

MERCER COUNTY COMMUNITY COLLEGE

Minutes of the 715th Meeting
of the Board of Trustees
July 30, 2024

The meeting was called to order by Chair Kristin Appelget at 8:35am at the Mercer County Community College West Windsor Campus. In addition to the Chair, the following members were in attendance: Julie Blake, Eashwayne Houghton, Shannon Mason, Daryl Minus-Vincent, Lawrence Nespoli, Gregory Puliti, Scarlett Rajski, Deborah Preston (MCCC President), and Jordyn Bostick (Alumni Trustee). Also present was John Croot, College Counsel. Absent was Aamir Rehman and Victoria Rivera-Cruz.

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 Minus-Vincent and adopted with Trustees Appelget, Blake, Houghton, Mason, Minus-Vincent, Nespoli, Puliti, and Rajski voting aye.

Following the adoption of the revised agenda, Chair Appelget introduced Ms. Jordyn Bostick, the new alumni trustee.

D) PUBLIC COMMENT

Professor Emeritus and part-time advisor John Santosuosso expressed his concerns regarding the reorganization of the part-time advisors at the college.

Senior Executive Assistant and Student Advocate and administrative professionals union president Elizabeth Knight expressed her concerns regarding the culture and leadership of the college.

Nursing student Ms. Louise Zabasajja and attorney Mr. Gregory Johnson addressed the Board regarding a letter of litigation that was sent to the Board Chair. Chair Appelget noted receipt of the letter and it was forwarded to the college's counsel.

II. APPROVAL OF MINUTES

A) APPROVAL OF MINUTES OF JUNE 26, 2024 BOARD MEETING

Trustee Blake moved to approve the minutes of the June 26, 2024 Board Meeting, agenda item II (A), which was seconded by Trustee Puliti and adopted with Trustees Appelget, Blake, Haughton, Mason, Minus-Vincent, Nespoli, Puliti, and Rajski voting aye.

BE IT RESOLVED, that the minutes of the June 26, 2024 meeting of the Board of Trustees are approved as presented.

III. FINANCE & FACILITIES MATTERS

Trustee Puliti presented agenda items III (A) FY25-100 through (D) FY25-103 for ratification, which were second by Trustee Haughton. The items were ratified with Trustees Appelget, Blake, Haughton, Mason, Minus-Vincent, Nespoli, Puliti, and Rajski voting aye.

A) MONTHLY FINANCIAL STATEMENT (Resolution FY24-100)

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

B) INVESTMENT DETAIL (Resolution FY25-101)

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

C) PURCHASE ORDERS AND CONTRACTS UNDER \$41,600 (Resolution FY25-102)

The members of the Board noted receipt and ratified the Report on Purchase Orders and Contracts under \$41,600.00, which is attached.

D) MONTHLY PAYMENTS LIST JUNE 2024 (Resolution FY25-103)

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

Trustee Puliti presented agenda items III (E) FY25-104 through (N) FY25-113, which were second by Trustee Haughton. The items were passed with Trustees Appelget, Blake, Haughton, Mason, Minus-Vincent, Nespoli, Puliti, and Rajski voting aye.

E) Canteen Compass Group USA (FY25-104)

F) Carrier Corporation (FY25-105)

G) Garden State Sealing Inc. (FY25-106)

H) Imbue Creative LLC (FY25-107)

I) Infinity Flight Group (FY25-108)

J) Krueger International – C/O Educational Furniture Solutions (FY25-109)

K) Open Systems Integrators (FY25-110)

L) Secuni DBA Dynamic Security, LLC (FY25-111)

M) Tutor.com (FY25-112)

N) Wolters Kluwer Health (FY25-113)

IV. HUMAN RESOURCES MATTERS

Trustee Minus-Vincent presented agenda items IV (A) FY25-114 though (B) FY25-115 which was seconded by Trustee Rajski. The item passed with Trustees Appelget, Blake, Haughton, Mason, Minus-Vincent, Nespoli, Puliti, and Rajski voting aye.

A) RATIFICATION OF APPOINTMENTS, PROMOTIONS/ RECLASSIFICATIONS, AND STIPENDS (Resolution FY25-114)

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

B) AMENDMENT THE EMPLOYMENT AGREEMENT BETWEEN THE BOARD OF TRUSTEES OF MERCER COUNTY COMMUNITY COLLEGE AND DR. DEBORAH PRESTON (Resolution FY25-115)

BE IT RESOLVED, that the Board and the President hereby mutually agree to modify the August 1, 2024 deadline as set forth in the Employment Agreement Section 1.2 and Section 1.3 to be October 1, 2024; and the remaining terms of the Employment Agreement will remain in effect unless further modified by the Board and the President in writing.

