

## MERCER COUNTY COMMUNITY COLLEGE

Minutes of the 720<sup>th</sup> Meeting  
of the Board of Trustees  
January 22, 2025

The meeting was called to order by Chair Kristin Appelget at 6:34pm at Mercer County Community College James Kerney Campus. In addition to the Chair, the following members were in attendance: Julie Blake, Eashwayne Haughton, Jacquelyn León, Shannon Mason, Daryl Minus-Vincent, Lawrence Nespoli, Gregory Puliti, Scarlett Rajski, Aamir Rehman, Deborah Preston (MCCC President), and Jordyn Bostick (Alumni Trustee). Also present was Adam Herman, College Counsel.

### I. OPENING OF MEETING

A) FLAG SALUTE

Chair Appelget led those attending the meeting in the Pledge of Allegiance to the flag of the United States.

B) STATEMENT OF NOTIFICATION

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

C) ADOPTION OF AGENDA

Trustee Puliti moved to approve the agenda, which was seconded by Trustee Rajski and adopted with Trustees Appelget, 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.

### II. PRESIDENT'S UPDATE

President Preston provided the following updates:

- The Nursing Pinning Ceremony has been rescheduled for February 8<sup>th</sup> at 6pm in Kelsey Theatre.
- On Saturday, February 1st, The *Artifacts of African Diaspora* exhibit opened at the James Kerney Campus.
- Enrollment: Last week was a drop for non-payment. Ms. White's team is working on getting student's reregistered. As of this meeting, enrollment is up 0.4%. Bust as we get students re-enrolled, the number will go up.
- Middle States has approved our application for an additional location, specifically at Fort Dix for the prison education program.
- There was an act of vandalism at the James Kerney Campus over the weekend. New

windows have been ordered and the College has been in contact with the insurance company. We have counselors on campus to work with the students as necessary. Dr. Preston thanked the staff and administrators who came on campus on a Saturday morning to assess the damage and figure out what needed to be done to keep the campus functional.

**III. APPROVAL OF MINUTES**

A) APPROVAL OF MINUTES OF NOVEMBER 20, 2024 BOARD MEETING

Trustee Rehman moved to approve the minutes of the NOVEMBER 20, 2024 Board Meeting, agenda item III (A), which was seconded by Trustee Rajski and adopted with Trustees Appelget, Blake, Mason, Minus-Vincent, Nespoli, Rajski, and Rehman voting aye. Trustees Haughton, León, and Puliti abstained.

B) APPROVAL OF MINUTES OF DECEMBER 18, 2024 BOARD MEETING

Trustee Rehman moved to approve the minutes of the DECEMBER 18, 2024 Board Meeting, agenda item III (A), which was seconded by Trustee Rajski and adopted with Trustees Appelget, Blake, Haughton, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye. Trustees León abstained.

**IV. FINANCE & FACILITIES MATTERS**

Trustee Puliti presented agenda items IV (A) FY25-186 through (B) FY25-187 for ratification, which were second by Trustee Haughton. The items were ratified with Trustees Appelget, Blake, Haughton, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye. Trustee León abstained.

A) MONTHLY FINANCIAL STATEMENT (Resolution FY25-186)

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

B) INVESTMENT DETAIL (Resolution FY25-187)

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

Trustee Puliti presented agenda items IV (C) FY25-188 through (E) FY25-190 for ratification, which were second by Trustee Haughton. The items were ratified with Trustees Appelget, Blake, Haughton, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye. Trustee León abstained.

C) PURCHASE ORDERS AND CONTRACTS UNDER \$41,600 (Resolution FY25-188)

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 NOVEMBER 2024 (Resolution FY25-189)  
The members of the Board noted receipt and ratified the monthly payments lists for November 2024.
- E) MONTHLY PAYMENTS LIST DECEMBER 2024 (Resolution FY25-190)  
The members of the Board noted receipt and ratified the monthly payments lists for December 2024.

Trustee Puliti presented agenda items IV (F) FY25-191 through (H) FY25-193, which were second by Trustee Haughton. The items were passed with Trustees Appelget, Blake, Haughton, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye. Trustee León abstained.

- F) B&H Photo-Video (FY25-191)
- G) Instant Cleanroom Solutions, Inc. (FY25-192)
- H) Northeast Plumbing Services (FY25-193)

**V. HUMAN RESOURCES MATTERS**

Trustee Rehman presented agenda item V (A) FY25-194 through (C) FY25-196, which was seconded by Trustee Puliti. The items were passed with Trustees Appelget, Blake, Haughton, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye. Trustee León abstained.

