

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
MAY 17, 2022

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, May 17, 2022 via Zoom Webinar. Chair Caren Bateman called the Regular Board of Trustees 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
Zenon Christodoulou
Paul J. Hirsch
Roger Locandro
Nidhi Makhija
Margaret Sullivan
Helena Swanicke
Juan Torres
James Von Schilling
Tracy DiFrancesco Zaikov

Absent: Thomas Borkowski
Lauren Ciotola
W. Timothy Howes
Roger Jinks
Howard Opdyke

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 Michael McDonough reported that the Commissioners from Somerset and Hunterdon Counties approved three resolutions regarding RVCC's FY23 budget at the Board of School Estimate meeting held earlier in the day. First, they approved the operating allocation for FY23:

	Operating Allocation	Minor Capital	Total
Somerset County	10,265,325	596,088	\$10,821,463
Hunterdon County	3,579,625	193,912	\$3,773,537
			\$14,595,000

Second, they approved the County support for our Supporting Our Children's Future Bond Act application. If approved, the total award to RVCC will be \$5,333,000; the County

support will amount to \$1,333,000. And third, they approved our application for Chapter 12 funding. Our FY23 allocation will be \$3,933,000, with County bond support totaling \$1,966,500. All votes were unanimous, each resolution passing with a vote of 6-0. (For two years in a row, the vote has reflected unanimous support of the College and of its budgeting process.)

Members of the Board of School Estimate were as follows:

Hunterdon County Commissioner Director John Lanza
Hunterdon County Deputy Commissioner Director Shaun Van Doren
Somerset County Commissioner Melonie Marano
Somerset County Commission Douglas Singleterry
RVCC Board of Trustees Chair Caren Bateman
RVCC Board of Trustees Member Paul Hirsch

The President indicated that our improved process with the Commissioners reflects the Board's insistence on a transparent and collaborative process that balances the complexities of the institutional budget – tuition and fees, county and state support, and other revenue streams.

On behalf of the Board of Trustees and the College community, the President expressed his congratulations to Professor Maria DeFilippis on her well-deserved honor of Professor Emeritus. The Board's action to designate Profess DeFilippis as Professor Emeritus is a fitting recognition of her years of dedication to the students of Raritan Valley Community College. The President remarked that we celebrate Professor DeFilippis's leadership over the years as evidenced by her consistent success with the students and by her contributions to both the College and the community.

2. Approval of Meeting Minutes

The Special and Regular Meeting minutes of April 26, 2022 were moved by Trustee Sullivan, and seconded by Trustee Von Schilling, and approved unanimously by voice vote.

3. 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 a personnel issue and the President's Eighth Amendment to his contract. 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 5:45 p.m.

4. Committee Reports

A. Audit Committee

Chair Caren Bateman reported that the Committee met last month to review the Foundation Audit Report for the Years Ended June 30, 2021 and 2020 and that all was found to be in order.

Chair Bateman then presented the following resolution to the full Board of Trustees:

Resolution #235-2022 – Acceptance of Annual Audited Financial Report of the Raritan Valley community College Foundation

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 Year ending June 30, 2021 and 2020 of the Raritan Valley Community College Foundation; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby accept the Comprehensive Annual Financial Report of the Raritan Valley Community College Foundation and that they be made a part of the Minutes of this meeting.

The Resolution was moved by Chair Bateman, seconded by Trustee Hirsch, and approved unanimously by voice vote.

B. Finance Committee

Trustee Roger Locandro reported on the Treasurer’s Report (Resolution #236-2022) for the period 04/01/22 to 04/30/22. On motion by Trustee Locandro, seconded by Chair Bateman, the Treasurers’ Report was approved by voice vote.

Trustee Roger Locandro then presented Consent Agenda Resolutions #237-2022 through #248-2022 and Resolutions #251-2022 through #253-2022. Resolution #249-2022 (*Oracle Database License and Support Services 2022-2027*) and Resolution #250-2022 (*Annual Maintenance and Support Agreement for the Extreme Networks Equipment 2022-2023*) were withdrawn. The above state resolutions were moved by Trustee Locandro, seconded by Chair Bateman, and unanimously approved by voice vote.

