

MERCER COUNTY COMMUNITY COLLEGE

Minutes of the 718th Meeting
of the Board of Trustees
November 20, 2024

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

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 Nespoli moved to approve the agenda, with the amendment to remove item V (F) DeCotiis, Fitzpatrick, Cole & Giblin (Resolution FY25-161) from the agenda, which was seconded by Trustee Blake and adopted with Trustees Appelget, Blake, Minus-Vincent, Nespoli, and Rehman voting aye.

D) PUBLIC COMMENT

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

II. NOMINATING COMMITTEE

A) ELECTION OF OFFICERS

Trustee Minus-Vincent moved the slate of officers from the nominating committee, with the new officers being: Kristin Appelget as Chair, Lawrence Nespoli as Vice Chair, and Greg Puliti as Treasurer. Trustee Minus-Vincent asked for nominations from the floor. There being none, Trustee Minus-Vincent moved the slate of officers, which was seconded by Trustee Blake, and adopted with Trustees Appelget, Blake, Minus-Vincent, Nespoli, and Rehman voting aye.

III. **PRESIDENT'S UPDATE**

Dr. Preston provide the following updates:

- The brand refresh reveal will take place on December 2nd by the Physical Education building from 12pm-1pm. There will be free food from food trucks, free t-shirts and keychains for the first number of visitors.
- Today, the administration signed an agreement with the Faculty association, settling their contract for the next five years. The contract still has be ratified by the faculty, and it will come to the Board for approval in December.
- The December Board meeting will address approving the audit to meet State deadlines, and other time sensitive topics, such as the faculty contract.

Dr. Heather Jennings, Professor of Psychology, and Ms. Stacy Denton, Director of Youth College, gave an overview presentation of the Summer XL Program. A copy of the presentation will be made a part of the minutes of this meeting.

IV. **APPROVAL OF MINUTES**

A) APPROVAL OF MINUTES OF OCTOBER 23, 2024 BOARD MEETING

Trustee Rehman moved to approve the minutes of the October 23, 2024 Board Meeting, which was seconded by Trustee Blake and adopted with Trustees Appelget, Blake, Nespoli, and Rehman voting aye. Trustee Minus-Vincent abstained.

BE IT RESOLVED, that the minutes of the October 23, 2024 meeting of the Board of Trustees are approved as presented.

V. **FINANCE & FACILITIES MATTERS**

Trustee Nespoli presented agenda items V (A) FY25-156 through (D) FY25-159 for ratification, which were second by Trustee Blake. The items were ratified with Trustees Appelget, Blake, Minus-Vincent, Nespoli, and Rehman voting aye.

A) MONTHLY FINANCIAL STATEMENT (Resolution FY25-156)

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

B) INVESTMENT DETAIL (Resolution FY25-157)

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 FY25-158)

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 OCTOBER 2024 (Resolution FY25-159)

The members of the Board noted receipt and ratified the monthly payments lists for October 2024.

Trustee Nespoli presented agenda items IV (E) FY25-160 and IV (G) FY25-162 through (J) FY25-

165, which were second by Trustee Blake. The items were passed with Trustees Appelget, Blake, Minus-Vincent, Nespoli, and Rehman voting aye.

- E) Charter Bus Transportation (FY25-160)
- G) Infinity Flight Group, LLC (FY25-162)
- H) Karas Enterprises dba Karasch & Associates (FY25-163)
- I) Presidio Networked Solutions Group, LLC (FY25-164)
- J) Trane U.S., Inc. (FY25-165)

Trustee Nespoli presented agenda item IV (K) FY25-166, which was second by Trustee Blake. The item passed with Trustees Appelget, Blake, Minus-Vincent, Nespoli, and Rehman voting aye.

- K) Acceptance of Funds from Johnson & Johnson Services Inc. / Mercer County Community College Foundation (FY25-166)

Trustee Nespoli presented agenda item IV (L), which was second by Trustee Blake.

- L) Revised Policy & Procedure #320 Bank Signatories – First Reading

VI. HUMAN RESOURCES MATTERS

Trustee Minus-Vincent presented agenda item VI (A) FY25-167, which was seconded by Trustee Blake. The item passed with Trustees Appelget, Blake, Minus-Vincent, Nespoli, and Rehman voting aye.

- A) RATIFICATION OF APPOINTMENTS, PROMOTIONS/ RECLASSIFICATIONS, STIPENDS, AND RECEIPT OF STAFF SEPARATION REPORT (Resolution FY25-167)
BE IT RESOLVED, that this Board approves the ratification of appointments, promotions /reclassifications, stipends, and notes receipt of the Staff Separation Report, which will be made a part of the minutes of this meeting.

VII. OPERATIONS MATTERS

Trustee Blake presented agenda item VII (A) FY25-168 for ratification, which were second by Trustee Nespoli. The item was ratified with Trustees Appelget, Blake, Minus-Vincent, Nespoli, and Rehman voting aye.

- A) OCTOBER 2024 REPORTABLE CRIMES, FIRES, AND OTHER EMERGENCIES (Resolution FY25-168)
The members of the Board noted receipt and review and ratified the report, which is attached.

