, 12pm to 3pm.

- Returning to JKC is the Summer Jazz Institute. The concert is Thursday, July 31st in the evening at Trenton Hall.
- Next year the College will start the 60th anniversary celebration. The celebration will start on October 4th with the Athletic Hall of Fame. On Sunday, October 5th will be Mercerpalooza, a community event with games and activities. The annual golf outing will be on Monday, October 6th.

III. APPROVAL OF MINUTES

A) APPROVAL OF MINUTES OF JUNE 25, 2025 BOARD MEETING

Trustee Nespoli moved to approve the minutes of the June 25, 2025 Board Meeting, agenda item III (A), which was seconded by Trustee Haughton and adopted with Trustees Appelget, Haughton, León, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

BE IT RESOLVED, that the minutes of the June 25, 2025 meeting of the Board of Trustees are approved as presented.

IV. FINANCE & FACILITIES MATTERS

Trustee Puliti presented agenda items IV (A) FY26-100 through (D) FY26-103 for ratification, which were second by Trustee Haughton. The items were ratified with Trustees Appelget, Haughton, León, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

A) MONTHLY FINANCIAL STATEMENT (Resolution FY26-100)

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

B) INVESTMENT DETAIL (Resolution FY26-101)

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 FY26-102)

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 JUNE 2025 (Resolution FY26-103)

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

Trustee Puliti presented agenda items IV (E) FY26-104 through (P) FY26-115, which were second by Trustee Haughton. The items were passed with Trustees Appelget, Haughton, León, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye. Trustee Minus-Vincent abstained from agenda item (L) FY26-111.

E) 116 E Hanover LLC c/o Ajax Management Group (FY26-104)

F) Constellation NewEnergy Inc. (FY26-105)

G) Equus Workforce Solutions (FY26-106)

H) GCOM Software, LLC dba Voyatek (FY26-107)

- I) Imbue Creative LLC (FY26-108)
- J) Live Oak Landscape Contractors (FY26-109)
- K) Mercer County Improvement Authority/Global Spectrum LP (FY26-110)
- L) Mercer Street Friends (FY26-111)
- M) Minuteman Security & Life Safety / Dynamic Security, LLC (FY26-112)
- N) Open Systems Integrators (FY26-113)
- O) Trane U.S. Inc. (FY26-114)
- P) Wolters Kluwer Health (FY26-115)

Trustee Puliti presented agenda items IV (Q) FY26-116, which was seconded by Trustee Haughton. The item was passed with Trustees Appelget, Haughton, León, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

- Q) Digital Equity Training Grant Acceptance (FY26-116)

V. HUMAN RESOURCES MATTERS

The Trustees recognized the four faculty members who retired from the College at the end of June: Michael Dorneman, Linda Falkow, Sharmila Sen, and Helen Tanzini.

Trustee Rehman presented agenda item V (A) FY26-117, which was seconded by Trustee Rajski. The item was passed with Trustees Appelget, Haughton, León, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

- A) RATIFICATION OF APPOINTMENTS, PROMOTIONS/RECLASSIFICATIONS, STIPENDS, AND RECEIPT OF STAFF SEPARATION REPORT (Resolution FY26-117)
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) FY26-120, which was seconded by Trustee León. The item was passed with Trustees Appelget, Haughton, León, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

- B) SALARY IMPROVEMENT FOR NON-UNION CONFIDENTIAL EMPLOYEES (Resolution FY26-120)
BE IT RESOLVED, that upon the recommendation of the President, the non-union confidential employees are to receive a salary increase of 3.5% effective July 1, 2025, as indicated in the attached which is to be made part of the minutes of this meeting.

Trustee Rehman presented agenda item V (C) FY26-121, which was seconded by Trustee Rajski. The item was passed with Trustees Appelget, Haughton, León, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

- C) RESOLUTION TO EXTEND PRESIDENT'S CONTRACT (Resolution FY26-121)
BE IT RESOLVED, that by mutual consent of Dr. Preston and the Board, the Employment Agreement entered into by Dr. Preston and the Board dated July 1, 2022 is hereby extended to a date that is the earlier of (a) September 30, 2025 or (b) the date a new employment agreement is approved by the Board.

VI. OPERATIONS MATTERS

Trustee Nespoli presented agenda item VI (A) FY26-118 for ratification, which were second by Trustee Rajski. The item was ratified with Trustees Appelget, Haughton, León, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

- A) JUNE 2025 REPORTABLE CRIMES, FIRES, AND OTHER EMERGENCIES (Resolution FY26-118)
The members of the Board noted receipt and review and ratified the report, which is attached.

Trustee Nespoli presented agenda item VI (B) FY26-119, which were second by Trustee Puliti. The item was approved with Trustees Appelget, Haughton, León, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

- B) REVISED POLICY 510 FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS – SECOND AND FINAL READING (Resolution FY26-119)
BE IT RESOLVED, that the Board hereby approves revised policy #510 Financial Aid Satisfactory Academic Progress 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.

VII. NEW JERSEY COUNCIL OF COUNTY COLLEGES REPORT

Following up on his NJCCC Report from the June board meeting, Dr. Nespoli shared highlights of the final outcomes on the state budget negotiations and the federal budget reconciliation bill.

- NJ Update – The Legislature restored \$20 million in state aid to community colleges that the Governor had proposed cutting. It also restored funding for Tuition Aid Grant (TAG) for summer students. These are two very significant victories for NJ's community colleges.
- Federal Update – The devastating cuts to the Pell grant program proposed by the House were rejected by the Senate and did not become law. This was a huge victory for community colleges. Other good news is that the Congress did approve an expansion of the Pell program to include short-term training programs. This has been a long-time national priority for community colleges.

