

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
APRIL 26, 2022

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, April 26, 2022 via Zoom Webinar. Chair Caren Bateman called the Regular Board of Trustees meeting to order at 5:06 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
Zenon Christodoulou
Lauren Ciotola
W. Timothy Howes
Paul J. Hirsch
Roger Locandro
Howard Opdyke
Margaret Sullivan
Helena Swanicke
Juan Torres
James Von Schilling
Tracy DiFrancesco Zaikov

Absent: Roger Jinks
Nidhi Makhija

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. President's Report

President McDonough said that it is indeed with much sadness to report the passing of Mark Cozin. Mark joined the RVCC faculty in September, 1979. He retired as Professor, Social Sciences at the end of the spring semester 2019, enjoying the rank of Professor Emeritus.

The President noted that in his forty years of teaching and campus citizenship, Mark will be remembered for his collegial spirit, his all-embracing smile, and his quiet passion for his students. Mark's long tenure represents the very best of our College, a career dedicated to our mission of access and to the sheer magic of teaching and learning. Mark was a member of that generation of teacher-scholars that built our community colleges, transforming the lives of thousands and thousands of students. We are a better institution today because Mark Cozin was a member of our academic community.

President McDonough commented that our thoughts are with his wife of fifty years, Sybil, and his children Ben, Matthew, and Andrew. Collectively, we send them our condolences, our thoughts, and our prayers.

The President further commented that this is a very sad moment for Mark's family, for his friends and colleagues, for the students he helped, and for the College.

At that time, a moment of silence was held in Mark's memory.

The April 26, 2022 President's Report to the Board of Trustees was distributed via email to the Trustees. The full written report is provided below for the record.

Events

Thursday, April 28, 2022 Essay Contest Awards Ceremony

Friday, May 6, 2022 Occupational Therapy Assistants Program Pinning Ceremony

Thursday, May 11, 2022 Academic Awards Ceremony

Thursday, May 12, 2022 Nursing Program Pinning Ceremony

Saturday, May 14, 2022 Annual Spring Commencement

Monday, June 20, 2022 18th Annual RVCC Foundation Golf Classic

Attachments

Article – RVCC board member honored by NJ Council of County Colleges

April 28, 2022 Essay Contest Awards Ceremony Flyer

May 11, 2022 Academic Awards Ceremony Invitation

May 12, 2022 Nursing Program Pinning Ceremony Flyer

June 20, 2022 RVCC Foundation Golf Class Flyer and Sponsorship Form

Mental Health & Basic Needs Resources for Community College Students

Highlights from President's Messages

I want to acknowledge, applaud, and celebrate in the loudest possible ways RVCC's faculty and staff. RVCC faculty and staff participation in Giving Day increased by 72%. It is not how much we give; it is that we all contribute to the culture of philanthropy at RVCC. It's hard to ask others to give to this college if are own support is lacking. Thank you for this incredible effort and for helping us build this giving culture.

I want to highlight the many accomplishments of RVCC's PTK chapter. On the weekend of March 12, the RVCC chapter of Phi Theta Kappa was recognized at the Middle States Regional Convention, winning multiple awards, including:

- #1 Distinguished Chapter
- #1 College Project
- #3 Honors in Action
- #4 Chapter Officer - Yash Goyal
- #1 Chapter Officer team
- #1 Chapter Member - William Kohut
- Paragon Awards for New Advisors – Janelle Bitter
- Distinguished College Administrator - Sheila Meiman

Additionally, the RVCC chapter attended the international convention – *Catalyst* - in Denver this weekend. There, the RVCC chapter was awarded

- #5 Distinguished Chapter
- Distinguished College Project
- Distinguished Honors in Action
- Distinguished Officer team
- Distinguished Chapter Officer - Yash Goyal
- Distinguished Chapter Member - William Kohut
- Paragon Awards for New Advisors – Janelle Bitter

Congratulations to our students and to our advisors.

I want to highlight RVCC's internship program with the Hillsborough Township Municipal Officer. Under Lori Moog's leadership, students can experience government work in such areas as the social sciences, health, administration, and engineering. Now, RVCC's program will become a state-wide model. The New Jersey Municipal Management Association (NJMMA) and the New Jersey Council of County Colleges (NJCCC) will partner to offer this program across the state, specifically in public administration, public policy, communication and information, political science, and business.