Resolution #237-2022 – Various Vouchers for Payment

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

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

Check #s	338618-339133	
ACH#s	3	
Total Checks		\$1,572,077.77
Total ACH		32,127.35
Total Vouchers		1,604,205.12
Construction and Architect Vouchers		26,800.00
Less Previously Approved		(252,264.91)
Total		<u>\$1,378,740.21</u>

Resolution #238-2022 Food Services 2022-2025

WHEREAS, Raritan Valley Community College has issued a request for proposals (RFP) to enter into an agreement with a new Food Services vendor for the three (3) year period of August 15, 2022 through August 14, 2025; and

WHEREAS, a committee has been formed to evaluate each of the proposals we receive;
and

WHEREAS, as of May 11, 2022, four (4) RFP's have been distributed to vendors; and

WHEREAS, all proposals are due on Tuesday, May 31, 2022, which is after the May 2022 Board Meeting; and

WHEREAS, in order to ensure that the College has secured a new food services vendor for the start of the Fall 2022 semester, the RVCC administration would like to award this agreement prior to the next regularly scheduled Board of Trustees meeting on Tuesday, June 28, 2022; and

WHEREAS, N.J.S.A. 18A:64A-25.28(h) permits the providing of food supplies and services, including food supplies and management contracts for student centers, dining rooms and cafeterias, for a term not exceeding 30 years; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the College administration to make this award and report the pertinent information at the June 2022 Board Meeting.

Michael DePinto
Director of Purchasing

Resolution #239-2022 New Jersey Cooperative Purchasing Alliance Membership (Bergen County)

A RESOLUTION AUTHORIZING THE Raritan Valley Community College

TO ENTER INTO the New Jersey Cooperative Purchasing Alliance

COOPERATIVE PRICING AGREEMENT

RESOLUTION NUMBER 239-2022

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the County of Bergen, hereinafter referred to as the "Lead Agency" has offered voluntary participation in the New Jersey Cooperative Purchasing Alliance #CK04, a Cooperative Pricing System for the purchase of goods and services; and

WHEREAS, on May 17, 2022, the governing body of Raritan Valley Community College, Counties of Somerset and Hunterdon, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services; and

NOW, THEREFORE BE IT RESOLVED as follows:

TITLE

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Raritan Valley Community College.

AUTHORITY

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5) AND 18A:64A-25.10*, the Vice President of Finance and Facilities is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

Resolution #240-2022 Construction of Three (3) All Gender Bathrooms

WHEREAS, Raritan Valley Community College is in the process of developing specifications for the construction of three (3) new all gender single person bathrooms at the West, Hunterdon and Theatre/Library buildings; and

WHEREAS, these three new bathroom locations are being fabricated in existing spaces which are currently underutilized; and

WHEREAS, the project will include all of the general construction, plumbing, electrical and HVAC work needed to complete the construction of the new bathrooms; and

WHEREAS, in order to keep the project on schedule the College administration would like to award this bid prior to the next regularly scheduled meeting of the Board of Trustees on Tuesday, June 28, 2022; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the College administration to make this award and report the pertinent information at the June 2022 Board Meeting.

Michael DePinto
Director of Purchasing

Resolution #241-2022 Equipment Maintenance for the Central Utility Plant 2022-2023

WHEREAS, Raritan Valley Community College requires annual preventive maintenance and repairs for various equipment in the Central Utility Plant and the Science Building; and

WHEREAS, the majority of this equipment was purchased in 2006 when the College upgraded the Central Utility Plant and installed heavy duty equipment which was proprietary in nature; and

WHEREAS, the maintenance agreements and the equipment repairs from the manufacturers of the equipment ensure that the upgrade continues to operate smoothly; 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, purchase orders for the current fiscal year will be issued as follows:

Chillers	Trane Company	\$35,000.00
Cogeneration Engine	Northeast Energy Systems	\$35,000.00
Boilers	Miller & Chitty	\$30,000.00
Heat Recovery	Broad USA	\$30,000.00
Science HVAC	D&B Service Group	\$20,000.00
Emergency Generators	Penncat Corporation	\$15,000.00

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.

Michael DePinto
Director of Purchasing

Resolution #242-2022 Replacement of the Fire Alarm Notification System (FAST)

WHEREAS, Raritan Valley Community College requires the replacement of the existing fire alarm notification system from horns/strobes to Mass Notification and Fire EVAC speaker strobes throughout the Conference Center, Library/Theatre, Planetarium and West buildings; and

WHEREAS, the work will incorporate the integration of the new mass notification system at these locations with the rest of the campus buildings (Somerset, Hunterdon, College Center, Bateman Center, Physical Education and Science), which have previously been completed; and

WHEREAS, the existing campus fire alarm system, Silent Knight, is proprietary and can only be purchased through their authorized local distributor; and

WHEREAS, Fire and Security Technologies (FAST) is the authorized Silent Knight distributor for the Central New Jersey region; and

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

WHEREAS, the funding for this work is available through the Chapter 12 capital funds allocated for Campus Safety Initiatives; and

WHEREAS, a purchase order will be issued as follows:

<p>Fire and Security Technologies (FAST) 217 Halls Mill Road Lebanon, NJ 08833 <u>Amount: \$159,020.50</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 issue a purchase order as described above to Fire and Security Technologies.

