

**MERCER COUNTY COMMUNITY COLLEGE**

727<sup>th</sup> Minutes of the Meeting  
of the Board of Trustees  
September 24, 2025

The meeting was called to order by Chair Kristin Appelget at 6:33pm at Mercer County Community College West Windsor Campus. In addition to the Chair, the following members were in attendance: Julie Blake, Eashwayne Haughton, Brianna Hill, Jacquelyn León, Daryl Minus-Vincent, Lawrence Nespoli, Gregory Puliti, Scarlett Rajski, Aamir Rehman, Deborah Preston (MCCC President), and Mirian Lopez (Alumni Trustee). Also present was Matthew Giacobbe, College Counsel. Absent was 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, Blake, Haughton, Hill, 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 welcomed Ms. Brianna Hill, a new member of the Board of Trustees.

**II. PRESIDENT'S UPDATE**

- Dr. Preston introduced Mr. Mark Lee, Director of College Safety and Security.
- Dr. Gonzalo Perez, Assistant Vice President Academic Affairs, Workforce Education and Innovation, gave an overview presentation on the Community Education & Training 4DX initiative success. A copy of the presentation will be made a part of the minutes of this meeting

**III. APPROVAL OF MINUTES**

Trustee Nespoli moved to approve agenda items III (A) and (B), which were seconded by Trustee Rajski and adopted with Trustees Appelget, Blake, Haughton, León, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye. Trustee Hill abstained.

- A) APPROVAL OF MINUTES OF JULY 23, 2025 BOARD MEETING  
BE IT RESOLVED, that the minutes of the July 23, 2025 meeting of the Board of Trustees are approved as presented.
- B) APPROVAL OF EXECUTIVE SESSION MINUTES OF JULY 23, 2025  
BE IT RESOLVED, that the minutes from the July 23, 2025 executive session are approved as presented.

**IV. FINANCE & FACILITIES MATTERS**

Trustee Puliti presented agenda items IV (A) FY26-122 through (C) FY26-124 for ratification, which were second by Trustee Haughton. The items were ratified with Trustees Appelget, Blake, Haughton, León, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye. Trustee Hill abstained.

- A) MONTHLY FINANCIAL STATEMENT (Resolution FY26-122)  
The members of the Board noted receipt and ratified the Monthly Financial Statement, which is attached.
- B) INVESTMENT DETAIL (Resolution FY26-123)  
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 FY26-124)  
The members of the Board noted receipt and ratified the Report on Purchase Orders and Contracts under \$41,600.00, which is attached.

Trustee Puliti presented agenda items IV (D) FY26-125 through (E) FY26-126 for ratification, which were second by Trustee Haughton. The items were ratified with Trustees Appelget, Blake, Haughton, León, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye. Trustee Hill abstained.

- D) MONTHLY PAYMENTS LIST JULY 2025 (Resolution FY26-125)  
The members of the Board noted receipt and ratified the monthly payments lists for July 2025.
- E) MONTHLY PAYMENTS LIST AUGUST 2025 (Resolution FY26-126)  
The members of the Board noted receipt and ratified the monthly payments lists for August 2025.

Trustee Puliti presented agenda items IV (F) FY26-127 through (L) FY26-133, which were second by Trustee Haughton. The items were passed with Trustees Appelget, Blake, Haughton, León, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye. Trustee Hill abstained.

- F) Arc Mercer Inc. (FY26-127)
- G) B&H Photo-Video (FY26-128)
- H) Ellucian Company L.P. – Amendment (FY26-129)
- I) Honorlock, Inc. (FY26-130)

- J) ProEducation Solutions, LLC (FY26-131)
- K) Somerset County Cooperative Pricing System (FY26-132)
- L) Ward's Science – VWR International, LLC (FY26-133)

Trustee Puliti presented agenda items IV (M) FY26-134, (N) FY26-135, (O) FY26-147, and (P) FY26-148) which was second by Trustee Haughton. The items were passed with Trustees Appelget, Blake, Haughton, León, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye. Trustee Hill abstained. Trustee Minus-Vincent abstained from agenda items (M) and (N).

- M) Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program – Title II (FY26-134)
- N) New Jersey Office of the Secretary of Higher Education – Higher Education Facilities Trust Fund Act Grant Application (FY26-135)
- O) Symbiosis Educational Consultants (FY26-147)
- P) CourseDog Inc. (FY26-148)

#### **V. HUMAN RESOURCES MATTERS**

Trustee Rehman presented agenda item V (A) FY26-136, which was seconded by Trustee Puliti. The item was passed with Trustees Appelget, Blake, Haughton, León, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye. Trustee Hill abstained.

- A) RATIFICATION OF APPOINTMENTS, PROMOTIONS/RECLASSIFICATIONS, STIPENDS, AND RECEIPT OF STAFF SEPARATION REPORT (Resolution FY26-136)  
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) FY26-137, which was seconded by Trustee Rajski. The item was passed with Trustees Appelget, Blake, Haughton, León, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye. Trustee Hill abstained.

- B) REVISED SABBATICAL RECOMMENDATION – HEATHER JENNINGS (Resolution FY26-137)  
BE IT RESOLVED, that this Board approves the granting of a sabbatical leave for Professor Heather Jennings during the Spring 2026 Semester, as recommended by the President, as indicated in the attached which is to be made part of the minutes of this meeting.

Trustee Rehman presented agenda item V (C) FY26-138, which was seconded by Trustee Puliti. The item was passed with Trustees Appelget, Blake, Haughton, León, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye. Trustee Hill abstained.

- C) BE IT RESOLVED, that this Board hereby ratifies this agreement and authorizes the President, on behalf of this Board, to execute said agreement, a copy of which will be made a part of the minutes of this meeting.

Trustee Rehman presented agenda item V (D) FY26-150, which was seconded by Trustee Rajski. Trustees Appelget, Blake, Haughton, León, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye. Trustee Hill abstained.

- D) RESOLUTION TO EXTEND PRESIDENT’S CONTRACT THROUGH OCTOBER 31, 2025  
(Resolution FY26-150)  
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) October 31, 2025 or (b) the date a new employment agreement is approved by the Board.

**VI. OPERATIONS MATTERS**

Trustee Blake presented agenda item VI (A) FY26-139 and (B) FY26-140 for ratification, which were second by Trustee Nespoli. The items were ratified with Trustees Appelget, Blake, Haughton, León, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye. Trustee Hill abstained.

- A) JULY 2025 REPORTABLE CRIMES, FIRES, AND OTHER EMERGENCIES (Resolution FY26-139)  
The members of the Board noted receipt and review and ratified the report, which is attached.
- B) AUGUST 2025 REPORTABLE CRIMES, FIRES, AND OTHER EMERGENCIES (Resolution FY26-140)  
The members of the Board noted receipt and review and ratified the report, which is attached.

Trustee Blake presented agenda items VI (C) FY26-141 through (D) FY26-142, which were second by Trustee Nespoli. The items were ratified with Trustees Appelget, Blake, Haughton, León, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye. Trustee Hill abstained.

- C) RESOLUTION TO SUNSET OUTDATED POLICIES 324 ACCOUNTING FOR INVESTMENT INCOME, 326 NET REVENUE FROM INTERNALLY RESTRICTED ACCOUNTS, AND 350 OUT-OF-STATE TUITION IN LIMITED ENROLLMENT PROGRAMS (Resolution FY26-141)  
BE IT RESOLVED that the Board hereby approves the following policies are sunsetted as recommended by the President, and Finance and Operations Committees of the Board, and as outlined in the attached, which will be made part of the minutes of this meeting.
- OMB 324 Accounting for Investment Income
  - OMB 326 Net Revenue from Internally Restricted Accounts
  - OMB 350 Out-of-State Tuition in Limited Enrollment Programs
- D) RESOLUTION TO SUNSET OUTDATED POLICIES 314 CELLULAR PHONE AND 382 EMPLOYEE LAPTOP COMPUTER (Resolution FY26-142)  
BE IT RESOLVED that the Board hereby approves the following policies are sunsetted as recommended by the President, and Finance and Operations Committees of the Board, and as outlined in the attached, which will be made part of the minutes of this meeting.

- OMB 314 Cellular Telephones
- OMB 382 Employee Laptop Computer

Trustee Blake presented agenda items VI (E) FY26-143 through (H) FY26-146, which were second by Trustee Nespoli. The items were ratified with Trustees Appelget, Blake, Haughton, León, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye. Trustee Hill abstained.

- E) REVISED POLICY 002 POLICY ON POLICY DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE (FY26-143)  
BE IT RESOLVED, that the Board hereby approves the revised policy and procedure #002 Policy Development, Implementation, and Maintenance as recommended by the President and Operations Committee of the Board, and as outlined in the attached, which will be made part of the minutes of this meeting.
- F) REVISED POLICY 510 FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY (FY26-144)  
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.
- G) REVISED POLICY 210 ACADEMIC INTEGRITY (FY26-145)  
BE IT RESOLVED, that the Board hereby approves revised policy #210 Academic Integrity Violations 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.
- H) NEW POLICY 513 ANTI-HAZING (FY26-146)  
BE IT RESOLVED, that the Board hereby approves new policy #513 Anti-Hazing as recommended by the President and the Operations Committee of the Board, and as outlined in the attached, which will be made part of the minutes of this meeting.

The second reading will take place at the October 2025 meeting for the following policies:

- I) Revised 986 Preferred Name Policy – First Reading  
J) Revised 415 Auditing a Course Policy – First Reading  
K) Revised 490 Human Subjects Research Policy – First Reading  
L) Revised 987 Institutional Surveys Policy – First Reading  
M) New Academic Restart Policy – First Reading  
N) New Double Major Policy – First Reading

## **VII. NEW JERSEY COUNCIL OF COUNTY COLLEGES REPORT**

This was Dr. Nespoli's final board meeting, as he has decided to step down from the board of trustees and will be joining the MCCC Foundation board of directors in November. He said he wanted to take a minute to emphasize the importance of another trustee becoming Mercer's trustee representative to the NJ Council of County Colleges (NJCCC) – a role Dr. Nespoli has had for the past seven years. A brief history lesson helps make the point.

For many years New Jersey had a very centralized governance structure for higher education with a Chancellor and State Board for Higher Education. In one of her first official actions as governor, then Governor Whitman abolished the State Board and eliminated the Chancellor's Office with the goal of returning more authority to local boards of trustees – setting tuition, approving new programs and capital projects, and so on. But there was still the question of who would provide the important state-level coordinating functions for community colleges previously done by the State Board – things like the funding formula for distributing state aid to community colleges, the distribution of capital funding ("Chapter 12") to community colleges, and other important state policies for community colleges. NJ's community colleges proposed that these responsibilities be assigned in law to the NJCCC – even though the NJCCC is a 501(c)(3) nonprofit organization, not a state agency. The NJ Legislature passed this proposal, and the Governor signed it into law in 1994.

In short, we ended up with an approach that became known as "coordinated autonomy" with local boards of trustees having the increased autonomy to govern the colleges and the NJCCC providing key state-level policy functions – and this is still the approach we have today, more than 30 years later.

And here is the key concluding point as to why Mercer needs a NJCCC trustee representative at the table when key state-level decisions are being made. By law, each college has two NJCCC voting members – the president and a trustee designated by the board chair. The trustee rep's responsibilities include attending the NJCCC quarterly meetings, voting on action items important to MCCC, and later providing brief reports at MCCC board meetings.

As to the timing of the appointment of the NJCCC trustee rep, the MCCC board chair could do this annually at the November board meeting when officers are elected.

## **VIII. OTHER MATTERS**

### **A) APPOINTMENT OF NOMINATION COMMITTEE**

Chair Appelget appointed the Nominating Committee for the Board. Trustee Minus-Vincent will Chair the committee and Trustees Blake and Rajski will be members.