The NJCCC, funded by the Garrett Lee Smith Suicide Prevention Grant, has launched the *Every Mind Project: Addressing the Mental Health of Community College Students*. RVCC's Gina Kuijlaars has played a critical role in this initiative, helping the NJCCC staff develop four critical project outcomes:

- the team has developed a Mental Health & Basic Needs Resources Folder (attached);
 - in partnership with the Mental Health Association in New Jersey, the team provided professional development workshops to over five hundred faculty, staff, and students;
 - the grant will fund specialized Adolescent Clinical Trainings (ACTS) Suicide Prevention workshops for licensed counselors and clinicians at all New Jersey community colleges;
 - the team has developed strong collaborative partnerships with the Mental Health Association and with key campus stakeholders throughout the state.

Congratulations to RVCC's Judy Quinones who won the national NFOS College Bowl Contest at *Vision Expo*. *Vision Expo* is a four-day event for ophthalmic professionals that host over 240 exhibitors and attracts over 5,000 visitors. It was held at the Javits Center in NYC and Judy won the College Bowl Contest on April 2nd. The College Bowl Contest is sponsored by eyewear manufacturer EssilorLuxottica and features questions about the anatomy and physiology of the eye, dispensing fabrication, contact lenses, and optics. The College Bowl trophy will be housed in RVCC's Optical Clinic for the next year. Congratulations to Judy and to Professor Brain Thomas.

And congratulations to John Trojan, Brian O'Rourke, and all our facilities colleagues, architects, and contractors on the announcement that RVCC's Workforce Building is LEED Certified.

And finally, once again the RVCC Foundation is sponsoring the Adjunct Faculty Excellence in Teaching Award. The Foundation will make three awards of \$1,000, acknowledging the

outstanding teaching by our adjunct faculty. You should send your nomination to the RVCC Foundation – foundations@raritanval.edu – by April 30, 2022 (PDF or word document).

On Friday, Congressman Tom Malinowski toured RVCC’s Workforce Training Center. My thanks to the faculty and staff who made that visit a success.

Additional Items of Note

Library

Janelle Bitter, Systems & Technical Services Librarian, one of the advisors for RVCC’s chapter of Phi Theta Kappa, the international honor society for two-year colleges, was awarded their Paragon Award for New Advisors this spring. Competing against over 1200 other chapters worldwide, Janelle and co-advisor Sara Banfield, Communications Professor, also led their team to the rank of #5 Most Distinguished Chapter for 2021.

Janelle Bitter, Systems & Technical Services Librarian, in collaboration with Ocean County College’s John Wallace, is organizing a New Jersey-wide virtual library event for institutions that use or are interested in using the platform WorldShare Management Services (WMS) to support library operations. The event will take place in late April and will feature presentations from OCLC (the vendor of WMS) and insights from libraries across the state. Other NJ academic libraries that use this platform include Seton Hall, Fairleigh Dickinson, Bergen Community College, Montclair State, Kean, County College of Morris, and Stevens Institute.

Megan Dempsey, Instructional Services Librarian & Suzanne Kosempel, Adjunct Librarian have been working to promote the library’s CommUNITY Reads Program centered on the book *Wildbranch: An Anthology of Nature, Environmental, and Place-Based Writing*. So far this semester we have hosted visitors from the Somerset County Parks Commission who have shared information about various critters and backyard birds, and we’ll be hosting The Raptor Trust on Tuesday April 26 who will share information about what they do as well as bring a kestrel to share with the campus community. The library is also sharing helpful information about campus environmental practices in collaboration with the campus Eco-Scavenger Hunt. More about RVCC Sustainability efforts can be found here:
<https://library.raritanval.edu/earthday>

Commencement

DeAnna Minus-Vincent, Corporate Vice President for the Social Impact and Community Investment practice at RWJBarnabas Health, will deliver the commencement address at Raritan Valley Community College’s annual spring commencement, Saturday, May 14, at 10 a.m. Minus-Vincent will receive an honorary degree during the ceremony.

Robert P. Wise, former Chair of the RVCC Board of Trustees, also will receive an honorary degree during the ceremony.

More than 1,100 students are expected to be awarded associate degrees or certificates.

Drawing from a broad range of lived and learned experiences, DeAnna Minus-Vincent has tackled the toughest issues plaguing our country today—equity, poverty, housing, health, and education, just to name a few. Minus-Vincent has created programs that move individuals along their pathway, but believes that the most sustainable change happens when we work across sectors to re-engineer fractured systems; in so doing we can exponentially impact the

lives of many...in so doing we can create change.

