

**MERCER COUNTY COMMUNITY COLLEGE**

Minutes of the 712th Meeting  
of the Board of Trustees  
April 24, 2024

The meeting was called to order by Vice Chair Lawrence Nespoli at 6:30pm at the Mercer County Community College James Kerney Campus. In addition to the Vice Chair, the following members were in attendance: Julie Blake, Eashwayne Haughton, Shannon Mason, Daryl Minus-Vincent, Gregory Puliti, Scarlett Rajski, Aamir Rehman, Deborah Preston (MCCC President), and Christian Perez (Alumni Trustee). Also present was Perry Lattiboudere, College Counsel. Absent was Kristin Appelget and Jermaine Huell.

**I. OPENING OF MEETING**

A) FLAG SALUTE

Trustee Rajski led those attending the meeting in the Pledge of Allegiance to the flag of the United States.

B) STATEMENT OF NOTIFICATION

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

C) ADOPTION OF AGENDA

Trustee Minus-Vincent moved to approve the agenda, which was seconded by Trustee Rehman and adopted with Trustees Blake, Haughton, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

D) PUBLIC COMMENT

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

E) STUDENT RECOGNITIONS

In honor of Community College Month, a recognition ceremony was held for students who have excelled in commitment to their studies and to community service. A total of seven students, representing athletics, Honors Program, and Phi Theta Kappa were recognized. The students received certificates and had their pictures taken with the President and Board Members.

## II. PRESIDENT'S UPDATE

- The Mercer County Community College 2022-2023 Annual Report has been published. Dr. Preston thanked the Marketing and Communications team for their work.
- In recognition of Community College Appreciation Month, the Marketing and Communications team created buttons that say #mercerproud. The buttons were given out to students and videos were created asking students what they like about MCCC.
- A new event, the Presidential Forum on Education Equity, will take place on May 2<sup>nd</sup>. Dr. Preston thanked Dr. James Whitney III as he was instrumental in planning the event.

## III. APPROVAL OF MINUTES

### A) APPROVAL OF MINUTES OF MARCH 27, 2024 BOARD MEETING

Trustee Puliti moved to approve the minutes of the March 27, 2024 Board Meeting, Agenda Item III (A), which was seconded by Trustee Rajski and adopted with Trustees Blake, Haughton, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

BE IT RESOLVED, that the minutes of the March 27, 2024 meeting of the Board of Trustees are approved as presented.

### B) APPROVAL OF MINUTES OF APRIL 5, 2024 BOARD MEETING

Trustee Minus-Vincent moved to approve the minutes of the April 5, 2024 Board Meeting, Agenda Item III (B), which was seconded by Trustee Puliti and adopted with Trustees Blake, Haughton, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

BE IT RESOLVED, that the minutes of the April 5, 2024 meeting of the Board of Trustees are approved as presented.

## IV. FINANCE & FACILITIES MATTERS

Trustee Puliti advised that the Board is responsible for three professional contracts that services the Board – two legal and one accounting. As these contracts expires, Chair Appelget and Trustee Puliti will review the proposals for these services, and in a fair and open process will put outthe RFPs. Trustee Puliti advised the Board that the MCCC Finance team will post the scope of work and proposals on the BOT portal for review by Board members.

Trustee Puliti presented agenda items IV (A) FY24-233 through (D) FY24-236 for ratification, which were second by Trustee Minus-Vincent. The items were passed with Trustees Blake, Haughton, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

### A) MONTHLY FINANCIAL STATEMENT (Resolution FY24-233)

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

### B) INVESTMENT DETAIL (Resolution FY24-234)

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 FY24-235)  
The members of the Board noted receipt and ratified the Report on Purchase Orders and Contracts under \$41,600.00, which is attached.
  
- D) MONTHLY PAYMENTS LIST (Resolution FY24-236)  
The members of the Board noted receipt and ratified the monthly payments lists for March 2024.

Trustee Puliti presented agenda items IV (E) FY24-221 and (F) FY237 through (N) FY24-244 which were second by Trustee Blake. The items were passed with Trustees Blake, Haughton, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

- E) Imbue Creative, LLC (Resolution FY24-221)
- F) Apple Computer Inc. (Resolution FY24-237)
- G) Aurora Systems Consulting, Inc. (Resolution FY24-238)
- H) B&H Photo & Video (Resolution FY24-239)
- I) Dell Financial Services, LLC – Faculty and Students (Resolution FY24-240)
- J) Dell Financial Services, LLC – Staff (Resolution FY24-241)
- K) Hogan Security Group, LLC (Resolution FY24-242)
- L) Performance Food Group (Resolution FY24-243)
- M) Yale Electrical Supply (Resolution FY24-244)
- N) Automotive Tech Department Vehicle Sale or Disposal (Resolution FY24-245)

**V. HUMAN RESOURCES MATTERS**

Trustee Minus-Vincent presented agenda items V (A) FY24-246 and (C) FY24-248 which was seconded by Trustee Rajski. The item passed with with Trustees Blake, Haughton, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

- A) RATIFICATION OF APPOINTMENTS, PROMOTIONS, STIPENDS, AND RECEIPT OF STAFF SEPARATION REPORT (Resolution FY24-246)  
BE IT RESOLVED, that this Board approves the ratification of appointments, promotions, stipends, and notes receipt of the Staff Separation Report, which will be made a part of the minutes of this meeting.
  
