

RARITAN VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES' REGULAR MEETING  
DECEMBER 7, 2021

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, December 7, 2021, via Zoom Webinar. Chairman Robert P. Wise called the Regular Board of Trustees meeting to order at 5:15 p.m., and made the following statement in compliance with the Open Public Meetings Act of the State of New Jersey:

“Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act of the State of New Jersey.”

II. Roll Call of Members

The roll call was taken as follows:

Present: Caren Bateman	Absent: Juan Torres
Thomas Borkowski	
Zenon Christodoulou	
Lauren Ciotola	
W. Timothy Howes	
Roger Jinks	
Paul J. Hirsch	
Roger Locandro	
Nidhi Makhija	
Margaret Sullivan	
Helena Swanicke	
James Von Schilling	
Robert P. Wise	
Tracy DiFrancesco Zaikov	

Also in attendance: Michael J. McDonough, President; and Richard Flaum, Esq., College Counsel; and members of the College community.

A quorum was present.

III. Agenda Items

1. Approval of Meeting Minutes

The Regular Meeting minutes of October 26, 2021 were moved by Chairman Wise, seconded by Trustee Zaikov, and approved unanimously by voice vote.

2. Committee Reports

A. Audit Committee

Chairman Robert Wise reported that the Committee met to review the annual Audit Report and that it was a clean report. The Chairman then presented the following resolution for Board approval:

Resolution #150-2021 Acceptance of Annual Audited Financial Report

WHEREAS, the firm of Suplee, Clooney & Company has been engaged as auditor for Raritan Valley Community College; and

WHEREAS, said firm has submitted a Comprehensive Annual Financial Report for the Fiscal Years ending June 30, 2020 and 2019 to the Board of Trustees; and

WHEREAS, the Audit Committee is satisfied with this report and the management letter and recommends to the Board of Trustees the acceptance of the audit subject to the inclusion of final information provided by the State of New Jersey related to GASB 75, recording the impact of post-retirement health benefits;

WHEREAS, this particular information has no impact on the financial statements other than disclosure and that the same delay in providing information occurred in FY 2018, the first year of adoption of GASB 75.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby accept the Comprehensive Annual Financial Report and the Management Letter, which accompanied the Audit, and that they be made a part of the Minutes of this meeting.

There being no comments or questions, Resolution #150-2021 was approved moved by Chairman Wise, seconded by Trustee Swanicke, and unanimously by voice vote.

B. Finance Committee

Trustee Roger Locandro reported on the Treasurer’s Report (Resolution #151-2021) for the period 10/01/21 to 10/32/21. On motion by Trustee Locandro, seconded by Trustee Zaikov, the Treasurers’ Report was approved by voice vote.

Trustee Roger Locandro then presented Consent Agenda Resolutions #152-2021 through #144-2021 and Resolution #168-2021. The Resolutions were moved by Trustee Locandro, seconded by Trustee Zaikov, and approved by voice vote.

Resolution #152-2021 – Various Vouchers for Payment

BE IT RESOLVED, that the following October 2021 vouchers be approved for payment; and

BE IT FURTHER RESOLVED, that the funds are available for that purpose:

Check #s	327518-334258	
ACH#s	3	
	Total Checks	\$9,978,171.93
	Total ACH	40,570.80
	Total Vouchers	10,018,742.73
	Construction and Architect Vouchers	668,066.02
	Less Previously Approved	(2,425.00)
	Total	<u>\$10,684,383.75</u>

Resolution #153-2021 Authorize Application for Project Funding

WHEREAS, the Board of Trustees recognizes the importance of improving the College's ability to provide workforce and trade related education (e.g., allied health, advanced manufacturing, HVAC, logistics, automotive technology, etc.) ; and

WHEREAS, the Board acknowledges that programs in these areas are in high demand through-out New Jersey, as well as nationwide, and are part of the State's Unified Workforce Investment Plan; and

WHEREAS, the Board acknowledges that our current facilities lack the required capacity to expand such programs; and

WHEREAS, the State is accepting applications for projects by February 14, 2022 with a total cost of \$5,333,333, of which the State will provide \$4,000,000 and the College \$1,333,333; and

WHEREAS, the Board has determined that the College is eligible to apply for funding of the workforce building expansion and related program equipment under the Securing Our Children's Future Bond Act -- P.L. 2018, c. 119 (SOCFBA); and

WHEREAS, the Board asserts that it will make institutional funds available to maintain the project once completed ; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College hereby approves the expansion of the Workforce Building and authorizes management to complete all required documentation to submit an application to obtain funding under the SOCFBA Act.