VIII. NEW JERSEY COUNCIL OF COUNTY COLLEGES REPORT

Dr. Nespoli reported that he and President Preston represented MCCC at the NJ Council of County Colleges quarterly meeting on November 18, 2024. Highlights from the meeting included:

- Dr. Preston was appointed as co-chair of the statewide Learning and Innovation Committee.
- The NJCCC approved a consolidated state budget request for NJ’s community colleges that includes a \$24 million increase in state aid to community colleges. The Governor’s state budget proposal will be delivered in late Feb/early March.
- Legislative priorities were reviewed including amendments to the “Lampitt law,” which will further strengthen the transfer of community college students to four-year institutions across the state.
- Dr. Nespoli will again be the moderator for another Rutgers Community College Leadership Webinar Series. The next webinar on December 4th (1-2 pm) will feature Josh Wyner from the Aspen Institute on what he calls “Community College 3.0,” which focuses on the post-graduation success of community college students in transfer/bachelor’s attainment and/or securing a job that pays a family-sustaining wage. This webinar is very timely for MCCC given our focus on graduation rates in the coming year. Dr. Nespoli encouraged staff and faculty to register for the webinar. Recordings of this webinar and earlier ones are available at <https://smlr.rutgers.edu/faculty-research-engagement/education-employment-research-center-eerc/community-college-leadership-webinar-series>

IX. CHAIR’S REPORT

No report.

X. EXECUTIVE SESSION

BE IT RESOLVED, that this Board adjourned to an Executive Session at 7:39pm to discuss a legal and personnel 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 7:54pm. The public session reconvened at 7:55pm.

Chair Appelget motioned to approve a revised agenda to include resolution Contract Modifications for the President (FY25-169) under Human Resources Matters. The motion was seconded by Trustee Nespoli and adopted with Trustees Appelget, Blake, Minus-Vincent, Nespoli, and Rehman voting aye.

Trustee Blake moved to approved Resolution FY25-169, which was seconded by Trustee Minus-Vincent. The item passed with Trustees Appelget, Blake, Minus-Vincent, Nespoli, and Rehman voting aye.

- B) CONTRACT MODIFICATIONS FOR THE PRESIDENT (Resolution FY25-169)
 WHEREAS the Board of Trustees (“Board”) previously approved a contract to appoint Deborah E. Preston, Ph.D., as President of the Mercer County Community College (“MCCC”) for the period July 1, 2022 through June 30, 2025; and

WHEREAS the Board of Trustees now desires to retroactively increase the President’s base salary by 3.0 % for the 2025 fiscal year, effective July 1, 2024;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves a retroactive increase to Dr. Deborah Preston's base salary by 3.0 % for the 2025 fiscal year, effective July 1, 2024.

There being no further business to discuss, Trustee Blake moved to adjourn the meeting. The motion was seconded by Trustee Nespoli and passed unanimously. The meeting adjourned at 8:01pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Deborah E. Preston". The signature is written in a cursive style with a large, looped initial 'D'.

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

**MERCER COUNTY COMMUNITY COLLEGE
FINANCE OFFICE**

Resolution FY25-156

REVENUE	Budget FY25	Actual as of 10/31/2024	Percent of Budget Realized	2024 Actual
Tuition- Credit	\$ 25,110,377	\$ 14,118,272	56%	\$ 22,216,219
Course Fees	\$ 9,700,000	\$ 5,391,873	56%	\$ 8,226,719
Tuition Waivers	\$ (2,000,000)	\$ (1,662,818)	83%	\$ (2,397,594)
TOTAL TUITION & FEES:	\$ 32,810,377	\$ 17,847,327	54%	\$ 28,045,344
APPROPRIATIONS				
State of New Jersey	\$ 7,433,816	\$ 2,578,412	35%	\$ 7,967,611
County of Mercer	\$ 19,729,980	\$ 6,576,630	33%	\$ 19,343,117
Partnerships	\$ 50,000	\$ -	0%	\$ 49,622
Community Education/Non Credit	\$ 880,000	\$ 300,065	34%	\$ 804,882
Auxiliary Operations	\$ 2,855,000	\$ 630,540	22%	\$ 2,963,018
Facility Rentals	\$ 700,827	\$ 309,820	44%	\$ 834,080
Other Income	\$ 2,400,000	\$ 823,842	34%	\$ 4,155,784
TOTAL REVENUE:	\$ 66,860,000	\$ 29,066,636	43%	\$ 64,163,459
EXPENSES				
Salaries & Wages				
Faculty	\$ 17,349,400	\$ 4,991,974	29%	\$ 16,762,705
Administrators	\$ 4,096,946	\$ 1,107,545	27%	\$ 3,958,402
Clerical	\$ 2,384,695	\$ 736,883	31%	\$ 2,304,053
Professional	\$ 9,511,841	\$ 2,931,670	31%	\$ 9,190,185
Part Time	\$ 4,264,714	\$ 1,491,290	35%	\$ 4,120,496
Custodial / Maintenance / Security	\$ 2,456,640	\$ 699,014	28%	\$ 2,373,565
Total Salaries & Wages	\$ 40,064,236	\$ 11,958,376	30%	\$ 38,709,407
Employee Benefits	\$ 13,000,000	\$ 3,769,963	29%	\$ 12,009,348
TOTAL PERSONNEL EXPENDITURES:	\$ 53,064,236	\$ 15,728,339	30%	\$ 50,718,755
Utilities	\$ 1,985,950	\$ 508,254	26%	\$ 1,796,161
Building Lease	\$ 300,000	\$ 128,738	43%	\$ 296,774
Maintenance Contracts	\$ 995,000	\$ 261,518	26%	\$ 972,247
Facilities Maintenance	\$ 550,000	\$ 216,508	39%	\$ 530,375
Insurance	\$ 890,000	\$ 385,192	43%	\$ 752,120
Staff Development/Travel	\$ 350,000	\$ 241,726	69%	\$ 348,679
Marketing General Advertising	\$ 600,000	\$ (40,934)	-7%	\$ 594,147
IT Hardware / Software	\$ 1,600,000	\$ 864,751	54%	\$ 1,611,130
Legal/Professional Fees	\$ 280,000	\$ 174,268	62%	\$ 279,669
Purchased Services	\$ 2,100,000	\$ 791,573	38%	\$ 2,302,990
General Ed/Lab Supplies	\$ 365,000	\$ 129,652	36%	\$ 360,807
Student Development	\$ 465,000	\$ 113,400	24%	\$ 445,632
Other	\$ 3,314,814	\$ 1,369,611	41%	\$ 4,110,792
TOTAL OTHER EXPENDITURES:	\$ 13,795,764	\$ 5,144,257	37%	\$ 14,401,522
TOTAL OPERATING AND PERSONNEL	\$ 66,860,000	\$ 20,872,596	31%	\$ 65,120,277
			FY 24 Net:	\$ (956,819)