- A) RATIFICATION OF APPOINTMENTS, INTERIM APPOINTMENTS, STIPENDS, AND RECEIPT OF STAFF SEPARATION REPORT (Resolution FY25-194)  
BE IT RESOLVED, that this Board approves the ratification of appointments, interim appointments, stipends, and notes receipt of the Staff Separation Report, which will be made a part of the minutes of this meeting.

Trustee Rehman thanked all the retirees for their service to the college.

- B) REAPPOINTMENT OF THIRD-YEAR FACULTY MEMBERS (Resolution FY25-195)  
BE IT RESOLVED, that this Board hereby approves the offering of new appointments effective with the 2025-2026 academic year to certain faculty members currently in their third year of service, as recommended by the President as indicated in the attached which is to be made part of the minutes of this meeting.
- C) Sabbatical Recommendation (Resolution FY25-196)  
BE IT RESOLVED, that this Board approves the granting of a terminal sabbatical leave for Professor Sharmila Sen during the Spring 2025 Semester, as recommended by the President as indicated in the attached which is to be made part of the minutes of this meeting.

**VI. OPERATIONS MATTERS**

Trustee Blake presented agenda item VI (A) FY25-197 for ratification, which were second by Trustee Rajski. The item was ratified with Trustees Appelget, Blake, Haughton, Mason, Minus-Vincent, Nespoli, Puliti, Rajski, and Rehman voting aye. Trustee León abstained.

A) DECEMBER 2024 REPORTABLE CRIMES, FIRES, AND OTHER EMERGENCIES  
(Resolution FY25-197)

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

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

Dr. Nespoli shared three updates.

- The Governor presented his State-of-the-State message earlier this month. There were no significant announcements about higher education.
- The Governor will present his proposed FY2026 state budget in February. The NJCCC has requested a \$24 million increase in state funding for community colleges.
- The NJCCC has also proposed a strong legislative agenda consisting of ten bills that are important to NJ's community colleges on a number of key issues. Five have already been introduced in both the Assembly and the Senate. Dr. Nespoli suggested that we should approach members of the Mercer County state legislative delegation about their sponsoring these important bills. President Preston said she would consult with NJCCC staff and follow up with Mercer County legislators as appropriate.

**VIII. CHAIR'S REPORT**

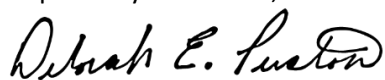
- Chair Appelget welcomed Jacquelyn León as the newest member of the Board of Trustees, and mentioned that the Spring Into Student Success fundraiser event will take place on April 3<sup>rd</sup>.

**IX. EXECUTIVE SESSION**

BE IT RESOLVED, that this Board adjourned to an Executive Session at 7:08pm 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 7:38pm. The public session reconvened at 7:39pm.

There being no further business to discuss, Trustee Haughton moved to adjourn the meeting. The motion was seconded by Trustee Puliti and passed unanimously. The meeting adjourned at 7:39pm.