Chair Appelget moved to approve agenda item VIII (B) FY26-149, which was second by Trustee Blake. The item was approved with Trustees Appelget, Blake, Haughton, Hill, León, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

### **B) RESOLUTION OF APPRECIATION – LAWRENCE, ED.D. (FY26-149)**

BE IT RESOLVED, that this Board extends its grateful appreciation to Dr. Nespoli for his contribution and service as a member of the Board of Trustees of Mercer County Community College Board, as outlined in the attached, which will be made part of the minutes of this meeting.

## **IX. CHAIR'S REPORT**

No report.

**X. EXECUTIVE SESSION**

BE IT RESOLVED, that this Board adjourned to an Executive Session at 7:24pm to discuss a legal matters. Circumstances under which these discussions will be disclosed to the public when necessary actions are taken at public session. The Executive Session concluded at 8:24pm. The public session reconvened at 8:24pm.

There being no further business to discuss, Trustee Nespoli moved to adjourn the meeting. The motion was seconded by Trustee Blake and passed unanimously. The meeting adjourned at 8:25pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Deborah E. Preston". The signature is written in a cursive, flowing style.

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



**MERCER COUNTY COMMUNITY COLLEGE**  
**FINANCE OFFICE**

Resolution FY26-122

<b>REVENUE</b>	<b>Budget FY26</b>	<b>Actual as of 08/31/2025</b>	<b>Percent of Budget Realized</b>	<b>2025 Actual</b>
Tuition- Credit	\$ 28,600,000	\$ 14,973,225	52%	\$ 25,643,441
Course Fees	\$ 9,900,000	\$ 5,792,717	59%	\$ 8,305,875
Tuition Waivers	\$ (2,900,000)	\$ (1,234,836)	43%	\$ (2,978,171)
<b>TOTAL TUITION &amp; FEES:</b>	<b>\$ 35,600,000</b>	<b>\$ 19,531,106</b>	<b>55%</b>	<b>\$ 30,971,145</b>
<b>APPROPRIATIONS</b>				
State of New Jersey	\$ 7,433,816	\$ 1,302,898	18%	\$ 7,735,236
County of Mercer	\$ 19,729,980	\$ 3,288,315	17%	\$ 19,729,890
Partnerships	\$ -	\$ -	0%	\$ 46,053
Community Education/Non Credit	\$ 880,000	\$ 116,517	13%	\$ 744,500
Auxiliary Operations	\$ 3,000,000	\$ 190,812	6%	\$ 3,077,728
Facility Rentals	\$ 978,204	\$ 132,053	13%	\$ 794,208
Other Income	\$ 2,750,000	\$ 639,297	23%	\$ 2,871,462
<b>TOTAL REVENUE:</b>	<b>\$ 70,372,000</b>	<b>\$ 25,200,998</b>	<b>36%</b>	<b>\$ 65,970,222</b>
<b>EXPENSES</b>				
<b>Salaries &amp; Wages</b>				
Faculty	\$ 18,598,510	\$ 2,908,218	16%	\$ 16,426,153
Administrators	\$ 4,342,763	\$ 596,837	14%	\$ 3,868,081
Clerical	\$ 2,527,777	\$ 354,823	14%	\$ 2,376,037
Professional	\$ 10,082,551	\$ 1,480,527	15%	\$ 9,668,464
Part Time	\$ 4,260,000	\$ 688,213	16%	\$ 4,049,696
Custodial / Maintenance / Security	\$ 2,604,038	\$ 363,169	14%	\$ 2,316,668
<b>Total Salaries &amp; Wages</b>	<b>\$ 42,415,639</b>	<b>\$ 6,391,787</b>	<b>15%</b>	<b>\$ 38,705,099</b>
<b>Employee Benefits</b>	<b>\$ 14,000,000</b>	<b>\$ 2,013,139</b>	<b>14%</b>	<b>\$ 13,414,990</b>
<b>TOTAL PERSONNEL EXPENDITURES:</b>	<b>\$ 56,415,639</b>	<b>\$ 8,404,926</b>	<b>15%</b>	<b>\$ 52,120,089</b>
Utilities	\$ 2,135,950	\$ 183,866	9%	\$ 1,951,054
Building Lease	\$ 350,000	\$ 102,990	29%	\$ 308,970
Maintenance Contracts	\$ 995,000	\$ 89,261	9%	\$ 1,069,653
Facilities Maintenance	\$ 1,952,963	\$ 190,671	10%	\$ 1,658,653
Insurance	\$ 920,000	\$ 399,392	43%	\$ 871,114
Staff Development/Travel	\$ 335,000	\$ 153,145	46%	\$ 639,883
Marketing General Advertising	\$ 628,400	\$ 48,653	8%	\$ 312,715
IT Hardware / Software	\$ 1,525,000	\$ 563,349	37%	\$ 1,837,121
Legal/Professional Fees	\$ 380,000	\$ 75,802	20%	\$ 982,336
Purchased Services	\$ 2,000,000	\$ 1,041,995	52%	\$ 2,012,082
General Ed/Lab Supplies	\$ 400,597	\$ 35,108	9%	\$ 451,145
Student Development	\$ 479,000	\$ 42,724	9%	\$ 530,952
Other	\$ 1,854,451	\$ 419,270	23%	\$ 3,249,353
<b>TOTAL OTHER EXPENDITURES:</b>	<b>\$ 13,956,361</b>	<b>\$ 3,346,226</b>	<b>24%</b>	<b>\$ 15,875,031</b>
<b>TOTAL OPERATING AND PERSONNEL</b>	<b>\$ 70,372,000</b>	<b>\$ 11,751,152</b>	<b>17%</b>	<b>\$ 67,995,120</b>





**MERCER COUNTY COMMUNITY COLLEGE  
FINANCE OFFICE**

**Resolution FY26-123**

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

<b><u>DATE</u></b>	<b><u>SHORT TERM INVESTMENTS</u></b>	<b><u>TERM &amp; INTEREST RATE</u></b>	<b><u>AMOUNT</u></b>
08/31/25	BANK OF PRINCETON	2.96%	705,479.27
08/31/25	FIRST BANK	3.35%	1,160,478.76
08/31/25	WELLS FARGO BANK BALANCE	3.09%	3,008,367.33
08/31/25	CASH MANAGEMENT FUND-NJ	4.31%	15,185,507.44 **
			\$ 20,059,832.80 *
	<b><u>LONG TERM INVESTMENTS</u></b>		
08/31/25	WELLS FARGO - UNEMPLOYMENT TRUST	3.95%	\$ <u>543,252.98</u>

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

\*\* Includes: 1.9 mil in Flight Fees

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

Resolution FY26-124

Purchases over \$8,980 require three (3) quotes or over \$44,900 require Publicly Advertised Bids  
unless specifically exempted by New Jersey County College Contract Law N.J.S.A. 18A:64A-25.5(a)  
Budget lines beginning with "2" indicate grant funded  
Budget lines beginning with "7" indicate capital projects

#	PO #	DATE	VENDOR	AMOUNT	BUDGET CODE	DESCRIPTION	BASIS FOR AWARD
1	80009192	7/2/25	30 BIRD MEDIA, LLC Columbia, MD	\$13,000.00	38-03-01-02-207004-61100	Manuals and Training guides for computer classes for FY26.	Exemption: Textbooks
2	80009413	7/22/25	A+ ATHLETE - SPORTS MEDICINE, LLC Robbinsville, NJ	\$13,200.00	10-05-01-04-402000-64770	Medical testing and Exam visits for Student Athletes for FY26.	Exemption: Professional Services
3	80009411	7/22/25	ADAMS LATTIBOUDERE CROOT HERMAN LLC Iselin, NJ	\$17,000.00	10-06-01-03-301001-64103	Legal Fees for FY26.	Exemption: Professional Services
4	80009359	7/14/25	AGB SEARCH, LLC Washington, DC	\$9,517.40	10-06-01-01-100120-64102	Consulting Services for Staff FY26.	Exemption: Consulting Services
5	80009088	7/1/25	ALIBRIS Emeryville, CA	\$9,000.00	10-04-01-02-200300-61172	Second-tier library book supplier for WWC and JKC Library campuses for FY26.	Exemption: Library Materials
6	P0021737	8/4/25	ALL ABOARD TOURS TRAVEL LLC Upper Saddle River, NY	\$10,360.00	22-01-02-02-302018-63200	Student travel to the African American Museum. Paid for by Gear-Up Grant.	Exemption: Entertainment
7	P0021731	8/4/25	ALL ABOARD TOURS TRAVEL LLC Upper Saddle River, NY	\$9,870.00	22-01-02-02-302018-63200	Student travel to Broadway. Paid for by EOF.	Exemption: Entertainment
8	P0021766	8/6/25	ALLSTATE OFFICE INTERIORS Robbinsville, NJ	\$43,584.70	70-07-01-03-700102-69240	Replacement flooring for AD Building hallways.	NJ State Contract #23-FOOD-47763 and #23-FOOD-47764
9	P0021845	8/19/25	ALLSTATE OFFICE INTERIORS Robbinsville, NJ	\$25,681.81	70-07-01-03-700120-69240	Replacement flooring for Student Center Cafeteria Serving Area.	NJ State Contract #23-FOOD-47764
10	P0021883	8/22/25	AMERICAN PUBLIC MEDIA Saint Paul, MN	\$29,750.00	32-03-01-03-301501-68888	Media programming for WWFM. Paid for by CPB (Corporation of Public Broadcasting) Grant.	Exemption: Sole Source
11	80009209	7/2/25	ANNUAL REGISTRATION MANAGEMENT SERVICES, LLC Duluth, GA	\$9,000.00	32-03-01-03-301501-66550	MCCC Foundation Charitable registration management fees.	Exemption: Proprietary
12	P0021694	7/29/25	APPLE COMPUTER Austin, TX	\$19,670.00	10-06-01-03-301001-63997	Purchase of laptops for the Photography program.	Susquehanna IU 16 (PEPPM) Contract #535802-001
13	80009455	8/4/25	ATLANTIC CITY ELECTRIC Philadelphia, PA	\$16,000.00	32-03-01-03-301501-68110	Electric power delivery and supply charges for WWCI. Paid for by WWFM Listeners Donations.	Exemption: Public Utility
14	80009451	8/4/25	ATRIUM STAFFING NEW JERSEY, LLC Princeton, NJ	\$11,300.00	10-06-01-03-301001-64102	Temporary Staffing Services for FY26.	Exemption: Professional Services
15	P0021626	7/22/25	B&H PHOTO-VIDEO New York, NY	\$14,492.40	10-06-01-03-301001-63997	Purchase of Photography Equipment. Funded by Walker Grant.	E&I Contract #00221-P
16	P0021885	8/22/25	BLACKBAUD, INC. Charleston, SC	\$31,252.23	10-01-01-03-301304-69713	Software for the Foundation.	Exemption: Proprietary
17	P0021545	7/7/25	BLUE LIGHT DIGITAL SOUND Mount Holly, NJ	\$17,500.00	22-05-01-02-302146-64102	CAT Program music couoses. Funded by CAT Grant.	Exemption: Consulting Services
18	P0021913	8/26/25	BRIGHTLY SOFTWARE Pittsburgh, PA	\$26,211.68	10-01-01-03-301304-64110	Facilities workorder software for FY26.	Exemption: Proprietary
19	80009094	7/1/25	BROUDY PRECISION EQUIPMENT Westville, NJ	\$17,000.00	10-07-01-03-301401-61530	HVAC Supplies for FY26	MCCC RFQ# 2511
20	80009496	8/22/25	BSN SPORTS, LLC Dallas, TX	\$3,430.80	61-05-01-04-402001-61384 61-05-01-04-402001-61385	Baseball uniforms for FY26.	OMNIA Contract #R201101
21	80009190	7/2/25	BUILDERS TRAINING RESOURCE, LLC Hamilton, NJ	\$27,000.00	38-03-01-02-207004-64206	Instruction of Mercer Institute Classes throughout FY26.	Exemption: Professional Services
22	P0021553	7/10/25	BUTLER WATER CORRECTIONS Hamilton, NJ	\$9,760.00	10-07-01-03-301401-68550	Water filter replacement services for Facilities.	NJ State Contract #T-0154 / 22-GNSV1-39218
23	80009349	7/10/25	BUTLER WATER CORRECTIONS Hamilton, NJ	\$18,000.00	10-07-01-03-301401-68550	Water Treatment Services for FY26.	NJ State Contract #T-0154/22-GNSV1-39218
24	P0021865	8/22/25	BUTLER WATER CORRECTIONS Hamilton, NJ	\$10,148.00	10-07-01-03-301401-68550	Water filter replacement services for Facilities.	NJ State Contract #22-GNSV1-39218/ T-0154
25	80009255	7/2/25	CAREBRIDGE Exton, PA	\$12,115.00	10-06-01-03-301002-52107	Employee Assistance Program FY26.	Exemption: Professional Services
26	80009188	7/2/25	CENGAGE LEARNING Farmington Hills. MI	\$25,000.00	38-03-01-02-207004-61100	Online literature resource for FY26.	Exemption: Library Materials
27	80009297	7/2/25	CINTAS Philadelphia, PA	\$17,000.00	10-07-01-03-301401-61610 10-07-01-03-301401-68550	Facilities Uniforms for FY26.	OMNIA CONTRACT #R-BB-19002
28	80009277	7/2/25	CINTAS Philadelphia, PA	\$9,000.00	10-07-01-03-301407-61610	College Safety uniforms FY26.	OMNIA Contract #R-BB-19002
29	80009365	7/14/25	CITY BEEF COMPANY Trenton, NJ	\$9,500.00	10-01-02-02-208005-61121	Food supplies for JKC Café FY26.	Exemption: Food
30	P0021520	7/2/25	CLASS TECHNOLOGIES, INC. Washington, DC	\$22,660.00	10-01-01-02-200403-69712	Web based classes for Mercer Institute Classes throughout FY26.	Exemption: Professional Services