VIII. CHAIR'S REPORT

Chair Appelget provided the following update:

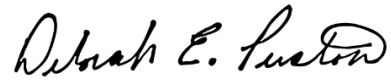
- The Board retreat will take place on July 30th at the offices of Stark and Stark.

IX. EXECUTIVE SESSION

BE IT RESOLVED, that this Board adjourned to an Executive Session at 7:02pm to discuss a legal and negotiation 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 7:39pm. The public session reconvened at 7:39pm.

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 7:40pm.

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 FY26-100

REVENUE	Budget FY25	Actual as of 06/30/2025	Percent of Budget Realized	2024 Actual
Tuition- Credit	\$ 25,110,377	\$ 26,643,441	106%	\$ 22,216,219
Course Fees	\$ 9,700,000	\$ 8,315,971	86%	\$ 8,226,719
Tuition Waivers	\$ (2,000,000)	\$ (2,978,171)	149%	\$ (2,397,594)
TOTAL TUITION & FEES:	\$ 32,810,377	\$ 31,981,241	97%	\$ 28,045,344
APPROPRIATIONS				
State of New Jersey	\$ 7,433,816	\$ 7,735,236	104%	\$ 7,967,611
County of Mercer	\$ 19,729,980	\$ 19,729,890	100%	\$ 19,343,117
Partnerships	\$ 50,000	\$ 46,053	92%	\$ 49,622
Community Education/Non Credit	\$ 880,000	\$ 663,120	75%	\$ 847,047
Auxiliary Operations	\$ 2,855,000	\$ 2,976,381	104%	\$ 2,963,018
Facility Rentals	\$ 700,827	\$ 793,478	113%	\$ 834,080
Other Income	\$ 2,400,000	\$ 2,862,260	119%	\$ 4,144,231
TOTAL REVENUE:	\$ 66,860,000	\$ 66,787,659	100%	\$ 64,194,070
EXPENSES				
Salaries & Wages	\$ 39,744,236	\$ 39,364,516	99%	\$ 38,716,501
Faculty	\$ 17,349,400	\$ 17,148,812	99%	\$ 16,762,765
Administrators	\$ 3,796,946	\$ 3,868,081	102%	\$ 3,961,657
Clerical	\$ 2,384,695	\$ 2,361,004	99%	\$ 2,304,053
Professional	\$ 9,511,841	\$ 9,617,262	101%	\$ 9,193,964
Part Time	\$ 4,264,714	\$ 4,052,690	95%	\$ 4,120,496
Custodial / Maintenance / Security	\$ 2,436,640	\$ 2,316,668	95%	\$ 2,373,565
Total Salaries & Wages	\$ 39,744,236	\$ 39,364,517	99%	\$ 38,716,500
Employee Benefits	\$ 13,000,000	\$ 13,813,573	106%	\$ 12,438,619
TOTAL PERSONNEL EXPENDITURES:	\$ 52,744,236	\$ 53,178,089	101%	\$ 51,155,120
Utilities	\$ 1,885,950	\$ 1,799,445	95%	\$ 1,796,161
Building Lease	\$ 335,000	\$ 308,970	92%	\$ 296,774
Maintenance Contracts	\$ 995,000	\$ 979,240	98%	\$ 1,022,837
Facilities Maintenance	\$ 550,000	\$ 534,557	97%	\$ 530,375
Insurance	\$ 890,000	\$ 871,114	98%	\$ 752,120
Staff Development/Travel	\$ 610,000	\$ 611,544	100%	\$ 578,500
Marketing General Advertising	\$ 275,000	\$ 275,677	100%	\$ 594,147
IT Hardware / Software	\$ 1,600,000	\$ 1,821,311	114%	\$ 1,611,130
Legal/Professional Fees	\$ 800,000	\$ 827,975	103%	\$ 750,925
Purchased Services	\$ 1,900,000	\$ 1,910,360	101%	\$ 2,362,665
General Ed/Lab Supplies	\$ 365,000	\$ 437,816	120%	\$ 360,807
Student Development	\$ 465,000	\$ 529,203	114%	\$ 459,231
Other	\$ 3,444,814	\$ 4,370,743	127%	\$ 4,115,285
TOTAL OTHER EXPENDITURES:	\$ 14,115,764	\$ 15,277,955	108%	\$ 15,230,957
TOTAL OPERATING AND PERSONNEL	\$ 66,860,000	\$ 68,456,045	102%	\$ 66,386,076
DEFICIT	\$	(1,668,386)		



**MERCER COUNTY COMMUNITY COLLEGE
FINANCE OFFICE**

Resolution FY26-101

***INVESTMENT DETAIL
FOR THE PERIOD ENDING JUNE 30, 2025***

<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>TERM & INTEREST RATE</u>	<u>AMOUNT</u>
06/30/25	BANK OF PRINCETON	2.96%	702,055.05
06/30/25	FIRST BANK	3.35%	1,154,819.85
06/30/25	WELLS FARGO BANK BALANCE	3.09%	3,349,431.75
06/30/25	CASH MANAGEMENT FUND-NJ	4.31%	17,074,528.83 **
			<hr/>
			\$ 22,280,835.48 *
	<u>LONG TERM INVESTMENTS</u>		
06/30/25	WELLS FARGO - UNEMPLOYMENT TRUST	3.95%	<u>\$ 552,983.22</u>