Respectfully submitted,



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

**MERCER COUNTY COMMUNITY COLLEGE  
FINANCE OFFICE**

Resolution FY25 - 186

REVENUE	Budget FY25	Actual as of 12/31/2024	Percent of Budget Realized	2024 Actual
Tuition- Credit	\$ 25,110,377	\$ 21,916,238	87%	\$ 22,216,219
Course Fees	\$ 9,700,000	\$ 8,655,897	89%	\$ 8,226,719
Tuition Waivers	\$ (2,000,000)	\$ (2,451,670)	123%	\$ (2,397,594)
<b>TOTAL TUITION &amp; FEES:</b>	<b>\$ 32,810,377</b>	<b>\$ 28,120,465</b>	<b>86%</b>	<b>\$ 28,045,344</b>
<b>APPROPRIATIONS</b>				
State of New Jersey	\$ 7,433,816	\$ 3,867,618	52%	\$ 7,967,611
County of Mercer	\$ 19,729,980	\$ 9,864,945	50%	\$ 19,343,117
Partnerships	\$ 50,000	\$ -	0%	\$ 49,622
Community Education/Non Credit	\$ 880,000	\$ 326,338	37%	\$ 847,047
Auxiliary Operations	\$ 2,855,000	\$ 1,259,937	44%	\$ 2,963,018
Facility Rentals	\$ 700,827	\$ 442,511	63%	\$ 834,080
Other Income	\$ 2,400,000	\$ 1,706,678	71%	\$ 4,144,231
<b>TOTAL REVENUE:</b>	<b>\$ 66,860,000</b>	<b>\$ 45,588,492</b>	<b>68%</b>	<b>\$ 64,194,071</b>
<b>EXPENSES</b>				
Salaries & Wages	\$ 40,064,236	\$ 20,045,667	50%	\$ 38,716,501
Faculty	\$ 17,349,400	\$ 8,764,206	51%	\$ 16,762,765
Administrators	\$ 4,096,946	\$ 1,869,723	46%	\$ 3,961,657
Clerical	\$ 2,384,695	\$ 1,190,671	50%	\$ 2,304,053
Professional	\$ 9,511,841	\$ 4,830,274	51%	\$ 9,193,964
Part Time	\$ 4,264,714	\$ 2,272,144	53%	\$ 4,120,496
Custodial / Maintenance / Security	\$ 2,456,640	\$ 1,118,649	46%	\$ 2,373,565
Total Salaries & Wages	\$ 40,064,236	\$ 20,045,667	50%	\$ 38,716,501
Employee Benefits	\$ 13,000,000	\$ 6,229,069	48%	\$ 12,438,619
<b>TOTAL PERSONNEL EXPENDITURES:</b>	<b>\$ 53,064,236</b>	<b>\$ 26,274,736</b>	<b>50%</b>	<b>\$ 51,155,120</b>
Utilities	\$ 1,985,950	\$ 752,505	38%	\$ 1,796,161
Building Lease	\$ 300,000	\$ 180,233	60%	\$ 296,774
Maintenance Contracts	\$ 995,000	\$ 437,144	44%	\$ 1,022,837
Facilities Maintenance	\$ 550,000	\$ 296,921	54%	\$ 530,375
Insurance	\$ 890,000	\$ 385,192	43%	\$ 752,120
Staff Development/Travel	\$ 350,000	\$ 323,601	92%	\$ 578,500
Marketing General Advertising	\$ 600,000	\$ 2,990	0%	\$ 594,147
IT Hardware / Software	\$ 1,600,000	\$ 1,056,787	66%	\$ 1,611,130
Legal/Professional Fees	\$ 280,000	\$ 299,263	107%	\$ 750,925
Purchased Services	\$ 2,100,000	\$ 1,190,349	57%	\$ 2,362,665
General Ed/Lab Supplies	\$ 365,000	\$ 176,974	48%	\$ 360,807
Student Development	\$ 465,000	\$ 194,057	42%	\$ 459,231
Other	\$ 3,314,814	\$ 1,993,910	60%	\$ 4,115,285
<b>TOTAL OTHER EXPENDITURES:</b>	<b>\$ 13,795,764</b>	<b>\$ 7,289,925</b>	<b>53%</b>	<b>\$ 15,230,957</b>
<b>TOTAL OPERATING AND PERSONNEL</b>	<b>\$ 66,860,000</b>	<b>\$ 33,564,661</b>	<b>50%</b>	<b>\$ 66,386,076</b>

**MERCER COUNTY COMMUNITY COLLEGE  
 FINANCE OFFICE**

**Resolution FY25 - 187**

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

<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>TERM &amp; INTEREST RATE</u>	<u>AMOUNT</u>
12/31/24	BANK OF PRINCETON	3.95%	691,825.70
12/31/24	FIRST BANK	3.95%	1,133,933.61
12/31/24	WELLS FARGO BANK BALANCE	3.91%	5,389,724.78
12/31/24	CASH MANAGEMENT FUND-NJ	5.23%	17,703,946.03 **
			<hr/>
			\$ 24,919,430.12 *
	<u>LONG TERM INVESTMENTS</u>		
12/31/24	WELLS FARGO - UNEMPLOYMENT TRUST	3.95%	<u>\$ 535,382.24</u>

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

\*\* Includes: 2.8 mil in Flight Fees

MCCC PURCHASE ORDER REPORT  
 \$8,320 - \$41,600  
 DATE OF BOARD MEETING: January 22, 2025

Resolution FY25-188

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

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
B8957	12/05/24	Atrium Staffing New Jersey LLC Princeton, NJ	\$22,000.00	10-06-01-03-301200-64110	Exemption: Professional Services

Staffing for the Purchasing department.