John Trojan, Vice President
Finance and Facilities

Resolution #243-2022 Fire Alarm Testing and Inspection Services 2022-2023 – Pay to Play

WHEREAS, Raritan Valley Community College requires Fire Alarm Testing and Inspection Services for the period of July 1, 2022 through June 30, 2023; 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, 2022 through June 30, 2023, 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>Fire and Security Technologies (FAST) 217 Halls Mill Road Lebanon, NJ 08833 <u>Amount: \$21,290.00</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; and

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

Michael DePinto
Director of Purchasing

Resolution #244-2022 Furniture for Enrollment Center – Pay to Play (REVISED)

WHEREAS, the Board of Trustees of Raritan Valley Community College approved the purchase of furniture for the new Enrollment Center conference rooms for an amount not to exceed \$28,000.00 from Dancker, LLC, via Resolution #231-2022; and

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

WHEREAS, due to the total dollar amount of this purchase being over \$17,500.00, the New Jersey Pay to Play language shown below and the attached Determination of Value Certification must be included with this resolution; 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, 2022 through June 30, 2023, 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>Dancker, LLC 291 Evans Way Somerville NJ 08876 <u>Total Amount: Not to Exceed \$28,000.00</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 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 #245-2022 Furniture for the New Foundation Office at 74 Lamington Road – Pay to Play

WHEREAS, the purchase and installation of nine (9) tables and thirty-six (36) chairs is needed for the new Foundation office located at the 74 Lamington Road location; and

WHEREAS, Somerset County has agreed to reimburse the College for the full amount of this purchase as part of a special bond ordinance to ready the properties at 74 and 102 Lamington Road for College use; 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, 2022 through June 30, 2023, 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>Dancker, LLC 291 Evans Way Somerville NJ 08876 <u>Total Amount: \$20,938.31</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 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 #246-2022 Electronic Signature Software 2022

WHEREAS, Raritan Valley Community College has identified the need to provide a safe and secure electronic method of authorizing documents and transactions; and

WHEREAS, RVCC originally purchased the DocuSign eSignature Enterprise Pro Edition software in October 2019 for use in the Financial Aid department; and

WHEREAS, due to the effectiveness of this software, campus usage increased exponentially as virtual transactions in unanticipated departments caused the College to rapidly exhaust its original allowance of virtual envelopes and support services; and

WHEREAS, the DocuSign eSignature Enterprise Pro Edition software allows documents to be electronically signed anywhere and on any device, providing a safe and secure method of authorizing documents and transactions; and

WHEREAS, in order to prevent the suspension of services with DocuSign, the College was required to sign a six-month agreement on Thursday, May 5, 2022; 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, a purchase order will be issued as follows:

<p>DocuSign, Inc.</p>

**221 Main Street
Suite 1550
San Francisco, CA 94105
Amount: \$45,000.00**

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a six-month agreement with DocuSign, Inc. for the period of May 7, 2022 through November 6, 2022, and issue a purchase order as described hereinabove.

Michael DePinto
Director of Purchasing

Resolution #247-2022 Annual Maintenance and Support of the Ellucian Banner

WHEREAS, RVCC currently utilizes the 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 July 1, 2022 through June 30, 2023 will be \$47,583.00; 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, a purchase order will be issued as follows:

**Ellucian Company L.P.
4 County View Road
Malvern, PA. 19355-1408
Amount: \$47,583.00**

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 and approve payments as described hereinabove to Ellucian Company for the period of July 1, 2022 through June 30, 2023.