Minus-Vincent is noted for not just programmatic and policy prowess, but for scaling organizations—she has transformed entities and dramatically increased revenue, service regions, as well as product mix. Minus-Vincent considers the work she does with organizations a metaphor to the work that she hopes to do in life; she wants to leave an imprint and ensure every place she exits is better than when she entered.

DeAnna Minus-Vincent currently serves as the Corporate Vice President for the Social Impact and Community Investment practice at RWJBarnabas Health. In this role, Minus-Vincent works across the system, with internal and external stakeholders to co-design strategies that improve health outcomes, promote health equity and eliminate health disparities. Specifically, her portfolio includes the system's housing and community development initiatives; she seeks to fully integrate social factor into the clinical setting through the development and implementation of a system-wide universal social determinants of health (SDOH) screening process; identifies ways to use data and technology to track progress and enhance health outcomes; and she serves as the departmental liaison to the departments of communications and development.

Before coming to RWJBarnabas Health, Minus-Vincent served for more than seven years as the Chief Engagement Officer at Benefits Data Trust (BDT), a national social change organization, where she facilitated cross-sector partnerships, diversified the organization's revenue streams and oversaw the organization's strategic positioning. Additionally, she has served as the Assistant Commissioner for the New Jersey Department of Community Affairs; the Director, Office of Institutional Advancement, at the Stuart Country Day School in Princeton; and the Director of Planning and Development for the Central Jersey Family Health Consortium in North Brunswick.

Minus-Vincent received a Master of Public Administration from Rutgers University and a Bachelor of Arts in sociology from Morgan State University.

Born and raised in Trenton, Minus-Vincent is a native New Jerseyan and lives in Lumberton with her husband Daryl and daughter, Darynn.

Robert P. Wise served as Chair of Raritan Valley Community College's Board of Trustees from 2015-2021 and was a member of the Board from 2004 to early 2022. He also served as a Vice Chair (Hunterdon County) of the Board from 2011-2015.

A former resident of Clinton Township, he served as President and Chief Executive Officer of Hunterdon Medical Center from 1990 to 2018. He also served as President of Hunterdon Healthcare System, Hunterdon Healthcare Foundation, Hunterdon Regional Community Health, and Midjersey Health Corporation.

Prior to coming to the Medical Center, he held administrative positions at Rancocas Hospital (Executive Director), Albert Einstein Medical Center (Vice President), and Kennedy Memorial Hospital (Administrator).

A member of the State Employment and Training Commission, Wise is the recipient of the NJHA 2014 Distinguished Service Award and the American College of Healthcare Executives Senior Leader Regent's Award (2005). He is a former Director of the Center for Health Affairs and the Health Research and Education Trust.

He previously served on the Board of Trustees of the New Jersey Hospital Association and is a past Chairman of that organization. He was a Director on the Board of NJHA HealthPAC, and a member of the NJHA Chairman's Advisory Committee on Industry Direction and the NJHA Committee on Nominations. He also served on the Board of Directors of VHA Mid-Atlantic, and served as Chairman of VHA, East Coast.

Locally, Wise was Board Chairman of the Hunterdon County Chamber of Commerce. He served as a Board Director of the Rotary Club of Flemington and was a former Director of United Way of Hunterdon County. Wise received the Hunterdon County Business Leader of the Year Award in 2000 and the Distinguished Citizen Award from the Boy Scouts of America in 2001. He received the Elks Distinguished Citizenship Award in 2010. Wise is a founding director of the Hunterdon County Partnership for Health.

He received his undergraduate degree from Boston College and a Master's of Public Health from the University of Pittsburgh.

Wise has been married to his wife Victoria for 51 years and has three daughters and three grandchildren.

Annual Robeson Achievement Awards

Middle and high school students from Somerset and Hunterdon counties were honored for their achievements at the 31st Annual Paul Robeson Youth Achievement Awards, held April 7 at Raritan Valley Community College in Branchburg. The event was sponsored by the College's Paul Robeson Institute for Ethics, Leadership and Social Justice.

The evening featured a keynote address by Dr. Jennifer Pearce-Morris, RVCC Associate Professor of Sociology. Dr. Pearce-Morris teaches Introduction to Sociology, Contemporary Social Problems, Marriage & Family, and Technological Literacy across the Social Sciences at RVCC.