P20278	12/10/24	Dell Marketing LP Round Rock, TX	\$23,045.20	22-01-02-02-302022-69721	NJSC #24-TELE-71883
--------	----------	-------------------------------------	-------------	--------------------------	---------------------

Laptops for community education. Paid for by NJDOL/Workforce Grant.

P20297	11/05/24	Northeast Plumbing Services LLC Williamstown, NJ	\$9,964.00	10-07-01-03-301401-68550	ESC NJ #24/25-16
--------	----------	--	------------	--------------------------	------------------

Valve replacement at Engineering Science (ES) Building.

P20300	12/12/24	National Business Furniture Milwaukee, WI	\$13,445.41	70-07-01-03-700102-69420	GSA Contract #GS-27F-0024
--------	----------	---	-------------	--------------------------	---------------------------

Replacement furniture for AD112, AD118 and Library (LB) student spaces.

P20305	12/16/24	HISPA Inc Princeton, NJ	\$20,000.00	22-05-01-02-302147-60120	Exemption: Consulting Services
--------	----------	----------------------------	-------------	--------------------------	--------------------------------

Student workshops for EOF program. Paid for by Comunidad Grant.

P20306	12/16/24	Decotiis, Fitzpatrick, Cole LLP Paramus, NJ	\$24,871.87	10-06-01-03-301001-64103	Exemption: Professional Services
--------	----------	---	-------------	--------------------------	----------------------------------

Legal Services for period ending in 11/30/24.

P20312	12/16/24	Accruent LLC Austin, TX	\$13,943.21	10-01-01-03-301304-64110	Exemption: Proprietary Letter
--------	----------	----------------------------	-------------	--------------------------	-------------------------------

EMS Scheduling Cloud application for the Conference Center.

P20326	12/18/24	Adorama Inc New York, NY	\$21,841.89	22-01-01-02-302144-61100	TIPS Contract #230105
--------	----------	-----------------------------	-------------	--------------------------	-----------------------

Digital Film Program Equipment. Paid for by Perkins Grant.

MCCC PURCHASE ORDER REPORT  
\$8,320 - \$41,600  
DATE OF BOARD MEETING: January 22, 2025

**Resolution FY25-188**

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

P O.#	DATE	VENDOR	AMOUNT	BUDGET CODE	BASIS FOR AWARD
P20331	12/18/24	National Business Furniture Milwaukee, WI	\$9,450.00	70-07-01-03-700102-69420	GSA Contract #27F-0024V

Replacement furniture for student classrooms (BS303 & BS304).



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

Resolution FY25-189

	<u>Check</u>	<u>Amount</u>	<u>Vendor</u>	<u>Funding Description</u>
<b>COLLEGE DISBURSEMENTS</b>				
1	421574	\$ 1,317,595.00	Garden State Sealing	Campus Paving-Chapter 12 Funded
2	421670	\$ 192,833.00	ASR Analytics, LLC	Software
3	421686	\$ 86,660.71	Conover Building Maintenance	Custodial Services Oct24
4	421746	\$ 52,275.00	Spiezle Architectural Group	Master Plan
5	421590	\$ 42,000.00	Honorlock	AI & Live Premium
6	421749	\$ 36,445.26	Sunlight General	Solar Energy-Oct24
7	421793	\$ 34,162.79	ArcMercer	Shuttle Service
8	421861	\$ 32,895.00	Laerdal Medical Corp	Subscription-Instructional Supplies
9	421545	\$ 31,636.72	CM3 Building Solutions	Upgrade Technology Across MCCC
10	421721	\$ 25,747.52	Map N Broad	Rent - Dec24
11	421684	\$ 24,391.03	Compass Group/Canteen	Services
12	421616	\$ 22,669.51	Off Centre Stage	Theatre Box Office Split
13	421726	\$ 20,970.40	New Jersey Business Systems	Cabling Services
14	421913	\$ 19,293.72	Vicinity Energy	Thermal Charges - Oct24
15	421767	\$ 17,183.00	Zoho Corporation	Subscription
16	421624	\$ 17,030.00	Qualus Power Services	Electrical Lease-Sept24
17	421663	\$ 16,900.00	Zack Painting Co.	Conference Center Painting
18	421690	\$ 16,351.55	Dept. of Veterans Affairs	Refund
19	421655	\$ 13,933.38	Windstream Services, LLC	Telephone-Oct24
20	421874	\$ 13,855.42	Omnigo Software	Software-IT
21	421842	\$ 12,015.00	Greenleaf Landscape Systems	Landscape Maintenance Oct24
22	421930	\$ 11,639.00	YWCA	Title II Reimbursement-Grant Funded
23	421522	\$ 11,437.00	AACC/American Assn	Annual Dues
24	421811	\$ 10,981.39	Cm3 Building Services	Upgrade Technology Across MCCC
25	421839	\$ 10,800.00	Franklin Covey Client Sales	4DX Design Session