- C) PROMOTIONS IN ACADEMIC RANK (Resolution FY24-248)  
BE IT RESOLVED that this Board hereby approves promotions in academic rank as indicated, with salary increases as approved by the Faculty contract, effective for the 2024-2025 academic year, as recommended by the President.

Trustee Minus-Vincent presented agenda items V (B) FY24-247 which was seconded by Trustee Blake. The item passed with with Trustees Blake, Haughton, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

B) EMERITUS STATUS FOR RETIRED FACULTY MEMBERS

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

- Guy DeRosa
- Laura Knight

VI. OPERATIONS MATTERS

Trustee Blake presented Agenda Item VI (A) FY24-249 for ratification, which were second by Trustee Puliti. The item was ratified with with Trustees Blake, Haughton, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

A) MARCH 2024 REPORTABLE CRIMES, FIRES, AND OTHER EMERGENCIES (Resolution FY24-246)

The members of the Board noted receipt and review and ratified the report, which is attached.

Trustee Blake presented Agenda Item VI (B) which were second by Trustee Mason. The item passed with Trustees Blake, Haughton, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye.

B) REVISED CODE OF ETHICS (BOT BYLAWS ARTICLE III SECTION 4) SECOND AND FINAL READING

BE IT RESOLVED that the Board of Trustees approves amending the Bylaws, Article III, Responsibility, Section 4, Individual Members of the Board.

BE IT FURTHER Resolved that the Board of Trustees will annually sign and return a statement to the Board Secretary affirming their intention to comply with the Code of Ethics.

Trustees thanked the subcommittee for all their time and effort in revising the code of ethics.

VII. OTHER MATTERS

A) APPOINTMENT OF BOARD OF SCHOOL ESTIMATES MEMBERS

Vice Chair Nespoli reported that Chair Appelget and Trustee Puliti will serve as this year's Board of School Estimate members.

VIII. NEW JERSEY COUNCIL OF COUNTY COLLEGES REPORT

Dr. Nespoli shared two updates.

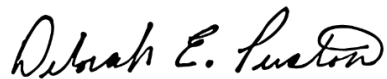
- State Budget – Dr. Nespoli asked President Preston to provide an update on NJCCC efforts to seek restoration of \$20 million in state aid to community colleges, which Governor Murphy has proposed be cut from state aid to community colleges in FY2025. These efforts are well underway and will continue through approval of the final state budget in June.
- Trustee Webinars by the Association of Community College Trustees (ACCT) – Dr. Nespoli shared that ACCT, the national association for community college trustees, is rolling out a new series of free webinars for community college trustees. The first will be on April 30 on the fiduciary responsibilities of trustees.

**IX. CHAIR'S REPORT**

- Vice Chair Nespoli reminded the Trustees to complete the required Financial Disclosure Statement by the end of April.
- Trustee Rehman thanked the Trustees for their warm welcome and looking forward to servicing on the Board. He also thanked the Trustees who attend the Student Success dinner which raised over \$130,000 for the MCCC Foundation, which was \$30,000 over goal.

There being no further business to discuss, Trustee Puliti moved to adjourn the meeting. The motion was seconded by Trustee Rehman and passed unanimously. The meeting adjourned at 7:26pm.