Resolution #154-2021 Acceptance of HEERF III – American Rescue Plan

WHEREAS, the Higher Education Emergency Relief Fund (HEERF) has made available to colleges and universities funds to provide direct assistance to students as well as the institution in response to a variety of disruptions caused by the covid-19 crisis; and

WHEREAS, Raritan Valley Community College has been awarded \$6,887,593 in direct student assistance and the same amount for institutional support, subject to several guidelines for each component; and

WHEREAS, the College will develop criteria establishing how the student portion will be distributed and document how the institutional component was spent, both subject to periodic reporting to the U.S. Department of Education.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College directs management to complete all the necessary steps required to apply for, accept and receive the approved amount of the HEERF III funding.

John Trojan  
VP Finance & Facilities

**Resolution #155-2021 Branchburg Township Sanitary Sewer Easement**

This Sanitary Sewer Easement ("Easement") is made on \_\_\_\_\_, 2021, between Raritan Valley Community College with an address at 118 Lamington Road, Branchburg, New Jersey 08876 ("RVCC") and the Township of Branchburg with an address at 1077 U.S. Highway 202 North, Branchburg, New Jersey 08876 ("Branchburg").

**Whereas**, RVCC is the owner of the property identified as 118 Lamington Road, Block 3, Lot 18.01, Township of Branchburg, County of Somerset, State of New Jersey ("RVCC Property"); and

**Whereas**, Branchburg is the owner of the property identified as 18 Lamington Road, Block 3, Lot 19, Township of Branchburg, County of Somerset, State of New Jersey ("Branchburg Property"); and

**Whereas**, as part of Branchburg's affordable housing plan, the Branchburg Property is to be developed with a 100 unit age restricted multi-family rental project with 40 units designated as affordable; and

**Whereas**, there is currently a 20' Wide Sanitary Sewer Easement in favor of Branchburg running through the RVCC Property near the rear of the Branchburg Property; and

**Whereas**, Branchburg proposes to connect the Branchburg Property to the sewer line running through the existing easement which requires Branchburg to obtain an additional easement from RVCC as depicted on the plan "20' Wide Sanitary Sewer Easement Situated On Block 3, Portion Of Lot 18.01 For The Benefit Of Block 3, Lot 19, Township of Branchburg, Somerset County, New Jersey" and described in the "Metes And Bounds Description 20' Wide Sanitary Sewer Easement Block 3, Portion of Lot 18.01, Township of Branchburg, Somerset County, New Jersey" prepared by The Reynolds Group, Inc., attached hereto and incorporated herein as **Exhibit A** ("Easement Area"); and

**Whereas**, RVCC has agreed to convey to Branchburg this Easement for the purpose of providing Branchburg with a continuous and perpetual right to take any actions necessary for the installation, maintenance, repair, replacement and inspection of a sanitary sewer line within the Easement Area that will connect the Branchburg Property to an existing sanitary sewer line located within an existing 20' Wide Sanitary Sewer Easement on the RVCC Property.

**Now, Therefore**, RVCC in consideration of payment in the amount of one dollar (\$1.00) and other good and valuable consideration does hereby grant to Branchburg and its successors and assigns forever this Easement subject to the following terms and conditions:

1. **Recital**. The recitals set forth above are hereby incorporated and made part of this Easement.

2. Purpose. This Easement is granted for the purpose of providing Branchburg with a continuous and perpetual right to take any actions necessary for the installation, maintenance, repair, replacement and inspection of a sanitary sewer line within the Easement Area that will connect the Branchburg Property to an existing sanitary sewer line located within an existing 20' Wide Sanitary Sewer Easement on the RVCC Property.

3. RVCC, Successors and Assigns. This Easement shall run with the land in perpetuity and be binding upon all future title owners of the RVCC Property. The term RVCC herein shall mean the title owners of the RVCC property as modified from time to time based on transfers of title to the RVCC property.

4. Branchburg, Successor and Assigns. The use of the term Branchburg herein shall mean the title owners of the Branchburg Property as modified from time to time based on transfers of title to the Branchburg Property.