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

**Resolution FY25-189**

<u>Check</u>	<u>Amount</u>	<u>Vendor</u>	<u>Funding Description</u>
26 421914	\$ 10,488.78	Visix, Inc.	Subscription
27 421831	\$ 10,090.57	Elizabethtown Water	Water Oct24
28 421751	\$ 9,176.64	Theater to Go	Theatre Box Office Split
29 421692	\$ 8,807.01	Direct Energy Business	Gas - Oct24
30 421667	\$ 8,750.00	Adam Lattiboudere Croot	Retainer-Dec24
31 421885	\$ 8,334.00	PSE&G	Electric - Oct24
32 421566	\$ 8,000.00	EMC2 Group, LLC	Student Counseling-Grant Funded
33 421740	\$ 7,999.00	Qwickly, Inc.	Software Subscription
34 421896	\$ 7,760.00	SHI International	Hardware - IT
35 421642	\$ 7,673.40	TruGreen	Landscaping Services
36 421529	\$ 7,437.50	American Public Media	WWFM Programming-Grant Funded
37 421519	\$ 7,148.50	New Jersey Education Assn	Union Dues-Employee Paid
38 421805	\$ 7,011.91	BSN Sports	Athletic Equipment
39 421700	\$ 6,787.49	Follett	Refund-Student Grant Funded Purchases
40 421524	\$ 6,336.00	Age-Out Angels Foundation	Pgm Exp Sept24 DOL Grant Funded
41 421783	\$ 6,327.00	Adam Lattiboudere Croot	Litigation Matters
42 421715	\$ 6,077.01	Kyocera Document Solutions	Copier Lease-Nov24
43 421662	\$ 5,976.87	YWCA of Princeton	Reissue-Title II Reimbursement Grant Funded
44 421808	\$ 5,628.00	CDW Government	Electrical Supplies
45 421757	\$ 5,126.63	TruGreen	Landscaping Services
46 421742	\$ 5,069.23	Ricoh USA	Copier Lease-Nov24
47 421672	\$ 5,050.00	Jersey West Solutions	Faculty Consulting
<b>Total Vendor Disbursements:</b>		<b>\$ 2,252,756.94</b>	
<b>STUDENT DISBURSEMENTS</b>			
48 366169	\$ 7,643.00	Skyler L. Bajek	Refund
49 366152	\$ 5,540.00	Andriana Habchak	Refund

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

<u>Check</u>	<u>Amount</u>	<u>Vendor</u>	<u>Funding Description</u>
50 366028	\$ 5,370.00	Malasia O. Dockery	Refund
51 366184	\$ 5,196.00	Amina M. Daher	Refund
52 366193	\$ 5,196.00	Rena Funderburg	Refund
53 366204	\$ 5,196.00	Julia S. Jakowiak	Refund
54 366066	\$ 5,196.00	Chalise M. Mapp	Refund
55 366123	\$ 5,196.00	Rosetta Shaw	Refund
56 366005	\$ 5,042.00	Diana V. Alcazar	Refund
<hr/>			
<b>Total Student Disbursements:</b>	<b>\$ 49,575.00</b>		
<b>TOTAL DISBURSEMENTS:</b>	<b>\$ 2,302,331.94</b>		