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

** Includes: 1.1 mil in Flight Fees

MCCC PURCHASE ORDER REPORT
\$8,320 - \$41,600
June 25, 2025

**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	P0021405	6/10/25	FOLLETT HIGHER EDUCATION GROUP, LLC Westchester, IL	\$24,908.00	10-06-01-03-301001-63100	Commencement Regalia.	MCCC RFP #1154
2	P0021415	6/11/25	COMPASS GROUP, DBA CANTEEN Charlotte, NC	\$20,227.19	70-07-01-03-700120-69240	Registers for Café renovation.	MCCC RFP #2003
3	P0021414	6/11/25	SCHOOLSIN Cincinnati, OH	\$27,065.35	70-07-01-03-700102-69420	Replacement of tables in ET303.	TIPS Coop Contract #230301
4	P0021427	6/18/25	AIRGRAPHIX, INC. Whiting, NJ	\$17,420.00	22-01-01-02-302068-66350	Mobile Lab Wrapping project. Paid for by NJ Pathways Grant.	MCCC RFQ #2530
5	P0021435	6/24/25	ALLSTATE OFFICE INTERIORS Robbinsville, NJ	\$21,999.94	70-07-01-03-701548-76101	Flooring replacement for HS202-203. Paid for by Chapter 12.	Sourcwell Contract #061323
6	P0021433	6/24/25	CRAFTMASTER HARDWARE LLC Northvale, NJ	\$17,900.00	70-07-01-03-701547-76101	Touchless wave to open wall switch for Doors in LA Building. Paid for by Chapter 12.	NJ State Contract #21-FOOD-16468

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

RESOLUTION FY26 - 104

**116 E HANOVER LLC / AJAX MANAGEMENT GROUP
PARKING LICENSE AGREEMENT – JAMES KERNEY CAMPUS**

WHEREAS, Mercer County Community College has need to provide employee parking at the James Kerney Campus in fiscal years 2025-2026 by renewing the current Parking License Agreement with 116 East Hanover, LLC – Ajax Management Group, for one (1) additional year through December 31, 2025; and

WHEREAS, Mercer County Community College entered into a Parking License Agreement effective January 1, 2023 with 116 E Hanover LLC – Ajax Management Group, Trenton, NJ to lease (50) available parking spaces directly adjacent to the James Kerney Campus; and

WHEREAS, Mercer County Community College intends to accept automatic renewal of the January 1, 2023 Agreement for one (1) additional year that commenced on January 1, 2025 and expiring on December 31, 2025, per the terms of the Agreement; and

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

WHEREAS, 116 East Hanover LLC – Ajax Management Group has completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate committee in Mercer County in the previous one year, and the contract will prohibit them from making any reportable contributions through the term of the contract; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to exercise a one (1) year lease agreement extension option with 116 E Hanover LLC – Ajax Management Group, Trenton, NJ in an amount not to exceed \$77,250 to provide 50 parking spaces for employees from January 1, 2025 through December 31, 2025.

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

RESOLUTION FY26 - 105

**CONSTELLATION NEWENERGY, INC.
ELECTRICITY SUPPLY SERVICES – JAMES KERNEY CAMPUS**

WHEREAS, Mercer County Community College requires the purchase of electricity supply services to operate and provide heat, light, and cooling for the James Kerney Campus for fiscal years 2026 and 2027; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25-10, allows for one or more county colleges to provide for such purchases by joint agreement with the governing bodies of the municipality or of the county within whose boundaries any such college or colleges is or are wholly or partly located pursuant to Local Public Contracts Law, P.L. 1971, c.198 (C.40A:11-1 et seq.); and

WHEREAS, New Jersey's community colleges appointed Ocean County College to act as purchasing agent with respect to the purchase and delivery of Electric Generation Supply Service (NJCC JPC Electric bid RFB #25-26 B-1678*); and

WHEREAS, public bids were solicited for the provision of this service and the low bid was submitted by Constellation NewEnergy Inc. at \$0.1309 per kWh (an increase of 15.4% from the previous contract's rate of \$0.1134 per kWh), for a period of twenty-four (24) months, beginning August 1, 2025 through July 31, 2027; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, through participation in the NJ County Colleges Joint Purchasing Consortium (NJCCC JPC) to enter into a new two (2) year contract with Constellation NewEnergy Inc., Baltimore, Maryland, at a rate of \$0.1309 per kWh (an increase of 15.4% from the previous contracted rate of \$0.1134 per kWh) for an amount not to exceed \$400,000 (\$200,000 annually) to purchase electricity supply services for the James Kerney campus, from August 1, 2025 through July 31, 2027 (FY(s) 2026 and 2027).

*NJCC Electric RFB #25-26 B-1678

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

RESOLUTION FY26 - 106

**EQUUS WORKFORCE SOLUTIONS
COMMUNITY EDUCATION AND TRAINING INSTRUCTORS**

WHEREAS, Mercer County Community College has a need to acquire services for recruiting, assessments, workforce training, and job placement services as part of the Digital Equity Training NJDOL/ Workforce grants; 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, Equus Workforce Solutions of Louisville, Ky, 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 Equus Workforce Solutions of Louisville, KY to acquire services for recruiting, assessments, workforce training, and job placement services as part of the Digital Equity Training NJDOL/ Workforce grants for an amount not to exceed \$100,000 from July 1, 2025 through June 30, 2026. Paid for by Digital Equity Training NJDOL/ Workforce grants.