Respectfully submitted,

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

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

**MERCER COUNTY COMMUNITY COLLEGE**  
**FINANCE OFFICE**  
March 31, 2024

Resolution FY24-233

REVENUE	Budget FY24	Budget Modification	Actual as of 03/31/2024	Percent of Budget Realized	2023 Actual
Tuition- Credit	\$ 20,544,567	\$ 23,200,000	\$ 22,255,312	96%	\$ 19,353,684
Course Fees	\$ 7,500,000	\$ 8,600,000	\$ 7,884,129	92%	\$ 6,980,152
Tuition Waivers	\$ (1,500,000)	\$ (1,600,000)	\$ (2,339,259)	146%	\$ (1,792,905)
<b>TOTAL TUITION &amp; FEES:</b>	<b>\$ 26,544,567</b>	<b>\$ 30,200,000</b>	<b>\$ 27,800,182</b>	<b>92%</b>	<b>\$ 24,540,931</b>
<b>APPROPRIATIONS</b>					
State of New Jersey	\$ 7,433,816	\$ 7,967,611	\$ 5,963,245	75%	\$ 7,433,816
County of Mercer	\$ 19,343,117	\$ 19,343,117	\$ 11,283,485	58%	\$ 18,963,840
Partnerships	\$ 160,000	\$ 160,000	\$ 49,622	31%	\$ 154,373
Community Education/Non Credit	\$ 550,000	\$ 850,000	\$ 466,156	55%	\$ 790,523
Auxiliary Operations	\$ 1,500,000	\$ 2,800,000	\$ 1,778,510	64%	\$ 2,532,492
Facility Rentals	\$ 600,000	\$ 600,000	\$ 660,461	110%	\$ 695,942
Other Income	\$ 1,080,500	\$ 2,079,272	\$ 2,436,904	117%	\$ 2,392,409
<b>TOTAL REVENUE:</b>	<b>\$ 57,212,000</b>	<b>\$ 64,000,000</b>	<b>\$ 50,438,566</b>	<b>79%</b>	<b>\$ 57,504,326</b>
<b>EXPENSES</b>					
Salaries & Wages	\$ 36,071,415	\$ 36,071,415	\$ 28,445,140	79%	\$ 34,530,522
Faculty	\$ 16,000,055	\$ 16,000,055	\$ 12,566,638	79%	\$ 15,271,854
Administrators	\$ 3,857,616	\$ 3,857,616	\$ 2,887,427	75%	\$ 3,574,821
Clerical	\$ 2,273,544	\$ 2,273,544	\$ 1,688,801	74%	\$ 2,189,076
Professional	\$ 9,667,545	\$ 9,667,545	\$ 6,649,872	69%	\$ 8,255,446
Part Time	\$ 1,923,411	\$ 1,923,411	\$ 2,906,284	151%	\$ 3,019,780
Custodial / Maintenance / Security	\$ 2,349,244	\$ 2,349,244	\$ 1,746,118	74%	\$ 2,219,545
Total Salaries & Wages	\$ 36,071,415	\$ 36,071,415	\$ 28,445,140	79%	\$ 34,530,522
Employee Benefits	\$ 13,127,000	\$ 12,000,000	\$ 7,907,708	66%	\$ 10,477,561
<b>TOTAL PERSONNEL EXPENDITURES:</b>	<b>\$ 49,198,415</b>	<b>\$ 48,071,415</b>	<b>\$ 36,352,847</b>	<b>76%</b>	<b>\$ 45,008,083</b>
Utilities	\$ 1,988,401	\$ 1,988,401	\$ 1,238,520	62%	\$ 1,979,721
Building Lease	\$ 260,000	\$ 260,000	\$ 245,279	94%	\$ 257,168
Maintenance Contracts	\$ 980,000	\$ 980,000	\$ 671,202	68%	\$ 972,247
Facilities Maintenance	\$ 705,000	\$ 705,000	\$ 324,367	46%	\$ 612,184
Insurance	\$ 853,000	\$ 853,000	\$ 752,112	88%	\$ 685,240
Staff Development/Travel	\$ 409,622	\$ 409,622	\$ 382,818	93%	\$ 348,679
Marketing General Advertising	\$ 250,000	\$ 365,000	\$ 321,000	88%	\$ 605,967
IT Hardware / Software	\$ 1,465,741	\$ 1,465,741	\$ 1,329,128	91%	\$ 1,939,608
Legal/Professional Fees	\$ 898,450	\$ 898,450	\$ 530,132	59%	\$ 279,669
Purchased Services	\$ 2,757,001	\$ 2,757,001	\$ 1,744,740	63%	\$ 1,375,123
General Ed/Lab Supplies	\$ 559,250	\$ 559,250	\$ 206,278	37%	\$ 396,242
Student Development	\$ 790,650	\$ 790,650	\$ 271,236	34%	\$ 185,221
Other	\$ 3,896,470	\$ 3,896,470	\$ 2,654,901	68%	\$ 5,099,220
Budget Deficit	\$ (7,800,000)	\$ -	\$ -		\$ -
<b>TOTAL OTHER EXPENDITURES:</b>	<b>\$ 5,765,184</b>	<b>\$ 15,928,585</b>	<b>\$ 9,187,915</b>	<b>58%</b>	<b>\$ 12,499,401</b>
<b>TOTAL OPERATING AND PERSONNEL</b>	<b>\$ 57,212,000</b>	<b>\$ 64,000,000</b>	<b>\$ 47,024,561</b>	<b>73%</b>	<b>\$ 59,744,373</b>

**MERCER COUNTY COMMUNITY COLLEGE  
 FINANCE OFFICE**

Resolution FY24-234

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

<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>TERM &amp; INTEREST</u>		<u>AMOUNT</u>
		<u>RATE</u>	<u>DUE</u>	
03/31/24	BANK OF PRINCETON	4.25%	N/A	672,203.12
03/31/24	FIRST BANK	3.95%	N/A	1,091,878.22
02/29/24	WELLS FARGO BANK BALANCE	3.91%	N/A	5,487,687.29
03/31/24	CASH MANAGEMENT FUND-NJ	5.36%	N/A	<u>18,561,605.08</u> **
				\$ 25,813,373.71 *
	<u>LONG TERM INVESTMENTS</u>			
03/31/24	WELLS FARGO BANK - UNEMPLOYMENT TRUST	3.95%		<u>\$ 514,259.20</u>