Michael DePinto
Director of Purchasing

Resolution #248-2022 Technology Staff Augmentation Services 2022-2023 (Pinakin)

WHEREAS, Raritan Valley Community College relies on efficient and reliable information technology services from managed services providers; and

WHEREAS, the College's current managed services contract with Pinakin IT Solutions is set to expire on June 30, 2022; and

WHEREAS, RVCC has a continued need to augment the current staff which can be accomplished most effectively with remote help; and

WHEREAS, the agreement with Pinakin IT Solutions includes the following services:

- Banner/Oracle Database Administrator
- Microsoft Systems Administrator
- Linux Systems Administrator/Engineer
- Network Management Services

WHEREAS, in accordance with N.J.S.A. 18A:64A-25.5(1), a county college without advertising for bids may purchase professional services; and

WHEREAS, a purchase order will be issued as follows:

<p>Pinakin IT Solutions, LLC 1201 North Orange Street Suite #7407 Wilmington, DE 19801 <u>Amount: \$289,717.00</u></p>

NOW, 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 to Pinakin IT Solutions, LLC in the amount shown above for the 12-month period of July 1, 2022 through June 30, 2023.

Michael DePinto,
Director of Purchasing

Resolution #251-2022 Application for Perkins and Technology Education Grant Funds

WHEREAS, Raritan Valley Community College is committed to providing quality occupational programs and ensuring access to these programs for all students; and

WHEREAS, the Strengthening Career and Technical Education for the 21st Century Act (Perkins V) reauthorizes Carl D. Perkins Career and Technical Education using data and accountability to develop the academic and career readiness of postsecondary students enrolled in Perkins eligible CTE programs by focusing on the Comprehensive Local Needs Assessment (CLNA) for CTE program improvement, integrating academic and career and technical instruction, linking secondary and middle school with postsecondary education and labor market data, collecting and disseminating research and information on best practices, providing technical assistance and professional development, supporting partnerships among diverse stakeholders, and providing individuals with the knowledge and skills to keep the U.S. competitive; and

WHEREAS, the Board of Trustees has determined that funding for these project activities will enhance the quality of the College's educational offerings; and

WHEREAS, a formal acceptance of the Perkins Grant application by Board Resolution is required;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College approves the application for Perkins Career and Technology Education grant funds of \$485,731 including a rural reserve allocation for colleges in rural areas or additional funding to be determined by the NJDOE in collaboration with the NJCCC and further authorizes Dr. Michael McDonough President of the College, to approve the Perkins Grant contract, general assurances, and certifications and any amendments thereto.

Resolution #252-2022 Purchase of Library Books and Materials 2022-2023 – Pay to Play

WHEREAS, the purchase of books and other materials are needed for the regular operation of the Evelyn S. Field Library; and

WHEREAS, N.J.S.A. 18A:64A-25.5a(6) provides for the purchase of any library materials including without limitation to books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microfilms, pictorial or graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, filmstrips, video and magnetic tapes, other printed or published matter, and audiovisual and other materials of a similar nature, necessary binding and rebinding of library materials and specialized library services, without advertising for bids; and

WHEREAS, the RVCC Library has spent \$15,746.05 to date with YBP Library Services 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, 2022 through June 30, 2023, 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>YBP Library Services P.O. Box 277991 Atlanta, GA 30384 <u>Amount: Not to Exceed \$36,000.00</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 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 #253-2022 Science and Engineering Purchases 2022-2023 – Pay to Play

WHEREAS, the Science and Engineering Department requires the purchase of equipment, accessories, maintenance and supplies for the 2022-2023 academic year; and

WHEREAS, RVCC spent \$9,841.54 to date with Fisher Scientific 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, 2022 through June 30, 2023, 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>Fisher Scientific Company, LLC 300 Industry Drive Pittsburgh, PA 15275 <u>Amount: Not to Exceed \$35,000.00</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 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

C. Educational Programs and Services Committee

Trustee James Von Schilling presented Consent Agenda Resolutions #254-2022 through #261-2022. The above stated resolutions were moved by Trustee Von Schilling, seconded by Trustee Sullivan, and approved unanimously by voice vote.

Resolution #254-2022 Human Resources Action Report

The Board resolves that the following personnel actions be taken:

1. New Adjunct Faculty

The following individual is recommended as a new adjunct faculty for the Summer 2022 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$1,001 to \$1067.

Last Name	First Name	Rank	Discipline	Per contact hour rate	Hire Date
Ferner	Michael	Assistant Professor	Science & Engineering	\$1,023	5/23/2022

2. New Hire- Staff

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

Name	Title	Grade	Salary	Department	Start date
*Joshua Pennino	Academic Advisor	5	\$57,530	Advising & Counseling Services	5/16/2022

*Budget code 100-3520-5010-50/replacing B. Luby

3. Status Change- Staff

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

Name	Title	Salary	Department	Start date
*Allison Gill	Administrative Assistant-Workforce Development	\$52,550	Workforce	7/1/2022
**Marie Wicklund	Administrative Assistant-Student Life (12 Month)	\$58,701	Student Life	7/1/2022

*Department/Title Change Only

**Employee changing from 10 months to 12 months

4. Resignation

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

Name	Title	Department	Effective Date
Dr. Pascal Meier	Assistant Professor- Chemistry	Science & Engineering	6/30/2022
Dr. Deborah Preston	Provost/VP Of Academic Affairs	Office of Academic Affairs	6/24/2022

5. Leave of Absence

The following reflects an employee who will be on a leave of absence Fall 2022.