V. OPERATIONS MATTERS

Trustee Blake presented agenda item V (A) FY25-116 for ratification, which were second by Trustee Puliti. The item was ratified with Trustees Appelget, Blake, Haughton, Mason, Minus-Vincent, Nespoli, Puliti, and Rajski voting aye.

A) JUNE 2024 REPORTABLE CRIMES, FIRES, AND OTHER EMERGENCIES (Resolution FY25-116)

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

Trustee Blake presented agenda item V (B) FY25-117 for ratification, which were second by Trustee Nespoli. The item was approved with Trustees Appelget, Blake, Haughton, Mason, Minus-Vincent, Nespoli, Puliti, and Rajski voting aye.

B) NEW POLICY & PROCEDURE #002 – POLICY DEVELOPMENT, IMPLEMENTATION, AND MAINTENANCE (FY25-117) – SECOND AND FINAL READING

BE IT RESOLVED, that the Board hereby approves the proposed policy and procedure on 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.

VI. EXECUTIVE SESSION

BE IT RESOLVED, that this Board adjourned to an Executive Session at 9:03am to discuss a personnel matter. Circumstances under which these discussions will be disclosed to the public

when necessary actions are taken at public session. The Executive Session concluded at 9:48am. The Board Retreat convened at 10am.

VII. BOARD RETREAT

The Trustees discussed the goals and priorities for FY25, and board and president assessments. Ms. Erica Oliver presented a marketing and branding update. Dr. Preston discussed the facilities master plan process.

There being no further business to discuss, Trustee Mason moved to adjourn the meeting. The motion was seconded by Trustee Rajski and passed unanimously. The meeting adjourned at 1:15pm.

Respectfully submitted,

A handwritten signature in black ink that reads "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 FY25-100