5. Easement Area. The Easement Area is as depicted on the plan "20' Wide Sanitary Sewer Easement Situated On Block 3, Portion Of Lot 18.01 For The Benefit Of Block 3, Lot 19, Township of Branchburg, Somerset County, New Jersey" and described in the "Metes And Bounds Description 20' Wide Sanitary Sewer Easement Block 3, Portion of Lot 18.01, Township of Branchburg, Somerset County, New Jersey" prepared by The Reynolds Group, Inc., attached hereto and incorporated herein as **Exhibit A.**

6. Branchburg Rights. Branchburg shall have the continuous and perpetual right to take any actions necessary for the installation, maintenance, repair, replacement and inspection of a sanitary sewer line within the Easement Area that will connect the Branchburg Property to an existing sanitary sewer line located within an existing 20' Wide Sanitary Sewer Easement on the RVCC Property. Branchburg shall have a continuous and perpetual right of free and unobstructed access to the Easement Area with all manner of men, machinery, equipment and supplies to accomplish any of the foregoing. Branchburg shall restore the Easement Area to its natural condition following any disturbance thereof by Branchburg.

7. RVCC Obligations. RVCC shall not construct or permit any buildings, structures, fences or improvements of any kind within the Easement Area. RVCC shall not do anything within the Easement Area that would damage the sanitary sewer line, interfere with Branchburg's access to the Easement Area or interfere with the purposes of this Easement.

8. Branchburg Access. RVCC hereby grants Branchburg access to the Easement Area for the purpose of installation, maintenance, repair, replacement and inspection of a sanitary sewer line within the Easement Area that will connect the Branchburg Property to an existing sanitary sewer line located within an existing 20' Wide Sanitary Sewer Easement on the RVCC Property.

9. Governing Law; Venue. This Easement shall be governed by the laws of the State of New Jersey. All disputes of or arising out of this Easement shall be venued in the Somerset County Superior Court, Somerville, New Jersey.

10. **Amendments and Modifications.** The provisions of this Easement may not be amended, modified or terminated without the express written consent and formal action of Grantee.

11. **RVCC and Branchburg Authority.** RVCC covenants that it is lawfully seized of the RVCC Property and has the right and authority to execute and grant this Easement to Branchburg. The individuals executing this Easement on behalf of RVCC and Branchburg represent they are fully authorized to do so and are fully authorized to bind their respective entities to all the terms and conditions of this Easement.

**In Witness Whereof,** RVCC and Branchburg hereby execute this Easement for the purposes herein expressed to be effective the day and year first written above.

**Attest**

**Raritan Valley Community College**

\_\_\_\_\_  
Sheri Lang Pontarollo, Secretary  
RVCC Board of Trustees

\_\_\_\_\_  
Robert P. Wise, Chairman  
RVCC Board of Trustees

**Attest**

**Township of Branchburg**

\_\_\_\_\_  
Marguerite Schmitt, Clerk

\_\_\_\_\_  
Brendon Beatrice, Mayor

**Raritan Valley Community College Acknowledgment**

STATE OF NEW JERSEY :  
                                      : SS.:  
COUNTY OF SOMERSET :

I certify that on \_\_\_\_\_, 2021, Robert P. Wise personally came before me and acknowledged under oath, to my satisfaction, that: (a) this person is the Chairman of the Raritan Valley Community College Board of Trustees; (b) this person signed and delivered this Easement as duly authorized by the Raritan Valley Community College Board of Trustees; and (c) this person executed this Easement freely and voluntarily for the purposes and consideration set forth therein.

\_\_\_\_\_  
Notary Public of the State of New Jersey

**Resolution #156-2021 New Fee/Applied Music**

WHEREAS, RVCC is committed to providing the best possible instruction to our music majors,

WHEREAS, students are currently required to procure their own instructors to meet the requirements of MUSC 131, MUSC 132, MUSC 231, and MUSC 232 (Applied Music Lessons),

WHEREAS, music preceptors hired by RVCC would provide better qualified instructors at a more consistent and reasonable cost,

WHEREAS, the cost of individual music instruction can be billed to students in the form of an Applied Music Fee, thereby allowing them to cover the cost with financial aid,

WHEREAS, the practice of charging an Applied Music Fee is consistent with that of other community colleges, particularly those accredited by the National Assoc of Schools of Music, a status to which we aspire,

THEREFORE, be it resolved that RVCC will charge students in MUSC 131, MUSC 132, MUSC 231, and MUSC 232 an Applied Music Fee of \$400.00 per semester, beginning Spring 2022.