Name	Title	Department	Effective Date
Nader Copty	Associate Professor-Physics	Science & Engineering	9/1/2022

Resolution #255-2022 Appointment, Faculty Temporary One Year 2022-2023

BE IT RESOLVED, that at the recommendation of the President, the following full-time tenure-track faculty appointment be approved for AY 2022-2023.

Name	Title	Department	Start Date	Salary
*Anthony D'Angelo	Instructor-Mechanical Engineering Technology	Science & Engineering	9/1/22	\$63,417

*Budget code 100-3180-5140-10/ replacing P. Stupak

Resolution #256-2022 Second Year and Beyond Faculty Salaries
Reappointments, Second Year & Beyond

BE IT RESOLVED, that the recommendation of the President, the following teaching faculty, librarians, Counselors and Teaching Assistants be notified of their reappointments by the Board of Trustees for the 2022-2023 academic or fiscal year.

Reappointments were approved January 2022 with no change in salary.
Recent agreement provides a 3% increase reflected below.

First Name	Last Name	Rank	Salary
Anderson	Anne Marie	Professor-Accounting	\$91,534
Arvay	Susan	Associate Professor-English	\$82,020
Austin	Lori	Associate Professor-Math	\$87,473
Awwad	Mutasem	Assist Professor, Networking	\$72,883
Balut	Maryann	Professor, Nursing	\$92,391
Banfield	Sara	Professor-Comm/Speech	\$91,534
Baricevic	Marianne	Professor A&P/Micro	\$97,364
Bazar	Carrie	Career Counselor IV	\$109,159
Bell	Cheryl	Associate Professor - ESL	\$86,146
Bendjilali	Boualem	Professor - Mathematics	\$99,743
Bendjilali	Khadidja	Assistant Prof, Mathematics	\$67,656
Bitter	Janelle	Instructor Librarian-Systems/Tech	\$67,060
Black	William	Professor - Accounting	\$101,045
Bondhus	Michael	Associate Professor - English	\$82,767
Braun	Lauren	Associate Professor-History	\$81,678
Brazier	Michelle	Associate Professor-English	\$90,312
Brower	Stephen	Assistant Professor - CIS	\$79,783
Burns	Keith	Assist Prof, Fitness &Wellness	\$72,861
Campoli	Alison	Associate Professor, Nursing	\$82,660
Carr	Edward	Professor- Microbiology	\$100,127
Caruso	Steven	Assist Prof, Computer Science	\$69,356
Case	Rebecca	Assist Professor- Spanish	\$71,447
Chase	David	Professor- English	\$92,174
Choi	Youngjun	Associate Professor - Math	\$85,909
Copty	Nader	Associate Professor, Physics	\$88,990
Crosbie	William	Associate Professor-Comp Sci	\$87,641
Czerw	Margaret	Professor, Chemistry	\$96,670
Darkenwald-	Jessica	Assistant Prof- English	\$71,371