FY 2024*

REVENUE	Budget FY24	Budget Modification	Actual as of 06/30/2024	Percent of Budget Realized	2023 Actual
Tuition- Credit	\$ 20,544,567	\$ 23,200,000	\$ 22,216,219	96%	\$ 19,353,684
Course Fees	\$ 7,500,000	\$ 8,600,000	\$ 8,234,369	96%	\$ 6,980,152
Tuition Waivers	\$ (1,500,000)	\$ (1,600,000)	\$ (2,362,038)	148%	\$ (1,792,905)
TOTAL TUITION & FEES:	\$ 26,544,567	\$ 30,200,000	\$ 28,088,550	93%	\$ 24,540,931
APPROPRIATIONS					
State of New Jersey	\$ 7,433,816	\$ 7,967,611	\$ 7,967,611	100%	\$ 7,433,816
County of Mercer	\$ 19,343,117	\$ 19,343,117	\$ 19,343,117	100%	\$ 18,963,840
Partnerships	\$ 160,000	\$ 160,000	\$ 49,622	31%	\$ 154,373
Community Education/Non Credit	\$ 550,000	\$ 850,000	\$ 667,641	79%	\$ 790,523
Auxiliary Operations	\$ 1,500,000	\$ 2,800,000	\$ 2,817,155	101%	\$ 2,532,492
Facility Rentals	\$ 600,000	\$ 600,000	\$ 832,380	139%	\$ 695,942
Other Income	\$ 1,080,500	\$ 2,079,272	\$ 3,932,276	189%	\$ 2,392,409
TOTAL REVENUE:	\$ 57,212,000	\$ 64,000,000	\$ 63,698,352	100%	\$ 57,504,326
EXPENSES					
Salaries & Wages	\$ 36,071,415	\$ 36,071,415	\$ 39,115,151	108%	\$ 34,530,522
Faculty	\$ 16,000,055	\$ 16,000,055	\$ 17,198,306	107%	\$ 15,271,854
Administrators	\$ 3,857,616	\$ 3,857,616	\$ 3,958,402	103%	\$ 3,574,821
Clerical	\$ 2,273,544	\$ 2,273,544	\$ 2,290,603	101%	\$ 2,189,076
Professional	\$ 9,667,545	\$ 9,667,545	\$ 9,174,020	95%	\$ 8,255,446
Part Time	\$ 1,923,411	\$ 1,923,411	\$ 4,120,253	214%	\$ 3,019,780
Custodial / Maintenance / Security	\$ 2,349,244	\$ 2,349,244	\$ 2,373,565	101%	\$ 2,219,545
Total Salaries & Wages	\$ 36,071,415	\$ 36,071,415	\$ 39,115,151	108%	\$ 34,530,522
Employee Benefits	\$ 13,127,000	\$ 12,000,000	\$ 12,364,560	103%	\$ 10,477,561
TOTAL PERSONNEL EXPENDITURES:	\$ 49,198,415	\$ 48,071,415	\$ 51,479,710	107%	\$ 45,008,083
Utilities	\$ 1,988,401	\$ 1,988,401	\$ 1,581,901	80%	\$ 1,979,721
Building Lease	\$ 260,000	\$ 260,000	\$ 296,774	114%	\$ 257,168
Maintenance Contracts	\$ 980,000	\$ 980,000	\$ 847,595	86%	\$ 972,247
Facilities Maintenance	\$ 705,000	\$ 705,000	\$ 484,679	69%	\$ 612,184
Insurance	\$ 853,000	\$ 853,000	\$ 752,120	88%	\$ 685,240
Staff Development/Travel	\$ 409,622	\$ 409,622	\$ 530,669	130%	\$ 348,679
Marketing General Advertising	\$ 250,000	\$ 365,000	\$ 592,734	162%	\$ 605,967
IT Hardware / Software	\$ 1,465,741	\$ 1,465,741	\$ 1,586,618	108%	\$ 1,939,608
Legal/Professional Fees	\$ 898,450	\$ 898,450	\$ 732,573	82%	\$ 279,669
Purchased Services	\$ 2,757,001	\$ 2,757,001	\$ 2,388,559	87%	\$ 1,375,123
General Ed/Lab Supplies	\$ 559,250	\$ 559,250	\$ 341,754	61%	\$ 396,242
Student Development	\$ 790,650	\$ 790,650	\$ 426,766	54%	\$ 185,221
Other	\$ 3,896,470	\$ 3,896,470	\$ 3,522,083	90%	\$ 5,099,220
Budget Deficit	\$ (7,800,000)	\$ -	\$ -		\$ -
TOTAL OTHER EXPENDITURES:	\$ 5,765,184	\$ 15,928,585	\$ 12,206,151	77%	\$ 12,499,401
TOTAL OPERATING AND PERSONNEL	\$ 57,212,000	\$ 64,000,000	\$ 65,564,536	102%	\$ 59,744,373

* Pending Year End Audit Entries

**MERCER COUNTY COMMUNITY COLLEGE
 FINANCE OFFICE**

Resolution FY25-101

**INVESTMENT DETAIL
 FOR THE PERIOD ENDING JUNE 30, 2024**

<u>DATE</u>	<u>SHORT TERM INVESTMENTS</u>	<u>TERM & INTEREST</u>		<u>AMOUNT</u>
		<u>RATE</u>	<u>DUE</u>	
06/30/24	BANK OF PRINCETON	3.95%	N/A	680,061.76
06/30/24	FIRST BANK	3.95%	N/A	1,108,911.41
06/30/24	WELLS FARGO BANK BALANCE	3.91%	N/A	7,448,211.54
06/30/24	CASH MANAGEMENT FUND-NJ	5.34%	N/A	<u>14,266,166.26</u> **
				\$ 23,503,350.97 *
	<u>LONG TERM INVESTMENTS</u>			
06/30/24	WELLS FARGO BANK - UNEMPLOYMENT TRUST	3.95%		<u>\$ 513,489.55</u>

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

** Includes 8.3 Mil of PrePaid Flight Fees

MCCC PURCHASE ORDER REPORT
 \$8,320 - \$41,600
 DATE OF BOARD MEETING: July 30, 2024

Resolution FY25-102

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
B8385	6/3/24	Spiezle Architectural Group Hamilton, NJ	\$9,000.00	10-07-01-03-301401-64105	Exemption: Professional Services

Architect of Record services.

P8447	6/3/24	Kinsley Power Systems East Granby, CT	\$35,896.10	70-07-01-03-701512-76101	Sourcwell Contract #092222-KOH
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Emergency Generator for PE Building. Paid for by Chapter 12.

P19230	6/4/24	Campuspeak Coral Springs, FL	\$12,500.00	22-05-01-02-302133-60120	Exemption: Consulting Services
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Keynote speaker for EOF. Paid for by EOF grant.