Resolution #157-2021 Replacement Transformers for the Physical Education and Hunterdon Hall Buildings (Revised)

WHEREAS, the Board of Trustees of Raritan Valley Community College approved the purchase of two (2) replacement transformers for the Physical Education and Hunterdon Hall buildings, via Resolution #143-2021, for an amount not to exceed \$75,000.00; and

WHEREAS, the existing transformers at each location are over forty-seven (47) years old, which is significantly past their expected useful lives; and

WHEREAS, College management initially anticipated purchasing two (2) refurbished transformers, which was the basis for the original \$75,000.00 total amount that the Board of Trustees approved on October 26, 2021; and

WHEREAS, the engineer for the project, KSI Consulting Engineers, reviewed the submittals and advised RVCC to discard the proposals received for refurbished equipment and purchase brand new transformers instead; and

WHEREAS, three (3) quotes were requested for new transformers (two (2) quotes were received and one (1) vendor did not respond), with KEER Electrical Supply Company presenting the College with the most favorable pricing; and

WHEREAS, in accordance with N.J.S.A. 18A:64A-25.9, a county college without advertising for bids, may purchase any materials, supplies, good, services or equipment pursuant to a contract for such items entered into on behalf of the State by the Division of Purchase and Property; and

WHEREAS, KEER Electrical Supply Company has entered into a contract with the State of New Jersey for Electrical Equipment and Supplies (State Contract #21-FOOD-01748); and

WHEREAS, the funding for this purchase is available through the Chapter 12 capital funds allocated for the Replacement of Transformers; and

WHEREAS, a purchase order will be issued as follows:

<p><b>KEER Electrical Supply Company</b> <b>287 Mount Pleasant Avenue</b> <b>Newark, NJ 07104</b> <b><u>Amount: \$114,113.33</u></b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director Purchasing to issue a purchase order as described hereinabove to KEER Electrical Supply Company.

Michael DePinto  
Director of Purchasing

Resolution #158-2021 Modular Wall System – Enrollment Center (Revised)

WHEREAS, the Board of Trustees approved the award of the purchase and installation of the modular wall systems needed for the new campus Enrollment Center to Steelcase and Arbee Associates, via Resolution #124-2021; and

WHEREAS, the original resolution amounts approved by the Board of Trustees on September 21, 2021 were not to exceed \$250,000.00 for Steelcase and not to exceed \$146,500.00 for Arbee Associates; and

WHEREAS, Arbee Associates has informed the College that the entire order must be made out directly to them since the Sourcewell purchasing cooperative (Contract #121919-STI) is being utilized for this purchase; and

WHEREAS, RVCC management aims to ensure that the vendor name listed on a resolution, agreement and purchase order all coincide; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order to Arbee Associates for the purchase and installation of the modular wall systems needed for the new campus Enrollment Center, as follows:

**REVISED Vendor Information:**

**Arbee Associates**  
**1531 South Washington Avenue**  
**Piscataway, NJ 08854**  
**Total Amount: Not to exceed \$396,500.00**

Michael DePinto  
Director of Purchasing

Resolution #159-2021 Campus Loop Road Resurfacing Project (Revised – Price Increase)

WHEREAS, the Board of Trustees of Raritan Valley Community College awarded the Campus Loop Road Resurfacing Project to Black Rock Enterprises, LLC, via Resolution #138-2021, for an amount not to exceed \$251,205.90; and

WHEREAS, during the course of the project it was discovered that the following additional work was required:

- Additional milling and paving services.
- Replacement of additional Belgian block curbing.



- Expanded scope to work deeper into the parking lots to make the transitions smoother.
- Supplemental roadway traffic striping.

WHEREAS, the College requests to increase the amount of the purchase order to Black Rock Enterprises by an amount not to exceed \$35,011.90; and

WHEREAS, the funding for this additional work is available through the Chapter 12 capital funds allocated for Major Roadway and Parking Lot Resurfacing; and

WHEREAS, an increase to the purchase order will be issued as follows:

<p><b>Black Rock Enterprises, LLC</b>  <b>1316 Englishtown Road</b>  <b>Old Bridge, NJ 08857</b>  <u><b>Purchase Order Increase Amount Not to Exceed: \$35,011.90</b></u>  <u><b>Revised Purchase Order Amount Not to Exceed: \$286,217.80</b></u></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to increase the purchase order to Black Rock Enterprises, LLC in the amount shown above. The new total for this purchase order will not exceed \$286,217.80.

