

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
JUNE 28, 2022

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, June 28, 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
Thomas Borkowski
Zenon Christodoulou
Tracy DiFrancesco
Paul J. Hirsch
W. Timothy Howes
Roger Locandro
Nidhi Makhija
Margaret Sullivan
Helena Swanicke
Juan Torres
James Von Schilling

Absent: Lauren Ciotola
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 acknowledged the hard work of the search committee for the Provost position. The individuals who served on the committee were: Audrey Loera (chair), Jason Fredericks, Professor Karen Gaffney, Conrad Mercurius, Professor Alexa Offenhauer, Windy Paz-Amor, Professor Jennifer Pearce-Morris, Professor Janette Rodriguez, Susanne Skillman, Professor Derek Weber, and John Wheeler.

The President reported that the RVCC Foundation hosted its 18th Annual RVCC Golf Outing at Copper Hill Country Club on Monday, June 20, 2022. One hundred and twenty-four golfers participated and the event raised just under \$128,000. President McDonough applauded the Foundation staff for their tireless efforts to make this significant event such a success. The President noted that the Foundation Office has now moved offices to 74 Lamington Road.

2. Approval of Meeting Minutes

The Regular Meeting minutes of May 17, 2022 were moved by Chair Bateman, and seconded by Trustee Christodoulou, and approved by voice vote. Trustee Torres respectfully abstained.

3. Committee Reports

A. Audit Committee

Chair Caren Bateman reported that the Committee met to interview two firms that submitted qualified responses to the Auditor Requests for Proposals.

Following an extensive review of the proposals and interviews, the Committee unanimously recommends the following resolution to the full Board of Trustees:

Resolution #263-2022 – Appointment, College Auditor

WHEREAS, there exists a need for the retention of an auditor for Raritan Valley Community College’s Annual Audit Reports for the Fiscal Years ended June 30, 2022 and June 30, 2023; and

WHEREAS, in the aggregate, the sum of these services over an annual period will exceed \$17,500, the Pay-to-Play threshold; and

WHEREAS, to conduct a fair and open process, the College issued a Request for Qualifications (RFQ) to evaluate various firms; and

WHEREAS, the notice of the audit services opportunity was posted on the College’s website and two RFQ’s were distributed; and

WHEREAS, two (2) proposals were received and reviewed in-depth by the Audit Committee; and

WHEREAS, the County College Contracts Law permits the Board of Trustees to award a contract for professional services without advertising for bids, pursuant to N.J.S.A. 18A-25.5a(1);

NOW, THEREFORE, BE IT RESOLVED, that a recommendation of the Audit Committee that:

Caren Bateman, chair of the Audit Committee of the Board of Trustees of Raritan Valley Community College, is hereby authorized to retain the services of PKF O’Connor Davies, LLP, Woodcliff Lake, New Jersey, at a base contract amount not to exceed \$67,500 for FY 2022 and \$70,000 for FY 2023.

John Trojan
Vice President for Finance and Facilities

The Resolution was moved by Chair Bateman, seconded by Trustee Von Schilling, and approved unanimously by voice vote. Trustee DiFrancesco abstained and Trustee Howes voted no.

B. Finance Committee

Trustee Roger Locandro reported on the Treasurer’s Report (Resolution #264-2022) for the period 05/01/22 to 05/31/22. 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 #265-2022 through #284-2022 and Resolutions #286-2022 through #290-2022. Resolution #285-2022 (*Technology Help Desk Services*) was withdrawn. The above stated resolutions were moved by Trustee Locandro, seconded by Trustee Hirsch, and unanimously approved by voice vote.

Resolution #265-2022 – Various Vouchers for Payment

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

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

Check #s	339134-339608	
ACH#s	2	
Total Checks		\$1,240,287.55
Total ACH		8,206.43
Total Vouchers		1,248,493.98
Construction and Architect Vouchers		993,109.36
Less Previously Approved		(26,800.00)
Total		<u>\$2,214,803.34</u>

Resolution #265A-2022 Contractor Payments for July and August 2022

WHEREAS, Raritan Valley Community College regularly engages the services of General Contractors, Architects, Engineers and other consultants in connection with the College’s capital projects; and

WHEREAS, RVCC’s standard procedure is to obtain authorization to pay these invoices from the Board of Trustees at each monthly meeting; and

WHEREAS, there is no Board of Trustees meeting scheduled for the month of July 2022 but there may be invoices due for the months of July and August prior to the August Board meeting; and

WHEREAS, since the Prompt Payment Act (P.L. 2006, c.96, codified as N.J.S.A. 2A:30A-1 et seq.) was signed into law on September 1, 2006, owners are required to pay interest if payment is not made within thirty (30) calendar days after the billing date for work that has been approved and certified by the owner or the owner’s authorized approving agent; and

WHEREAS, to comply with this legislation and ensure timely payment to our contractors and consultants:

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the College Administration to pay any general contractor, architect, engineer or other consultant invoices for July and August 2022, and report the pertinent information at the August 2022 Board Meeting scheduled for Tuesday, August 30, 2022.