**INVESTMENT DETAIL
FOR THE PERIOD ENDING OCTOBER 31, 2024**

<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>TERM & INTEREST RATE</u>	<u>AMOUNT</u>
10/31/24	BANK OF PRINCETON	3.95%	688,144.02
10/31/24	FIRST BANK	3.95%	1,122,318.68
10/31/24	WELLS FARGO BANK BALANCE	3.91%	10,150,776.27
10/31/24	CASH MANAGEMENT FUND-NJ	5.23%	19,560,828.12 **
			<hr/>
			\$ 31,522,067.09 *
	<u>LONG TERM INVESTMENTS</u>		
10/31/24	WELLS FARGO - UNEMPLOYMENT TRUST	3.95%	<u>\$ 536,622.24</u>

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

** Includes: 3.2mil in Flight Fees, 4.8mil Student Financial Aid

MCCC PURCHASE ORDER REPORT
 \$8,320 - \$41,600
 DATE OF BOARD MEETING: November 20, 2024

Resolution FY25-158

Purchases over \$8,320 require three (3) quotes or over \$41,600 require Publically Advertised Bids
 unless specifically exempted by New Jersey County College Contract Law N.J.S.A. 18A:64A-25.5(a)
 Budget lines beginning with "2" indicate grant funded

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P19957	10/01/24	YourEvolvedMind LLC East Brunswick, NJ	\$12,000.00	22-06-01-02-210135-64102	Exemption: Consulting Services

Career consultant to provide 4 career workshops for students. Grant funded by CCOG

P19956	10/01/24	Adams, Lattiboudere, Croot, Herman LLC Iselin, NJ	\$26,250.00	10-06-01-03-301001-64103	Exemption: Professional Services
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Legal services from October 2024 – December 2024

P19761	10/01/24	Dell Marketing LP Round Rock, TX	\$10,943.52	22-01-02-02-302019-69621	NJ State Contract #24-TELE-71883
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Desktop computers for students. Paid for by Gear Up Grant.

P19754	10/01/24	Insight Public Sector Inc Dallas, TX	\$9,050.44	10-01-01-03-301306-69642	NJ State Contract #T3121/TELE-01512
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Vimeo enterprise standard live auto subscription for ITS.

B8697	10/01/24	City Beef Company Trenton, NJ	\$15,000.00	10-01-02-02-208005-61121	Exemption: Food
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Food purchases for JKC Café.

B8600	10/01/24	Cengage Learning Farmington Hills, MI	\$15,000.00	38-03-01-02-207004-61100	Exemption: Library Services
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National Geographic testing codes and Licenses for ESL classes.

P19342	10/01/24	Thank You 5 Productions Princeton, NJ	\$19,432.34	33-03-01-02-209001-42518	Exemption: Entertainment
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Box office split/Performance fees for Kelsey Theatre.

MCCC PURCHASE ORDER REPORT
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 DATE OF BOARD MEETING: November 20, 2024

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P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
B8905	10/02/24	Seashore Fruit Vineland, NJ	\$10,000.00	10-01-01-02-202604-61200	Exemption: Food

Fruit/Produce for the HRIM Program for FY25. Paid for by student course fees.

B8906	10/03/24	Your Part-Time Controller LLC Philadelphia, PA	\$10,000.00	10-06-01-03-301001-63997	Exemption: Professional Services
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Professional Financial Services for FY25. Paid for by Foundation.

P19980	10/08/24	Fisher Scientific Hanover Park, IL	\$10,515.00	10-01-01-02-206100-61101	Coop Contract #4053219
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Incubator for Biology.

P19993	10/9/24	Burlington English Inc Boca Raton, FL	\$12,000.00	22-01-02-02-302022-60120	
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Licenses for ESL course. Paid for by NJDOL Grant

P19340	10/09/24	Playful Theater Productions Fallsington, PA	\$16,551.69	33-03-01-02-209001-42518	Exemption: Entertainment
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Box Office Split/ Performance fees for Kelsey Theatre.