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

\*\* Includes 8.3 Mil of PrePaid Flight Fees & 3.0 Mil for 101 N. Broad Purchase

MCCC PURCHASE ORDER REPORT  
 \$8,320.00 - \$41,600.00  
 DATE OF BOARD MEETING: April 24, 2024

Resolution FY24-235

Purchases over \$8,320.00 require three (3) quotes or over \$41,600.00 require Publically Advertised Bids unless specifically exempted by New Jersey County College Contract Law N.J.S.A. 18A:64A-25.5(a)  
 Budget lines beginning with "2" indicate grant funded

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
B7981	3/1/24	ADT Commercial Pittsburgh, PA	\$14,000.00	10-07-01-03-301401-68550	Exemption: Proprietary

Student Center and Library Fire Alarm Testing and Inspection FY24.

B8126	3/1/24	Adams Party Rental Hamilton, NJ	\$9,177.30	34-09-01-03-301601-61260	Exemption: Food Service Supplies
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Conference Center Linen Services for FY24.

B8146	3/1/24	James Gardner Titusville, NJ	\$13,500.00	10-06-01-05-500120-64110	Exemption: Consulting Services
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Consultant/Writer for publications for FY24.

B8149	3/1/24	City Beef Company Trenton, NJ	\$11,000.00	10-01-02-02-208005-61121	Exemption: Food Service Supplies
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Purchases of meat for JKC Café for FY24.

B8369	3/1/24	HISPA Inc Princeton, NJ	\$25,000.00	22-05-01-02-302133-60120	Exemption: Consulting Services
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HISPA Latinos in college partnership program. Grant funded.

B8402	3/1/24	Winslow Consulting Lawrenceville, NJ	\$25,000.00	90-00-01-91-590300-64105	Exemption: Consulting Services
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Grant writer and paid for the Foundation for FY24.

P18558	3/1/24	Wolters Kluwer Health Philadelphia, PA	\$38,692.50	10-01-1-02-206200-64110	Exemption: Library Materials
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Virtual nursing simulator software. Paid for by nursing fees.

P18559	3/1/24	Wolters Kluwer Health Philadelphia, PA	\$23,313.35	10-01-1-02-206200-64110	Exemption: Library Materials
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Access codes for ATI Textbooks. Paid for by nursing fees.



MCCC PURCHASE ORDER REPORT  
 \$8,320.00 - \$41,600.00  
 DATE OF BOARD MEETING: April 24, 2024

Resolution FY24-235

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 Budget lines beginning with "2" indicate grant funded

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
B8405	3/1/24	USA Architects Planners Interior Designers LTD Somerville, NJ	\$27,750.00	70-07-02-03-700126-71100	Exemption: Professional Services

Building assessment for 101 N. Broad purchase.

B8407	3/4/24	Imbue Creative LLC Lambertville, NJ	\$10,000.00	22-04-01-02-302138-66350	Exemption: Advertising
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Digital marketing to promote MCCC. Grant funded.

P18572	3/5/24	CDW Government Shelton, CT	\$18,700.24	10-01-01-03-301303-69713	Sourcwell Contract #081419
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Backup power supply (UPS) equipment for ITS.

P18587	3/6/24	Allstate Office Interiors Robbinsville, NJ	\$22,431.42	70-07-01-03-700102-69240	NJSC# 23-FOOD-47764
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Flooring Replacement Trenton Hall rooms – CR102 & CR103.

P18588	3/12/24	Allstate Office Interiors Robbinsville, NJ	\$29,197.29	70-07-01-03-700102-69240	NJSC# 23-FOOD-47764
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Flooring Replacement Trenton Hall – Lobby and Hallways.

P18617	3/12/24	Dell Marketing LP Round Rock, TX	\$16,472.05	10-01-01-03-301303-69632	OMNIA #01-143
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Onsite service and technical support.

P18648	3/18/24	United Collegiate Umpires Las Vegas, NV	\$14,660.00	61-05-01-04-402001-64110 61-05-01-04-402001-64110	Exemption: Professional Services
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Softball & Baseball umpire fees.

P18649	3/18/24	ARCMERCER Ewing, NJ	\$32,176.24	10-06-01-03-301001-62335	MCCC RFP #2306
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Shuttle services for January/February 2024.

MCCC PURCHASE ORDER REPORT  
 \$8,320.00 - \$41,600.00  
 DATE OF BOARD MEETING: April 24, 2024

Resolution FY24-235

Purchases over \$8,320.00 require three (3) quotes or over \$41,600.00 require Publically Advertised Bids unless specifically exempted by New Jersey County College Contract Law N.J.S.A. 18A:64A-25.5(a)  
 Budget lines beginning with "2" indicate grant funded

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P18657	3/18/24	Tutor. Com Inc New York, NY	\$32,846.00	10-05-01-02-200205-64110	GSA Contract #GS-35F-191BA

Online academic support for FY24.