Michael DePinto  
 Director of Purchasing

Resolution #160-2021 Electrical Services at the RVCC Enrollment Center (LJS Electric)  
 WHEREAS, Chapter 12 capital funds have been approved for the creation of a new centralized Enrollment Center, which would house key student admissions and support functions to better serve new and existing students; and

WHEREAS, Raritan Valley Community College advertised for bids for electrical services to be performed in preparation of the new campus Enrollment Center project on two occasions; and

WHEREAS, the College received zero (0) bid responses at the first Bid Opening on Thursday, September 9, 2021; and

WHEREAS, the College received zero (0) bid responses at the second Bid Opening on Wednesday, October 20, 2021; and

WHEREAS, N.J.S.A. 18A:64A-25.5(c) states that if a county college has advertised for bids pursuant to Section 4 of P.L. 1982, c.189 (C. 18A:64A-25.4) on two occasions and has received no bids on both occasions in response to its advertisement; any such contract or agreement may then be negotiated by a two-thirds affirmative vote of the authorized membership of the Board of Trustees authorizing such contract or agreement; and

WHEREAS, in order to keep the project on schedule, the Board of Trustees authorized the College Administration, via Resolution #139-2021, to enter into negotiations with electrical contractors and award this project prior to the December 2021 meeting; and

WHEREAS, three (3) quotes were requested (two (2) quotes were received and one (1) contractor failed to respond) with LJS Electric presenting the College with the most favorable pricing; and

WHEREAS, a purchase order will be issued as follows:

<p><b>LJS Electric, Inc.</b> <b>430 Commerce Boulevard</b> <b>Carlstadt, NJ 07072</b> <b><u>Amount: \$108,000.00</u></b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove to LJS Electric, Inc.

Michael DePinto  
Director of Purchasing

Resolution #161-2021 Advanced Driver Assistance System for the Automotive Technology Program – Pay to Play (Snap-On Industrial)

WHEREAS, the purchase of an Advanced Driver Assistance System (ADAS) is needed for the College’s Automotive Technology Program; and

WHEREAS, this ADAS equipment represents the current industry recognized technology, and will be used to bridge the gap between theoretical knowledge and practical experience related to performing wheel alignments in a safe environment; and

WHEREAS, three (3) quotes were requested (two (2) quotes were received and one (1) vendor declined) with Snap-On Industrial presenting the College with the most favorable pricing; and

WHEREAS, the approved Fiscal Year 2022 Perkins Grant Rural funding includes the purchase of the Advanced Driver Assistance System via Budget Line #R1500; and

WHEREAS, the Director of Purchasing has determined and certified in writing that the value of the acquisition will exceed \$17,500.00; and

WHEREAS, such award of contract shall be made in compliance with New Jersey’s Pay to Play Law as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 2021 through June 30, 2022, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p><b>Snap-On Industrial</b> <b>P.O. Box 9004</b> <b>Crystal Lake, IL 60039</b></p>
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**Amount: \$22,414.92**

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue purchase orders as described hereinabove; and

BE IT FURTHER RESOLVED, that the Determination of Value Certification be placed on file with this Resolution.

Michael DePinto  
Director of Purchasing

**Resolution #162-2021 Electrical Supplies 2021-2022 – Pay to Play (Cooper Electric)**

WHEREAS, the Facilities and Grounds Department require the purchase of electrical supplies to maintain the proper functioning of the College Campus; and

WHEREAS, RVCC has spent \$12,966.20 to date with Cooper Electric during Fiscal Year 2022; and

WHEREAS, the Director of Purchasing has determined and certified in writing that the value of the acquisition will exceed \$17,500.00; and

WHEREAS, such award of contract shall be made in compliance with New Jersey's Pay to Play Law as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 2021 through June 30, 2022, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

**Cooper Electric**  
**933 Cedar Bridge Avenue**  
**Brick, NJ 08723**  
**Amount: Not to Exceed \$36,000.00**

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue purchase orders as described hereinabove; and

BE IT FURTHER RESOLVED, that the Determination of Value Certification be placed on file with this Resolution.