P20001	10/14/24	ZOHO Corporation Pleasanton, CA	\$17,183.00	10-01-01-03-301303-69713	MCCC RFQ #2508
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ManageEngine Manager Plus Professional edition subscription (automated patching software) for ITS.

B8919	10/15/24	Earp Cohn P.C. Cherry Hill, NJ	\$10,000.00	10-06-01-03-301001-64103	Exemption: Professional Services
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Legal Services for FCC Licenses.

B8922	10/17/24	Performance Food Group Inc Elizabeth, NJ	\$15,000.00	10-01-01-02-202604-61200	Exemption: Food
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Food Purchases for HRIM program. Paid for by student course fees.

MCCC PURCHASE ORDER REPORT
 \$8,320 - \$41,600
 DATE OF BOARD MEETING: November 20, 2024

Resolution FY25-158

Purchases over \$8,320 require three (3) quotes or over \$41,600 require Publically Advertised Bids
 unless specifically exempted by New Jersey County College Contract Law N.J.S.A. 18A:64A-25.5(a)
 Budget lines beginning with "2" indicate grant funded

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P20046	10/22/24	Superheat Subcooling HVAC Lambertville, NJ	\$9,250.00	10-07-01-03-301401-61530	MCCC RFQ #2509

Daikin Ductless Split HVAC Unit Install for Conference Center.

P20036	10/22/24	BSN Sports LLC Dallas, TX	\$9,164.03	61-05-01-04-402013-61385	Coop Contract #R201101
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Men's Lacrosse equipment.

P20064	10/24/24	New Jersey Business Systems Inc Robbinsville, NJ	\$20,970.40	70-07-01-03-700123-69320	NJ State Contract #23-TELE-45460
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Cabling for WWFM Radio department. WWFM funded.

P20071	10/24/24	Financial Aid Services Inc Atlanta, GA	\$11,010.00	10-06-01-03-301001-60566	Exemption: Professional Services
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Financial Aid Staffing Fees.

B8929	10/28/24	Apruzzese, McDermott, Mastro Murphy, P.C. Warren, NJ	\$40,000.00	10-06-01-03-301001-60130	Exemption: Professional Services
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Professional Legal Services.

P19331	10/30/24	Off Centre Stages Three Bridges, NJ	\$23,594.51	33-03-01-02-209001-42518	Exemption: Entertainment
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Box office split/ performance fees for Kelsey Theatre.

COLLEGE DISBURSEMENTS

	Check	Amount	Vendor	Funding Description
1.	421154	\$ 967,536.50	Infinity Flight Group	Student Flight Fees Funded-Aug24
2.	421140	\$ 153,456.63	Follett Higher Education	Refund-Student Grant Funded Purchases-Sept24
3.	421181	\$ 108,900.00	Spiezle Architectural Group	Master Plan-Progress Payment
4.	421128	\$ 86,660.71	Conover Building Maintenance	Custodial Service-Sept24
5.	421098	\$ 68,137.68	Wolters Kluwer Health	Nursing Materials- Nursing Fee Funded
6.	421312	\$ 62,334.18	Allstate Office Interiors	Replacement Office Furniture
7.	421197	\$ 60,366.60	Tutor.Com	Online Tutoring Program
8.	421284	\$ 53,350.00	Spiezle Architectural Group	Master Plan-Progress Payment
9.	421169	\$ 37,477.08	PSE&G	Electric - Aug24-WWC/Academy Street
10.	421168	\$ 33,951.82	PSE&G	Electric - Aug24-WWC/E Hanover Street
11.	421038	\$ 33,000.00	Imbue Creative	Digital Marketing
12.	421190	\$ 30,515.10	Sunlight General	Solar Energy-Sept24
13.	421173	\$ 29,776.33	PSE&G	Electric - Aug24-WWC
14.	421313	\$ 29,321.24	Arcmercer, Inc.	Shuttle Service
15.	421057	\$ 28,260.00	NJEDge.Net	Telephone Software
16.	421060	\$ 25,624.00	Nuventive, LLC	Subscription- IT Planning Software
17.	421061	\$ 23,750.00	Oculus IT	ERM IT Consulting -Q4
18.	421296	\$ 23,530.91	Vicinity Energy Trenton	Thermal Charges-Sept24
19.	421351	\$ 21,207.48	Municipal Emergency Services	Fire Academy Supplies
20.	421151	\$ 20,979.00	Huntington Technology	HW Computer Lease
21.	421034	\$ 20,025.00	Greenleaf Landscape Systems	Landscape Maintenance-July24
22.	421072	\$ 19,432.37	Presidio Networked Solutions	IT Cabling Chap12 Funded
23.	2317	\$ 17,000.00	Mercadien	Audit Fees- Foundation Funded
24.	421274	\$ 16,551.69	Playful Theater Productions	Theatre Box Office Split
25.	421253	\$ 16,500.00	Imbue Creative	Digital Marketing

MERCER COUNTY COMMUNITY COLLEGE
 FINANCE OFFICE
 Over \$5K Disbursements
 October 2024