Michael DePinto
Director of Purchasing

Resolution #266-2022 Food Services 2022-2025

WHEREAS, Raritan Valley Community College has issued a request for proposals (RFP) to retain a food services vendor for the period of August 15, 2022 through August 14, 2025; and

WHEREAS, the Board of Trustees via resolution #238-2022 did authorize management to select a food service provider; and

WHEREAS, Four (4) RFP's were distributed to potential vendors and three (3) proposals were received; and

WHEREAS, all proposals were thoroughly reviewed by management and a representative committee of students, faculty and staff; 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

WHEREAS, management recommends that the contract period be for an initial three-year term beginning August 15, 2022 and running through August 14, 2025 along with the offering of two additional three-year renewal options if performance is satisfactory' and

WHEREAS, the financial terms of the contract are cost plus – sales less cost of goods, labor, and management fee – with a targeted total cost exposure not to exceed \$150,000 per year.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes College management to make this award as follows:

Gourmet Dining LLC
2400 Yorkmont Road
Charlotte NC 28217
Initial term: August 15, 2022 through August 14, 2025
Annual cost not to exceed \$150,000

Michael DePinto
Director of Purchasing

Resolution #267-2022 Fee Increase

WHEREAS, the College recently changed how music students satisfy their need to have appropriate practice sessions from self-selection and self-payment to a College-provided qualified instructor at a fixed fee per semester; and

WHEREAS, while the experience has been very successful for students, the previously determined fee has proven to be inadequate to reimburse the College for most of its cost.

NOW, THEREFORE, BE IT RESOLVED, that the applied music fee be increased by \$100 per semester to \$500.effective with Fall 2022 registrations.

John Trojan
VP Finance & Facilities

Resolution #268-2022 Construction of All Gender Bathrooms

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized the construction of three (3) new all gender single person bathrooms in the West, Hunterdon and Theatre/Library buildings, at the May 2022 Board Meeting via Resolution #240-2022; and

WHEREAS, the College Administration stated that the pertinent information for this project would be reported once all of the proposals had been received and reviewed; and

WHEREAS, three (3) proposals were obtained with Northeastern Interior Services, LLC presenting the College with the most favorable pricing; 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, N.J.S.A 18A:64A-25.5(b) provides an exemption to the requirement for advertising for bids if a contract is entered into with the State of New Jersey, or a County thereof; and

WHEREAS, Northeastern Interior Services has entered into a contract with Hunterdon County for General Construction, Repair and Carpentry Services (Contract #HCESC-SER-20F); and

WHEREAS, the funding for this work will be allocated as follows:

- \$135,000.00 from the Opportunity Meets Innovation Challenge Grant - Safe and Inclusive Learning Environments
- \$54,720.00 from the Chapter 12 capital funds reserved for Bathroom Upgrades; and

WHEREAS, a purchase order will be issued as follows:

<p>Northeastern Interior Services, LLC 5 Fairfield Avenue Little Falls, NJ 07424 Amount: \$189,720.00</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 Northeastern Interior Services, LLC.

Michael DePinto
Director of Purchasing

Resolution #269-2022 Electrical Supplies 2022-2024

WHEREAS, the Facilities and Grounds department requires the purchase of electrical supplies for the proper functioning of the College campus; and

WHEREAS, it was decided to advertise for bids for Electrical Supplies for the two (2) year period of July 1, 2022 through June 30, 2024; and

WHEREAS, bidders were asked to submit pricing for a list of commonly purchased items determined by the Facilities and Grounds department; and

WHEREAS, the quantity of supplies purchased may vary based on campus needs; and

WHEREAS, seven (7) bids were distributed to vendors and one (1) bid was received and opened on Tuesday, June 21, 2022; and

WHEREAS, the lowest responsible bidder and related information are presented below:

CooperFriedman Electric Supply Company, Inc.
DBA Cooper Electric Supply Company
315 Cranbury Half Acre Road
Cranbury, NJ 08512
Amount Year 1: \$32,756.82
Amount Year 2: \$35,020.32
Two-Year Total: \$67,777.14

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a two-year agreement and issue purchase orders in the amounts shown above to Cooper Electric Supply Company.