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

Resolution FY26-124

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#	PO #	DATE	VENDOR	AMOUNT	BUDGET CODE	DESCRIPTION	BASIS FOR AWARD
31	80009350	7/10/25	COLLECTIVE EVENT RENTALS Avondale, PA	\$17,000.00	34-09-01-03-301601-61260	Linens for Conference Center Events for FY26.	MCCC RFQ #2411
32	80009321	7/3/25	COMPASS GROUP, DBA CANTEEN Charlotte, NC	\$11,700.00	22-01-02-02-302019-62320	Food for Gear-Up Program. Paid for by Gear-Up Grant.	MCCC RFP #2003
33	80009460	8/4/25	COMPASS GROUP, DBA CANTEEN Charlotte, NC	\$20,000.00	34-09-01-03-301601-65144	Payments for Conference Center Internal Events for FY26.	MCCC RFP #2003
34	80009475	8/11/25	COMPASS GROUP, DBA CANTEEN Charlotte, NC	\$10,000.00	61-05-01-04-403032-63200	Catering services for FY26.	MCCC RFP #2003
35	80009283	7/2/25	CRAFTMASTER HARDWARE LLC Northvale, NJ	\$10,000.00	10-07-01-03-301401-61520	Locking Hardware for FY26.	NJ State Contract #21-FOOD-16468
36	80009443	7/29/25	DARE COMMERCIAL SERVICES LLC Franklinville, NJ	\$21,676.85	10-07-01-03-301401-68550	Street sweeping services for FY26.	MCCC RFQ #2603
37	80009414	7/22/25	DECOTIIS, FITZPATRICK COLE, LLP Paramus, NJ	\$17,000.00	10-06-01-03-301001-64103	Legal Fees for FY26.	Exemption: Professional Services
38	P0021762	8/6/25	DELL MARKETING LP Round Rock, TX	\$17,250.00	22-01-02-02-302167-61100 22-01-02-02-302167-69520	Purchase of laptops. Funded by the Digital Literacy Grant.	NJ State Contract #23026/M0483/24-TELE-71883
39	P0021765	8/6/25	DIGITAL DESK San Antonio, TX	\$11,050.00	10-01-01-03-301304-69713	Testing center software.	Exemption: Proprietary
40	P0021956	9/3/25	DONORSEARCH Marriottsville, MD	\$36,000.00	10-06-01-03-301001-63997	Software for the Foundation.	Exemption: Proprietary
41	80009276	7/2/25	DYNAMIC SECURITY LLC DBA MINUTEMAN SECURITY LIFE SAFETY Edison, NJ	\$30,000.00	10-07-01-03-301407-68550	Service Calls for Campus Cameras, Gates, and Classroom/ Building Access systems for FY26.	GSA Contract #07F-0251
42	80009388	7/16/25	EARP COHN, P. C. Cherry Hill, NJ	\$22,787.50	10-06-01-03-301001-64103	Legal Fees for FY26.	Exemption: Professional Services
43	P0021633	7/23/25	ELLUCIAN COMPANY, LLC Reston, VA	\$15,169.00	10-01-01-03-301304-64110	Ellucian Portal Maintenance services for FY26.	Exemption: Proprietary
44	80009091	7/1/25	ENERGY TRANSFER SOLUTIONS, LLC West Chester, PA	\$14,500.00	10-07-01-03-301401-68550	Preventative maintenance of HVAC Equipment for FY26.	Exemption: Sole Source
45	P0021688	7/29/25	EXAMSOFT WORLDWIDE LLC Oakland, CA	\$19,912.30	10-01-01-02-206200-61102	Nursing exam software.	Exemption: Proprietary
46	80009300	7/2/25	F. W. WEBB DBA LINCOLN SUPPLY Bedford, MA	\$10,000.00	10-07-01-03-301401-61530 10-07-01-03-301401-61540	HVAC Supplies for FY26.	Hunterdon County Cooperative Contract #HCESC-CAT-23-10
47	P0021533	7/3/25	FARONICS TECHNOLOGIES USA INC. Pleasanton, CA	\$13,650.00	10-01-01-03-301302-69724	Yearly deep freeze software subscription for ITS.	Exemption: Proprietary
48	80009495	8/21/25	FLINN SCIENTIFIC Chicago, IL	\$9,000.00	10-01-01-02-206100-61101	Lab Supplies for FY26.	TIPS Contract #230805
49	P0021719	8/4/25	FULL SPECTRUM THERAPY PARTNERS II LLC Hamilton, NJ	\$14,040.00	22-05-01-02-302146-64102	CAT Program instructional services. Funded by CAT Grant.	Exemption: Consulting
50	P0021448	7/1/25	GALLI SUSAN J Lambertville, NJ	\$9,500.00	33-03-01-02-209001-42518 33-03-01-02-209002-64105	Tomato Patch Jr Instruction, and Box Office Split and Performance Feeds for Clue Live Onstage and Campfire Alien.	Exemption: Entertainment
51	80009240	7/2/25	GLOBAL PAYMENTS Atlanta, GA	\$11,970.00	33-03-01-02-209002-64105	Tomato Patch registration system for FY26.	Exemption: Proprietary
52	80009092	7/1/25	HIGHTS ELECTRIC MOTOR SERVICE Hightstown, NJ	\$15,000.00	10-07-01-03-301401-61530	HVAC Supplies for FY26	MCCC RFQ# 2512
53	80009289	7/2/25	HOME DEPOT CREDIT SERVICES Long Island City, NY	\$9,000.00	10-07-01-03-301401-61500 10-07-01-03-301401-61510	Building Supplies FY26.	OMNIA Contract #16154
54	P0021532	7/3/25	HOWARD TECHNOLOGY SOLUTIONS Birmingham, AL	\$35,990.00	10-01-01-03-301306-69642	Replacement projectors for classrooms for ITS.	NJ State Contract #25-TELE-1016602
55	P0021938	9/2/25	HUDL Lincoln, NE	\$10,000.00	61-05-01-04-402001-64110	Sport analytics software for FY26.	Exemption: Sole Source
56	P0021573	7/14/25	INDUSTRIAL COMMUNICATIONS Easton, PA	\$15,400.32	32-03-01-03-301501-64110	Tower Leases for WWFM for FY26. Paid for by WWFM listener's donations.	Exemption: Sole Source
57	P0021480	7/1/25	INVOKE, LLC Cranbury, NJ	\$35,068.11	33-03-01-02-209001-66330	Printing and Mailing Kelsey Theatre Brochures.	MCCC RFQ #2543