First Name	Last Name	Rank	Salary
DeCola			
Dempsey	Megan	Professor-Librarian	\$93,532
DePinto	Dominick	Instructor, CEM Tech	\$67,941
Donnelly	Brian	Assist Prof Criminal Justice	\$73,604
Fagan	W Michael	Associate Professor - Finance	\$86,034
Felix	Justin	Associate Professor - English	\$85,171
Flor	Paul	Assoc Prof, Bus Admin-HVAC	\$97,284
Fois	Loretta	Professor-Dance	\$91,608
Forte	Frank	Assistant Prof- Math	\$73,536
Gaffney	Karen	Professor - English	\$94,774
Giffin	Jennyfer	Instructor-Nursing Med/Surg	\$66,290
Gutierrez	Isabel	Associate Prof, Psychology	\$81,885
Gutshall-Seidman	Karen	Professor- Human Services	\$94,774
Harford	John	Instructor Graphic Design	\$70,150
Heithoff	Heather	Assistant Professor, Nursing	\$71,766
Heller	Sara	Instructor, Automotive Tech	\$66,664
Hemlow	Lance	Assistant Prof - Mathematics	\$84,193
Heppard	Brandyn	Assoc Professor, Philosophy	\$78,545
Hinkle	Robert	Professor-ESL	\$92,916
Hulsen	Patricia	Professor- Mathematics	\$99,796
Iannacone	Eric	Associate Professor-Biology A/P	\$84,012
Jones	James	Assis Prof, Criminal Justice	\$72,883
Katsha	Ahmed	Assistant Professor-A/P Bio	\$71,505
Keegan	Tracey	Instructor-Nursing Med/Surg	\$66,290
Keiserman	Anna	Assistant Professor- Music	\$69,275
Kelly	Jay	Professor- Biology	\$94,801
Kim	Ji Yong	Instructor, Visual Arts	\$64,499
Kinebrew-Bosa	Carolyn	Assistant Prof Communications	\$70,127
Kletz	Pattiann	Professor- Business	\$91,667
Klinger	William	Professor, Bus Admin & Management	\$97,935
Kovarik	Tomas	Associate Prof - Math	\$93,712
Kowski	Lynne	Professor, Mathematics	\$99,794
Lenahan	Melanie	Professor - Biotechnology	\$94,774
Lindemann	Ellen	Professor Business Admin	\$96,670
Lindskoog	Carl	Associate Professor-History	\$78,344
Maitland	Kimberly	Assoc Prof- Early Childhood	\$86,146
Manno	Andrew	Professor - English	\$102,726

First Name	Last Name	Rank	Salary
Martin	Philip	Assist Prof, Communication	\$71,512
McManus	Darren	Assoc Prof, Graphic Design	\$79,838
Molle	Maria	Assistant Professor-Nursing	\$72,883
Moore	Elaine	Associate Professor - Marketing	\$89,275
Morris	Melanie	Professor Business Law	\$100,351
Nadkarni	Vandana	Professor- Art History	\$93,251
Nikitovic	Nemanja	Assist Professor, Mathematics	\$74,636
O'Neill	Elizabeth	Assist Prof, Pediatric Nursing	\$74,518
Offenhauer	Alexa	Assistant Prof, English	\$71,906
Patel	Aditi	Assoc Professor - Mathematics	\$85,200
Patterson	Carol	Professor - Nurse Education	\$110,105
Pearce-Morris	Jennifer	Associate Professor, Sociology	\$80,325
Pieris-Gunatilaka	Ashlee	Assistant Professor - CIS	\$81,719
Pipitone	Christine	Professor-English	\$94,774
Pompo	Antonella	Professor- Engineering	\$99,907
Reilly	Kathy	Instructor, Health Infor Techn	\$65,856
Reynolds	Sandra	Professor - French/Spanish	\$98,555
Ricketts	Glenn	Professor-Political Sci	\$122,159
Rimple	Tonya	Associate Professor- Bus Admin	\$89,731
Romaine	Linda	Professor- Fitness & Wellness	\$87,922
Roop	Joan	Assistant Professor, Nursing	\$73,604
Russo	Dennis	Professor - Theatre	\$91,607
Schwarz	Steven	Professor - CS	\$92,056
Seater	Barbara	Assoc Professor- Sociology	\$142,073
Shah	Madhavi	Associate Professor-Biology	\$77,197
Shapiro	Alisa	Assistant Professor-Accounting	\$72,642
Sichel	John	Associate Professor - Music	\$88,851
Smith	Virginia	Associate Prof-Interior Design	\$83,672
Soliman	George	Assist Professor, Mathematics	\$69,911
Sosa	Nicholas	Instructor- Psychology	\$66,664
Stander	Emilie	Assoc Prof, Environmental Sci	\$82,537
Suk	Kathryn	Assoc Prof, Elementary/Second Edu	\$83,405
Thomas	Brian	Professor - Ophthalmics	\$125,124
Treut	Richard	Professor Speech/Comm	\$92,849
Tsubota	Ann	Professor - Fine Arts	\$128,053
Tucker	Lisa	Professor- English	\$95,943
Tyson	Ronald	Associate Professor - English	\$85,926

First Name	Last Name	Rank	Salary
Vaccaro	Andrea	Associate Professor- ESL	\$79,994
Valenti	Alyssa	Associate Professor-Librarian	\$80,932
Walter	Evan	Instructor-Dig Media\ Film	\$63,317
Warren	Jeffrey	Counselor III	\$96,593
Weber	Derek	Professor-A&P/Micro	\$94,688
Yang	Linda	Assist Professor Computer Sci	\$71,816
Youngblood	Ardath	Instructor, Nursing	\$67,941
Yunker	Beau	Assist Professor OTA Assist/Cord	\$71,618
Zieba	Izabela	Assist Professor English	\$73,604

Resolution #257-2022 First Year Faculty, Librarians, Counselors, and Teaching Assistants Salaries

BE IT RESOLVED, that at the recommendation of the President, the following first year teaching faculty, librarians and counselors be notified of their reappointments by the Board of Trustees for the 2022-2023 academic or fiscal year.