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

RESOLUTION FY26 - 107

**GCOM SOFTWARE, LLC DBA VOYATEK
STUDENT SUCCESS ANALYTICS CLOUD SOFTWARE**

WHEREAS, Mercer County Community College has a need to upgrade GCOM Software, LLC dba Voyatek (formerly ASR Analytics) Student Success Analytics (SSA) software to implement Data Warehouse Technology to build dashboards, data analytics and reports on Student Success data for enrollment, retention, graduation rate and completion outcomes, including integration with Ellucian Colleague SaaS ERP System and intends to revise the terms of the original October 2, 2024 contract; and

WHEREAS, the Board approved resolution FY25-129 on September 25, 2024 to enter into a three (3) year contract with GCOM Software, LLC, formerly ASR Analytics, now d/b/a as Voyatek on October 2, 2024; and

WHEREAS, the purchasing agent has determined and certified in writing that the value of this service will exceed \$17,500; 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-25.11a. allows for a county college to make purchases and contract for services through the use of a nationally recognized and accepted cooperative purchasing agreement; and

WHEREAS, EdgeMarket is a non-profit technology consortium of New Jersey colleges and procures reduced rates for computer hardware, software, goods and services for the use, support or maintenance of systems development for consortium members and GCOM Software, LLC dba Voyatek (formerly ASR Analytics) of Columbia, Maryland has a partnership with EdgeMarket* to provide technology solutions for educational institutions; now therefore

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

RESOLUTION FY26 - 107

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to amend the terms of the original October 2, 2024 three (3) year contract with GCOM Software, LLC, d/b/a Voyatek (formerly ASR Analytics), of Columbia, Maryland to perform upgrades to the Student Success Analytics (SSA) software, to analyze and report on Student Success data for enrollment, retention and completion outcomes, including integration with Ellucian Colleague SaaS ERP System, for an amount not to exceed \$210,833 in year 1 (formerly \$200,000), \$168,583 in Year 2 (formerly \$140,000) and \$166,000 in Year 3 (formerly \$145,000), starting on July 1, 2025 through September 30, 2027.

*EdgeMarket Contract #269EMCPS-21-002-CP-ASR

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

RESOLUTION FY26 - 108

**IMBUE CREATIVE LLC
MARKETING SERVICES**

WHEREAS, Mercer County Community College has a need to acquire marketing services for academic year(s) 2025 and 2026; and

WHEREAS, the College has a need for additional resources to elevate the College's enrollment marketing and ongoing marketing and branding efforts in support of student enrollment campaigns; 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) (20) exempts without limitation advertising seeking student enrollment and associated consulting services from public solicitation for bids but requires a resolution authorizing the award of such a contract; and

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Imbue Creative LLC of Lambertville, New Jersey to provide marketing services for the academic year(s) 2025 and 2026 for an amount not to exceed \$198,000 from July 1, 2025 through June 30, 2026.

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

RESOLUTION FY26 - 109

**LIVE OAK LANDSCAPE CONTRACTORS
CO-OPERATIVE PRICING FOR LAWN CUTTING SERVICES**

WHEREAS, Mercer County Community College has a need to acquire lawn cutting, trimming, weeding and leaf removal services; 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 lawn cutting, tree trimming services and leaf removal services; 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; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a contract with the County of Mercer's awarded vendor, Live Oak Landscape Contractors (Previously Greenleaf Landscape Systems) of Edison, New Jersey, for an amount not to exceed \$150,000 to acquire lawn cutting, trimming, weeding and leaf removal services at the West Windsor campus from July 1, 2025 through June 30, 2026.

*Mercer County Contract CK09-Mercer-2024-04

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

RESOLUTION FY26 - 110

**MERCER COUNTY IMPROVEMENT AUTHORITY c/o GLOBAL SPECTRUM L.P.
ADVERTISING AND LEASE OF VENUE FOR ANNUAL GRADUATION CEREMONY**

WHEREAS, Mercer County Community College has a need to lease the CURE Insurance Arena as the venue for the annual graduation ceremony to be held on May 14, 2026 and purchase a year-round advertising package at the Arena; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.5, (b) exempts from public advertising services made or entered into with the United States of America, the State of New Jersey, a county or municipality or any board, body, or officer, agency or authority or any state or subdivision thereof; and but requires a resolution authorizing the award of such a contract; and

WHEREAS, Global Spectrum, L.P. operates the CURE Insurance Arena as an agent for the Mercer County Improvement Authority, a County Authority; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Global Spectrum, L.P. who operates the CURE Insurance Arena as an agent for the Mercer County Improvement Authority, a County Authority, to lease the CURE Insurance Arena as the venue for the annual graduation ceremony to be held on May 14, 2026 and purchase a year-round advertising package at the Arena for an amount not to exceed \$60,000 from July 1, 2025 through June 30, 2026.

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

RESOLUTION FY26 - 111

**MERCER STREET FRIENDS
COMMUNITY EDUCATION AND TRAINING INSTRUCTORS**

WHEREAS, Mercer County Community College has a need to acquire specialist services to recruit and determine the eligibility of potential grant recipients of Title II and Digital Equity Training NJDOL/ Workforce grants; and

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

BE IT RESOLVED, the President is authorized, on behalf of the Board, to contract with Mercer Street Friends of Trenton, NJ to acquire specialist services to recruit and determine the eligibility of potential grant recipients for an amount not to exceed \$90,000 from July 1, 2025 through June 30, 2026. Paid for by the Digital Equity Training NJDOL/ Workforce grant.

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

RESOLUTION FY26 - 112

**MINUTEMAN SECURITY & LIFE SAFETY / DYNAMIC SECURITY, LLC
COLLEGE WIDE SECURITY UPGRADE PROJECTS**

WHEREAS, Mercer County Community College has an ongoing need for the acquisition and installation of CCTV and card-swipe access as part of college-wide security upgrade projects at various buildings on the James Kerney and West Windsor campuses and for service calls and maintenance of cameras, gates and classroom access systems; and

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Dynamic Security, LLC d/b/a Minuteman Security & Life Safety, Edison, New Jersey for installation of CCTV and card-swipe access as part of college-wide security upgrade projects at various buildings on the James Kerney and West Windsor campuses and for service calls and maintenance of cameras, gates and classroom access systems. Annual maintenance contract including service calls not to exceed \$100,000 through June 30, 2026 paid by college operating funds. New and upgraded devices and cameras not to exceed \$100,000, paid for by Chapter 12.