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

Resolution FY25-190

	<u>Check</u>	<u>Amount</u>	<u>Vendor</u>	<u>Funding Description</u>
<b>COLLEGE DISBURSEMENTS</b>				
1.	422067	\$ 1,782,130.50	Infinity Flight Group	Student Flight Fees Funded-Oct24
2.	422216	\$ 465,004.50	Qualus Power Service	Electrical Service
3.	422160	\$ 86,660.71	Conover Building Maintenance	Custodial Services - Nov24
4.	422027	\$ 69,298.93	CM3 Building Solutions	Upgrade Technology Across MCCC
5.	422379	\$ 43,877.87	Kinsley Power Systems	Generator Services-LA Bldg
6.	422387	\$ 37,898.31	Maurer Productions Onstage	Theatre Box Office Split
7.	422076	\$ 37,413.14	Levy Construction Company	MCCC Elevator-Chapter XII Funded
8.	422215	\$ 31,242.92	PSE&G	Electric-Nov24
9.	422144	\$ 27,707.39	Arcmercer	Shuttle Service
10.	422197	\$ 25,747.52	Map N Broad	Rent-January 25
11.	422231	\$ 24,048.85	Sunlight General	Solar Energy - Nov24
12.	422342	\$ 20,454.07	Decotiis, Fitzpatrick & Cole	Professional Services
13.	422108	\$ 17,373.67	Stout's Charter Service	Shuttle Service
14.	422429	\$ 17,284.80	Vicinity Energy Trenton	Thermal Charges-Nov24
15.	422157	\$ 16,595.47	Compass Group	Services
16.	422364	\$ 16,500.00	Imbue	Digital Marketing
17.	422380	\$ 15,730.00	KSI Consulting Engineers	Mechanical Design Services
18.	422246	\$ 13,710.86	Windstream Services	Telephone-Nov24
19.	422174	\$ 11,774.17	Franklin Covey	4DX Consulting
20.	422422	\$ 11,250.00	Touchnet Information Systems	Software Fees
21.	422041	\$ 10,905.00	Decotiis, Fitzpatrick & Cole	Professional Fees
22.	422325	\$ 9,700.00	Bonfire Interactive	Contract Management Software
23.	422405	\$ 9,627.78	PSE&G	Gas/Electric-Dec24
24.	422196	\$ 9,622.80	Lindenmeyr Munroe	Stationery
25.	422169	\$ 9,594.46	Elizabethtown Water	Water - Nov24

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

Resolution FY25-190

	<u>Check</u>	<u>Amount</u>	<u>Vendor</u>	<u>Funding Description</u>
26.	422324	\$ 8,762.61	Blackbaud, Inc.	Software Fees
27.	422166	\$ 7,998.22	Direct Energy Business	Natural Gas-Nov24
28.	422247	\$ 7,800.00	Withumsmith & Brown	EBS License Review
29.	422137	\$ 7,538.91	Allstate Office Interiors	Office Furniture
30.	422235	\$ 7,500.00	Troller Electric	Electrical Services
31.	422198	\$ 7,353.98	Marks Plumbing Parts	Plumbing Supplies
32.	422006	\$ 7,148.50	New Jersey Education Assn	Union Dues-Employee Paid
33.	422392	\$ 6,836.06	New Jersey Business Systems	WWFM Cabling
34.	422104	\$ 6,820.00	SSU Educational Consulting	Registration
35.	422361	\$ 6,745.00	Hispanic Association of College	Academic Membership
36.	422177	\$ 6,708.52	Global Industrial	Campus Supplies
37.	422321	\$ 6,555.50	Adam Lattiboudere Croot	2024 Litigation Matters
38.	422351	\$ 6,447.84	Fyr-Fyter Sales & Services	Fire Testing Services
39.	422404	\$ 6,393.21	PSE&G	Electric-Dec24
40.	422214	\$ 6,254.89	PSE&G	Gas-Nov24
41.	422382	\$ 6,077.01	Kyocera Document Solutions	Copier Lease-Dec24
42.	422391	\$ 6,000.00	Natural Green Lawn Care	Campus Wide Lawn Maintenance
43.	422228	\$ 5,879.49	Stouts Charter Services	Shuttle Service
44.	422115	\$ 5,862.38	Timothy's Center for Gardening	Horticultural Supplies
45.	422408	\$ 5,069.23	Ricoh USA	Lease-Dec24
46.	422048	\$ 5,000.00	Engaged NJ	ESL Membership Dues
<b>VENDOR DISBURSEMENTS:</b>		<b>\$ 2,961,905.07</b>		
47.	366475	\$ 9,000.00	Satchel G. Bacon	Student Refund
48.	366407	\$ 7,919.77	Alyssa A. Mundt	Refund
49.	366536	\$ 6,992.00	Soraya K. Saavedra	Student Refund
50.	366478	\$ 6,053.00	Ambar Batista	Student Refund

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

	<u>Check</u>	<u>Amount</u>	<u>Vendor</u>	<u>Funding Description</u>
51.	366322	\$ 6,000.00	Brandon Colucci	Refund
52.	366557	\$ 5,017.50	Joshua L. Shang	Student Refund
<b>STUDENT DISBURSEMENTS</b>		<b>\$ 40,982.27</b>		
<b>TOTAL DISBURSEMENTS:</b>		<b>\$ 3,002,887.34</b>		

**MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
JANUARY 22, 2025**

**RESOLUTION FY25 - 191**

**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 \$33,892 to a new amount not to exceed \$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, 2024 through June 30, 2025.