Reappointments were approved January 2022 with no change in salary.

Recent agreement provides a 3% increase reflected below.

Last Name	First Name	Rank	Salary
Carden	Robert	Instructor- Organic Chemistry	\$64,250
Chynoweth	Christine	Instructor- ASL	\$63,004
Claxton	Rebecca	Instructor- Mathematics	\$61,104
Dar	Siddra Majeed	Assistant Professor- Med Lab Tech	\$70,120
Goins	Ishimine	Assistant Professor-English	\$68,513
Partapurwala	Mohammed	Assistant Professor- Economics	\$70,763
Rodriguez	Janette	Assistant Professor- Medical Asst Program	\$70,764
Singleton	Courtney	Assistant Professor - Anthropology	\$66,859

Resolution #258-2022 Promotions

WHEREAS, the Board of Trustees by Resolution #181-2022 dated January 18, 2022 did reappoint the following faculty members for the 2022-2023 academic year; and

WHEREAS, the President of the College has received recommendations for promotion from the Professional Standards Committee; and

WHEREAS, the President has reviewed these recommendations;

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the President, the following faculty members be promoted to the academic rank as indicated, effective July 1, 2022:

Faculty	Department	Current Rank	To
Susan Arvay	English	Associate Professor	Professor
Lori Austin	Mathematics & Computer Science	Associate Professor	Professor
Michael McKeown Bondhus	English	Associate Professor	Professor
Lauren Braun-Strumfels	Humanities, Social Science, Social Work & Education	Associate Professor	Professor
John Sichel	Arts & Design	Associate Professor	Professor
Kathryn Suk	Humanities, Social Science, Social Work & Education	Associate Professor	Professor
Brian Donnelly	Business & Public Service	Assistant Professor	Associate Professor
Alisa Shapiro	Business & Public Service	Assistant Professor	Associate Professor
Janelle Bitter	Library	Instructor	Assistant Professor
Dominick DePinto	Business & Public Service	Instructor	Assistant Professor
Ardath Youngblood	Health Science	Instructor	Assistant Professor

Resolution #259-2022 Professor Emeritus – Maria DeFilippis

WHEREAS, the Board of Trustees of Raritan Valley Community College established the honorary title of “Professor/Counselor Emeritus” (Resolution #96-86) to recognize distinguished service to the College on the part of faculty members at retirement, and

WHEREAS, the Board of Trustees, upon the recommendation of the President, approved revised Faculty Emeritus benefits (Resolution #218-2022, dated March 29, 2022); and

WHEREAS, as part of the procedure for awarding Emeritus rank at Raritan Valley Community College, a Professor/Counselor Emeritus Selection Committee was formed to review eligibility requirements and to determine if meritorious performance has been met in teaching, contributions to the College, and to the professional and geographic community; and

WHEREAS, the Chairperson of the Professor/Counselor Emeritus Selection Committee has notified the President in writing on the Committee’s affirmation; and

WHEREAS, Maria DeFilippis, who will retire June 30, 2022, has been recognized as an active contributor to the welfare of the students and to the College community;

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the President, the Board of Trustees acknowledges the distinguished service of Maria DeFilippis to Raritan Valley Community College by extending the honorary title of Professor Emeritus, effective July 1, 2022 with all of the rights and privileges associated with this honor.

Resolution #260-2022 Deletion of the Psychosocial Rehabilitation and Treatment, Associate of Science Degree, Joint Degree Program with Rutgers, The State University of New Jersey

WHEREAS, the Board of Trustees of Raritan Valley Community College has adopted the policies and procedures that govern new degree and certificate program approval, granting of degrees and certificates, and discontinuance of programs; and

WHEREAS, said policy permits the discontinuance of degree programs when it is determined they are no longer viable; and

WHEREAS, the Psychosocial Rehabilitation and Treatment, Associate of Science Degree, Joint Degree Program with Rutgers, The State University of New Jersey has been identified as a program that is not attracting sufficient applications, maintaining adequate student retention; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College at the recommendation of the President, shall discontinue the Psychosocial Rehabilitation and Treatment, Associate of Science Degree, Joint Degree Program with Rutgers, The State University of New Jersey effective with the entering class in the fall 2022 term.