* General Services Administration Contract #GS-07-F0251X

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

RESOLUTION FY26 - 113

**OPEN SYSTEMS INTEGRATORS
ANNUAL FIRE ALARM MAINTENANCE**

WHEREAS, Mercer County Community College requires periodic inspection, testing, and preventative maintenance, service and repair (as needed), including performance of the annual fire alarm NFPA 72 inspection/certification on the fire alarm systems at all buildings on the James Kerney and West Windsor campuses in FY 2026; and

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

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

BE IT RESOLVED, that the President is authorized, on behalf of the this Board, to contract with Open Systems Integrators of Hamilton Township, New Jersey to perform preventative maintenance and inspection services, including performance of the annual fire alarm NFPA 72 inspection/certification on the fire alarm systems at all buildings on the James Kerney and West Windsor campuses for an amount not to exceed \$100,000 for July 1, 2025 to June 30, 2026, to comply with current municipal fire codes.

*Educational Services Commission of New Jersey Contract #24/25-41

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

RESOLUTION FY26 - 114

**TRANE U.S. INC.
HVAC REPLACEMENT**

WHEREAS, Mercer County Community College has a need to purchase material, supplies, and equipment for a HVAC system replacement and upgrade project at the Communication Center (CM) and Kelsey Theatre (TH) buildings, paid by New Jersey Chapter 12 program funds; and

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

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

WHEREAS, Mercer County Community College Purchasing Policy states that when an individual vendor exceeds an annual, cumulative spending threshold exceeding \$44,900 that a Board of Trustee resolution is required, now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Trane U.S. Inc., Piscataway, NJ to purchase material, supplies, and equipment for a HVAC system replacement and upgrade project at the Communication Center (CM) and Kelsey Theatre (TH) buildings, for an amount not to exceed \$600,000. Paid by New Jersey Chapter 12 program funds.

*OMNIA Partners Public Sector Contract Racine #3341

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

RESOLUTION FY26 - 115

**WOLTERS KLUWER HEALTH
VIRTUAL NURSING SIMULATOR SOFTWARE AND TEXTBOOKS**

WHEREAS, Mercer County Community College has a need to acquire virtual nursing simulator software and textbooks for students who must complete their clinical education, for the Nursing Program for July 1, 2025 through June 30, 2027; and

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

WHEREAS, a provision of County Contracts Law, N.J.S.A. 18A:64A-25.5 (a) (6) exempts library materials and supplies from public advertising for bids but requires a resolution authorizing the award of such contract, and

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract for virtual nursing simulator software and textbooks for students who must complete their clinical education for the Nursing program for an amount not to exceed \$320,000 (\$160,000 annually) for July 1, 2025 through June 30, 2027. Paid by Student Nursing Program Fees.

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

RESOLUTION FY26 - 116

**APPROVAL TO APPLY AND ACCEPT FY2026
DIGITAL EQUITY TRAINING GRANT**

WHEREAS, the New Jersey Department of Labor and Workforce and Development (NJDOL) is soliciting applications for a Digital Equity Training Grant for FY2026; and

WHEREAS, Mercer County Community College (Lead Agency) will work with Ocean County Community College (Partner Agency) to use the provided funding to serve eligible students for the purpose of digital equity training and workforce development services; and

WHEREAS, Mercer County Community College will submit a grant proposal to the New Jersey Department of Workforce and Development (NJDOL) Education; now therefore

BE IT RESOLVED, that the Mercer County Community College Board of Trustees approves the application for and acceptance of funding from the New Jersey Department of Labor and Workforce Development (NJDOL) for the Digital Equity Training Grant at an estimated funding amount of \$1,000,000 to be provided for Mercer County Community College and Ocean County Community College (\$500,000 to each College) for the period from July 1, 2025 through June 30, 2026 (FY2026).

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

RESOLUTION FY26 - 117

**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
JULY 23, 2025

RESOLUTION FY26 – 117A

APPOINTMENTS

Human Resources Department

To: Deborah Preston, Ph.D., President
From: Yvette Henry, Vice President for Human Resources
Date: July 10, 2025
Re: Ratification of Appointments

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

Effective Date of Hire	Department	Name	Title	Salary	FLSA
08/25/2025	Science, Health Professions & Nursing	Alicia Pearsall	Assistant Professor of Nursing	\$72,100	Exempt
07/01/2025	Finance - Purchasing	Matthew LaCanna	Administrative Specialist II	\$42,500	Non-Exempt
07/02/2025	Finance and Administration	Theresa Fitzpatrick	Grant Accountant	\$81,500	Exempt
07/14/2025	Academic Affairs	Miracle Santiago	Education Specialist I- Talent Search	\$50,000	Exempt
07/14/2025	Student Affairs	Christopher Lowsky	Enrollment Coordinator II	\$62,000	Exempt
07/21/2025	Student Affairs	Dekia Gray	Dean of Students	\$121,000	Exempt

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

**RESOLUTION FY26 – 117B
PROMOTIONS/RECLASSIFICATIONS**

Human Resources Department

To: Deborah Preston, Ph.D., President
From: Yvette Henry, Vice President for Human Resources
Date: July 10, 2025
Re: Ratification of Promotions/Reclassifications