Michael DePinto  
Director of Purchasing

**Resolution #163-2021 2022 Digital Marketing Campaign (FastForward Digital)**

WHEREAS, the Board of Trustees of Raritan Valley Community College has supported marketing strategies including digital campaigns and website enhancements in order to heighten the College's image in the community and to support enrollment; and

WHEREAS, despite the impact of the pandemic, the combined digital marketing campaign and website enhancements produced positive results, contributing to increases in website visits from digital advertising campaigns, visits to the “Apply Online” website page and new student enrollment for the Summer sessions; and

WHEREAS, continued investments in digital marketing campaigns and creative design are essential components in generating new student enrollment for Fall 2022 and beyond, among high school students, adult learners and college transfer students, as well as promoting the Community College Opportunity Grant for underserved populations; and

WHEREAS, these services are additionally crucial elements of the two grants awarded by The Office of Higher Education: the On-Ramps to College Grant and the Safe and Inclusive Learning Environments Grant, in an effort to further increase outreach to underserved populations and create a more welcoming and supportive environment; and

WHEREAS, based on the analysis of website usage, enrollment data and market research, FastForward Digital has submitted a proposal for the period of December 1, 2021 through June 30, 2022, which combines new creatives with digital marketing and website strategies that reflect the changing College decision-making landscape as a result of COVID-19; and

WHEREAS, these services are considered professional services and therefore exempt from public bidding in accordance with N.J.S.A. 18A:64A-25.5(a) (1); and

WHEREAS, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into an agreement and issue a purchase order for marketing services, including creative design, media placement, search engine optimization and analytics, as follows:

<p><b>FastForward Digital, LLC</b> <b>eDesign Interactive</b> <b>163 Madison Avenue - Suite 220-5</b> <b>Morristown, NJ 07960</b> <b><u>Seven-Month Total: \$394,000.00</u></b></p>
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Michael DePinto  
Director of Purchasing

Resolution #164-2021 ManageEngine Log360 Server and Network Security Monitoring Software

WHEREAS, Raritan Valley Community College requires high-level security for its campus servers and data network, and;

WHEREAS, increased remote work and additional wireless devices on campus introduce expanded security concerns; and

WHEREAS, the Log360 software is a powerful security information and event management solution that enables College staff to investigate and remediate server and data network security problems, and

WHEREAS, Log360 will aid the Technology Services department in mitigating security threats, spotting ongoing threat attempts and detecting suspicious user activity, and

WHEREAS, three (3) quotes were obtained with PinakinIT Solutions presenting the College with the most favorable proposal; and

WHEREAS, the Director of Purchasing has determined and certified in writing that the value of the acquisition will exceed \$17,500.00; and

WHEREAS, such award of contract shall be made in compliance with New Jersey's Pay to Play Law as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 2021 through June 30, 2022, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p><b>Pinakin IT Solutions, LLC</b> <b>1201 North Orange Street</b> <b>Suite #7407</b> <b>Wilmington, DE 19801</b> <b>Amount: \$36,145.22</b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove; and

BE IT FURTHER RESOLVED, that the Determination of Value Certification be placed on file with this Resolution.

Michael DePinto  
Director of Purchasing

Resolution #165-2021 Replacement Laptop Computers for Student Science Labs

WHEREAS, the purchase of thirty-two (32) new Dell Latitude 3520 laptop computers are needed to replace the existing computers in student Science labs SC-150 and SC-155, whose warranties have expired as they near the end of their useful lives; and

WHEREAS, the curricula in many Science departments rely on up-to-date, flexible and reliable computer equipment; and

WHEREAS, the appropriate equipment is required to provide students with access to software used for instruction, research and the campus data network; and

WHEREAS, extended warranties would additionally need to be purchased for each computer in order to cover any required future repairs; and

WHEREAS, the equipment must be fully compatible with the existing campus computer equipment; and

WHEREAS, three (3) quotes were requested (two (2) quotes were received and one (1) vendor did not respond), with Dell presenting the College with the most favorable pricing; and

WHEREAS, the funding for this purchase is available from Minor Capital Technology funds; and

WHEREAS, the Director of Purchasing has determined and certified in writing that the value of the acquisition will exceed \$17,500.00; and

WHEREAS, such award of contract shall be made in compliance with New Jersey's Pay to Play Law as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 2021 through June 30, 2022, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p><b>Dell Marketing L.P.</b> <b>1 Dell Way</b> <b>Round Rock, TX 78682-0001</b> <b><u>Amount: \$35,348.80</u></b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove to Dell Marketing L.P.

BE IT FURTHER RESOLVED, that the Determination of Value Certification be placed on file with this Resolution.