BE IT FURTHER RESOLVED, the President is authorized to carry out the planned phase out of the program in order to minimize the impact on currently enrolled students.

Resolution #261-2022 Faculty Temporary One Year 2022-2023

BE IT RESOLVED that at the recommendation of the President, the following full-time non-tenured faculty appointments be approved: Reappointments were approved January 2022 with no change in salary. Recent agreement provides a 3% increase reflected below.

Last Name	First Name	Rank	Salary
Pirrotta	Michael	Temporary Instructor- Psychology	\$63,157
Pomparelli	Tara	Temporary Instructor- Paralegal/Coordinator	\$62,766
Tugushev	Nikolay	Temporary Instructor- Philosophy	\$65,320

Trustee Von Schilling reported that the Committee received updates on the on-going Middle States process, enrollment, on the Board of School Estimate meeting held earlier in the day, and on potential Franklin Township collaborations.

C. Governance, Policy, and President Evaluation Committee

Trustee Paul Hirsch reported that the Campus Safety Report for the period April 19, 2022 to May 11, 2022 was discussed by the Committee and was provided to the full Board of Trustees via SharePoint.

The Board met in Executive Session to discuss the President's eighth amendment to his contract, which followed last's month excellent annual evaluation that was uniformly enthusiastic and positive and met and exceeded the Board's high expectations.

Following discussion, the Committee unanimously recommended to the full Board of Trustees that the following revisions and/or amendments be made to the Employment Agreement with President Michael J. McDonough, Ph.D. dated April 22, 2014 (Resolution #262-2022):

1. TERM OF EMPLOYMENT

(a) The term of the PRESIDENT's employment under this Agreement shall be extended and continue unless sooner terminated, from June 1, 2022 through and including May 31, 2028.

2. COMPENSATION

(a) The PRESIDENT's salary for the period June 1, 2022 to May 31, 2023 shall be \$285,000.

(b) The PRESIDENT's housing allowance shall be increased commencing June 1, 2022 by \$100 per month.

(c) The PRESIDENT's annual employer contribution to the President's 403(b) account shall be increased commencing June 1, 2022 by \$5,000.

(d) The PRESIDENT shall receive a one-time performance award of \$15,000 on June 1, 2022.

Resolution #262-2022 was moved by Trustee Hirsch, seconded by Chair Bateman, and approved unanimously by voice vote.

The President's Expense Report for the period January 1, 2022 through March 31, 2022, reflecting minimal expenses, was reviewed and approved by the Committee.

In conformity with the State of New Jersey statute N.J.S.A. 19:44A-20.4 et seq) with respect to professional services conducted in a fair and open process, Requests for Legal Services for Fiscal Years 2022-2024 was posted in the College's Website on April 11, 2022 (under Current Bidding Opportunities.) The expected response date was May 9, 2022. The Committee discussed our process for selection of Legal Counsel, which has followed, and will continue to follow, the same general procedure and time-lines as in the past.

The process for the Auditor Request for Proposals to provide auditing services for the fiscal years ending June 30, 2022 and 2023 has begun. This invitation is made in conformity with the State of New Jersey's Pay-to-Play statute (N.J.S.A. 19:44A-20.4 et seq.) with respect to professional services conducted in a fair and open process. All proposals are due by Wednesday, May 25, 2022. The Audit Committee will review proposals and the Governance Committee will be updated on the process.

The Committee was also provided updates on a personnel issue, the on-going Middle States process, the Provost/Vice President for Academic Affairs position search, on a

proposed training program for clean room technicians and other potential partnerships to expand on the program in a larger capacity, on the possible future vision for the Tulipwood property in Franklin Township to better serve students and residents of the township, on the Board of School Estimate meeting held earlier in the day, and on an Educational Trustee workshop scheduled early in the fall.

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.”

Maria DeFilippis expressed her appreciation to President McDonough and to the Board of Trustees for granting her the distinguished title of Professor Emeritus.

Sara Banfield, co-advisor of RVCC’s PTK, highlighted the many accomplishments of the chapter. The RVCC chapter of Phi Theta Kappa was recognized at the Middle States Regional Convention and the International Convention, winning multiple awards.

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