The National Council of Negro Women and RVCC initiated the Paul Robeson Youth Achievement Awards program to pay tribute to the outstanding attainments of students in the two counties. The awards are named in honor of Paul Robeson, a Princeton native who grew up in Somerville and graduated from Somerville High School and Rutgers University. The awards were given in four areas in which Robeson excelled: Scholarship, the Arts, Community Service and Athletics, as well as special "Renaissance Awards" given to students who excel in a number of disciplines.

The Evelyn Field Visionary Award also was presented. The award pays tribute to the founding member of the RVCC Board of Trustees who was a dynamic and compassionate advocate for promoting diversity and equality on campus. In 1990 Mrs. Field established the Paul Robeson Youth Achievement Program to preserve Paul Robeson's legacy as a role model for excellence.

More than 100 students were nominated for awards by their school counselors, teachers and administrators. A special committee of RVCC faculty and staff members selected the award recipients.

The Paul Robeson Institute for Ethics, Leadership and Social Justice was founded in 1999 to

preserve Paul Robeson’s legacy in the area where he came of age as an artist, athlete, orator, and scholar. The Institute envisions a global community of diverse cultures that embodies, through attitudes and behaviors, Paul Robeson’s ideals, beliefs, values and vision for a world of justice and peace.

2. Chair’s Report

Chair Caren Bateman reminded Trustees to complete their Annual Financial Disclosure statement before the April 30, 2022 deadline. The Chair encouraged Board members to attend upcoming student celebration events if their schedules permit and noted that she looks forward to also seeing several trustees at the upcoming Commencement ceremony scheduled for Saturday, May 14, 2022.

3. Approval of Meeting Minutes

The Regular Meeting minutes of March 29, 2022 were moved by Chairman Bateman, seconded by Trustee Sullivan, and approved unanimously by voice vote.

4. Committee Reports

A. Audit Committee

Chair Caren Bateman reported that the Committee met earlier in the day to review the Foundation Audit Report for the Years Ended June 30, 2021 and 2020 and that all was found to be in order. The full Board will receive a copy of the report for their review and consideration at the May 17, 2022 Regular Board of Trustees meeting. The Committee also reviewed the Foundation’s Quarterly Investors Report. In addition, it was reported that the process for Request for Proposals for Auditor services will begin and that once proposal have been reviewed a recommendation will be made to the full Board at the June Regular Board of Trustees meeting.

B. Finance Committee

Trustee Roger Locandro reported on the Treasurer’s Report (Resolution #226-2022) for the period 03/01/22 to 03/31/22. On motion by Trustee Locandro, seconded by Trustee Torres, the Treasurers’ Report was approved by voice vote.

Trustee Roger Locandro then presented Consent Agenda Resolutions #227-2022 through #233-2022. The Resolutions were moved by Trustee Locandro, seconded by Trustee Bateman, and unanimously approved by voice vote.

Resolution #227-2022 – Various Vouchers for Payment

BE IT RESOLVED, that the following March 2022 vouchers be approved for payment; and

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

Check #s	337080-338617	
ACH#s	4	
Total Checks		\$2,690,247.87
Total ACH		35,326.61
Total Vouchers		2,725,574.48
Construction and Architect Vouchers		252,264.91
Less Previously Approved		(428,108.75)

Total

\$2,549,730.64

Resolution #228-2022 Board of School Estimate Meeting – Date and Time

WHEREAS, N.J.S.A. 18A:64A-17 requires the Board of Trustees to fix a date, place and time for the holding of a public hearing by the Board of School Estimate of Raritan Valley Community College with respect to the 2022/2023 Operating Budget, the 2022/2023 Capital and Minor Capital Budgets, and the 2022/2023 Chapter 12 Budget;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College, in compliance with N.J.S.A. 18A:64A-17, does hereby fix a date, place, and time for a public hearing by the Board of School Estimate of Raritan Valley Community College as:

DATE: May 17, 2022
PLACE: Via Zoom
TIME: 9 a.m.

at which time and place the Board of School Estimate of Raritan Valley Community College will hold a public hearing with respect to the itemized statement of the amount of money estimate to be necessary for the operation of the College for 2022/2023; and

BE IT FURTHER RESOLVED, that the Vice President of Finance and Facilities is hereby directed to advertise in The Courier News and The Hunterdon Democrat the date, Zoom meeting link, and time of said meeting of the Board of School Estimate of Raritan Valley Community College along with the proposed 2022/2023 Operating Budget, the 2022/2023 Capital and Minor Capital Budgets, and the 2022/2023 Chapter 12 Budget; and

BE IT FURTHER RESOLVED, that said itemized statement of operating funds shall be on file and open to the public between the business hours of 9 a.m. and 4 p.m. at the Office of the Vice President of Finance and Facilities of Raritan Valley Community College, North Branch through the close of business on May 16, 2022.