P19236	6/10/24	Dell Marketing, LP Round Rock, TX	\$25,990.86	22-05-01-02-302141-69310	NJ State Contract #24-TELE-71883
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Purchase of computers for CAT program. Paid for by CAT grant.

P19235	6/10/24	B&H Photo Video New York, NY	\$9,100.48	22-05-01-02-302141-69310	Hunterdon County #HCESC-CAT-22-01
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Purchase of AV equipment for CAT program. Paid for by CAT grant.

P19271	6/24/24	Kruger International Green Bay, WI	\$23,320.55	70-07-01-03-700102-69420	ESCNJ Contract #22/23-08
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Replacement and installation of classroom furniture for University Center.

B8451	6/24/24	Huneke Associates Merchantville, NJ	\$38,435.00	10-07-01-03-301401-68550	Exemption: Emergency Declaration
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Cooling tower repairs.

P19283	6/26/24	Erco Cielings Inc. Glassboro, NJ	\$31,437.96	70-07-01-03-700102-69240	MCCC RFQ #2418
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Replacement of ADA compliant doors.

MCCC PURCHASE ORDER REPORT
\$8,320 - \$41,600
DATE OF BOARD MEETING: July 30, 2024

Resolution FY25-102

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
P19281	6/26/24	Secuni DBA Dynamic Security, LLC Edison, NJ	\$10,471.50	70-07-01-03-701532-76101	GSA Contract #07F-0251X

Installation of access controls at the CM Building. Paid for by Chapter 12.

P19279	6/26/24	Arcmercer Ewing, NJ	\$10,515.88	10-06-01-03-301001-62335	MCCC RFP #2306
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Shuttle Services for May 2024.

P19278	6/26/24	Dell Marketing LP Round Rock, TX	\$29,170.68	70-07-01-03-700102-68550	NJ State Contract # 24-TELE-71883
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Purchase of computers for the University Center.

P19294	6/27/24	Presidio Networked Solutions LLC Iselin, NJ	\$19,776.72	70-07-01-03-700102-68550	NJ State Contract #21-TELE-01506
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Purchase of networking equipment for University Center.

P19293	6/27/24	NJ Business Systems Robbinsville, NJ	\$27,386.86	70-07-01-03-700102-68550	NJ State Contract #23-TELE-45460
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Cabling for University Center.

B8309	6/27/24	Linkup Communications Panama City, FL	\$37,000.00	32-03-01-03-301501-64110	Exemption: Sole Source
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Satellite Uplink/ Downlink services for WWFM.

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

Resolution FY25-103

Check	Amount	Vendor	Funding Description	
COLLEGE DISBURSEMENTS				
1.	419035	\$ 1,496,891.11	Infinity Flight Group	April24-Student Flight Fee Funded
2.	419185	\$ 150,055.03	Magic Touch Construction	Plumbing-Ch12 Funded
3.	419261	\$ 77,217.50	ATI/NHA	Nursing Test- Student Fee Funded
4.	419317	\$ 65,775.42	Open Systems	JKC Fire Alarm Repair
5.	419120	\$ 41,630.71	Allstate Office Interiors	Replacement Furniture
6.	419306	\$ 37,182.79	Levy Construction	Renovations- Chapter XII Funded
7.	419173	\$ 31,500.00	Imbue Creative	Digital Marketing June24
8.	419321	\$ 29,933.29	Philips Healthcare	Equipment Repair- Perkins Grant Funded
9.	419219	\$ 29,064.11	Sunlight General	Solar Energy - May24
10.	419063	\$ 20,000.00	Oculus IT	Colleague License Agreement
11.	419144	\$ 19,327.88	Cure Arena	Commencement24
12.	419291	\$ 18,340.60	Susan J. Galli	Theater Consultant
13.	419226	\$ 17,175.00	TTI Environmental	Compliance Services
14.	419316	\$ 16,851.44	NJ Business Systems	IT Wiring- Renovations
15.	419166	\$ 16,020.00	Greenleaf Landscaping	Landsacping
16.	419015	\$ 15,494.62	Compass Group/Canteen	Food Services
17.	419228	\$ 14,320.00	US Postal Service	Postage Meter
18.	419284	\$ 13,964.00	Environmental Connection	101 N.Broad Inspections
19.	419240	\$ 13,937.98	Windstream	Telephone- June24
20.	419015	\$ 12,804.77	Department of Veterans Affairs	Refund
21.	419034	\$ 12,250.00	Human Architects	Virtual Focus Groups
22.	419159	\$ 11,862.46	Follett	Books-Financial Aid Funded
23.	419310	\$ 11,684.06	Maurer Productions	Theatre- Box Office Split
24.	419100	\$ 11,500.00	Trenton Thunder	Sponsorship24
25.	419157	\$ 11,014.00	Financial Aid Services	Consulting-May24