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Resolution FY26-124

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58	P0021750	8/5/25	INSTRUCTURE, INC. Salt Lake City, UT	\$13,533.00	10-06-01-03-301001-63100	Annual Diploma Services subscription for FY26.	Exemption: Graduation Supplies
59	P0021501	7/1/25	JERSEY MAIL SYSTEMS LLC Freehold, NJ	\$20,562.00	10-07-01-03-301404-69330	Annual payment for lease and Maintenance for Mailing Equipment and Software.	NJ State Contract #19-GNSV2-00680
60	P0021555	7/14/25	KFT FIRE TRAINER, LLC Allendale, NJ	\$21,569.00	37-09-04-02-203009-64110	Maintenance and parts for Fire Academy equipment.	Exemption: Sole Source
61	P0021671	7/28/25	KRUEGER INTERNATIONAL Green Bay, WI	\$17,399.25	70-07-01-03-700102-69420	Replacement classroom furniture for the BS and ET Buildings	ESCNJ # 22/23-08
62	P0021477	7/1/25	KYOCERA DOCUMENT SOLUTIONS AMERICA, INC. Fairfield, NJ	\$30,000.00	10-06-01-03-301001-69350	Maintenance for Copiers for FY26.	OMNIA Contract #R191102
63	P0021837	8/14/25	LINKUP COMMUNICATIONS Panama City, FL	\$20,125.00	32-03-01-03-301501-64110	Satellite Uplink/Downlink from WWFM. Paid for by WWFM Listeners Donations.	Exemption: Sole Source
64	B0009292	7/2/25	MAGIC TOUCH CONSTRUCTION Keyport, NJ	\$15,000.00	10-07-01-03-301401-68550	Sewer Pipe Cleaning for FY26.	ESCNJ #24/25-16 BOT
65	B0009291	7/2/25	MARKS PLUMBING PARTS Forth Worth, TX	\$40,000.00	10-07-01-03-301401-61540	Plumbing Supplies for FY26.	GSA Contract #GS-07F-0342U
66	B0009360	7/14/25	MERCHANTS AUTOMOTIVE GROUP, LLC Hooksett, NH	\$17,000.00	10-05-01-04-402000-69830	Athletic vans lease FY26.	MCCC RFQ #2406
67	B0009293	7/2/25	MODERN GROUP Bristol, PA	\$8,900.00	10-07-01-03-301401-68550 10-07-01-03-301401-69340	Emergency Generator Semi-Annual Testing FY26.	NJ State Contract #T2848/20-GNSV2-01164
68	B0009420	7/23/25	NATURAL GREEN LAWN CARE SPORTCARE SYNTH. FIELD MAINT. Bridgewater, NJ	\$13,575.00	10-05-01-04-402000-69240	Lawn treatments for Athletic Fields FY26.	ESCNJ #22/23-37
69	P0021749	8/5/25	NEOGOV El Segundo, CA	\$21,779.10	10-01-01-03-301304-69713	Performance Evaluation software for FY26.	NJ EDGE #00278834
70	P0021575	7/14/25	NEW JERSEY BUSINESS SYSTEMS, INC. Robbinsville, NJ	\$11,622.98	10-01-01-03-301307-69613	Network cabling for ET303 for ITS.	NJ State Cabling Contract #T2989/23 - TELE-45460
71	P0021672	7/28/25	NJEDGE. NET Newark, NJ	\$11,826.00	10-01-01-02-200403-69721	Blackboard Connect Care fees for FY26.	NJEDGE Contract #218487
72	P0021927	8/28/25	NORTHEAST PLUMBING SERVICES LLC Williamstown, NJ	\$18,480.00	70-07-01-03-700100-69340	Repair of flooring insulation at the University Center.	ESCNJ #24/25-16
73	P0021738	8/4/25	OPEN SYSTEMS INTEGRATORS Hamilton, NJ	\$38,280.00	10-07-01-03-301401-68550	Annual Fire Alarm Inspection and Maintenance for FY26.	ESCNJ #24/25-41 BOT
74	B0009457	8/4/25	OPEN SYSTEMS INTEGRATORS Hamilton, NJ	\$15,000.00	10-07-01-03-301401-68550	Fire Alarm Repairs and Monitoring for FY26.	ESCNJ #24/25-41
75	B0009368	7/14/25	PERFORMANCE FOOD GROUP, INC. Elizabeth, NJ	\$34,000.00	10-01-02-02-208005-61121	Food supplies for JKC Café FY26.	Exemption: Food
76	B0009417	7/22/25	PERKINS SUSAN K. Skillman, NJ	\$40,000.00	10-06-01-03-301001-64102	Financial professional services FY26.	Exemption: Professional Services
77	B0009186	7/2/25	PERSONAL DEVELOPMENT SOLUTIONS, LLC Montclair, NJ	\$23,000.00	38-03-01-02-207004-64206	Instruction of Mercer Institute Classes throughout FY26.	Exemption: Professional Services
78	P0021957	9/3/25	PHILIPS HEALTHCARE ANDOVER, MA	\$9,800.04	10-01-01-02-206220-60002	Service agreement for Radiography Equipment for FY26.	Exemption: Proprietary
79	B0009299	7/2/25	PITNEY BOWES RESERVE ACCOUNT Salt Lake City, UT	\$40,000.00	10-07-01-03-301404-65031	Bulk Mail delivery services for FY26.	NJ State Contract #41258
80	P0021693	7/29/25	PRESIDIO NETWORKED SOLUTIONS LLC Iselin, NJ	\$20,305.94	10-01-01-03-301303-69614	Rubrick cloud storage system for ITS for FY26.	NJ State Contract #NJ-TELE-01506
81	B0009442	7/29/25	PRESIDIO NETWORKED SOLUTIONS LLC Iselin, NJ	\$14,996.00	10-01-01-03-301303-69613	Professional Network Infrastructure Services.	NJ State Contract #NJ-TELE-01506
82	P0021777	8/11/25	PRESIDIO TECHNOLOGY CAPITAL, LLC Reston, VA	\$30,210.20	70-07-01-03-700107-69530	Microsoft 365 backup software.	NJ State Contract #19-COMP-00601
83	B0009478	8/11/25	PROEDUCATION SOLUTIONS LLC Sarasota, FL	\$33,000.00	10-05-01-04-400120-64102	Interim Financial Aid Director for FY26.	Exemption: Professional Services
84	P0021621	7/22/25	PROQUEST LLC Ann Arbor, MI	\$12,858.00	10-04-01-02-200300-69724	Annual fees for Library tools.	Exemption: Library Materials

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85	P0021859	8/22/25	QLESS, INC. Pasadena, CA	\$16,852.50	10-01-01-03-301302-69724	QLESS platform license for ITS/Enrollment Center.	Exemption: Proprietary
86	P0021811	8/13/25	RDW GROUP , DBA IFACTORY Providence, RI	\$34,080.00	10-01-01-03-301301-64110	Website redesign services for FY26.	Exemption: Consulting Services
87	P0021909	8/26/25	REQUEST LLC Indianapolis, IN	\$10,800.00	61-05-01-04-402004-64110	Officiating services for Athletics.	Exemption: Professional Services
88	B0009474	8/11/25	REMARKABLE FOODS KITCHENS, LLC Parsippany, NJ	\$10,320.00	10-01-02-02-208005-69320	Rental of Wonder TubroChef Double Batch Ovens for JKC Café for FY26.	Exemption: Food
89	P0021500	7/1/25	RICOH USA Philadelphia, PA	\$18,899.40	10-07-01-03-301404-69330	Cloud software for production printing equipment in Print Shop.	NJ State Contract #G275 and US COMM. #4400003732
90	B0009295	7/2/25	RIGGINS Millville, NJ	\$25,000.00	10-07-01-03-301401-69821	Gasoline and Diesel Fuel FY26.	NJ State Contract #19-FLEET-00969
91	B0009441	7/29/25	SAVATREE, LLC Chicago, IL	\$17,000.00	10-07-01-03-301401-68510	Tree Trimming Services for FY26.	MCCC RFQ# 2502
92	P0021572	7/14/25	SBA TOWERS V, LLC Boca Raton, FL	\$16,800.00	32-03-01-03-301501-64110	WWCJ tower lease for WWFM for FY26. Paid for by WWFM listener's donations.	Exemption: Sole Source
93	B0009329	7/7/25	SEALIGHT CREATIVE Bridgewater, NJ	\$17,000.00	10-06-01-05-500120-64110	Video Production and Services for FY26.	Exemption: Professional Services
94	B0009273	7/2/25	SEASHORE FRUIT PRODUCE COMPANY Vineland, NJ	\$15,000.00	10-01-01-02-202604-61200	Fruit / Produce for HRIM Program FY26.	Exemption: Food
95	B0009163	7/1/25	SECURITAS TECHNOLOGY Langhorne, PA	\$11,000.00	10-07-01-03-301401-68550	Fire Alarm monitoring FY26.	Exemption: Proprietary
96	B0009412	7/22/25	SSC Shelton, CT	\$27,000.00	10-06-01-06-600100-66110	Background Investigations for FY26 for Staff Recruitment.	Exemption: Professional Services
97	B0009187	7/2/25	STAR ONE PROFESSIONAL SERVICES Somerset, NJ	\$27,000.00	38-03-01-02-207004-64206	Instruction of Mercer Institute Classes throughout FY26.	Exemption: Professional Services
98	B0009193	7/2/25	STREAMGUYS, INC. Arcata, CA	\$10,000.00	32-03-01-03-301501-64110	Internet streaming services for WWFM. Paid for by WWFM Listeners Donations.	Exemption: Entertainment
99	B0009275	7/2/25	SYSCO PHILADELPHIA, LLC Houston, TX	\$10,000.00	10-01-01-02-202604-61200	Food supplies for HRIM Program FY26.	Exemption: Food
100	B0009307	7/3/25	TAPINTO LOCAL LLC New Providence, NJ	\$12,000.00	10-06-01-05-500120-66350	Advertising on TAPinto Hamilton/Robbinsville.	Exemption: Advertising
101	B0009306	7/3/25	THOMAS/BOYD COMMUNICATIONS Moorestown, NJ	\$30,000.00	10-06-01-05-500120-64110	Public relations services FY26.	Exemption: Advertising
102	B0009504	8/25/25	THOMSON REUTERS St Paul, MN	\$27,500.00	10-04-01-02-200300-69724	Two West/Thomson Reuters legal resource subscriptions.	Exemption: Library Materials
103	B0009191	7/2/25	TIRADO STEVE Williamstown, NJ	\$15,000.00	38-03-01-02-207004-64206	Instruction of Mercer Institute Classes throughout FY26.	Exemption: Professional Services
104	P0021810	8/13/25	TODAY'S CLASSROOM LLC Mount Canton, OH	\$18,592.22	70-07-01-03-700102-69420	Replacement classroom furniture in various buildings.	TIPS Contract #210305
105	B0009304	7/3/25	TRENTON PARKING AUTHORITY Trenton, NJ	\$23,400.00	10-04-02-02-208001-62134	Parking lot passes for JKC Elks Lot.	Exemption: Public Entity
106	B0009315	7/3/25	TRENTON WATER WORKS Newark, NJ	\$20,000.00	10-07-02-03-301415-68120 10-07-02-03-301415-68130	JKC water supply FY26.	Exemption: Public Utility
107	B0009464	8/6/25	TSCHANG CONSULTING LLC Monmouth Junction, NJ	\$14,000.00	38-03-01-02-207004-64206	Instruction of Mercer Institute Classes throughout FY26.	Exemption: Consulting Services
108	B0009279	7/2/25	UNITED STATES POSTAL SERVICE (USPS) Philadelphia, PA	\$40,000.00	10-07-01-03-301404-65020	Bulk Mail delivery services for FY26.	NJ State Contract #41258
109	P0021576	7/14/25	VISIX, INC. Peachtree Corners, GA	\$10,279.00	10-01-01-03-301306-69642	Digital media player and subscription.	Exemption: Proprietary
110	B0009434	7/28/25	WAYFAIR LLC Boston, MA	\$18,750.00	70-07-01-03-700130-69420	Replacement Furniture for Conference Center FY26.	OMNIA Contract #07-130
111	B0009271	7/2/25	WEGMANS FOOD MARKETS INC. Rochester, NY	\$9,000.00	10-01-01-02-202604-61200	Specialty Groceries for HRIM Program FY26.	Exemption: Food
112	B0009298	7/2/25	WILLSCOT Phoenix, AZ	\$13,000.00	10-07-01-03-301401-69350	Mobile Mini storage units for Facilities FY26.	OMNIA CONTRACT #R210503
113	P0021462	7/1/25	YARDLEY PLAYERS THEATRE Langhorne, PA	\$24,886.29	33-03-01-02-209001-42518	Box Office Split and Performance fees for Meet Me in St. Louis and Drop Dead.	Exemption: Entertainment
114	B0009087	7/1/25	YBP LIBRARY SERVICES Atlanta, GA	\$20,000.00	10-04-01-02-200300-61172	Online library resource database.	Exemption: Library Materials

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115	B0009432	7/28/25	YOUR PART-TIME CONTROLLER, LLC Philadelphia, PA	\$15,000.00	10-06-01-03-301001-63997	Accounting services for FY26.	Exemption: Professional Services
116	P0021779	8/11/25	ZOOM VIDEO COMMUNICATIONS, INC. San Jose, CA	\$19,900.00	10-01-01-03-301302-69724	Zoom Software Renewal FY26.	NJEDGE Contract #EMLAS-18-004

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

**RESOLUTION FY26 - 127**

**ARC MERCER INC.  
CAMPUS SHUTTLE SERVICES**

WHEREAS, Mercer County Community College has a need to acquire campus shuttle services for student transportation between the James Kerney Campus, Hamilton Transit Center, and West Windsor Campus, and between TCNJ, Rider, Quakerbridge Mall, Avalon Apartment Complex, and the West Windsor Campus through Academic Years 2025-27; 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 seven (7) vendors which responded to the advertised proposal (RFP #2502B) for Campus Shuttle Services by the required due date of September 8, 2025, five (5) were determined to be responsive. Arc Mercer Inc. was evaluated to have the most responsible and cost-effective bid for campus shuttle services for student transportation between the James Kerney Campus, Hamilton Transit Center, and West Windsor Campus, and between TCNJ, Rider, Quakerbridge Mall, Avalon Apartment Complex, and the West Windsor Campus through Academic Years 2025-27; and

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with ArcMercer Inc. of Ewing, New Jersey for campus shuttle services, for (2) two years, for an amount not to exceed \$217,573 in Year 1 (October 1, 2025 to August 31, 2026), and for an amount not to exceed \$235,638 in Year 2 (September 2026 to August 31, 2027). Additionally, the College will use Arcmercer for other trips as needed, and work with Arcmercer to wrap the two shuttles with College branding, for a cost not to exceed \$48,000 in Year 1 and \$48,000 in Year 2. Year 1 total cost is not to exceed \$265,573 and Year 2 total cost is \$283,638.