\* E&I Cooperative Contract #EI00221

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

**MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
JANUARY 22, 2025**

**RESOLUTION FY25 - 192**

**INSTANT CLEANROOM SOLUTIONS INC.  
BIOMANUFACTURING MOBIL LABORATORY**

WHEREAS, Mercer County Community College has a need to purchase a Bio-manufacturing Mobile Laboratory, being the member of the New Jersey Center for the Workforce Innovation for Aseptic Processing and Bio-manufacturing Coalition (also known as NJBioFutures) designated responsibility to purchase and maintain specialized equipment needed to advance their mission; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.5 – 10. authorizes a county college to make purchases and contract for specialized machinery and equipment without public bidding, 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 enter into a purchase agreement with Instant Cleanroom Solutions Inc. of Costa Mesa, California, to purchase a Bio-manufacturing Mobile Laboratory, being the member of the New Jersey Center for the Workforce Innovation for Aseptic Processing and Bio-manufacturing Coalition (also known as NJBioFutures) designated responsibility to purchase and maintain specialized equipment needed to advance their mission, for an amount not to exceed \$342,500 (including insurance and shipping) from December 20, 2024 to June 30, 2025. Paid for by a \$250,000 donation through a Corporate Sponsorship Agreement with Johnson & Johnson Services, Inc. and a \$100,000 donation from the Mercer County Community College Foundation.



**MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
JANUARY 22, 2025**

**RESOLUTION FY25 - 193**

**NORTHEAST PLUMBING SERVICES, LLC  
PLUMBING SERVICES**

WHEREAS, Mercer County Community College has a need for plumbing services for various buildings at the James Kerney and West Windsor campuses; 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\*; and

WHEREAS, Mercer County Community College is a member of Educational Services Commission of New Jersey Cooperative Pricing Agreement for the procurement of goods and services at competitive pricing; and

WHEREAS, Mercer County Community College has identified that Northeast Plumbing Services, LLC has the experience necessary to provide plumbing services for various buildings, under the Cooperative Pricing Agreement with the Educational Services Commission of New Jersey\* which represents the best value for the College; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to issue an annual purchase order with Northeast Plumbing Services, LLC of Williamstown, New Jersey, for plumbing services for various buildings at the James Kerney and West Windsor campuses for a cost not to exceed \$80,000 from July 1, 2024 to June 30, 2025.

\* Educational Services Commission of New Jersey Contract #24/25-16

**MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
JANUARY 22, 2025**

**RESOLUTION FY25 – 194**

**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  
JANUARY 22, 2025**

**RESOLUTION FY25 – 194A**

**APPOINTMENTS**

*Human Resources Department*

---

To: Deborah Preston, Ph.D., President  
From: Yvette Henry, Vice President for Human Resources  
Date: January 6, 2025  
Re: Ratification of Appointments

---

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

Effective/Hire Date	Department	Name	Title	Salary	FLSA
1/27/2025	College Safety	James Waldon	Director, College Safety	\$113,000	Exempt

**MERCER COUNTY COMMUNITY COLLEGE  
 BOARD OF TRUSTEES MEETING  
 JANUARY 22, 2025**

**RESOLUTION FY25 – 194B  
 INTERIM APPOINTMENTS**

*Human Resources Department*

---

To: Deborah Preston, PhD., President  
 From: Yvette Henry, Vice President for Human Resources  
 Date: January 6, 2025  
 Re: Interim Appointments

---

The following Interim Appointments have been made since December 2024.