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

Resolution FY25-103

Check	Amount	Vendor	Funding Description
26. 419329	\$ 10,451.98	PE&G	May Electric
27. 419146	\$ 10,160.50	Department of Veterans Affairs	Refund
28. 419207	\$ 10,058.57	School Outfitters	Replcement Furniture
29. 419140	\$ 10,000.00	ConnectAble, Inc.	Membership24
30. 419231	\$ 9,712.50	USA Architects, Planners	Professional Services
31. 419137	\$ 9,447.86	Compass Group/Canteen	Food Services
32. 419182	\$ 9,226.97	Kyocera	Copier Lease June24
33. 419147	\$ 9,155.51	Direct Energy Business	NatGas May24
34. 419210	\$ 9,019.36	SHI International	Software
35. 419338	\$ 8,973.94	Shakespeare 70 Inc	Theatre- Box Office Split
36. 419227	\$ 7,928.92	Unified Door & Hardware	Glass Doors
37. 419354	\$ 7,430.85	Trugreen Limited Partner	Landscaping Services
38. 419253	\$ 6,735.00	Age-Out Angels	Program- NJDOL Grant Funded
39. 419057	\$ 6,681.28	NJ Fire Equipment	Equipment-Fire Academy
40. 419262	\$ 6,556.54	B&H Photo	Equipment
41. 419089	\$ 6,504.55	Starlite Productions	Theatre Equipment
42. 419297	\$ 6,333.00	Imbue Creative	Marketing-Digitlal Media
43. 419072	\$ 6,006.00	Princeton-Blairstown Center	Trip-CCOG
44. 419117	\$ 6,000.00	yourEVOLEDmind	Workshops
45. 419004	\$ 5,982.86	Maclocks	IT Equipment
46. 419251	\$ 5,663.60	Adams Lattiboudere Croot	Legal Fees
47. 419335	\$ 5,562.00	Scantron	Testing Software
48. 419085	\$ 5,544.00	Shutterstock	IT Software
49. 419332	\$ 5,517.12	Pocket Nurse	Nursing Materials- Stuent Fee Funded
50. 419091	\$ 5,396.04	Sysco Philadelphia	Food Service
51. 419181	\$ 5,309.10	Kyocera	Copier Maint June24
52. 419165	\$ 5,208.20	Global Industrial	Replacement Furniture

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

Resolution FY25-103

	Check	Amount	Vendor	Funding Description
53.	419176	\$ 5,158.00	Jacobs Music Co.	Digital Piano
54.	419205	\$ 5,069.23	Ricoh USA	Copiers - June24
55.	418991	\$ 5,000.00	Campuspeak	Keynote Presentation

Total Vendor Disbursements: \$ 2,411,590.25

STUDENT DISBURSEMENTS

56.	362755	\$ 16,281.00	Trevor P. Learn	Refund
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Total Student Disbursements: \$ 16,281.00

TOTAL DISBURSEMENTS: \$ 2,427,871.25

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

RESOLUTION FY25 – 104

**CANTEEN / COMPASS GROUP, U.S.A.
FOOD SERVICE MANAGEMENT AND VENDING SERVICES**

WHEREAS, Mercer County Community College has a need to acquire food management services to operate a Hybrid Café/Market and provide catering and vending services on the West Windsor campus and provide vending services only, on the James Kerney campus, for students, faculty and staff in FY 2025; and

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

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

WHEREAS, Canteen / Compass Group, U.S.A. has completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate committee in Mercer County in the previous one year, and the contract will prohibit them from making and reporting contributions through the term of the contract; and

WHEREAS, on September 17, 2020, this Board authorized the College to enter into a three (3) year contract, with three (3) one-year extension options with Canteen / Compass Group, U.S.A. of Charlotte, North Carolina to provide food service management, catering and vending services to the West Windsor campus and vending services only to the James Kerney campus;

WHEREAS, the College intends to exercise the third of three (1) one-year extension options to extend the current contract with Canteen / Compass Group, U.S.A. of Charlotte, North Carolina to provide food service management, catering and vending services to the West Windsor campus and vending services only to the James Kerney campus;

BE IT RESOLVED, that the President is authorized, on behalf of this Board to exercise the third of three (3) one-year extension options to extend the current contract with Canteen/Compass Group, U.S.A. of Charlotte, North Carolina, in accordance with the resolutions adopted by the Board of Trustees on September 17, 2020 and July 15, 2022, and July 26, 2023 to provide Hybrid

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

RESOLUTION FY25 – 104

Café/Market and food management and vending services for the West Windsor campus and vending services for the James Kerney campus, for payments not to exceed \$300,000 (including projected catering purchase orders), from August 1, 2024 to July 31, 2025.