Resolution FY25-159

COLLEGE DISBURSEMENTS

	Check	Amount	Vendor	Funding Description
26.	421116	\$ 15,167.18	B&H Photo-Video	Security Camera and Equipment
27.	421180	\$ 14,799.85	Snap-On Industrial IDSC Holding	Educational Software-Perkins Grant Funded
28.	421380	\$ 13,481.11	Windstream	Telephone-Sept24
29.	421242	\$ 13,256.00	Enco Systems, Inc	Computer Supplies
30.	421223	\$ 12,000.00	Burlington English	ESL Student Training
31.	421211	\$ 12,000.00	yourEVOLVEDmind,LLC	Development Workshops
32.	421026	\$ 11,665.50	Follett Higher Education	Student Grant Funded Purchases
33.	421384	\$ 11,010.00	Financial Aid Services	Financial Aid Consultants (FY24)
34.	421036	\$ 10,850.00	Herc Rentals	Scissor Lift
35.	421252	\$ 10,800.43	Hudl	Sports Analytic Software
36.	420138	\$ 10,515.00	Fisher Scientific	Environmental Chamber-Biology Department
37.	421254	\$ 9,050.44	Insight Public Sector	Vimeo Software
38.	420991	\$ 8,750.00	Adams Lattiboudere Croot	Legal Retainer - Oct24
39.	421353	\$ 8,684.75	National Public Radio	WWFM Programs-CPB Grant Funded
40.	421283	\$ 8,400.00	Smartsheet, Inc.	Subscription-IT Software
41.	421363	\$ 8,307.77	PSE&G	Electric-Sept24
42.	421260	\$ 7,500.00	Kyocera Document Solutions	Copier Lease-Oct24
43.	421383	\$ 7,499.00	Vector Solutions	Employee Compliance Training
44.	420925	\$ 7,400.00	Linkedin Corp	Re-issued Check
45.	421239	\$ 7,310.28	Direct Energy Business	Nat Gas-Sept24
46.	421108	\$ 7,148.50	NJEA	Union Dues- Faculty Union Member Fee Funded
47.	421308	\$ 7,148.50	New Jersey Education Assn	Union Dues- Faculty Union Member Fee Funded
48.	421227	\$ 7,065.00	CASAS	Etest Online
49.	421031	\$ 6,484.40	Franklin Covey Client Sales	4DX Leader Implementation-L. Starr
50.	420989	\$ 6,250.00	116 E Hanover LLC	JKC Parking Lease - Oct24
51.	421259	\$ 6,077.01	Kyocera Document Solutions	Copier Lease-Oct24

MERCER COUNTY COMMUNITY COLLEGE
FINANCE OFFICE
Over \$5K Disbursements
October 2024

Resolution FY25-159

COLLEGE DISBURSEMENTS

	Check	Amount	Vendor	Funding Description
52.	421056	\$ 5,572.00	National Business Furniture	Replacement Furniture
53.	421216	\$ 5,085.00	American Physical Therapy	Annual Accreditation Fee
54.	421277	\$ 5,069.23	Ricoh USA	Copier Leases-Oct24
Total Vendor Disbursements:		\$ 2,251,991.27		

STUDENT DISBURSEMENTS

25.	363846	\$ 7,900.15	Jayson Love	Refund
15.	363765	\$ 7,893.00	Paula L. Delgado	Refund
17.	363751	\$ 5,400.00	Raymond Alberto	Refund
16.	363821	\$ 5,196.00	Nicoleta K. Vatov	Refund

Total Student Disbursements: \$ 26,389.15

TOTAL DISBURSEMENTS: \$ 2,278,380.42

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
NOVEMBER 20, 2024**

RESOLUTION FY25 – 160

**A-1 LIMOUSINE INC
COLLEGE-WIDE CHARTER BUS SERVICES**

WHEREAS, Mercer County Community College has a need to acquire charter bus transportation services primarily for the athletic department but also College-wide as needed, with a base term of two (2) years for academic years 2025 and 2026, plus three (3) one-year extension options; and

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A: 64A-25.4 requires every contract or agreement for the performance of any work or the furnishing or hiring of any materials and supplies shall be made and awarded only by the County College after public advertising for bids and bidding therefore, except as provided otherwise in this article or specifically by any other law; and

WHEREAS, of the four (4) vendors that responded to the publically advertised request for proposals (MCCC RFP #2501) for charter bus services by the due date of November 7, 2024, A-1 Limousine Inc. of Princeton, New Jersey was evaluated to have the most responsible and cost-effective proposal for Charter Bus services for Mercer County Community College; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to enter into a contract with A-1 Limousine Inc. of Princeton, New Jersey to provide charter bus transportation services primarily for the athletic department but also College-wide as needed, with a base term of two (2) years for academic years 2025 and 2026, plus three (3) one-year extension options, for an amount not to exceed \$150,000 each year.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
NOVEMBER 20, 2024**

RESOLUTION FY25 – 160

MERCER COUNTY COMMUNITY COLLEGE

PURCHASE ORDER OVER \$41,600

REQUEST FOR BOARD APPROVAL: November 20, 2024

VENDOR

A-1 Limousine, Inc.