Resolution #229-2022 Rebuild Chiller #1 at the RVCC Power Plant

WHEREAS, Board Resolution #39-2021 authorized annual preventive maintenance and repairs for various pieces of equipment in the Central Utility Plant including the chillers; and

WHEREAS, Powerhouse Chiller #1 is over fifteen (15) years old and has developed several leaks which has currently rendered it inoperable; and

WHEREAS, Raritan Valley Community College requires the supply of all labor and materials needed for the rebuilding of Chiller #1, and the repair of all leaks; and

WHEREAS, the two centrifugal chillers were purchased in 2006 when the College upgraded the Central Utility Plant and installed heavy duty equipment which was proprietary in nature; and

WHEREAS, the College needs Chiller #1 fully operational in the event that there is a failure with Chiller #2; and

WHEREAS, in accordance with N.J.S.A. 18A:64A-25.5(9), a county college, without advertising for bids, may purchase equipment repair services if in the nature of an extraordinary unspecifiable service and necessary parts furnished in connection with such services; and

WHEREAS, P.L. 2011, c.139 permits all governmental agencies including County Colleges to utilize contracts awarded by consortiums, national or regional cooperatives, or other states which were competitively bid; and

WHEREAS, Board Resolution #107-2013, dated August 20, 2013, authorized the use of such cooperative contracts; and

WHEREAS, the Trane Company has entered into a contract with the OMNIA Partners cooperative purchasing organization (Contract #15-JLP-023), of which RVCC is a member; and

WHEREAS, the funding for this work is available through the Chapter 12 capital funds allocated for Mechanical System and Infrastructure Upgrades; and

WHEREAS, a purchase order will be issued as follows:

<p>Trane, Inc. 19 Chapin Road Suite #200 Pine Brook, NJ 07058 <u>Amount: \$85,614.00</u></p>

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 Trane, Inc.

Michael DePinto,
Director of Purchasing

Resolution #230-2022 Elevator Maintenance Services 2022-2023

WHEREAS, Raritan Valley Community College requires Elevator Maintenance Services for the period of May 1, 2022 through April 30, 2023; and

WHEREAS, these services include inspection, maintenance and repair activities; 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, Champion Elevator has entered into a contract with the State of New Jersey for Elevator Maintenance, Repair, Testing and Inspection Services (Contract #22-GNSV2-01885); 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>Champion Elevator Corp. 6 State Route 173 Floor 2 Clinton, NJ 08809 <u>Amount:</u> \$23,580.00</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 #231-2022 Additional Furniture for Enrollment Center

WHEREAS, the purchase of additional furniture is needed for the conference rooms as part of the Enrollment Center renovation project; 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 or any other purchasing consortium of which the college is a member; and

WHEREAS, Dancker has entered into contracts with the Educational Services Commission of New Jersey (ESCNJ -- for chairs) and the National cooperative Purchasing Alliance (NCPA -- for tables); and

WHEREAS, the funding for this purchase is available through the Chapter 12 capital funds allocated for the Enrollment Center Renovations; and

WHEREAS, a purchase order will be issued as follows:

<p>Dancker LLC 291 Evans Way Somerville NJ 08876 <u>Amount:</u> not to exceed \$28,000.00</p>

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 Dancker.

John Trojan,
Vice President for Finance and Facilities

Resolution #232-2022 Center for Workforce Innovation Notice of Award

WHEREAS, the Board of Trustees of Raritan Valley Community College has supported workforce development programming to support enrollment; and

WHEREAS, the College continually develops programming to serve the region's workforce development needs; and

WHEREAS, the Centers of Workforce Innovation for Advanced Manufacturing and Cybersecurity will develop new curriculum and strengthen existing education and workforce training pathways aligned with the needs of employers to build an innovative workforce; and

WHEREAS, the New Jersey Community College Consortium for Workforce and Economic Development has agreed to support the planning stage for both Centers of Workforce Innovation; and

WHEREAS, RVCC agrees to produce a work plan and budget that specifically outlines the Workforce Innovation Centers' deliverables, recommended partners, and proposed funding to meet the expected program deliverables; and

WHEREAS, the New Jersey Community College Consortium for Workforce and Economic Development has provided \$10,000 for each Workforce Innovation Center (Advanced Manufacturing and Cybersecurity); and

WHEREAS, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the acceptance of funds in the amount of \$20,000 from the New Jersey Community College Consortium for Workforce and Economic Development.