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

**RESOLUTION FY26 - 127**

MERCER COUNTY COMMUNITY COLLEGE

PURCHASE ORDER OVER \$44,900

REQUEST FOR BOARD APPROVAL: September 24, 2025

Budget lines beginning with "2" indicate grant funded

VENDOR

ARC Mercer Inc.  
180 Ewingville Rd  
Ewing, NJ 08638

AMOUNT: Year 1: \$217,572.25  
Year 2: \$235,637.08  
Alternate: \$4,800

BUDGET LINE: 10-06-01-03-301001-62335

DEPARTMENT: College Business – Shuttle Bus Services

DESCRIPTION: Campus Shuttle Services

BID SUMMARY:

VENDOR	YEAR 1 AND YEAR 2 TOTAL	SCORE (##/20)
Arc Mercer	\$453,209.33	20
A1 Limousine	\$732,096.00	17
Stout's	\$767,424.00	17
CharterLinkz	\$973,600.00	14
Suburban Transit	\$1,519,273.00	13



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

**RESOLUTION FY26 - 128**

**B&H PHOTO-VIDEO  
A/V EQUIPMENT**

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

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

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

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to increase the current fiscal year's spending with B&H Photo-Video of New York, New York from the current amount of \$20,725 to a new amount not to exceed \$120,000 to acquire various audio, visual, and lighting equipment for the College Information Technology Services Department, and the Television and Film AAS, Digital Media Arts, and Photography Programs, funded with New Jersey Department of Education Carl D. Perkins and by College operating funds, from July 1, 2025 through June 30, 2026 (FY 26).

\* E&I Cooperative Contract #EI00221

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

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

**RESOLUTION FY26 - 129**

**ELLUCIAN COMPANY L.P.  
SMART PLAN AND AWARD DEGREE AUDIT AND PLANNING SOFTWARE  
AMENDMENT**

WHEREAS, Mercer County Community College has a need to amend its current Enterprise Resource Management (ERM) system agreement to add the Degree Audit and Smart Plan and Award modules for a five (5) year term, to lock in annual cost savings; and

WHEREAS, on June 25, 2025, the Board of Trustees approved a resolution authorizing an amendment to the Ellucian Enterprise Resource Management (ERM) system agreement to add the Degree Audit and Smart Plan and Award modules for one year through June 30, 2026 for \$90,508; 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, Ellucian Company L.P. is the only vendor that can provide the services described above and be compatible with the proprietary, Ellucian Enterprise Resource Management (ERM) software; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to amend the current Enterprise Resource Management (ERM) software agreement with Ellucian Company L.P. of Reston, Virginia to add the Degree Audit and Smart Plan and Award modules for a five (5) year term, to lock in annual cost savings, for an amount not to exceed \$85,184 from July 1, 2025 to June 30, 2026, \$89,443 from July 1, 2026 to June 30, 2027, \$93,915 from July 1, 2027 to June 30, 2028, \$98,611 from July 1, 2028 to June 30, 2029 and \$103,542 from July 1, 2029 to June 30, 2030.

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

**RESOLUTION FY26 - 130**

**HONORLOCK, INC.  
ONLINE PROCTORING SERVICES**

WHEREAS, Mercer County Community College has an ongoing need to acquire campus-wide online proctoring services for 3,000 licenses for the Division of Innovation, Online Education and Student Success, procured through the New Jersey County Community College (NJCCC) Joint Purchasing Consortium (JPC); and

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

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

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

WHEREAS, Ocean County College has acted as the lead agency on behalf of the New Jersey Council of County Colleges (NJCCC) and acting on behalf of the Joint Purchasing Consortium with Honorlock, Boca Raton, Florida, procured through New Jersey County Community College (NJCCC) Joint Purchasing Consortium (JPC) RFP #22/23 R-1355\*; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, through participation in the NJ County Community College (NJCCC) Joint Purchasing Consortium (JPC) to renew its agreement with Honorlock, Inc. Boca Raton, Florida for the purchase of 3,000 licenses for campus-wide online proctoring services for an amount not to exceed \$66,150 in FY26, \$69,450 in FY27, and \$72,930 in FY28 for a total of \$208,530 for the 3-year contract period.

\*NJCCC - JPC RFP #22/23 R-1355

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

**RESOLUTION FY26 - 131**

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

WHEREAS, Mercer County Community College recently experienced personnel changes that necessitate increasing the work hours of the current interim financial aid director from an average of 20 hours to 40 hours per week, within the Financial Aid department, until permanent staffing is appointed and in place; and

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

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

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

BE IT RESOLVED, the President is authorized, on behalf of the Board, to contract with ProEducation Solutions, LLC, Sarasota, Florida, to increase the work hours of the current interim financial aid director from an average of 20 hours to 40 hours per week, within the Financial Aid department, for an amount not to exceed \$190,000 from January 1, 2025 through December 31, 2025.

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

**RESOLUTION FY26 - 132**

**SOMERSET COUNTY  
COOPERATIVE PRICING SYSTEM**

WHEREAS, Somerset County conducts a voluntary Cooperative Pricing System with educational institutions, including County Community Colleges, located within the State of New Jersey, utilizing the administrative purchasing services of the Somerset County Cooperative Pricing Systems; and a subsequent Cooperative Pricing Agreement to effect substantial economies for the provision of work, materials, goods and services; and

WHEREAS, a provision of the County Colleges Contracts Law, N.J.S.A. 18A:64A-25.11a, specifically provides that a county college is authorized to participate in a cooperative pricing system established pursuant to the laws of New Jersey; now therefore

WHEREAS, Mercer County Community College desires to become a member of the Somerset County Cooperative Pricing System, #2-SOCCP, effective September 24, 2025 and, that such membership shall be for the period ending December 31, 2028 and each renewal, thereafter of the system, unless the College elects to formally withdraw from the system.

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to execute an agreement for membership with Somerset County Cooperative Pricing System through December 31, 2028.

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

**RESOLUTION FY26 - 133**

**WARD'S SCIENCE – VWR INTERNATIONAL, LLC  
EQUIPMENT AND SUPPLIES FOR BIOMANUFACTURING MOBILE LABORATORY**

WHEREAS, Mercer County Community College has a need to purchase and install equipment for the College's Bio-manufacturing Mobile Laboratory, through its participation in the New Jersey Center for the Workforce Innovation for Aseptic Processing and Bio-manufacturing Coalition (also known as NJBioFutures); 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 goods and services through the use of nationally recognized and accepted cooperative purchasing agreements\* but requires a resolution authorizing the award of such contracts; and

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

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to issue a purchase order with Ward's Science, VWR International, LLC of Pittsburgh, Pennsylvania to purchase and install equipment for the College's Bio-manufacturing Mobile Laboratory, through its participation in the New Jersey Center for the Workforce Innovation for Aseptic Processing and Bio-manufacturing Coalition (also known as NJBioFutures), for an amount not to exceed \$70,000 from August 1, 2025 to June 30, 2026. Paid by the New Jersey Pathways Grant.

\* NJ Community College Joint Purchasing (JPC) Consortium #FY25JPC-49

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

**RESOLUTION FY26 - 134**

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

WHEREAS, Mercer County Community College Board of Trustees hereby certifies that permission has been granted to apply for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Discretionary Grant Programs for the purposes described in the application for an amount of \$857,446; and

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

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

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

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

BE IT RESOLVED, that the Board of Trustees approve the acceptance of the grant award totaling \$857,446, for the period July 1, 2025 through June 30, 2026.

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Dr. Deborah E. Preston  
President, Mercer County Community College

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

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

Agency Name: Mercer County Community College

Contract Number: \_\_\_\_\_

The Mercer County Community College Board of Trustees\* hereby certifies that permission has been granted to apply for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education discretionary grant program for the purposes described in the application, in the amount of, \$857,446, starting on July 1, 2025 and ending on June 30, 2026.

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

\_\_\_\_\_  
**Secretary of the Board (Lead Agency)\***

\_\_\_\_\_  
**Date**

Please identify partners:

Partner Name	Federal Funds	Number of Clients		State Funds
		ABE/ESL	IELCE	
Lead Agency Mercer County Community College	\$498,930.12	126	35	\$187,017.02
Partner 1 Literacy Volunteers	\$60,460	12	8	\$13,469.20
Partner 2 Mercer Street Friends	\$22,650	8	0	\$14,924.74
Partner 3 YWCA of Princeton	\$46,534	6	10	\$13,496.05
Partner 4				
Partner 5				
Partner 6				
Partner 7				
Partner 8				
Partner 9				
Partner 10				
Partner 11				
Partner 12				
Partner 13				
Totals	\$628,539	152	53	\$228,907

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



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

**RESOLUTION FY26 - 135**

**APPROVAL TO APPLY FOR GRANT FUNDING  
NEW JERSEY OFFICE OF THE SECRETARY OF HIGHER EDUCATION CAPITAL FACILITIES PROGRAM**

WHEREAS, Mercer County Community College seeks approval to apply for grant funds from the New Jersey Office of the Secretary of Higher Education's (NJ OSHE) "Higher Education Facilities Trust Fund Act - Summer 2025 Cycle" Program's August 11, 2025 solicitation for certain capital facilities projects College-wide; and

WHEREAS, the New Jersey Office of the Secretary of Higher Education's "Higher Education Facilities Trust Fund Act – Summer 2025 Cycle" grant funding will be used fund the cost, or a portion of the cost, of the construction, reconstruction, development, extension and improvement of instructional, laboratory, communication and research facilities, i.e. capital projects proposed by the College in the grant application ("qualified projects") and subject to approval by NJ OSHE; and

WHEREAS, Mercer County Community College will submit a grant application/proposal to the New Jersey Office of the Secretary of Higher Education (NJ OSHE) within the required timeframe, including any deadline extensions that may be granted, if applicable; now therefore

BE IT RESOLVED, that the Mercer County Community College Board of Trustees approves the application of funding from the New Jersey Office of the Secretary of Higher Education's (NJ OSHE) "Higher Education Facilities Trust Fund Act – Summer 2025 Cycle" (HEFT) Program's August 11, 2025 solicitation of grant funding for certain capital projects at the James Kerney and West Windsor campuses, proposed by the College, in the amount of \$20,000,000.