AMOUNT: \$125,000 (estimated annually)
(+ \$25,000 other trips College-wide)
Charter bus trips

2 Emmons Drive

Princeton, NJ 08540

BUDGET LINE: Various

DEPARTMENT: All College Departments

TYPE OF PURCHASE:

Bids Distributed: 14

Bids Received: 4

DESCRIPTION: Charter Bus Services – Athletic Department and College-wide

BID SUMMARY:

Vendor	Charter Bus 21 Athletic Trips (per Season x2)
A-1 Limousine	\$121,982.84
Stout's Transportation	\$147,258.00
Suburban Transit	\$127,890.00
Starr Transit Co.	\$138,000.00

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
NOVEMBER 30, 2024**

RESOLUTION FY25 – 162

**INFINITY FLIGHT GROUP, LLC
AIRCRAFT AND FLIGHT INSTRUCTION FOR AVIAITON PROGRAM**

WHEREAS, Mercer County Community College desires to amend Resolution FY25-108 to enter into a new agreement with Infinity Flight Group, LLC to provide aircraft and flight instructional training, under direct supervision by the College for students enrolled in the College's Aviation program with a base term of two years and three (3) one-year extension options; and

WHEREAS, on July 30, 2024 the Board of Trustees approved a resolution authorizing the President to issue payments not to exceed \$16,000,000 per fiscal year, using student paid flight school fees that are passed-through to Infinity Flight Group, LLC of Ewing, New Jersey to provide aircraft and flight instructional training, for students enrolled in the College's aviation program, from August 1, 2024 through July 31, 2026; and

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

WHEREAS, Infinity Flight Group, LLC has requested an agreement with a term extendable up to 5 years to secure financing for needed aircraft to operate the College's aviation program; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to issue payments not to exceed \$16,000,000 per fiscal year, using student paid flight school fees that are passed-through to Infinity Flight Group, LLC of Ewing, New Jersey, to provide aircraft and flight instructional training, for students enrolled in the College's Aviation program, from January 1, 2025 through December 31, 2026, with three (3) one-year extension options. These payments are funded from student flight instructional pass-through fees and student financial aid.

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
NOVEMBER 20, 2024**

RESOLUTION FY25 - 163

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

WHEREAS, Mercer County Community College has a need to acquire sign language interpreters and real-time captioning (CART) services for special need students enrolled in instructional classes in FYs 2025-2026 at the James Kerney and West Windsor campuses, pursuant to the Americans with Disabilities Act (ADA); and

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

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

WHEREAS, Karasch & Associates 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 and reporting contributions through the term of the contract; and

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

**MERCER COUNTY COMMUNITY COLLEGE
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NOVEMBER 20, 2024**

RESOLUTION FY25 - 163

WHEREAS, the College intends to exercise the first of three (1) one-year extension options as provided for in MCCC RFP 2205 to extend the current contract with Karasch & Associates of West Chester, Pennsylvania to January 2026; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board to exercise the first of three (3) one-year extension options to extend the current contract with Karasch & Associates of West Chester, Pennsylvania, in accordance with the resolution adopted by the Board of Trustees on January 19, 2023 to acquire sign language interpreters and real-time captioning (CART) services for special need students enrolled in instructional classes in FYs 2025-2026 at the James Kerney and West Windsor campuses, pursuant to the Americans with Disabilities Act (ADA) for an amount not to exceed \$85,000 from January 20, 2025 to January 20, 2026.

MCCC RFP2205

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
NOVEMBER 20, 2024**

RESOLUTION FY25 - 164

**PRESIDIO NETWORKED SOLUTIONS, LLC
CO-OPERATIVE PRICING COMPUTER WI-FI NETWORK**

WHEREAS, Mercer County Community College has a need to amend Resolution FY24-282 approved by the Board on June 26, 2024, to increase the FY 2025 purchase order with Presidio Networked Solutions, LLC for wireless communications, infrastructure and network equipment hardware and maintenance services contracted for in fiscal years 2020 and 2021, but not paid to date, due to circumstances related to COVID-19 remote work conditions, for both the James Kerney and West Windsor campuses;

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; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to amend Resolution FY24-282 approved by the Board on June 26, 2024, to increase the FY 2025 purchase order with Presidio Networked Solutions, LLC, of Morristown, NJ, by \$175,936.35 for a new not to exceed amount of \$425,936.35 for wireless communications and networked equipment hardware, at the James Kerney and West Windsor campuses from July 1, 2024 to June 30, 2025.

*NJ State Contract #21-TELE-01506 (CISCO/Presidio)

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
NOVEMBER 20, 2024**

RESOLUTION FY25 - 165

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

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

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

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

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Trane U.S. Inc., Piscataway, NJ to purchase material, supplies, and equipment for HVAC system replacement and upgrade projects in the AD, BS, ET, and HS buildings for an amount not to exceed \$2,500,000. Paid by New Jersey Chapter 12 program funds.