Michael DePinto  
Director of Purchasing

Resolution #166-2021 Student Communications Technology 2021-2022 (AdmitHub)

WHEREAS, the Board of Trustees of Raritan Valley Community College has supported the use of artificial intelligence technology to improve communications with prospective and current students in order to support strategic enrollment management objectives; and

WHEREAS, the Board of Trustees, via Resolution numbers 164-2018, 163-2019 and 156-2020, authorized contracts with AdmitHub to develop an artificial intelligence enabled mobile messaging system that provides 24/7 responses to enrollment questions from prospective and current students; and

WHEREAS, the AI system, which launched in April 2019, has been successful in increasing application rates, optimizing staff resources dedicated to enrolling and advising students, and enhancing outreach to underserved communities; and

WHEREAS, N.J.S.A. 18A:64A-25.5(3) permits the purchase, without the requirement for advertising, of materials or supplies which are not available from more than one potential bidder, including without limitation of materials or supplies which are patented or copyrighted; and

WHEREAS, AdmitHub has provided documentation indicating that it is the sole source provider in the field of artificial intelligence (AI) enabled mobile messaging for higher education; and

WHEREAS, the funding for this purchase is available from the Fiscal Year 2022 Enrollment Management Operating Budget; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a one-year agreement for the period of December 1, 2021 through November 30, 2022, and issue a purchase order for artificial intelligence enabled mobile messaging as follows:

**AdmitHub, PBC**  
**38 Chauncy Street**  
**Boston, MA NJ 02111**  
**Amount: \$50,000.00**

Michael DePinto  
Director of Purchasing

Resolution #167-2021 Replacement Dell Personal Computers for Faculty Members

WHEREAS, the purchase of thirteen (13) Dell XPS 13 2-in-1, seven (7) Dell XPS 15 and six (6) Dell Latitude 5520 laptops are needed for RVCC faculty members to replace older machines whose warranties have expired; and

WHEREAS, the curricula in many academic departments rely on up-to-date, flexible and reliable computer equipment; and

WHEREAS, the appropriate equipment is required to provide instructors with access to software used for instruction, research and the campus data network; and

WHEREAS, the equipment must be fully compatible with the existing campus computer equipment; and

WHEREAS, three (3) quotes were obtained with Dell presenting the College with the most favorable proposal; and

WHEREAS, in accordance with N.J.S.A. 18A:64A-25.9, a county college without advertising for bids, may purchase any materials, supplies, good, services or equipment pursuant to a contract for such items entered into on behalf of the State by the Division of Purchase and Property; and

WHEREAS, Dell is under contract with the NASPO ValuePoint cooperative purchasing program of which the State of New Jersey is a member (Contract #19-TELE-00656); and

WHEREAS, the funding for this purchase is available from Minor Capital Technology funds; and

WHEREAS, a purchase order will be issued as follows:

<p><b>Dell Marketing L.P.</b> <b>1 Dell Way</b> <b>Round Rock, TX 78682-0001</b> <b><u>Amount:</u> \$53,252.19</b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director Purchasing to issue a purchase order as described hereinabove to Dell Marketing L.P.

Michael DePinto  
Director of Purchasing

Resolution #168-2021 Ellucian Document Management Suite Software Maintenance – Pay to Play

WHEREAS, RVCC currently utilizes the Ellucian Banner Document Management Suite administrative software system, which is a product of the Ellucian Company; and

WHEREAS, services are required from Ellucian for the support and maintenance of the Banner Document Management Suite; and

WHEREAS, the Banner Document Management Suite is used to digitize and store student and financial documents; and

WHEREAS, the cost of this maintenance for the period of January 1, 2021 through June 30, 2021 paid in arrears at calendar year end is \$22,315.00; and

WHEREAS, in accordance with N.J.S.A 18A:64A-25.5(19) providing for goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development is exempt from public bidding; and

WHEREAS, such award of contract shall be made in compliance with New Jersey’s Pay to Play Law as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 2021 through June 30, 2022, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p><b>Ellucian Company L.P.</b> <b>4 County View Road</b> <b>Malvern, PA. 19355-1408</b> <b><u>Amount:</u> \$22,315.00</b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order and approve payments as described hereinabove to Ellucian Company, L.P.

BE IT FURTHER RESOLVED, that the Determination of Value Certification be placed on file with this Resolution.

Michael DePinto  
Director of Purchasing

C. Educational Programs and Services Committee

Trustee Caren Bateman presented Consent Agenda Resolutions #169-2021 and #170-2021. Resolution #171-2021 was withdrawn. The resolutions were moved by Trustee Bateman, seconded by Trustee Von Schilling, and approved by voice vote. The President expressed his appreciation to the Board of Trustees for their continued support of the Legacy Sabbatical for senior faculty.