Higher Education Capital Improvement Fund Act (HEFT) – Summer 2025 Cycle

## **RESOLUTION TEMPLATE FOR COUNTY COLLEGES**

### **RESOLUTION AUTHORIZING MERCER COUNTY COMMUNITY COLLEGE TO SUBMIT A GRANT APPLICATION TO THE SECRETARY OF HIGHER EDUCATION FOR GRANT FUNDING UNDER THE SUMMER 2025 CYCLE OF THE HIGHER EDUCATION CAPITAL FACILITIES PROGRAM FOR THE PURPOSE OF PROVIDING FUNDING FOR ONE OR MORE PROJECTS OF THE INSTITUTION AND AUTHORIZING ALL OTHER NECESSARY ACTIONS REQUIRED IN CONNECTION THEREWITH**

**Adopted: September 24, 2025**

- WHEREAS:** On August 11, 2025, the Office of the Secretary of Higher Education (the “Secretary”) released a solicitation for grant funding (the “Summer 2025 Cycle”) under the Higher Education Capital Improvement Fund Act, N.J.S.A. 18A:72A-72 et seq. (“CIF Act”) and under the Higher Education Facilities Trust Fund Act, N.J.S.A. 18A:72A-49 et seq. (“HEFT Act”) (collectively, the “Higher Education Capital Facilities Program”); and
- WHEREAS:** The purpose of the Higher Education Facilities Trust Fund (“HEFT”) grant program is to provide grants to New Jersey’s public and private institutions of higher education for the cost, or a portion of the cost, of the construction, reconstruction, development, extension, and/or improvement of instructional, laboratory, communication, and research facilities (N.J.S.A. 18A:72A-52); and
- WHEREAS:** Pursuant to the HEFT grant program, the HEFT grants are expected to be funded from the proceeds of tax-exempt bonds (the “Tax-Exempt Bonds”) to be issued by the Authority pursuant to the HEFT Act; and
- WHEREAS:** The deadline to submit a grant application (the “Grant Application”) for funding under the Summer 2025 Cycle of the Higher Education Capital Facilities Program is September 22, 2025; and
- WHEREAS:** Pursuant to N.J.S.A. 18A:72A-54(a), “the governing board of a public or private institution of higher education may determine, by resolution, to apply for a grant from HEFT. Upon adoption of the resolution, the board shall file an application with the Secretary of Higher Education, which application shall include a complete description of the project to be financed and an identification of any additional sources of revenue to be used”; and
- WHEREAS:** The Board of Trustees (the “Board”) of Mercer County Community College (the “Institution”) desires to approve the submission and form of a Grant Application to the Secretary for funding under the Higher Education Capital Facilities Program for the projects (each, a “Project” and collectively, the “Projects”)

described on **Exhibit A** attached hereto (“**Exhibit A**”). Words used in the singular shall include the plural and vice versa, as the context may require; and

**WHEREAS:** The Board further desires to designate and authorize officers of the Institution to take all necessary and desirable actions to (i) submit to the Secretary a Grant Application for the purpose of providing funding for the Projects, (ii) obtain such other sources of financing for such Projects as may be necessary to complete such Projects, (iii) execute and deliver grant agreement(s) and such other documents and instruments as may be required to implement the grant funding, and (iv) undertake and implement the Projects; and

**WHEREAS:** The Board desires to approve the aggregate costs of the Projects paid and/or financed through all sources in an amount not to exceed the total amount set forth on **Exhibit A** with respect to such Projects; and

**WHEREAS:** The Board reasonably expects to reimburse expenditures for costs of the Projects paid by the Institution prior to the issuance by the Authority of the Tax-Exempt Bonds; and

**WHEREAS:** The Board desires to authorize the Authorized Officers (as defined below) of the Institution to accept grant funding for the Projects from HEFT and to make the certifications and commitments necessary to qualify the Projects for said grant funding from HEFT;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF MERCER COUNTY COMMUNITY COLLEGE AS FOLLOWS:**

**SECTION 1.** The recitals set forth above are incorporated herein by reference as if set forth at length herein.

**SECTION 2.** The Board hereby authorizes the undertaking of the Projects described on **Exhibit A** attached hereto; approves the aggregate cost of such Projects, to be paid and/or financed through all sources in an aggregate amount not to exceed the total amount set forth on **Exhibit A** with respect to such Projects; authorizes the financing of all or any portion of the Projects with Tax-Exempt Bonds, commercial loans and other funds available to the Institution, as necessary and as further described in **Exhibit A**; acknowledges that should additional funding be needed to complete the Projects, such funding will be the responsibility of the Institution; and authorizes the submission and form of a Grant Application to the Secretary of Higher Education for grant funding of the Projects under the Summer 2025 Cycle of the Higher Education Capital Facilities Program.

**SECTION 3.** With respect to any Project that receives funding pursuant to the HEFT grant program, in accordance with N.J.A.C. 9A:15-1.3(b):

- the Board hereby certifies that the Institution has an up-to-date long-range facilities plan approved by the Board that includes provisions to address deferred maintenance and other capital renewal requirements and the Board hereby pledges to use the HEFT grant to advance that plan; and
- the Board commits to maintaining the facilities project funded by the HEFT grant; and
- the Board certifies that the Institution will use the HEFT grant funds for the cost, or a portion of the cost, of the construction, reconstruction, development, extension, or improvement of instructional, laboratory, communication, and research facilities.

**SECTION 4.** This Resolution is a declaration of the official intent of the Institution that the Institution reasonably expects and intends to reimburse expenditures for costs of the Projects paid prior to the issuance of the Authority's Tax-Exempt Bonds ("Applicable Tax-Exempt Debt") in accordance with Treasury Regulation Section 1.150-2 and that the maximum principal amount of the Applicable Tax-Exempt Debt expected to be issued to finance costs of the Projects, including amounts used to reimburse expenditures for such costs paid prior to the issuance of the Applicable Tax-Exempt Debt is \$0.

**SECTION 5.** The Authorized Officers (as set forth in **Exhibit B** attached hereto) (each an "Authorized Officer") are each hereby authorized and directed to take all necessary and desirable action to submit to the Secretary a Grant Application for the purpose of providing funding for the Projects, to approve, execute and deliver any and all agreements necessary, including but not limited to grant agreements, to undertake, implement and finance the Projects, and to approve, execute and deliver any and all other financing documents and instruments in the form approved by the Authorized Officers executing the same in the name of and on behalf of the Institution, in as many counterparts as may be necessary, and to affix or impress the official seal of the Institution thereon and to attest the same, and such execution and attestation will be conclusive evidence of the approval of the form and content of such agreements and other documents and instruments necessary to undertake, implement and finance the Projects and to pay financing costs including through the financing thereof. The Authorized Officers are further authorized and directed to do and perform such other acts and to take such other actions as may be necessary or required, or which may be deemed to be appropriate, to implement the purposes of this Resolution to undertake, implement and finance the Projects and to provide for the payment and/or repayment of the financing costs thereof.

**SECTION 6.** The Board hereby authorizes the Authorized Officers to accept grant funding for the Projects as may be awarded to the Institution as a result of participating in the Summer 2025 Cycle.

**SECTION 7.** All resolutions, orders and other actions of the Board in conflict with the provisions of this Resolution to the extent of such conflict are hereby superseded, repealed or revoked.

**SECTION 8.** This Resolution shall take effect immediately; and be it further resolved that no further approvals by the Board are necessary to implement this Resolution.

**RESOLUTION ADOPTED:            September 24, 2025**

**DULY CERTIFIED:            Deborah E. Preston, Ph.D. -MCCC President, Secretary**

## **EXHIBIT A**

### **PROJECT DESCRIPTION**

**A. Project Description:**

1. Full HVAC System Replacement on both James Kerney campus (Trenton) and Mercer County Community College campus (West Windsor): \$12,000,000
2. Roof Replacement of the Communications Center (West Windsor campus): \$1,600,000
3. Replacement of Fifteen Air Handlers (West Windsor campus): \$5,000,000
4. Replacement of site lighting on Loop Road (West Windsor campus): \$1,400,000

**B. Amount of HEFT Grant Request      \$20,000,000.00**

**C. Total Amount of Institutional Funds to be Provided (if any)      \$0**

**D. Total Cost of Project      \$20,000,000.00**

**EXHIBIT B**

**AUTHORIZED OFFICERS OF MERCER COUNTY COMMUNITY COLLEGE**

Kristin Appelget - Chair  
Lawrence A. Nespoli, Ed.D. - Vice Chair  
Gregory J. Puliti - Treasurer  
Deborah E. Preston, Ph.D. - MCCC President, Secretary

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

**RESOLUTION FY26 – 147  
SYMBIOSIS EDUCATIONAL CONSULTANTS**

WHEREAS, Mercer County Community College has a need to acquire instructional design consulting services for approximately 15 courses, for the Division of Workforce Education and Innovation consisting of Symbiosis Educational Consultants service, and course design, for fiscal years 2025 through 2026; and

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

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with of Symbiosis Educational Consultants service of New York, N.Y. to purchase and update the licensing for the current, proprietary consulting and course design, for a period of one (1) year beginning September 8, 2025 and ending August 15, 2026 at the fixed costs of \$45,000 (FY25) and \$45,000 (FY26).



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

**RESOLUTION FY26 - 148**

**COURSEDOG INC.  
ACADEMIC SCHEDULING AND FACULTY WORKLOAD MANAGEMENT SYSTEM**

WHEREAS, Mercer County Community College has a need to acquire cloud-hosted software that provides class scheduling, curriculum, course catalog management, syllabus and faculty workload management services that fully integrates with the College's student information system (SIS); and

WHEREAS, the Board of Trustees authorized the President to enter into an original contract with Coursedog, Inc. of New York, New York effective May 1, 2022 through June 30, 2027 via a resolution approved on March 17, 2022; and

WHEREAS, the College is proposing to enter into an amendment to the original May 1, 2022 contact effective on August 1, 2025 and ending June 30, 2030; and

WHEREAS, a provision of the County College 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 but requires a resolution authorizing the award of such a contract; and

WHEREAS, Coursedog Incorporated 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 amend the original May 1, 2022 contract with Coursedog, Incorporated of New York, New York, to acquire cloud-based software that provides class scheduling, curriculum, course catalog management, syllabus and faculty workload management services that fully integrates with the College's student information system (SIS), not to exceed \$141,171 (FY26), \$137,011 (FY27), \$129,879 (FY28), \$133,823 (FY29) and \$137,912 (FY30) from August 1, 2025 through June 30, 2030.

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

**RESOLUTION FY26 - 136**

**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  
SEPTEMBER 24, 2025**

**RESOLUTION FY26 – 136A**

**APPOINTMENTS**

*Human Resources Department*

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To: Deborah Preston, Ph.D., President  
From: Yvette Henry, Vice President for Human Resources  
Date: September 9, 2025  
Re: Ratification of Appointments

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

<b>Effective Date of Hire</b>	<b>Department</b>	<b>Name</b>	<b>Title</b>	<b>Salary</b>	<b>FLSA</b>
08/04/2025	Student Affairs	Sneha Jacob	Enrollment Advisor	\$55,500	Exempt
08/25/2025	Academic Affairs- Liberal Arts	Onur Ayaz	Assistant Professor of English	\$67,500	Exempt
08/25/2025	Academic Affairs- Liberal arts	Ruma Sinha	Assistant Professor of English	\$69,100	Exempt
08/18/2025	Academic Affairs – Workforce Development	Ryan Stewart	Project Manager- Aseptic Biomufacturing	\$75,000	Exempt
08/18/2025	Academic Affairs- Arts and Communication	Pamela Ohman	Administrative Specialist II	\$47,500	Non-Exempt
08/25/2025	Academic Affairs- Advisement	Raenisha Smith	Academic Advisor	\$60,000	Exempt
09/15/2025	Academic Affairs- Liberal Arts	Kaolina Zbaski	Coordinator – Performing Arts & Exhibitions	\$51,000	Exempt

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

**RESOLUTION FY26 – 136B**

**PROMOTIONS/RECLASSIFICATIONS**

*Human Resources Department*

To: Deborah Preston, Ph.D., President  
From: Yvette Henry, Vice President for Human Resources  
Date: September 9, 2025  
Re: Ratification of Promotions/Reclassifications

The following Promotion(s)/Reclassification(s) have been made since the July 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	Academic Affairs – EOF	Stephanie Williams	Current – EOF Sr. Advising Specialist New – Sr. Academic Advisor, EOF	\$56,187.60	\$65,000
08/04/2025	Academic Affairs- Advisement	Nichol Killian	Current – Interim Director of Academic Advising and Support Center New – Director of Academic Advising and Support Center	\$88,060	\$92,000
08/04/2025	Academic Affairs- Science, Health Professions and Nursing	Stephen Waniak	Current – Financial Aid Advisor New – Assistant to the Dean	\$67,408	\$70,000
09/29/2025	Academic Affairs - WEI	Natasha Bullock	Current – Executive Assistant New – Manager JKC Operations & Community Engagement	\$59,475	\$67,511