MCCC RFP #2003

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

RESOLUTION FY25 - 105

**CARRIER CORPORATION
HVAC UNIT REPLACEMENT**

WHEREAS, Mercer County Community College has a need to replace and install Rooftop HVAC units for the Conference Center in FY25;

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 the Sourcewell Cooperative Pricing Agreement for the procurement of goods and services at competitive pricing; and

WHEREAS, Mercer County Community College has identified that Carrier Corporation of Jamesburg, New Jersey has the experience necessary to replace and install a rooftop HVAC units for the Conference Center, 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 the Board, to enter into a contract with Carrier Corporation of Jamesburg, New Jersey to replace and install a rooftop HVAC unit for the Conference Center, for an annual aggregate spending amount not to exceed \$360,000 for this vendor for the period from July 1, 2024 to June 30, 2025.

*Sourcewell Contract #070121-CAR

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

RESOLUTION FY25 - 106

**GARDEN STATE SEALING, INC.
PAVING AND PAVEMENT REPAIR**

WHEREAS, Mercer County Community College identified projects that require paving and pavement repair services for the West Windsor campus paid by Chapter 12 program funds; and

WHEREAS, a provision of the County College Contracts Law, N.J.S.A. 18A:64A-25.11 a. (b) authorizes a county college to make purchases and contract for 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 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 Garden State Sealing Inc. of Tinton Falls, NJ has the experience necessary to provide paving and pavement repair services for the West Windsor campus, 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 be authorized, on behalf of the Board to contract with Garden State Sealing Inc. of Tinton Falls, NJ for additional projects that require paving and pavement repair services for the West Windsor campus, for an amount not to exceed \$ 1,256,041. Paid for by Chapter 12 program funds.

*Educational Services Commission of New Jersey (ESCNJ) Contract 23/24-06

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

RESOLUTION FY25 - 107

**IMBUE CREATIVE LLC
MARKETING SERVICES**

WHEREAS, Mercer County Community College has a need to acquire marketing services for academic year(s) 2024 and 2025; and

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

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

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

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Imbue Creative LLC of Lambertville, New Jersey to provide marketing services for the academic year(s) 2024 and 2025 for an amount not to exceed \$198,000 from July 1, 2024 through June 30, 2025.

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

RESOLUTION FY25 - 108

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

WHEREAS, Mercer County Community College desires to enter into a new agreement with Infinity Flight Group, LLC to provide aircraft and flight instructional training, under direct supervision by the College for students enrolled in the College's Aviation program for fiscal years 2024 and 2025; 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, 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) (1) exempts professional services from public advertising for bids but requires a resolution authorizing the award of such a contract; and

WHEREAS, Infinity Flight Group, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Infinity Flight Group, LLC 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 Infinity Flight Group, LLC 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 issue payments not to exceed \$16,000,000 per fiscal year, using student paid flight school fees that are passed-through to Infinity Flight Group, LLC of Ewing, New Jersey, to provide aircraft and flight instructional training, for students enrolled in the College's Aviation program, from August 1, 2024 through July 31, 2026. These payments are funded from student flight instructional pass-through fees and student financial aid.

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

RESOLUTION FY25 - 109

**KRUEGER INTERNATIONAL – C/O EDUCATIONAL FURNITURE SOLUTIONS, INC.
CLASSROOM FURNITURE**

WHEREAS, Mercer County Community College has a need to acquire furniture, furnishings, and associated supplies for the Facilities Department to renovate classrooms, offices, and student and staff spaces College-wide for FY 2025;

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

WHEREAS, Mercer County Community College is a member of the Educational Services Commission of New Jersey (ESCNJ) Pricing Consortium for the procurement of goods and services at competitive pricing; and provision of the County College Contracts Law,

WHEREAS, Mercer County Community College Purchasing Policy states that when an individual vendor exceeds an annual, cumulative spending threshold exceeding \$37,500 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 contract with Krueger International, under the care of Educational Furniture Solutions Inc. of West Point, Pennsylvania to acquire furniture, furnishings and associated supplies for the Facilities Department to renovate classrooms, office and student and staff spaces College-wide, for an annual aggregate spending amount not to exceed \$100,000 for this vendor for the period from July 1, 2024 to June 30, 2025.