*OMNIA Partners Public Sector Contract Racine #3341

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
NOVEMBER 20, 2024**

RESOLUTION FY25 - 166

**ACCEPTANCE OF FUNDS FROM
CORPORATE SPONSORSHIP AGREEMENT BETWEEN
JOHNSON & JOHNSON SERVICES INC. AND THE MERCER COUNTY COLLEGE FOUNDATION**

WHEREAS, Mercer County Community College Foundation has received a grant of \$250,000, which is memorialized through a Corporate Sponsorship Agreement with Johnson & Johnson Services Inc., for the benefit of the Mercer County Community College (“College”), in connection with the New Jersey Center for the Workforce Innovation for Aseptic Processing and Biomanufacturing Coalition; and

WHEREAS, the term of the Corporate Sponsorship Agreement will have an effective date of December 1, 2024 and shall end on the earlier of (1.) three years; or (2.) the date of disbandment of the Coalition and will include a one-time grant in the amount of \$250,000 in FY25 ; and

WHEREAS, the College seeks approval to accept the donation of \$250,000 from the Mercer County Community College Foundation in connection with the intent of using the funds for the purpose of advancing the objectives of the New Jersey Center for Workforce Innovation for Aseptic Processing and Biomanufacturing (the “Coalition”); and

WHEREAS, the College seeks approval to accept a donation of an additional \$100,000 that is separate from the Johnson & Johnson Services Inc. Corporate Sponsorship Agreement from the Mercer County Community College Foundation in order to complete the purchase of the Biomanufacturing Mobile Laboratory; and

WHEREAS, specifically, the College will utilize the \$350,000 in donations towards the purchase price of a Biomanufacturing Mobile Laboratory, which will be housed on the College’s James Kerney Campus; and

WHEREAS, the College will also seeks to obtain additional donations and/or funding in order to purchase the Biomanufacturing Mobile Laboratory; and

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RESOLUTION FY25 - 166

WHEREAS, the College, in accepting the proceeds, agrees to jointly develop a curriculum with Raritan Valley Community College and Middlesex County Community College to support a Biomanufacturing Certificate that can be used within any New Jersey College ; and

WHEREAS, to establish Johnson & Johnson Services Inc., as a critical educational partner, a Biomanufacturing Mobile Laboratory will be externally wrapped in the names of the Coalition and the College and include the phrase “Made Possible by Johnson & Johnson” displayed prominently; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to accept a donation of \$250,000 from Mercer County Community College Foundation, who received a grant through a Corporate Sponsorship Agreement with Johnson & Johnson Services Inc., in connection with the New Jersey Center for the Workforce Innovation for Aseptic Processing and Biomanufacturing Coalition with an effective date of December 1, 2024; to accept a donation of an additional \$100,000 that is separate from the Johnson & Johnson Services Inc. Corporate Sponsorship Agreement from the Mercer County Community College Foundation in order to complete the purchase of the Biomanufacturing Mobile Laboratory; and to establish Johnson & Johnson Services Inc., as a critical educational partner, wherein the Biomanufacturing Mobile Laboratory will be externally wrapped in the names of the Coalition and the College and include the phrase, “Made Possible by Johnson & Johnson” displayed prominently .

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
NOVEMBER 20, 2024**

RESOLUTION FY25 – 167

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

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

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
NOVEMBER 20, 2024**

RESOLUTION FY25 - 167A

APPOINTMENTS

Human Resources Department

To: Deborah Preston, Ph.D., President
From: Yvette Henry, Vice President for Human Resources
Date: November 5, 2024
Re: Ratification of Appointments

The following appointment(s) have been made since October 2024.

Effective Date of /Hire	Department	Name	Title	Salary	Range	FLSA
10/28/2024	Athletics	Russell Stupienski	Coordinator of Fitness & Swimming Pool	\$60,000	\$45,592 – \$65,292	Exempt
11/4/2024	Finance	James Pierce	Controller	\$110,000	\$70,432 – \$110,000	Exempt
01/06/2025	Counseling & Wellness	Jessica Bradley	Licensed Counselor	\$75,000	\$51,854 – \$77,493	Exempt

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
NOVEMBER 20, 2024**

RESOLUTION FY25 - 167B

PROMOTIONS

Human Resources Department

To: Deborah Preston, PhD., President
From: Yvette Henry, Vice President for Human Resources
Date: November 5, 2024
Re: Promotions/Reclassifications

The following Promotions/Reclassifications have been made since October 2024.

Effective Date of Promotion/Salary Adjustment	Department	Name	Current Title/New Title	Current Base Salary	Adjusted Base Salary
07/01/2024	Workforce Education & Innovation	Paulette Wright-Parham	Current: Sr. Administrative Specialist New: No Change	\$63,932	\$67,129
07/01/2024	Workforce Education & Innovation	Elizabeth Gordon	Current: Sr. Administrative Specialist New: No Change	\$59,299	\$62,264
10/01/2024	Academic Affairs	Michelle Pierson	Current: Academic Advisor New: No Change	\$51,500	\$60,000

**MERCER COUNTY COMMUNITY COLLEGE
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NOVEMBER 20, 2024**

RESOLUTION FY25 - 167C

STIPENDS

Human Resources Department

To: Deborah Preston, Ph.D., President
From: Yvette Henry, Vice President for Human Resources
Date: November 5, 2024
Re: Ratification of Stipends

The following stipends have been made since October 2024

Effective Date of Stipend	Department	Name	Title	Stipend Based on Additional Duties	Purpose
11/1/2024	Facilities	Raymond Andrejck	Team Leader, Warehouse & Office Services	\$236.00 bi-weekly through Jan. 31, 2025 or until position is filled, whichever comes first.	Assuming additional responsibilities.
11/01/2024	Facilities	Jonathan Bogdan	Specialist, HVAC Controls	\$298.08 bi-weekly through Jan. 31, 2025 or until position is filled, whichever comes first.	Assuming additional responsibilities.
11/01/2024	Facilities	Robert Bowman	Craftsman, HVAC	\$354.18 bi-weekly through Jan. 31, 2025 or until position is filled, whichever comes first.	Assuming additional responsibilities.
11/01/2024	Facilities	Jerry Simicsak	Messenger Driver II	\$257.68 bi-weekly through Jan. 31, 2025 or until position is filled, whichever comes first.	Assuming additional responsibilities.