P18659	3/18/24	Windstream Services LLC Little Rock, AR	\$19,244.00	10-01-01-03-301301-64110	Exemption: Public Utility
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IP address vulnerability testing for ITS.

P18661	3/19/24	B&G Engineering LLC Ewing, NJ	\$24,000.00	70-07-01-03-701509-76101	Exemption: Professional Services
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Engineering planning for loop road light improvements.

P18672	3/20/24	Entrinsik Raleigh, NC	\$11,923.00	10-01-01-03-301304-69713	Exemption: Sole Source
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Informer License & Support.

P18681	3/20/24	Magic Touch Construction Keyport, NJ	\$39,287.19	70-07-01-03-701252-76101	ESCNJ 20/21-18
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Installation of water heater – ES Building. Paid for by Chapter 12.

P18688	3/21/24	Progressive Center For independent Living Hamilton, NJ	\$24,500.00	22-05-02-02-302124-64102	Exemption: Consulting Services
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Life skills programs for CAT students. Paid for by CAT Grant.

P18697	3/25/24	Aurora Systems Consulting Torrance, CA	\$23,677.50	10-01-01-03-301303-69713	NCPA Contract #01-97
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Cylance Protect (Anti-Virus) software.

P18709	3/26/24	SHI International Somerset, NJ	\$9,876.91	10-01-01-03-301303-69614	NJEDGE #269EMCPS-21-001-EM-SHI
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ITS management software.

MCCC PURCHASE ORDER REPORT  
\$8,320.00 - \$41,600.00  
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Resolution FY24-235

Purchases over \$8,320.00 require three (3) quotes or over \$41,600.00 require Publically Advertised Bids unless specifically exempted by New Jersey County College Contract Law N.J.S.A. 18A:64A-25.5(a)  
Budget lines beginning with "2" indicate grant funded

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P18730	3/27/24	SNAP-ON Business Solutions Kenosha, NJ	\$15,855.45	22-01-01-02-302129-69310	Exemption: Sole Source

Auto-tech diagnostic equipment. Paid for by Perkins Grant.

P18725	3/27/24	Hannon Hill Atlanta, GA	\$33,122.11	10-06-01-05-500120-64110	Exemption: Proprietary
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Annual Renewal of Content Management Software (CMS).

**MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
APRIL 24, 2024**

**RESOLUTION FY24 - 221**

**IMBUE CREATIVE, LLC  
MARKETING SERVICES  
AMENDMENT FOR COST**

WHEREAS, Mercer County Community College has a need to acquire marketing services for academic year(s) 2023 and 2024, partially funded by the CAT grant; and

WHEREAS, the College has a need for additional resources to elevate the College's enrollment marketing and ongoing marketing and branding efforts in support of student enrollment campaigns; and

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

WHEREAS, a provision of the County Contracts Law, N.J.S.A. 18A:64A-25.5, (a) (20) exempts without limitation advertising seeking student enrollment and associated consulting services from public solicitation for bids but requires a resolution authorizing the award of such a contract; and

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

WHEREAS, the Board of Trustees previously approved a Resolution on July 26, 2023 for Imbue Creative LLC of Lambertville, NJ for an amount not to exceed \$378,000; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to amend the current contract with Imbue Creative LLC of Lambertville, New Jersey, to provide marketing services for the academic year(s) 2023 and 2024 from \$378,000 by an additional \$55,000 for a new not to exceed amount of \$433,000 July 1, 2023 through June 30, 2024. Partially funded by the CAT grant.

**MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
APRIL 24, 2024**

**RESOLUTION FY24 - 237**

**APPLE COMPUTER INC.  
COOPERATIVE PRICING FOR  
COMPUTER EQUIPMENT LEASING**

WHEREAS, Mercer County Community College has a need to replace computer laptops and desktops for faculty, administrative staff, student computer laboratories, testing centers, tutoring centers and career centers both at the James Kerney and West Windsor campuses in FY 2024-25; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.9, exempts the purchase of equipment, pursuant to a contract for such equipment entered into on behalf of the State of New Jersey by the Division of Purchase and Property\*, from public advertising from bids but requires a resolution authorizing the award of such a contract; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Apple Computer Inc. of Austin, Texas to lease laptops and desktop computers for faculty, administrative staff, student computer laboratories, testing centers, tutoring centers and career centers at the James Kerney and West Windsor campuses at a cost not to exceed \$85,000 annually for a four (4) year period beginning May 1, 2024 and ending April 30, 2028.