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

**RESOLUTION FY26 – 136B**

09/29/2025	Academic Affairs	James Whitney	Current – Assistant Vice President of Academic Affairs  New – Associate Provost for Academic Operations, College Strategy & Institutional Improvement	\$152,753	\$168,028
09/29/2025	Academic Affairs	Gonzalo Perez	Current – Assistant Vice President of Academic Affairs WEI  New – Associate Provost for Workforce, Innovation, and Urban Education	\$152,753	\$168,028
09/29/2025	Human Resources	Jeby Mathew	Current – Manager, HRIS Operations  New: Sr. Manager, HRIS Operations & Compensation	\$93,787	\$98,476
09/29/2025	Human Resources	Jenna Hampton	Current – HRIS Coordinator/HR Generalist  New – HR Coordinator II/HRIS & Compliance	\$68,960	\$75,207
09/29/2025	Payroll	Jami Van Exel	Current – Disbursement Manager  New - Director of Payroll Operations & Compliance	\$79,964	\$87,960
09/29/2025	Academic Affairs	Leslie Miller	Current – Executive Assistant to the Provost/VPAA  New – Special Assistant to the Provost/VPAA	\$66,043	\$77,500

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

**RESOLUTION FY26 – 136C**

**STIPENDS**

*Human Resources Department*

To: Deborah Preston, Ph.D., President  
From: Yvette Henry, Vice President for Human Resources  
Date: September 9, 2025  
Re: Ratification of Stipends

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

Effective Date of Stipend	Department	Name	Title	Stipend Based on Additional Duties	Purpose
06/01/2025 – 05/31/2026	Academic Affairs – WEI	Jill Marcus	CET Program Director	\$303.84/bi-weekly	Assuming additional responsibilities while duties are required.
06/01/2025 – 05/31/2026	Academic Affairs – WEI	Rafael Agliata	CET Manager	\$198.34/biweekly	Assuming additional responsibilities while duties are required.
07/01/2025 – 06/30/2026	Academic Affairs – WEI	Natasha Bullock	Executive Asst., AVP of WEI	\$228.75/bi weekly	Assuming additional responsibilities while duties are required.
08/01/2025 – 11/30/2025	Finance & Auxiliary Services - Facilities	Robert Bowman	Craftsman, HVAC	\$381.39/bi-weekly	Assuming additional responsibilities until vacancy is filled.
08/01/2025 – 11/30/2025	Finance & Auxiliary Services - Facilities	Michael Dorio	Maintenance Specialist I	\$201.03/bi-weekly	Assuming additional responsibilities until vacancy is filled.
08/01/2025 – 11/30/2025	Finance & Auxiliary Services - Facilities	Jonathan Bogdan	Specialist, HVAC Controls	\$323.28/bi-weekly	Assuming additional responsibilities until vacancy is filled.

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

**RESOLUTION FY26 – 136D**

**SEPARATIONS**

*Human Resources Department*

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To: Deborah Preston, PhD., President  
From: Yvette Henry, Vice President for Human Resources  
Date: September 9, 2025  
Re: Separations

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

Effective Date of Separation	Department	Name	Current Title	Type
08/08/2025	College Advancement	Shayla Miles	Executive Assistant to the Vice President for College Advancement	TR
06/30/2025	Liberal Arts	Vickie Masseus	Assistant Professor of English	RS
07/22/2025	Marketing and Communications	Bernadette Potts-Semel	Project Manager	TR
08/22/2025	Academic Affairs-Advising	David Ortiz-Nunez	Academic Advisor	RS
09/05/2025	College Safety	Christopher Rowe	Security Officer III	RS
09/4/2025	Academic Affairs	Stephen Perrot	Program Manager – Innovative Learning Solutions	TR

\*

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

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

**RESOLUTION FY26 - 137**

**REVISED SABBATICAL RECOMMENDATION – HEATHER JENNINGS**

WHEREAS, on April 23, 2025, the Board of Trustees previously approved resolution FY25-262 granting of a sabbatical leave for Professor Heather Jennings during the Fall 2025 Semester; and

WHEREAS, Professor Heather Jennings has requested a change to the original sabbatical dates from Fall 2025 to Spring 2026; and

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

WHEREAS, that this Board approves the granting of sabbatical leave for Professor Heather Jennings during the Spring 2026 Semester, Professor Jennings will receive full pay for her Spring 2026 Sabbatical Leave; now therefore

BE IT RESOLVED, that Professor Jennings will submit a comprehensive report summarizing activities, outcomes, and recommendations for future initiatives, which will include a reflective summary detailing new skills and knowledge acquired.

Curriculum enhancements for Introduction to Psychology (PSY 101) will be designed and shared with full-time and adjunct faculty, including updated materials and improved course designs which align with best practices.

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



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

**RESOLUTION FY26 – 138**

**RATIFICATION OF THE CONTRACT BETWEEN MERCER COUNTY COMMUNITY COLLEGE AND THE  
MERCER COUNTY COMMUNITY COLLEGE PROFESSIONAL STAFF FEDERATION AFT-NJ Local # 4537**

WHEREAS, negotiations have been conducted between Mercer County Community College and the Mercer County Community College Professional Staff Federation AFT-NJ Local #4537, resulting in a proposed agreement for the period July 1, 2024 to June 30, 2027, and said agreement has been ratified by the membership of the Mercer County Community College Professional Staff Federation AFT-NJ Local #4537; now therefore

BE IT RESOLVED, that this Board hereby ratifies this agreement and authorizes the President, on behalf of this Board, to execute said agreement, a copy of which will be made a part of the minutes of this meeting.

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

**RESOLUTION FY26 – 138**

**RATIFICATION OF THE CONTRACT BETWEEN MERCER COUNTY COMMUNITY COLLEGE AND THE  
MERCER COUNTY COMMUNITY COLLEGE PROFESSIONAL STAFF FEDERATION AFT-NJ LOCAL # 4537**

This Memorandum of Agreement, by and between Mercer County Community College (hereinafter referred to as the “College”) and the LOCAL 4537 the Mercer County Community College Professional Staff Federation (and mutually, the “Parties”), made and entered into on this 8th day of September 2025.

WHEREAS, the Parties above have engaged in negotiations in good faith to arrive at a successor agreement to a collective bargaining agreement (hereinafter referred to as “CBA”) that expired on June 30, 2024; and

WHEREAS, the Parties have arrived at an agreement on terms and conditions of employment, which as subject to ratification by both Parties.

NOW, THEREFORE, and in consideration of the mutual covenant contained herein, the Parties hereinabove referred to hereby agree as follows:

1. The provisions of this Memorandum of Agreement are subject to ratification by the respective Parties to the CBA.
2. The signatories below agree to recommend this Memorandum of Agreement for ratification by the respective Parties their respective constituencies.
3. All provisions of the CBA between the Parties which expired on June 30, 2024, shall remain in full force and effect unless otherwise modified herein.
4. All proposals not covered herein made by either Party during negotiations have been deemed withdrawn,
5. Unless otherwise stated herein, all modifications shall be fully retroactive to June 30, 2024.
6. DURATION OF THE AGREEMENT. This Agreement, having been ratified by both parties, is effective July 1, 2024 and will remain in effect until June 30, 2027.

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

**RESOLUTION FY26 - 150**

**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 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, the Board passed a subsequent Resolution at its public Board meeting held on July 23, 2025, extending the term of Dr. Preston's Employment Agreement to a date that was to be the earlier of (a) September 30, 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 September 30, 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) October 31, 2025 or (b) the date a new employment agreement is approved by the Board.



**Resolution FY26-139**

**TO:** Ms. Carolyn White  
Vice President, Student Affairs  
cc: Dr. Robert Schreyer

**FROM:** Todd Sparks  
Manager of College Safety

**DATE:** August 4, 2025

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

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

For the calendar month of ***July 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



**TO:** Ms. Carolyn White  
Vice President, Student Affairs  
cc: Dr. Robert Schreyer

**Resolution FY26-140**

**FROM:** Todd Sparks  
Manager of College Safety

**DATE:** September 9, 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 ***August 2025, there were no Clery offenses or occurrences reported through College Safety and Security.***

End of report

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

**RESOLUTION FY26 - 141**

**RESOLUTION TO SUNSET OUTDATED POLICIES  
324 ACCOUNTING FOR INVESTMENT INCOME,  
326 NET REVENUE FROM INTERNALLY RESTRICTED ACCOUNTS, AND  
350 OUT-OF-STATE TUITION IN LIMITED ENROLLMENT PROGRAMS**

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

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

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

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

OMB 324	Accounting for Investment Income  <i>Reason for Sunset: The college does not have endowment funds. This policy related to a time when the foundation monies were held by the college.</i>
OMB 326	Net Revenue from Internally Restricted Accounts  <i>Reason for Sunset: This conflicts with current NACUBO &amp; GASB accounting standards relating to restricted fund definitions.</i>
OMB 350	Out-of-State Tuition in Limited Enrollment Programs  <i>Reason for Sunset: Tuition is based on residency.</i>

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

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

**RESOLUTION FY26 - 142**

**RESOLUTION TO SUNSET OUTDATED POLICIES  
314 CELLULAR PHONE AND 382 EMPLOYEE LAPTOP COMPUTER**

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

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

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

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

OMB 314	Cellular Telephones <i>Reason for Sunset: Combined with Policy #946 Acceptable Use of Technology</i>
OMB 382	Employee Laptop Computer <i>Reason for Sunset: Combined with Policy #946 Acceptable Use of Technology</i>

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

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

**RESOLUTION FY26 - 143**

**REVISED POLICY & PROCEDURE #002  
POLICY & PROCEDURE ON POLICY DEVELOPMENT, IMPLEMENTATION,  
AND MAINTENANCE**

BE IT RESOLVED, that the Board hereby approves the revised policy and procedure #002 Policy Development, Implementation, and Maintenance as recommended by the President and Operations Committee of the Board, and as outlined in the attached, which will be made part of the minutes of this meeting.



## **POLICY ON POLICY DEVELOPMENT, IMPLEMENTATION, AND MAINTENANCE**

<b>Policy #</b>	<b>Applicability</b>	<b>Responsible Executive (Owner)</b>	<b>Applicable Laws/Statutes</b>
002	College-Wide	Executive Leadership Team (ELT)	

### **POLICY**

The purpose of this policy is to provide Mercer County Community College stakeholders with well-developed and understandable College policies that promote the use of best practices in all College activities and that ensure College compliance with local, state, and federal regulations.

The Board of Trustees authorizes the President to establish procedures for developing, implementing, and maintaining all College policies that apply to the College's departments, faculty, staff, and students. In the case of procedures related to the development of policies, the Board shall approve the *Procedure on Policy Development, Implementation, and Maintenance* as well as the *Policy on Policy Development, Implementation, and Maintenance*.

### **APPROVALS**

Board of Trustees - July 30, 2024

### **REVISION DATE(S)**

September 24, 2025

### **RELATED PROCEDURES, GUIDELINES, OR RESOURCES**

Procedure # 002 - Procedure on Policy Development, Implementation, and Maintenance

PROCEDURE ON POLICY DEVELOPMENT, IMPLEMENTATION, AND MAINTENANCE			
Procedure #	Applicability	Responsible Executive (Owner)	Applicable Laws/Statutes
002	College-Wide	Executive Leadership Team (ELT)	

### **PROCEDURE**

This procedure is intended to implement and maintain processes involving the proposal, drafting, and approval of well-written policies to clarify expectations, guide actions, enhance productivity and efficiency, support compliance with regulatory mandates, ensure accountability, and mitigate risk.

Recommendations for changes to policies or new policies may be initiated through the Board of Trustees (BOT), the College President, the Executive Leadership Team (ELT), or the College governance system. All recommendations will follow one of three tracks: new, revised, or sunsetted.

### **New Policies**

New policies originating from the College President, Executive Leadership Team, or the college governance system should be submitted in draft form to the BOT (usually via the Operations Committee, but sometimes via the Committee most directly connected to the subject matter of the policy) for review and endorsement in principle. If endorsed, the policy is reviewed by legal counsel and disseminated to the College community for input, where appropriate. (Policies required for compliance with local, state, or federal laws may be reviewed by legal counsel only.) All input is provided to the originator of the policy for final revision before submission to the Executive Leadership Team, appropriate Board Committee, and then the full Board for approval, usually after two opportunities to review and discuss. The Board of Trustees may also elect to provide input on procedures associated with new policies, although no vote is required for procedures.