Trustee Bateman reported that the Committee received an update on the College's 2022 digital marketing plan.

Resolution #169-2021 Human Resources Action Report

1. New Hire- Support Staff

The following individual is recommended for the indicated Support Staff position at the salary specified:

Name	Title	Salary	Department	Start date
*Jennifer Lett	Financial Aid Specialist	\$42,634	Financial Aid	12/6/21

\*Budget code 100-3540-5310-50 replacing M. Nunez

2. Title Change- Administrator

The following individual is recommended for the indicated title change only specified:

Name	Title	Salary	Department	Start date
Elizabeth Sullivan	Manager of Veterans & International Student Services	\$70,252	Advising & Counseling	12/1/21

3. Resignations

The following reflects employees who intend to resign from the college.

Name	Title	Department	Effective Date
Kelly Kelleher	Human Resources Manager	Human Resources	11/30/21
Peter Stupak	Associate Professor-Engineering & Physics	Science & Engineering	12/31/2021

Resolution #170-2021 Legacy Sabbatical

WHEREAS, the Board of Trustees of Raritan Valley Community College did by Resolution #188-2021 (dated January 26, 2021) reappoint Professor Kevin Reilly for the 2021-2022 academic year; and

WHEREAS, the Board of Trustees of Raritan Valley Community College did by Resolution #157-2019 (dated August 21, 2019) approve the Legacy Sabbatical Program for Full-Time Tenured Faculty; and

WHEREAS, Professor Kevin Reilly has requested to participate in the Legacy Sabbatical Program for Full-Time Tenured Faculty and would receive a half-year sabbatical for the Spring 2022 term paid at the rate of half his base annual salary, and relinquish his tenure as of June 30, 2022;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby approve the Legacy Sabbatical Leave to Professor Kevin Reilly for Spring 2022.

C. Governance, Policy, and President Evaluation Committee

The Campus Safety Report for the period October 13, 2021 to November 30, 2021 was discussed by the Committee and was provided to the full Board of Trustees via SharePoint.

The Committee received an update concerning the November 19, 2021 letter from Commissioner Susan Soloway to Chairman Robert Wise concerning to the College's COVID-19 vaccination mandate.

The Committee discussed the Board's self-evaluation results, all of which were very positive and informative. Individual comments were also discussed and a recommendation to include an annual review of the Code of Ethics was unanimously approved. It was agreed that suggestions made by trustees provide an excellent framework for collaborative governance, for improving internal processes, for enriching discussions concerning important issues, and for reinforcing best practices related to effective board governance.

It was announced that trustee attendance at Committee meetings will be recorded beginning in January. Board meeting attendance is also recorded each month as a requirement of all county boards by the Somerset County Board of County Commissioners. Board and Committee meeting attendance reports will be distributed as part of the Board's Annual Self-Evaluation.

The College's self-study evaluation visit in spring 2022 will now be virtual. MSCHE made their decision to ensure the ongoing health and safety of our institutional representatives, peer evaluators, and staff. The team will request virtual meetings with trustees concerning the Standard relating to governance, leadership, and administration during their visit is scheduled for March 13-16, 2022.

The Committee was briefed on the Branchburg Sewer Easement request.

It was agreed that a preliminary discussion about the College's FY 2023 budget would be beneficial at the January Educational Retreat. It will also provide the Board an opportunity to discuss other pressing issues.

\*January – Middle States Reaccreditation and Budget

\*March – Budget

\*June – Strategic Plan Update/Metrics

V. Old/New Business

Chairman Wise announced that the College's mandate for COVID-19 vaccination for all students and employees provides several exemptions (approved medical, religious, or fully-online enrollment status) and that there is also an appeal process in place. Data about the number of employees and students that have provided proof of vaccination and the number of exemptions to date was provided. It was noted that the number of full-time employees not in compliance with the mandate was minimal.

VI Public Questions/Comments

Chairman Wise read the following statement into record:

"The Board will take any comments from the public at this time. The Board will not respond to comments made and speakers are limited to two minutes."

A few faculty spoke about their individual pedagogical teaching approach online and in the classroom. Professor Pattiann Kletz, president of the Faculty Federation, expressed her appreciation to the faculty for their presentations and commented that their methodology of teaching further supports the College's mission and values.

VII Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 6:15 p.m.

Respectfully submitted,  
Sheri Lang Pontarollo  
Manager, Executive Office and  
Secretary to the RVCC Board of  
Trustees