Jacki Belin
Vice President of Student Affairs
and Outreach

Resolution #233-2022 Federal Verification Processing Services for Financial Aid

WHEREAS, the College has identified a need to partner with an organization to perform Federal Verification Processing services for the Financial Aid department; and

WHEREAS, one of the biggest challenges with the Federal Verification of Income process is obtaining all of the required documents from students and parents, and confirming that they are a correct, complete and signed; and

WHEREAS, the ability to program the verification process with a vendor will result in less errors and provide quality assurance that students are receiving the correct awards; and

WHEREAS, by outsourcing Financial Aid Verification services, RVCC will be investing to simplify a difficult and burdensome process for 1,400 students and their parents; and

WHEREAS, three (3) proposals were requested (two (2) proposals were received and one (1) vendor failed to respond) with ProEducation Solutions, LLC 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:

ProEducation Solutions, LLC
491 Partridge Circle
Sarasota, FL 34236
Amount Not to Exceed: \$32,000.00

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 in the amount shown ProEducation Solutions, LLC.

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 James Von Schilling presented Consent Agenda Resolution #234-2022. Resolution #234-2022 was moved by Trustee Von Schilling, seconded by Trustee Swanicke, and approved unanimously by voice vote.

Trustee Von Schilling reported that the Committee received updates on Middle States, public-private partnerships, and on Franklin opportunities.

Resolution #234-2022 Human Resources Action Report

The Board resolves that the following personnel actions be taken:

1. New Hire- Staff

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

Name	Title	Grade	Salary	Department	Start date
*Pricilla Villalobos	Finance Assistant-Student A/R	G	\$38,677	Finance & Budget	11/1/2021

*Budget code 100-4100-5310-60-10/replacing M. Pereira

2. New Hire- Administrator

The following individuals are recommended for the indicated job change specified:

Name	Title	Grade	Salary	Department	Start date
*Tremayne Reid	Director of Multimedia & Web Support Services	T-1	\$101,666	Technology Services	5/11/2022
**Kweli Snowden	Instructional Designer	5	\$78,000	Academic Affairs	5/16/2022

*Budget code 100-4500-5010-40/replacing M. Machnik

**Budget code 100-3370-5010-40/replacing L. Buinis

C. Governance, Policy, and President Evaluation Committee

Trustee Paul Hirsch reported that the Campus Safety Report for the period March 22, 2022 to April 18, 2022 was discussed by the Committee and was provided to the full Board of Trustees via SharePoint.

As required every two years by state statute, the College’s legal services Request for Proposal process began and will be consistent with past practice. The process will conclude in June and a recommendation will be made to the full Board at the June 28, 2022 Regular meeting. In addition, the College’s Request for Proposal for Auditor Services has also begun and will be consistent with past practice. Once proposals are reviewed, a recommendation by the Audit Committee will be made to the full Board at the June Regular Board meeting.

The results of the President’s annual evaluation was reviewed in an Executive Session and then with the President. The results will be shared with the full Board at the end of the Board meeting in Executive Session.

It was reported that the eventual return of in-person meetings for the fall semester will be considered as that time nears.

The Committee also received updates about potential public/private opportunity and Franklin Township opportunities.

V. Old/New Business

There was no old/new business at the time.

VI. 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.”

A community member addressed the Board concerning the deer population, the Christine Todd Whitman Science Center, and the College’s vaccine policy.

A faculty member spoke about her individual pedagogical teaching approach and her individual accomplishments.

VII Executive Session

Chair Bateman then announced that in accordance with the provision of the Open Public Meetings Act of the States of New Jersey, she would hereby entertain a motion to close the public meeting for the purpose of discussing the President's Annual Evaluation. No formal action would be taken during Executive Session and any action taken by the Board would be held public session. The Chair further announced that the Regular Meeting public session would reopen in approximately 45 minutes. On motion by Trustee Swanicke, seconded by Trustee Hirsch, the Board entered into Executive Session.

The Regular meeting reopened to public session at 6:15 p.m. On motion by Trustee Hirsch, seconded by Chair Bateman, the Report of the President Annual Evaluation was approved unanimously by voice vote.

VIII. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 6:17 p.m.

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