The following Promotion(s)/Reclassification(s) have been made since the June 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
07/01/2025	College Advancement, Marketing and Communications	Erica Oliver	Executive Director for Communication and Marketing to Vice President for College Advancement, Marketing and Communication	\$143,917	\$158,309
07/01/2025	Student Affairs	Savita Bambhrolia	Dean for Academic Partnerships to Assistant Vice President for Student Affairs	\$116,999	\$135,331
07/01/2025	Academic Affairs	Robert Schreyer	Vice President for Academic Affairs to Provost and Vice President for Academic Affairs	\$185,304	\$203,834
07/01/2025	Finance, Operations and Auxiliary Services	Mark Banyacski	Vice President of Finance and Auxiliary Services to Vice President of Finance, Operation and Auxiliary Services	\$179,172	\$197,089

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

RESOLUTION FY26 – 117C

STIPENDS

Human Resources Department

To: Deborah Preston, Ph.D., President
From: Yvette Henry, Vice President for Human Resources
Date: July 10, 2025
Re: Ratification of Stipends

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

Effective Date of Stipend	Department	Name	Title	Stipend Based on Additional Duties	Purpose
07/01/2025	Academic Affairs	Vicente Erazo	Assistant Director Mercer Online	131.10 bi-Weekly 07/01/2025 through 6/30/2026	4DX Coach Role and Responsibilities
07/01/2025	Academic Affairs	Savita Bambhrolia	Dean, Academic Partnerships	223.88 bi-Weekly 07/01/2025 through 6/30/2026	4DX Coach Role and Responsibilities

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

RESOLUTION FY26 – 117D

SEPARATIONS

Human Resources Department

To: Deborah Preston, PhD., President
From: Yvette Henry, Vice President for Human Resources
Date: July 10, 2025
Re: Separations

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

Effective Date of Separation	Department	Name	Current Title	Type
08/15/2025	Academic Affairs	Zhamari Seals	Academic Advisor	RS

*

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

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

RESOLUTION FY26 - 120

SALARY IMPROVEMENT FOR NON-UNION CONFIDENTIAL EMPLOYEES

Human Resources Department

To: Deborah Preston, PhD., President
From: Yvette Henry, Vice President for Human Resources
Date: July 14, 2025
Re: Salary Improvement for Non-Union Confidential Employees

Be it resolved that upon the recommendation of the President, the following non-union confidential employees are to receive a salary increase of 3.5% effective July 1, 2025.

Last Name	First Name	Title	New Base Salary	Longevity	Total Salary
Anderson	Elizabeth	Dean, Institutional Effectiveness	\$112,038.00	\$800.00	\$112,838.00
Bambhrolia	Savita	Dean, Academic Partnerships	\$121,094.00	\$3,000.00	\$124,094.00
Banyacski	Mark	Vice President, Finance & Auxiliary Services	\$185,443.00		\$185,443.00
Byrd	Laura	Manager, Employee Engagement	\$87,840.00		\$87,840.00
Carter	Jared	Dir, Enterprise Apps & It Infrastructure Services	\$150,091.00		\$150,091.00
Carter	Marvin	Director of Campus Culture and Belonging	\$106,700.00		\$106,700.00
Cooper	Jeffery	Registrar	\$97,095.00		\$97,095.00
Cruz-Cullari	Christopher	Interim Dean, Liberal Arts	\$118,999.00	\$600.00	\$119,599.00
Hampton	Jenna	Coordinator, HRIS Generalist	\$68,960.00		\$68,960.00
Henry	Yvette	Vice President for Human Resources	\$166,040.00		\$166,040.00
Hernandez	Raquel	Senior Executive Assistant	\$79,099.00	\$2,700.00	\$81,799.00
Herrick	Courtney	Assistant Controller & Comp Officer	\$97,481.00	\$1,500.00	\$98,981.00
Johnson	Joshua	Director, Facilities Operation	\$110,336.00	\$800.00	\$111,136.00

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

RESOLUTION FY26 - 120

Last Name	First Name	Title	New Base Salary	Longevity	Total Salary
Kelly	Lucas	Interim Dean, Arts & Communications	\$118,999.00	\$1,500.00	\$120,499.00
Leppert	Maggie	Coordinator II- Student Inclusion	\$53,303.00		\$53,303.00
Mathew	Jeby	Manager, HR Operations	\$93,787.00	\$2,000.00	\$95,787.00
McCarthy	Lynnette	Special Assistant to the President and Liaison to the Board	\$92,683.00		\$92,683.00
Mizerek	Elizabeth	Dean, Health Professions	\$137,728.00	\$1,500.00	\$139,228.00
Monegro	Robert	Director of IT, Customer Services Operations	\$149,056.00		\$149,056.00
Mostrowski	Audrey	Coordinator, Human Resources Generalist / Benefits	\$72,487.00		\$72,487.00
Oliver	Erica	Executive Director for Communication and Marketing	\$148,954.00		\$148,954.00
Perez	Gonzalo	Asst. Vice President of Academic Affairs, Workforce Education and Innovation	\$152,753.00		\$152,753.00
Pierce	James	Controller	\$113,850.00		\$113,850.00
Quattro	Steven	Director of Purchasing	\$119,598.00		\$119,598.00
Roberts	Catherine	Coordinator, Human Resources	\$62,100.00		\$62,100.00
Sanderson	Carol	Department Specialist	\$53,789.00	\$1,500.00	\$55,289.00
Schreyer	Robert	Vice President for Academic Affairs	\$191,790.00	\$800.00	\$192,590.00
Singh	Inder	Vice President for Information Technology Services	\$183,363.00		\$183,363.00
Sosa	Laura	Executive Dean, Business, Technology & Professional Studies	\$146,867.00	\$3,000.00	\$149,867.00
White	Carolyn	Vice President of Student Affairs	\$171,932.00		\$171,932.00
Whitney III	James	Assistant Vice President of Academic Affairs	\$152,753.00		\$152,753.00