\*PPEM Cooperative Contract #535802

**MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
APRIL 24, 2024**

**RESOLUTION FY24 - 238**

**AURORA SYSTEMS CONSULTING, INC.  
SOFTWARE AND EQUIPMENT FOR  
INFORMATION TECHNOLOGY SYSTEMS**

WHEREAS, Mercer County Community College has a need to purchase Antivirus software and equipment for internet access/ optimization for Information Technology Services for FY 2024; 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 a nationally recognized and accepted cooperative purchasing agreements\*; and

WHEREAS, Mercer County Community College is a member of OMNIA Partners cooperative purchasing consortium for the procurement of goods and services at competitive pricing; and

WHEREAS, Mercer County Community College has identified that Aurora Systems Consulting, Inc. of Torrance, California has the expertise to provide software and equipment for internet access/ optimization, under the Cooperative Pricing Agreement with OMNIA Partners\* which represents the best value for the College; and

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Aurora Systems Consulting, Inc. of Torrance, California to provide software and equipment for internet access/ optimization for Information Technology Services at a cost not to exceed \$55,000 from July 1, 2023 through June 30, 2024.

\*OMNIA/ NCPA #01-97

**MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
APRIL 24, 2024**

**RESOLUTION FY24 - 239**

**B&H PHOTO-VIDEO  
A/V EQUIPMENT  
AMENDMENT FOR COST**

WHEREAS, 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; and

WHEREAS, the Board of Trustees previously approved a Resolution on September 27, 2023 for B&H Photo-Video of New York, New York for an amount not to exceed \$100,000; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of the Board, to increase the contract value with B&H Photo-Video of New York, New York from the current amount of \$100,000 to a new amount not to exceed amount of \$130,000 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, 2023 through June 30, 2024 (FY 24).

\* E&I Cooperative Contract #EI00221

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

**MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
APRIL 24, 2024**

**RESOLUTION FY24 - 240**

**DELL FINANCIAL SERVICES, LLC  
COOPERATIVE PRICING FOR  
STAFF COMPUTER EQUIPMENT LEASING**

WHEREAS, Mercer County Community College has a need to replace laptop computers for staff in FY 2024-25; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.9, exempts the purchase of equipment, pursuant to a contract for such equipment entered into on behalf of the State of New Jersey by the Division of Purchase and Property\*, from public advertising from bids but requires a resolution authorizing the award of such a contract; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Dell Financial Services, LLC of Round Rock, Texas to lease laptop computers for staff at a cost not to exceed \$160,000 annually for a four (4) year period beginning July 1, 2024 and ending June 30, 2028.

\* NJ State Contract #M0483/24-TELE-71883



**MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
APRIL 24, 2024**

**RESOLUTION FY24 - 241**

**DELL FINANCIAL SERVICES, LLC  
COOPERATIVE PRICING FOR  
FACULTY AND STUDENT COMPUTER EQUIPMENT LEASING**

WHEREAS, Mercer County Community College has a need to replace laptop and desktop computers for student computer laboratories, testing centers, tutoring centers, career centers and faculty in FY 2024-25; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.9, exempts the purchase of equipment, pursuant to a contract for such equipment entered into on behalf of the State of New Jersey by the Division of Purchase and Property\*, from public advertising from bids but requires a resolution authorizing the award of such a contract; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Dell Financial Services, LLC of Round Rock, Texas to lease laptop and desktop computers for student computer laboratories, testing centers, tutoring centers, career centers, and faculty at a cost not to exceed \$220,000 annually for a four (4) year period beginning May 1, 2024 and ending April 30, 2028.

\* NJ State Contract #M0483/24-TELE-71883

**MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
APRIL 24, 2024**

**RESOLUTION FY24 - 242**

**HOGAN SECURITY GROUP, LLC  
PURCHASE AND INSTALL OF DOORS**

WHEREAS, Mercer County Community College has the need to purchase and install replacement doors for various buildings at both campuses, paid by the New Jersey Chapter 12 program; and

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

WHEREAS, Mercer County Community College has identified that Hogan Security Group, LLC of Pennington, New Jersey has the expertise to purchase and install replacement doors for various buildings at both campuses under the Cooperative Pricing Agreement with the Hunterdon County Education Services Commission, which represents the best value for the College; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Hogan Security Group, LLC of Pennington, New Jersey to purchase and install replacement doors for various buildings at both campuses for an amount not to exceed \$360,000. Paid by the New Jersey Chapter 12 program.

\* Hunterdon County Education Services Commission #HCESC-203

**MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
APRIL 24, 2024**

**RESOLUTION FY24-243**

**PERFORMANCE FOOD GROUP INC.  
CAFETERIA AND HRIM PROGRAM FOOD SUPPLIES  
AMENDMENT FOR COST**

WHEREAS, Mercer County Community College has a need to acquire food supplies to support its James Kerney campus cafeteria and the Conference Center, and the Hotel Restaurant and Institution Management (HRIM) Program on the West Windsor campus for FY 2024; and

WHEREAS, the acquisition will be executed as a Political Contribution Disclosure contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; 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) (7) exempts food supplies and related services from public advertising for bids but requires a resolution authorizing the award of such a contract; and

WHEREAS, Performance Food Service has completed and submitted a Business Entity Disclosure Certification which certifies that Performance Food Service has not made any reportable contributions to a political or candidate committee in Mercer County in the previous one year, and the contract will prohibit Performance Food Service 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 current contract approved on January 24, 2024 with Performance Food Group Inc. of Elizabeth, New Jersey, by an additional \$25,000 for an amount new not to exceed amount of \$80,000 for the period of July 1, 2023 through June 30, 2024.

**MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
APRIL 24, 2024**

**RESOLUTION FY24 - 244**

**YALE ELECTRICAL SUPPLY  
ELECTRICAL SUPPLIES  
AMENDMENT FOR CONTRACT**

WHEREAS, Mercer County Community College has previously contracted with Franklin Griffith Electrical Supply Company to purchase electrical supplies and light bulbs for the James Kerney and West Windsor campuses in FY 2024; and

WHEREAS, Franklin Griffith Electrical Supply Company recently merged with Yale Electric Supply of Middletown, Connecticut and subsequently, a new contract was awarded with the County of Mercer for Yale Electrical Supply Company.

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

WHEREAS, the Board of Trustees previously approved a Resolution on June 26, 2024 for Franklin Griffith Electrical Supply Company of Trenton, NJ for an amount not exceed \$75,000; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to amend the previously approved contract with Franklin Griffith Electrical Supply Company of Trenton, NJ to continue the contract with Yale Electric Supply Company of Middletown, Connecticut for the purchase of electrical supplies and light bulbs for the James Kerney and West Windsor campuses at a cost not to exceed \$75,000 from July 1, 2023 to June 30, 2024.

\*CK09Mercer2023-19

**MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
APRIL 24, 2024**

**RESOLUTION FY24 - 245**

**AUTOMOTIVE TECH DEPARTMENT  
VEHICLE SALE OR DISPOSAL**

WHEREAS, Mercer County Community College Automotive Tech Department has a surplus vehicle that has reached the end of usable life and no longer needed, as listed below; and

<b>Year</b>	<b>Make/Model/Type (e.g. van, sedan)</b>	<b>Model # / Serial #</b>
2006	Honda Civic	VIN #1HGFA16546L057536

WHEREAS, a provision of County College Contracts Law, N.J.S.A. 18A:64A-25-27 requires a resolution authorizing the disposal of such surplus equipment; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to sell or dispose of the above listed vehicle that has reached end of usable life in a manner consistent with Board policy and the provisions of County College Contracts Law.

**MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
APRIL 24, 2024**

**RESOLUTION FY24 - 246**

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

BE IT RESOLVED, that this Board approves the ratification of appointments, promotions, stipends, and notes receipt of the Staff Separation Report, which will be made a part of the minutes of this meeting.

**MERCER COUNTY COMMUNITY COLLEGE  
 BOARD OF TRUSTEES MEETING  
 APRIL 24, 2024**

**RESOLUTION FY24 – 246A**

*Human Resources Office*

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**To: Deborah Preston, Ph.D., President**  
**From: Yvette Henry, Vice President for Human Resources**  
**Date: April 8, 2024**  
**Re: Ratification of Appointments**

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The following appointments have been made since March 2024.

Effective Date of /Hire	Department	Name	Title	Salary	Range	FLSA
04/15/2024	College Advancement	Arthur Gathercole	Administrative Specialist II	\$45,000	\$35,295 – \$48,320	Non-Exempt
04/15/2024	EOF	Anijah Jackson	EOF Intake Specialist	\$50,000	\$42,451 – \$60,793	Exempt
04/29/2024	Gear-Up	Hana Sabree	Counselor	\$45,500	\$42,451 – \$60,793	Exempt
04/29/2024	Gear-Up	Christopher Smith	Counselor	\$45,500	\$42,451 – \$60,793	Exempt
05/06/2024	Liberal Arts	Vanessa Johnson	Administrative Specialist II	\$45,000	\$35,295 – \$48,320	Non-Exempt
06/10/2024	Athletics	Morgan Comfort	Athletics Trainer	\$60,000	\$48,281 – \$72,154	Exempt

**MERCER COUNTY COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES MEETING**  
**APRIL 24, 2024**

**RESOLUTION FY24 – 246B**

***Human Resources Office***

**To: Deborah Preston, Ph.D., President**  
**From: Yvette Henry, Vice President for Human Resources**  
**Date: April 8, 2024**  
**Re: Promotions/Reclassifications**

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

<b>Effective Date of Promotion/ Salary Adjustment</b>	<b>Department</b>	<b>Name</b>	<b>Current Title/New Title</b>	<b>Current Base Salary</b>	<b>Adjusted Base Salary</b>
*03/18/2024	Workforce Education and Innovation	Rafael Agliata	Current: Career Institute Instructor New: Manager, Community and Education	\$45,320	\$51,570
*03/18/2024	Workforce Education and Innovation	Stacy Denton	Current: Director, Upward Bound New: Director, Youth College	\$73,726	\$80,000
*03/18/2024	Workforce Education and Innovation	Jill Marcus	Current: Interim Director, Community Education and Training/Program Manager of Workforce Education and Innovation New: Director, Community and Education	\$68,658	\$79,000
*03/18/2024	Workforce Education and Innovation	Robert Obermeier	Current: Mercer Online Analyst New: LMS Workforce Manager	\$58,574	\$65,000
04/01/2024	Purchasing	Jonathan Sofo	Current: Senior Purchasing Agent New: Senior Purchasing Partner	\$58,464	\$67,233