* Educational Services Commission Co-op #ESCNJ 22/23-08

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

RESOLUTION FY25 - 110

**OPEN SYSTEMS INTEGRATORS
ANNUAL FIRE ALARM MAINTENANCE**

WHEREAS, Mercer County Community College requires periodic inspection, testing, and preventative maintenance, service and repair (as needed), including performance of the annual fire alarm NFPA 72 inspection/certification on the fire alarm systems at all buildings on the James Kerney and West Windsor campuses in FY 2025; and

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

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

BE IT RESOLVED, that the President is authorized, on behalf of the this Board, to contract with Open Systems Integrators of Hamilton Township, New Jersey to perform preventative maintenance and inspection services, including performance of the annual fire alarm NFPA 72 inspection/certification on the fire alarm systems at all buildings on the James Kerney and West Windsor campuses for an amount not to exceed \$100,000 for July 1, 2024 to June 30, 2025, to comply with current municipal fire codes.

*Educational Services Commission of New Jersey Contract #21/22-41

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

RESOLUTION FY25 - 111

**SECUNI DBA DYNAMIC SECURITY, LLC
COLLEGE WIDE SECURITY UPGRADE PROJECT**

WHEREAS, Mercer County Community College has a need for acquisition and installation of CCTV and card-swipe access as part of a College-wide security upgrade project at various buildings on the James Kerney and West Windsor campuses, paid by Chapter 12 program funds; and

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Dynamic Security of Edison, New Jersey to provide installation of CCTV and card-swipe access as part of a College-wide security upgrade project at various buildings on the James Kerney and West Windsor campuses for an amount not to exceed \$350,000. Paid for by Chapter 12.

* General Services Administration Contract #GS-07-F0251X

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

RESOLUTION FY25 - 112

**TUTOR.COM
ONLINE HOMEWORK HELP**

WHEREAS, Mercer County Community College has a need to acquire live online homework help services College-wide for FY 2025; 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) (19) exempts proprietary software and maintenance 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; now therefore

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to contract with Tutor.com of New York, New York to acquire live online homework help services for the West Windsor and James Kerney campuses for an amount not to exceed \$61,000 from July 1, 2024 through June 30, 2025.

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

RESOLUTION FY25-113

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

WHEREAS, Mercer County Community College has a need to acquire virtual nursing simulator software and textbooks for students who must complete their clinical education, for the Nursing Program for academic years 2024 and 2025; and

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

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

BE IT RESOLVED, that the President is authorized, on behalf of this Board, to acquire virtual nursing simulator software and textbooks for students who must complete their clinical education for the Nursing program for an amount not to exceed \$130,000 from July 1, 2024 to June 30, 2025. Paid by Student Nursing Program Fees.

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

RESOLUTION FY25 - 114

RATIFICATION OF APPOINTMENTS, PROMOTIONS/RECLASSIFICATIONS, AND STIPENDS

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

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

RESOLUTION FY25-114A

APPOINTMENTS

Human Resources Office

To: Deborah Preston, Ph.D., President
From: Yvette Henry, Vice President for Human Resources
Date: July 10, 2024
Re: Ratification of Appointments

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

Effective Date of /Hire	Department	Name	Title	Salary	Range	FLSA
07/08/2024	Educational Talent Search	Jeff Samuels	Education Specialist I	\$50,000	\$42,451 – \$60,793	Exempt
07/29/2024	Life Long Learning	Nina Jamal	Program Coordinator	\$52,500	\$42,451 – \$60,793	Exempt

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

RESOLUTION FY25 – 114B

PROMOTIONS

Human Resources Office

To: Deborah Preston, PhD., President
From: Yvette Henry, Vice President for Human Resources
Date: July 10, 2024
Re: Promotions/Reclassifications

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

Effective Date of Promotion/Salary Adjustment	Department	Name	Current Title/New Title	Current Base Salary	Adjusted Base Salary
07/01/2024	Youth College	Kimyata Valere	Current: Academic Advisor New: Assistant Director of Upward Bound, Youth College	\$48,720	\$68,658
07/01/2024	College Safety	Damione Jewett	Current: Security Officer I New: Security Officer III (Training Officer)	\$38,350	\$40,850
07/10/2024	Finance	Jessica Mulkey	Current: Director, Life Long Learning New: Director, Conference Center Operations	\$78,616	\$78,616