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

RESOLUTION FY26 - 121

RESOLUTION TO EXTEND PRESIDENT'S CONTRACT

WHEREAS, Dr. Deborah Preston, President of Mercer County Community College ("Dr. Preston") and the Board of Trustees at Mercer County Community College ("the Board") entered into an Employment Agreement ("Agreement") on July 1, 2022 to have Dr. Preston serve as President of Mercer County Community College ("the College"); and

WHEREAS, the Term of said Agreement commenced on July 1, 2022 and was to end on June 30, 2025; and

WHEREAS, Dr. Preston and the Board have continued to negotiate the terms for a new employment agreement to retain Dr. Preston as President of the College; and

WHEREAS, said negotiations have been conducted in good faith by both Dr. Preston and the Board; and

WHEREAS, the Board passed a Resolution at its prior public Board meeting held on June 25, 2025, extending the term of Dr. Preston's Employment Agreement to a date that was to be the earlier of (a) July 31, 2025 or (b) the date a new employment agreement was approved by the Board; and

WHEREAS, although said negotiations have been proceeding and are nearing conclusion, a final agreement between the Dr. Preston and the Board will not be ready for Board approval prior to July 31, 2025: the expiration date of the Agreement as extended; and

WHEREAS, both Dr. Preston and the Board desire additional time to finalize negotiations of a new employment agreement;

NOW, BE IT RESOLVED, that by mutual consent of Dr. Preston and the Board, the Employment Agreement entered into by Dr. Preston and the Board dated July 1, 2022 is hereby extended to a date that is the earlier of (a) September 30, 2025 or (b) the date a new employment agreement is approved by the Board.



Resolution FY26-118

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

FROM: Todd Sparks
Manager of College Safety

DATE: July 7, 2025

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

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

For the calendar month of ***June 2025, there were no Clery offenses or occurrences reported through College Safety and Security.***

End of report

Mercer County Community College

1200 Old Trenton Road, West Windsor NJ, 08550
102 North Broad Street, Trenton NJ, 08608
(609) 586-4800 | mccc.edu

Mercer County Community College is accredited by the Middle States Commission on Higher Education.

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

RESOLUTION FY26 - 119

**REVISED POLICY #510
FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS**

BE IT RESOLVED, that the Board hereby approves revised policy #510 Financial Aid Satisfactory Academic Progress 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.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY			
Policy #	Applicability	Responsible Executive (Owner)	Applicable Laws/Statutes
510	Students Receiving Federal Title IV Funds	Vice President of Student Affairs	HEA Sec. 484(c) 34 CFR 668.16 34 CFR 668.32 34 CFR 668.34

PURPOSE

To be eligible for *Title IV* funds, a student must make satisfactory academic progress, the school must have a reasonable policy for monitoring that progress. The Department considers the satisfactory academic progress policy to be reasonable if it meets both the qualitative and quantitative criteria described in the POLICY section below.

POLICY

Satisfactory Academic Progress will be run once each semester after grades have been posted and verified by the Registrar. The only modifications during a semester to a student's SAP status will be the results of a SAP appeal.

PROCEDURE AND COMPLIANCE INFORMATION PER LEGAL

Financial aid is awarded only to students who are enrolled in an approved degree or certificate program and who are making satisfactory academic progress. SAP is defined as progressing in a positive manner toward fulfilling requirements for the degree or certificate in a given program of study.

Federal regulations require every college to establish, publish and apply reasonable standards for measuring academic progress. The standards must include both a qualitative measure (the cumulative grade point average) and a quantitative measure (the completion rate). In addition, the maximum time to complete a program cannot exceed 150% of its published length. The information below outlines the *minimum* standards of satisfactory academic progress to receive financial aid at Mercer County Community College.

Minimum Standards of Progress to Qualify for Financial Aid

GPA: Minimum 2.0 cumulative GPA

Completion Rate: Minimum completion of 67% of cumulative credits attempted

Cumulative credits attempted counts *all* coursework, including withdrawals, incompletes, repeats, noncredit remedial courses and transfer credits. The **Completion rate** is equal to *credits earned or completed* (which counts only coursework for which the student earned a grade of A, A-, B+, B, B-, C+, C, or D, including transfer credits accepted by MCCC toward the student's program of study) divided by the *credits attempted*. Students whose coursework consists entirely of noncredit remedial courses and/or transfer credit are exempt from the **cumulative GPA** standard because they do not have a calculated grade point average.

Review Period

MCCC reviews SAP at the end of each academic term.

A student will be placed on **Warning** who meets the following conditions:

- Fails to maintain these standards at the end of the review period.

A student will be placed on **Suspension** who meets the following conditions:

- Fails to remove himself/herself from Financial Aid Warning even though he/she has completed a term of acceptable academic work.
- Does not satisfactorily remove himself/herself from Financial Aid Warning and does not complete a term of acceptable academic work.

Suspension means that a student is no longer allowed to receive federal financial aid.

A student is eligible for **Reinstatement of Aid** after suspension who has satisfactorily completed acceptable academic work to meet the minimum standards of SAP. The option to transfer in a successful semester from different school may only be used once while a student is attending MCCC. All coursework must apply toward the student's program(s).