Effective Date of Promotion / Salary Adjustment	Department/ Division	Name	Current Title/New Title	Current Base Salary	Adjusted Base Salary
01/02/2025	Academic Affairs	Lucas Kelly	Current: Professor of Visual Arts New: Interim Dean of Arts & Communications	\$91,250	\$114,975
01/02/2025	Academic Affairs	Christopher Cruz-Cullari	Current: Associate Professor of English New: Interim Dean of Liberal Arts	\$78,000	\$114,975
10/02/2023 to 12/31/2024	Academic Affairs	Betty Peterson	Current : Professor of Mathematics New: Interim Dean of Math & Science	\$91,346	\$114,975

**MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
JANUARY 22, 2025**

**RESOLUTION FY25 – 194C**

**STIPENDS**

*Human Resources Department*

---

To: Deborah Preston, Ph.D., President  
From: Yvette Henry, Vice President for Human Resources  
Date: January 6, 2025  
Re: Ratification of Stipends

---

The following stipends have been made since December 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>
12/9/2024	Student Affairs	Taylor Kirkpatrick	Assistant Registrar	128.85 bi-weekly 12/09/2024 through 6/30/2025 or until part time position filled; whichever comes first	Additional duties for a vacancy in the department
10/1/2024	Academic Affairs	Vicente Erazo	Assistant Director Mercer Online	131.10 bi-weekly 10/01/2024 through 6/30/2025	4DX Coach Role and Responsibilities
10/1/2024	Academic Affairs	Savita Bambhrolia	Dean, Academic Partnerships	223.88 bi-weekly 10/01/2024 through 6/30/2025	4DX Coach Role and Responsibilities

**MERCER COUNTY COMMUNITY COLLEGE  
 BOARD OF TRUSTEES MEETING  
 JANUARY 22, 2025**

**RESOLUTION FY25 – 194D**

**SEPARATIONS**

*Human Resources Department*

To: Deborah Preston, PhD., President  
 From: Yvette Henry, Vice President for Human Resources  
 Date: January 6, 2025  
 Re: Separations

The following Separations have been made since December 2024 and January 2025.

Effective Date of Separation	Department	Name	Current Title	Type
12/31/2024	Marketing & Communications	Brad Kent	Editor, Web & Print Media	RT
12/31/2024	Business, Technology & Professional Studies	Framarz Khoushab	Professor of Economics	RT
12/31/2024	Math's and Science	Richard Porter	Professor of Mathematics	RT
01/03/2025	Conference Center	Jessica Mulkey	Director, Conference Center Events & Operations	RS
01/10/2025	Financial Aid	Aisha Hill	Director Financial Aid	RS
01/17/2025	Military & Veterans Services	Eric Testerman	Coordinator of Military & Veterans Services	RS
01/31/2025	Health Professions	Florence Lee	Associate Professor of Nursing	RT
01/31/2025	College Safety	Alberto Dello-Iacono	Security Officer III	RT

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

**MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
JANUARY 22, 2025**

**RESOLUTION FY25 - 195**

**REAPPOINTMENT OF THIRD-YEAR FACULTY MEMBERS**

BE IT RESOLVED, that this Board hereby approves the offering of new appointments effective with the 2025-2026 academic year to certain faculty members currently in their third year of service, as recommended by the President as indicated in the attached which is to be made part of the minutes of this meeting.

<b>Name</b>	<b>Title</b>	<b>Division</b>	<b>Date of FT Hire</b>
Amy Bauer-Sinicin	Assistant Professor	Business, Technology and Professional Studies	1/17/2023
Frank Benowitz*	Assistant Professor	Business, Technology and Professional Studies	1/2/2023
Deanna Lawson	Assistant Professor	Business, Technology and Professional Studies	8/29/2022
Rubana Syed	Assistant Professor	Business, Technology and Professional Studies	1/17/2023
Shianling Wu	Assistant Professor	Business, Technology and Professional Studies	8/29/2021
Katie Carnevale	Assistant Professor	Liberal Arts	8/29/2022
Nicole Hall	Assistant Professor	Liberal Arts	8/29/2022
Wan-Ning Yeh	Assistant Professor	Liberal Arts	8/29/2022

\*1) Full-time professional staff effective 09/22/2003

**MERCER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
JANUARY 22, 2025**

**RESOLUTION FY25 - 196**

**SABBATICAL RECOMMENDATION**

WHEREAS, that this Board approves the granting of a Terminal Sabbatical Leave Request for Professor Sharmila Sen during the Spring 2025 Semester, Professor Sen will be released from her course load from her teaching duties during the Spring 2025 semester; and,

WHEREAS, that this Board approves the granting of a terminal sabbatical leave for Professor Sharmila Sen during the Spring 2025 Semester, Professor Sen will receive full pay for her Spring 2025 Sabbatical Leave; now therefore

BE IT RESOLVED, that Professor Sen retirement will go into effect at the end of this academic year 2024-2025.





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

From: Todd Sparks  
Interim Director of College Safety

Date: January 6, 2025

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

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

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

End of report