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

RESOLUTION FY25 – 114C

STIPENDS

Human Resources Office

To: Deborah Preston, Ph.D., President
From: Yvette Henry, Vice President for Human Resources
Date: July 11, 2024
Re: Ratification of Stipends

The following stipends have been made since June 2024

Effective Date of Stipend	Department	Name	Title	Stipend Based on Additional Duties	Purpose
09/2023	Workforce Education & Innovation	Susan Onaitis	Manager	\$230.76 bi-weekly through June 30, 2024	Assuming additional responsibilities
09/2023	Workforce Education & Innovation	Lisa Ward	Learning Disabilities Specialist	\$230.76 bi-weekly through June 30, 2024	Assuming additional responsibilities
06/17/2024	Facilities	Russell Stupienski	Maintenance Specialist I	\$319.73 bi-weekly through September 17, 2024 or until position is filled whichever comes first	Covering for a vacancy

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

RESOLUTION FY25 - 115

**AMENDMENT TO THE EMPLOYMENT AGREEMENT BETWEEN THE BOARD OF TRUSTEES OF MERCER
COUNTY COMMUNITY COLLEGE AND DR. DEBORAH PRESTON**

WHEREAS, on or about April 15, 2022, the Board of Trustees of Mercer County Community College (“Board”) and Dr. Deborah Preston (“Dr. Preston” or “President”) entered into an Employment Agreement for the July 1, 2022 through June 30, 2025 period; and

WHEREAS, Section 4.1 of the Employment Agreement requires the President’s Performance Reviews to be completed in March and, by mutual agreement, the President’s Performance review process for the 2023-2024 School Year will now conclude in September 2024, which impacts the timing of written notices required under Section 1.2 of the Employment Agreement;

WHEREAS, Section 1.2 of the Employment Agreement provides in pertinent part that “[t]he Board shall provide written notice no later than August 1, 2024 as to its intent to extend the Agreement. . .”, and

WHEREAS, Section 1.3 of the Employment Agreement provides in pertinent part that “[t]he President shall provide written notice no later than August 1, 2024 if she does not intend to renew or extend the Agreement . . .”; and

WHEREAS, in light of the foregoing, the Board and the President hereby also mutually agree to modify the August 1, 2024 deadline as set forth in Section 1.2 and Section 1.3 to be October 1, 2024; and

WHEREAS, the remaining terms of the Employment Agreement will remain in effect unless further modified by the Board and the President in writing; and

IN WITNESS WHEREOF, the Parties hereto have hereunto set their hands and seals, or caused this Amendment to be signed by their proper corporate officers, as of the year and date written below.



Kristin S. Appelget
Chair, Mercer County Community College Board of Trustees

7/30/2024

Date



Deborah E. Preston, Ph.D.
President

7/30/2024

Date



Resolution FY25-116

To: Dr. Carolyn White
Vice President, Student Affairs

cc: Dr. Robert Schreyer

From: Michael Martin
Director of College Safety

Date: July 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 ***June 2024, there were no Clery offenses or occurrences reported through College Safety and Security.***

End of report

**MERCER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
JULY30, 2024**

RESOLUTION FY25 - 117

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

BE IT RESOLVED, that the Board hereby approves the proposed policy and procedure on 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			
Policy #	Applicability	Responsible Executive (Owner)	Applicable Laws/Statutes
002	College-Wide	Executive Leadership Team (ELT)	

PURPOSE

To provide Mercer County Community College stakeholders with well-developed and understandable College policies that promote use of best practices in all College activities and ensure College compliance with local, state, and federal regulations.

POLICY

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*.

APPROVED

July 30, 2024

REVISION DATE(S)

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)	

PURPOSE

To implement and maintain processes involving 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.

PROCEDURE

Recommendations for changes to policies or new policies may be initiated through the Board of Trustees, 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 Board of Trustees (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 principal. 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.

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 regulation and best practice. 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.

APPROVED

July 30, 2024

REVISION DATE(S)

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

PURPOSE

POLICY

REVISION DATE(S)

RELATED PROCEDURES, GUIDELINES, OR RESOURCES



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

PURPOSE

PROCEDURE

REVISION DATE(S)

RELATED POLICIES, GUIDELINES, OR RESOURCES