Academic Circumstances that Affect a Student's Status

Incomplete // "F" Grades // Withdrawals:

Incomplete grades, "F" grades, and withdrawals will reduce the completion ratio, because they are counted as attempted but not earned credits. They also count against the maximum attempted hours for a student's degree (150 percent rule). If an Incomplete grade is not completed within the required time frame and becomes an "F," or if a student withdraws from a class, or a receives a failing grade in any required class, the student will usually need to repeat the class. The repeated credits will be included in attempted and completed credits for each repeated attempt of the class. If an Incomplete grade changes to a grade after the SAP review has been completed, the grade change will be reflected as necessary. An Incomplete grade that is later completed for a grade can potentially increase a student's GPA and/or increase the successful completion percentage.

Change of Program (without graduating from a program) or Adding an Addition Program(s):

If a student changes or adds additional programs, the prior credits and grades that do count toward the new program are included in the SAP evaluation.

Remedial Coursework:

Non-credit remedial coursework does not count toward quantitative or qualitative standards. For-credit remedial coursework does count toward quantitative and qualitative standards.

Repeated Coursework:

A student may repeat a completed course one time and receive federal aid for the retake. Individual programs may have course requirements that are stricter than the Department of Education requirements for satisfactory progress. Repeated coursework is included toward maximum time frame (150% rule) and toward GPA requirement of satisfactory progress.

Withdrawals:

Withdrawals will count toward attempted credits and toward maximum time frame (150% rule) with a 0.00 GPA for the withdrawn course.

Dismissal and Return:

A student who is suspended or chooses not to attend because of SAP failure will not be automatically eligible for financial aid upon his or her return. A student must meet both qualitative and quantitative standards of SAP. Absence does not restore eligibility for financial aid or academic acceptance. It remains the responsibility of the student to be knowledgeable of his or her SAP status when returning to school after dismissal or choosing not to return because of SAP failure.

Summer Term Courses:

All hours attempted and completed in the summer term are treated as any other semester hours in determining SAP status. SAP will be checked following the summer term.

Maximum Financial Aid for Program(s):

The maximum time frame a student can receive federal aid for each undergraduate program in credit hours is a period no longer than 150% of the published length of the program in credit hours. For example, a degree program requiring 64-degree credits to complete the degree has a maximum of 96 credit hours the student may attempt and receive federal aid, as long as the minimum SAP requirements are met.

Coursework that a student transfers to MCCC will be evaluated and included on the transcript only for credits that apply toward the student's MCCC degree. Transfer credits must meet the minimum academic standard of the degree. Transfer credits will count toward earned and attempted cumulative credits in relation to the 150 percent maximum time frame rule.

Credits while not receiving Title IV:

All credits appearing on a student's transcripts will be counted in calculations for determining SAP status, including those that may have been during terms in which the student was not receiving Title IV Aid.

Appeal of Financial Aid / Academic Suspension

Appeal of Financial Aid / Academic Suspension can be granted only in instances in which extenuating circumstances occur. Some examples of circumstances can include, but are not limited to, the following:

1. An error was made during the academic progress evaluation.
2. The maximum time frame to complete a program was exceeded due to a curriculum change or the pursuit of more than one associate degree or certificate.
3. Death of a Family Member (The name and city of residence of the deceased AND a statement of the student's relationship with the deceased are required.)
4. Illness or Injury to the Student / Medical (An explanation of the nature of the illness or injury and the dates the student was affected by the illness or injury AND documentation from a medical professional / establishment or insurance provider are required.)
5. Other Mitigating Circumstances (A detailed explanation of the specific traumatic event or unexpected circumstance that the student did not have control over and what the student has done to overcome the event or circumstance such that he/she can go on to meet the standard of Satisfactory Academic Progress AND supporting documentation from a third party [i.e. physician, social worker, counselor, police] are required.)
6. Proof of Academic Success: (A student has completed at least 6 credits successfully with a GPA of 2.0 or higher in the most recent semester of attendance – failed or dropped courses during that time will count negatively in the appeal.)

Lack of awareness of withdrawal policies, requirements for Satisfactory Academic Progress, or unpreparedness for college coursework will not be accepted as reasons for the purpose of an appeal.

The circumstances should be clearly documented. When a student desires to appeal the Financial Aid Suspension, he/she must submit a formal appeal to the Financial Aid Office prior to the first day of the semester the student is returning to attend MCCC. It is the student's responsibility to ensure that the form is submitted prior to the deadline; failure to do so will result in the appeal not being heard. The meeting of the Appeal Committee for the purpose of hearing appeals will be held on an as-needed basis. The student will be notified immediately of the decision of the Committee, including any stipulations or recommendations accompanying the reinstatement of financial aid. A letter reiterating the Committee's decision will be sent to the student after the decision has been made.

A student may only appeal suspension once during his/her entire time of attendance at MCCC. If the appeal is approved, the student will be placed on probation.

During probation, which lasts one term, a student is expected to successfully meet the terms outlined in the SAP plan. A student may continue in subsequent semesters as long as he/she continues to meet the terms of the SAP plan. A student will need to meet the 2.0 cumulative GPA requirement and successfully complete at least 67% of his/her credits attempted for continuing aid eligibility. A student is eligible to receive aid while on Financial Aid Probation if otherwise eligible.

Reinstatement of financial aid does not imply waiver of any other school policy, rule, regulation, procedure, etc.

APPROVED

Board of Trustees – June 21, 2012

REVISION DATE(S)

July 23, 2025

RELATED PROCEDURES, GUIDELINES, OR RESOURCES

- Higher Education Act of 1965, as amended, (HEA): HEA Sec. 484(c)
- Federal Student Aid Handbook: Volume 1, Chapter 1, School Determined Eligibility, Satisfactory Academic Progress