

RARITAN VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES' SPECIAL MEETING  
FEBRUARY 7, 2022

MINUTES

I. Call to Order

The Special Meeting of the Board of Trustees of Raritan Valley Community College was held via Zoom Webinar on Tuesday, February 7, 2022. Chair Caren Bateman called the meeting to order at 5:00 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  
Thomas Borkowski  
Lauren Ciotola  
Zenon Christodoulou  
W. Timothy Howes  
Roger Jinks  
Paul J. Hirsch  
Roger Locandro  
Nidhi Makhija  
Margaret Sullivan  
Helena Swanicke  
Robert P. Wise  
Tracy DiFrancesco Zaikov

Absent: James Von Schilling  
Juan Torres

Also in attendance: Michael J. McDonough, President and Richard Flaum, Esq., College Counsel.

A quorum was present.

III. Agenda Items

A special public meeting of the RVCC Board of Trustees was held for the Board to consider the purchase of custom tablet covers required by the Department of Corrections for the College's RISE program. It was reported that Rutgers University Newark-NJSTEP has committed to reimburse Raritan Valley Community College up to \$50,000 for the purchase of the customized cases for the tablets.

Consent Agenda Resolution #186-2022 was then moved by Trustee Wise, seconded by Trustee Howes, and unanimously approved by voice vote.

Resolution #186-2022 Custom Protective Cases for the RISE Program

WHEREAS, the Returning and Incarcerated Student Education (RISE) program is scheduled to launch trial distance learning courses at three New Jersey prisons on Tuesday, February 22, 2022; and

WHEREAS, a major element of the trial curriculum is the introduction of standard tablet technology with the distribution of Samsung Galaxy Tab A7 tablets to all of the students taking these distance learning classes; and

WHEREAS, the purchase of two-hundred fifty (250) custom designed and manufactured protective tablet cases is needed to safeguard these devices; and

WHEREAS, the New Jersey Department of Corrections (NJDOC) has approved our design confirming that it satisfies the security specifications required; and

WHEREAS, the RISE program requested proposals from five (5) vendors to design and manufacture the protective cases, with one (1) proposal being received from the Kiosk Group, Inc. and the (4) other vendors stating that they were unable to meet the NJDOC standards; and

WHEREAS, N.J.S.A. 18A:64A-25.5(2) permits extraordinary unspecifiable services and products which cannot reasonably be described by written specifications, subject however, to procedures consistent with open public bidding whenever possible; and

WHEREAS, Rutgers University has agreed to reimburse the College for the full amount of this purchase; and

WHEREAS, a purchase order will be issued as follows:

<p><b>Kiosk Group, Inc.</b> <b>440-A Sagner Avenue</b> <b>Frederick, MD 21701</b> <b><u>Amount: \$47,262.97</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 the Kiosk Group, Inc.

Michael DePinto  
Director of Purchasing

IV. Old Business/New Business  
There was no old business/new business at the time.

V. Public Questions/Comments.  
Chair Bateman 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.”

There were no public comments at the time.

V. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 5:08 p.m.

Respectfully submitted,

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