**MERCER COUNTY COMMUNITY COLLEGE
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November 20, 2024**

RESOLUTION FY25 - 167D

SEPARATIONS

Human Resources Department

To: Deborah Preston, PhD., President
From: Yvette Henry, Vice President for Human Resources
Date: November 5, 2024
Re: Separations

The following Separations have been made since October 2024.

Effective Date of Separation	Department	Name	Current Title/New Title	Type
10/25/2024	Athletics	Fredrick Carella	Coordinator for Academic Compliance and Advisement	RS

*

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

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
NOVEMBER 20, 2024**

RESOLUTION FY25 - 169

CONTRACT MODIFICATIONS FOR THE PRESIDENT

WHEREAS the Board of Trustees ("Board") previously approved a contract to appoint Deborah E. Preston, Ph.D., as President of the Mercer County Community College ("MCCC") for the period July 1, 2022 through June 30, 2025; and

WHEREAS the Board of Trustees now desires to retroactively increase the President's base salary by 3.0 % for the 2025 fiscal year, effective July 1, 2024;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves a retroactive increase to Dr. Deborah Preston's base salary by 3.0 % for the 2025 fiscal year, effective July 1, 2024.



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

From: Todd Sparks
Interim Director of College Safety

Date: November 4, 2024
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 ***October 2024, there was (4) four Clery offenses or occurrence reported through College Safety and Security.***

Clery Offense: (October 22, 2024)

At approx. 1900 hours on 10/22/2024, a female student advised College Safety that a male student attempted to put a piece of plastic wrap under her shirt and into her bra, while she was sitting in the student radio room. The West Windsor Police Department (WWPD) were contacted on 10/24/2024 and the female student filed a Police report with them. The WWPD advised the female student of the complaint signing procedure, if she wished to sign a criminal complaint against the male student for Harassment.

This incident was forwarded to the Title IX (Sexual Harassment) coordinator for follow-up investigation and interviews.

This incident falls under the Clery Act for Sexual Offense: Fondling, and will be counted as same on the Annual Safety Report (ASR).

Clery Offenses: (October 23, 2024)

At approx. 1200 hours on 10/23/2024, a female student called College Safety and reported that a "male was preventing her from leaving the parking lot and attempted to get into her vehicle." When College Safety arrived on scene, the "male" had left the area and the female student requested no further action from College Safety or WWPD. Upon further investigation, it was determined that the "male" was the female student's ex-boyfriend and wanted to speak with her. The male is a current student at MCCC, and only has class on Wednesday's. The female student didn't want WWPD involved, so we gave her WWPD's information, if she wished to report the incident at a later date and time.

This incident was forwarded to the Title IX (Domestic Violence) coordinator for follow-up investigation.

This incident falls under the Clery Act for Domestic Violence, and will be counted as same on the Annual Safety Report (ASR).

Clery Offense: (October 24, 2024)

At approx. 1230 hours on 10/24/2024, a female student called College Safety and reported that “some guy just took her phone and ran off towards the West parking lot.” When College Safety arrived at the West parking lot, the female student and (2) two witnesses were located there, while the male (non-student) was located at the corner of Loop Rd., A/O the M.C. Special School. The male had the females cell phone in his hand (pink case), along with his own phone. The male initially refused to give back the females phone; however, when we contacted the WWPD, he returned the phone to College Safety and he left the campus (Hughes Dr. entrance).

During College Safety’s interview of the female student, it was determined that the male (non-student) was her ex-boyfriend. When WWPD arrived on scene, there handled the incident as a Harassment / D.V. The female student didn’t request a TRO or wished to sign a criminal complaint against her ex-boyfriend at this time.

This incident was forwarded to the Title IX (Domestic Violence) coordinator for follow-up investigation. The male was “verbally” advised not to return to MCCC or a criminal complaint will be signed against him for Defiant Trespass. A PNG letter was send to the male, via USPS.

This incident falls under the Clery Act for Domestic Violence, and will be counted as same on the Annual Safety Report (ASR).

Clery Offense: (October 24, 2024)

At approx. 2235 hours on 10/24/2024, a female student was found passed out in the handicap stall in the female bathroom in the Student Center (SC). The female student attended the Halloween Party on campus. Once the student regained consciousness, she was moved to another room in the SC, while she was waiting for the WW First Aid Squad (WWFAS) to arrive and evaluate her. When the WWFAS arrived, they evaluated the student; however, she “refused” transportation to a hospital. The female student signed “refusal forms” for WWFAS and MCCC. A friend of the student drove her home, since she appeared to be intoxicated.

The female student was 19 yrs. (underage) and was intoxicated on campus, so this incident was referred to the Disciplinary Officer for follow-up.

This incident falls under the Clery Act for an Alcohol Offense (referred - Disciplinary Officer) and will be counted as same on the Annual Safety Report (ASR).

End of report