**MERCER COUNTY COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES MEETING**  
**APRIL 24, 2024**

<b>Effective Date of Promotion/ Salary Adjustment</b>	<b>Department</b>	<b>Name</b>	<b>Current Title/New Title</b>	<b>Current Base Salary</b>	<b>Adjusted Base Salary</b>
04/01/2024	Workforce Education and Innovation	Darius Dove	Current: Interim Director Gear-Up/College Bound, Associate Director for VIP  New: Director Gear-Up/College Bound, Associate Director for VIP	\$68,780	\$75,657.78
04/15/2024	Athletics, Recreation & Fitness	Ryan Zegarski	Current: Assistant Director, Athletics/Softball Coach  New: Associate Director, Athletics/Softball Coach	\$62,292	\$71,636
04/15/2024	Athletics, Recreation & Fitness	Erin Cahill-Wetzel	Current: Coordinator – Fitness Center, Swimming Pool  New: Coordinator, Sports Info. & Special Events/Sr. Women’s Administration	\$57,243	\$62,967

\*Change in start dates\*

**MERCER COUNTY COMMUNITY COLLEGE  
 BOARD OF TRUSTEES MEETING  
 APRIL 24, 2024**

**RESOLUTION FY24 – 242C**

*Human Resources Office*

**To: Deborah Preston, Ph.D., President**  
**From: Yvette Henry, Vice President for Human Resources**  
**Date: April 8, 2024**  
**Re: Ratification of Stipends**

The following stipends have been made since March 2024

<b>Effective Date of Stipend</b>	<b>Department</b>	<b>Name</b>	<b>Title</b>	<b>Stipend Based on Additional Duties</b>	<b>Purpose</b>
03/25/2024	Academic Affairs	Dr. Robert Schreyer	Vice President, Academic Affairs	\$1,032.91 bi-weekly through June 30, 2024 or until position is filled whichever comes first	Covering for a vacancy
03/25/2024	Student Affairs/ Counseling & Wellness	Dr. Yannick Ladson	Director, Counseling & Wellness	\$396.15 bi-weekly through June 30, 2024 or until position is filled whichever comes first	Covering for a vacancy
03/25/2024	Academic Affairs	Leslie Miller	Executive Assistant	\$245.42 bi-weekly through July 25, 2024 or until position is filled whichever comes first	Covering for a vacancy
03/01/2024	Liberal Arts	Lyndsey Goehrig	Executive Assistant	\$209.96 bi-weekly through June 30, 2024 or until position is filled whichever comes first	Covering for a vacancy
12/01/2023	Workforce Education & Innovation	Jennifer De Los Santos	Executive Assistant	\$114.70 bi-weekly through June 30, 2024 or until position is filled whichever comes first	Covering for a vacancy

**MERCER COUNTY COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES MEETING**  
**APRIL 24, 2024**

**Resolution FY24 – 246D**

*Human Resources*

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To: Yvette Henry, Vice President of Human Resources  
From: Jeby Mathew, Coordinator HRIS Operations, Human Resources  
Date: April 1, 2024  
Subject: Separation Report for March 2024

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<b>Date</b>	<b>Name</b>	<b>Title</b>	<b>Division</b>	<b>Type*</b>
3/8/2024	Vanessa Reyes	Administrative Specialist	Financial Aid	RS
3/15/2024	Kristen Alestra	Licensed counselor	Student Affairs	RS
3/22/2024	Mitchell Murtha	Vice President	Student Affairs	RS

\*

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

**MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
APRIL 24, 2024**

**RESOLUTION FY24 - 247**

**EMERITUS STATUS FOR RETIRED FACULTY MEMBERS**

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

- Guy DeRosa
- Laura Knight

**MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
APRIL 24, 2024**

**RESOLUTION FY24 - 248**

**PROMOTIONS IN ACADEMIC RANK**

BE IT RESOLVED that this Board hereby approves promotions in academic rank as indicated below, with salary increases as approved by the Faculty contract, effective for the 2024-2025 academic year, as recommended by the President.

<b><u>Name</u></b>	<b><u>Division</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
Elizabeth Carr	Math, Science & Health Professions	Associate Professor	Full Professor
Michael DeAngelis	Math, Science & Health Professions	Assistant Professor	Associate Professor
Terry Voldase	Business, Technology, and Professional Studies	Associate Professor	Full Professor



To: Dr. Robert Schreyer  
Vice President, Academic Affairs

From: Michael Martin  
Director of College Safety

Date: April 1, 2024

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

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

For the calendar month of ***March 2024, there were no Clery offenses or occurrences reported through College Safety and Security.***