### **Revised Policies**

Policies revised by the President, Executive Leadership Team, or the College governance system, may be reviewed by legal counsel as needed and/or disseminated to the College community for input, as appropriate. After review by the ELT, revised policies should be presented to the appropriate BOT Committee in final draft form. The Board will normally act after two readings of the revised policy.

A policy being considered for revision will remain in full effect as posted until the new version is officially adopted.

### **Expedited Policies**

Policies may be expedited due to new or changing legal and compliance requirements to avoid penalties, maintain federal funding, or meet mandated deadlines. Expedited policies may be approved on first reading.

### **Sunsetting Policies**

Policies which are no longer current, useful, or relevant, or which are slated to be replaced by policies broader or narrower in scope, may be sunsetted with Board approval. The policies should be reviewed first by ELT and then by the appropriate Board Committee, before being presented to the full Board for a vote.

### **Review Period**

All policies will be reviewed on a regular basis to ensure they remain relevant, are legally compliant, and follow best practice. The Responsible Executive (Policy Owner) will be responsible for ensuring the policy remains compliant with current regulations and best practices. All policies will be reviewed and either reissued, revised, or sunsetted no later than every seven years.

### **Policy Format**

Upon review, revision, and adoption, the Responsible Executive (Policy Owner) will ensure that the policy is published adopting the consistent formatting for the College policies using the policy template (Appendix A) and the College procedures will be drafted using the procedure template (Appendix B).

### **Location of Policies**

Upon approval, new and revised College policies will be published on the [College Policy website](#) along with any associated procedures.

## **APPROVALS**

Board of Trustees - July 30, 2024

## **REVISION DATE(S)**

September 25, 2025

## **RELATED POLICIES, GUIDELINES, OR RESOURCES**

Policy # 002 - Policy on Policy Development, Implementation, and Maintenance

## Appendix A



TITLE			
Policy #	Applicability	Responsible Executive (Owner)	Applicable Laws/Statutes

### POLICY

### APPROVALS

### REVISION DATE(S)

### RELATED PROCEDURES, GUIDELINES, OR RESOURCES

## Appendix B



TITLE			
Procedure #	Applicability	Responsible Executive (Owner)	Applicable Laws/Statutes

### **PROCEDURE**

### **APPROVALS**

### **REVISION DATE(S)**

### **RELATED POLICIES, GUIDELINES, OR RESOURCES**

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

**RESOLUTION FY26 - 144**

**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 #	Applicability	Responsible Executive (Owner)	Applicable Laws/Statutes
510	Students Receiving Federal Title IV Funds	Vice President, Student Affairs	HEA Sec. 484(c) 34 CFR 668.16 34 CFR 668.32 34 CFR 668.34

## **POLICY**

The purpose of this policy is to clarify that in order to be eligible for Title IV funds, a student must make Satisfactory Academic Progress (SAP) and the school must have a reasonable policy for monitoring that progress. The Department of Education considers the satisfactory academic progress policy to be reasonable if it meets both the qualitative and quantitative criteria described below.

SAP reports 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. 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 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 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 the maximum time



frame (150% rule) and toward the 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 properly submitted; failure to do so will result in the appeal not being heard. The appeal may be submitted at any time during the semester. The meeting of the Appeals Committee will be held on an as-needed basis for the purpose of hearing appeals. 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.

### **APPROVALS**

Board of Trustees – July 23, 2025

### **REVISION DATE(S)**

September 24, 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

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

**RESOLUTION FY26 - 145**

**REVISED POLICY #210  
ACADEMIC INTEGRITY VIOLATIONS**

BE IT RESOLVED, that the Board hereby approves revised policy #210 Academic Integrity Violations as recommended by the President and the Operations Committee of the Board, and as outlined in the attached, which will be made part of the minutes of this meeting.

ACADEMIC INTEGRITY POLICY			
Policy #	Applicability	Responsible Executive	Applicable Laws/Statutes
210	Students	Vice President, Academic Affairs	

### **POLICY**

The purpose of this policy is to confirm that Mercer County Community College is committed to the principle of academic integrity – the honest, fair and continuing pursuit of knowledge, free from fraud or deception. MCCC students are expected to be responsible for their own work, and faculty and academic support services staff members will take reasonable precautions to prevent the opportunity for academic dishonesty. Academic Integrity violations will be reviewed and addressed according to the relevant procedures.

The Board of Trustees authorizes the President to establish procedures for addressing Academic Integrity violations.

### **APPROVALS**

Board of Trustees – May 19, 1983

### **REVISION DATE(S)**

May 18, 2000

March 18, 2004

June 25, 2025

September 24, 2025

### **RELATED PROCEDURES, GUIDELINES, OR RESOURCES**

Procedure # 210 - Academic Integrity Procedure

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

**RESOLUTION FY26 - 146**

**NEW POLICY #513  
ANTI-HAZING**

BE IT RESOLVED, that the Board hereby approves new policy # 513 Anti-Hazing 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.

ANTI-HAZING POLICY			
Policy #	Applicability	Responsible Executive(s)	Applicable Laws/Statutes
513	College-Wide	Vice President, Student Affairs Vice President, Human Resources Vice President, Academic Affairs Vice President, Finance and Auxiliary Services	New Jersey State Law (N.J.S.A. 18A:3-24 to 28)

### **POLICY**

The purpose of this policy is to maintain a safe and respectful campus environment that promotes student well-being, dignity, and academic success, and to ensure compliance with all legal requirements. Hazing activities of any type are inconsistent with the educational goals of Mercer County Community College (MCCC) and are prohibited at all times.

The Board of Trustees authorizes the College President to establish the procedures for Mercer County Community College to enforce this policy.

### **COMPLIANCE INFORMATION**

In accordance with New Jersey State Law (N.J.S.A. 18A:3-24 to 28), hazing is defined as: "Conduct, other than competitive athletic events, that places or may place another person in danger of bodily injury or that demonstrates reckless indifference to the health or safety of another person, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student organization or group."

This policy applies to all organizations, including clubs and athletic teams recognized by the College, and to all students, employees, volunteers or any person associated with the institution.

"Organization" is defined as any organization, team, club, society or group operating under the sanction of, or recognized as an organization by, the College.

This policy applies:

- On and off campus.
- During operating hours or outside of the hours of College operation.
- To actions by individuals or groups affiliated with the institution.
- During both formal and informal events, including virtual activities.

Consent is not a defense for hazing.

No student, College employee, or volunteer shall engage in, condone or ignore any form of hazing. All members of the campus community shall be alert to incidents of hazing and shall report such conduct promptly when observed. In addition to posting this policy on the MCCC website, the College shall annually inform students, organizations, college employees, and volunteers that hazing is prohibited by means of distribution of written policy and publication in handbooks.

MCCC shall maintain a report of all violations of the anti-hazing policy or of federal or state laws related to hazing that are reported to the College. This report shall be updated biannually and posted on the College website.

**APPROVALS**

Board of Trustees – September 24, 2025

**REVISION DATE(S)**

**RELATED POLICIES, PROCEDURES, GUIDELINES, OR RESOURCES**

Procedure 513 - Anti-Hazing Procedure

New Jersey State Law (N.J.S.A. 18A:3-24 to 28)



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

**RESOLUTION FY26 - 149**

**RESOLUTION OF APPRECIATION  
LAWRENCE NESPOLI, ED.D.**

WHEREAS, Dr. Lawrence Nespoli has served with distinction as a Trustee of Mercer County Community College, demonstrating unwavering dedication, insightful leadership, and a deep commitment to the mission and values of MCCC; and

WHEREAS, Dr. Lawrence Nespoli has announced his resignation to the Mercer County Community College Board of Trustees where he has served as a dedicated member since September 2018; and

WHEREAS, Dr. Nespoli has made significant contributions towards the integrity of the College, serving on the Operations committee, Presidential Search committee, and in a leadership role as Vice Chair of the Board of Trustees; and

WHEREAS, Dr. Nespoli provided outstanding leadership to the Board and the College as the New Jersey Council for Community Colleges liaison; and

WHEREAS, during his many years of service on the Board, Dr. Nespoli has been a constant presence on campus, attending student and College events and nurturing a strong and dedicated MCCC community; and

WHEREAS, Dr. Nespoli has represented the Board and College at the ACCT National Legislative Summit and ACCT Leadership Congress to ensure student success at Mercer County Community College; and

WHEREAS, Dr. Nespoli, a champion for students, started the Deborah and Lawrence Nespoli Scholarship Fund to ensure student success and academic excellence at MCCC; and

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

**RESOLUTION FY26 - 149**

WHEREAS, Dr. Nespoli has had a distinguished career serving community colleges of this state as the retired President of the New Jersey Council for Community Colleges; and

WHEREAS, Dr. Nespoli has contributed significantly to the advancement of higher education through consulting work, offering expert guidance and strategic counsel that has benefited both MCCC and the higher education community; and

WHEREAS, Dr. Nespoli has further enriched higher education through the publication of numerous articles, sharing valuable knowledge, fostering innovation, and elevating the standards of practice within community colleges; and

WHEREAS, Dr. Nespoli is a highly respected member of the College community and is an enthusiastic supporter, valued colleague, expert advisor, and friend to Mercer County Community College; and

NOW, THEREFORE, BE IT RESOLVED, that the MCCC Board of Trustees, President Deborah E. Preston, and members of the College community wish to express their deepest gratitude and appreciation to Dr. Lawrence Nespoli for his service to the Mercer County Community College Board of Trustees, a tenure characterized by his outstanding leadership, deep compassion for students, commitment, and vision; wish him well in all of his endeavors; and look forward to his continued relationship with MCCC in the future.



## Overview

### Program Overview

- The CET department is funded through the **Workforce Innovation and Opportunity Act (WIOA) Title II** via **NJDOL**.
- Provides adult education in:
  - **English as a Second Language (ESL)**
  - **High School Equivalency (HSE/GED)**
- Supports adult learners in:
  - Achieving key educational milestones
  - Advancing careers or transitioning into **credit-bearing college programs**



## Widely Important Goal (WIG)

**Goal:** Increase the number of graduates for High School Equivalency (HSE)/ESL students by 8%, from 58 to 63 graduates.

- **Definition of a Graduate:**

- HSE Students: Completion of all four GED test sections.
- ESL Students: Successful completion of Level 6

**Team Contribution to Student Success**

- Every CET team member plays a vital role in achieving graduation goals.
- **Administrative Assistant:** Enrolls and registers students.
- **Data Analysts:** Monitor attendance and test scores.
- **Career Coach & Instructors:** Provide guidance and instruction.
- Unified team effort drives student success and goal achievement!



## Lead Measure

**Weekly Check-In Meetings:**

- Each of the 9 team members conducted 5 one-on-one student check-ins weekly
- Instructor reaches out to five students for support
- Admin Specialist registers 5 students
- Total of 45 student contacts per week.
- **Purpose:** Increase student engagement, accountability, and support.





## Team Collaboration

- **Weekly Huddles:**

- Held every Tuesday at 12:10 PM.
- Each member reported completion of weekly check-ins.
- Meetings lasted 5 minutes, even in the absence of the team lead.

- **Scoreboard:**

- A visual progress tracker was displayed in the department hallway.
- Used to maintain transparency and team motivation.



## Team Collaboration

### Outcomes

- Total Number of Graduates: 68 students, exceeding the goal of 63.
  - ESL Graduates: 43 students completed Level 6.
  - 25 GED students completed all four levels.
- Result: The department successfully surpassed its WIG, demonstrating strong team commitment and effective student support strategies.

### Next Steps

- The CET team is committed to continuing this WIG initiative into the 2026 academic year, aiming to build on the success and further improve graduation outcomes.



2026 CET Scoreboard