Michael DePinto
Director of Purchasing

Resolution #270-2022 Furniture for the New Foundation Office at 74 Lamington Road (REVISED - Price Increase)

WHEREAS, the Board of Trustees of Raritan Valley Community College approved the purchase and installation of nine (9) tables and thirty-six (36) chairs for the new Foundation office located at the 74 Lamington Road location for an amount not to exceed \$20,938.31 from Dancker, LLC, via Resolution #245-2022; and

WHEREAS, at the time the purchase order was submitted, it was discovered that the furniture manufacturer for the tables (Invincible), had recently added additional surcharges on top of their freight charges, which had also increased; and

WHEREAS, management was informed that currently many furniture manufacturers are only guaranteeing their quoted pricing for very short periods of time; and

WHEREAS, the College requests to increase the amount of the purchase order to Dancker, LLC by \$360.00; 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, Dancker has entered into contracts with the Educational Services Commission of New Jersey (ESCNJ) for the chairs and the National Cooperative Purchasing Alliance (NCPA) for the tables; and

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

<p>Dancker, LLC 291 Evans Way Somerville NJ 08876 <u>Purchase Order Increase Amount: \$360.00</u> <u>Revised Purchase Order Amount Not to Exceed: \$21,298.31</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 increase the purchase order to Dancker, LLC in the amount shown above. The new total for this purchase order will be \$21,298.31.

Michael DePinto
Director of Purchasing

Resolution #271-2022 HVAC Preventive Maintenance 2022-2024

WHEREAS, preventive maintenance services and repairs are required for the proper functioning of the many pieces of equipment which comprise the campus HVAC system; and

WHEREAS, it was decided to advertise for bids for HVAC Preventive Maintenance Services for the two (2) year period of July 1, 2022 through June 30, 2024; and

WHEREAS, sixteen (16) bid packages were distributed to vendors and four (4) bids were received and opened on Tuesday, June 21, 2022; and

WHEREAS, the low bidder meeting all requirements and qualifications is:

<p>Unitemp, Inc. 26 Worlds Fair Drive Unit D Somerset, NJ 08873 <u>Amount Year 1: \$121,000.00</u> <u>Amount Year 2: \$121,000.00</u> <u>Two-Year Total: \$242,000.00</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 enter into a two-year agreement and issue purchase orders in the amounts shown above to Unitemp, Inc.

Michael DePinto
Director of Purchasing

Resolution #272-2022 Low Voltage Electrical Contracting 2022-2024

WHEREAS, Raritan Valley Community College advertised for bids for a new Low Voltage Electrical Service and Repairs contract for the period of July 1, 2022 through June 30, 2024; and

WHEREAS, nine (9) bid packages were distributed to vendors and two (2) bids were received and opened on Tuesday, June 21, 2022; and

WHEREAS, the low bidder meeting all requirements and qualifications is:

<p>Magic Touch Construction Company, Inc. 59 West Front Street Keyport, NJ 07735 <u>Amount Year 1: \$55,256.12</u> <u>Amount Year 2: \$57,079.54</u> <u>Two-Year Total: \$112,335.66</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 enter into a two-year agreement and issue a purchase order in the amount shown above to Magic Touch Construction Company, Inc.

Michael DePinto
Director of Purchasing

Resolution #273-2022 Flooring Purchases

WHEREAS, the purchase of flooring materials is needed for the Arts building new additions which approximate 9,000 square feet; and

WHEREAS, project management has not completely determined the exact product and color with respect to vinyl tile or carpeting, but expects to do so within the next two weeks in order to complete the building for occupancy by early September; and

WHEREAS, project management will have to place the order for materials well before the next regularly scheduled Board meeting; and

WHEREAS, project management has selected Interface Flooring for its range of product offerings and certified carbon neutral sustainability; and

WHEREAS, the College typically buys certain project components directly from the manufacturer in order to take advantage of discounted pricing from various purchasing consortiums; and

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

WHEREAS, Interface's most attractive pricing is through the Sourcewell Alliance; and

WHEREAS, Interface has indicated that the price of vinyl tile is currently \$3.45/square foot, carpeting \$3.06/square foot, and adhesives \$.16/square foot with a combined approximate cost of \$33,000 (including shipping).

WHEREAS, a purchase order will be issued as follows:

<p>Interface Flooring 1280 West Peachtree Street NW Atlanta GA 30309 Amount: not to exceed \$33,000.00</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 to Interface Flooring.

Michael DePinto
Director of Purchasing

Resolution #274-2022 Flooring Installation

WHEREAS, the installation of flooring materials is required for the completion of the Arts building new additions which approximate 9,000 square feet; and

WHEREAS, project management will have purchased all of the required materials via Board resolution #273-2022;

WHEREAS, the College typically engages certain trade contractors apart from the general project contractor in order to reduce cost and allow more time to develop specifications; and

WHEREAS, in order to complete the project by early September, flooring installation will be required before the next regularly scheduled board meeting; and

WHEREAS, the expected installation cost of approximately \$2.00/square foot -- \$18,000 in total -- would require the College to obtain at least three quotes because the total price might exceed our internal bid threshold of \$17,500.

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 for the installation of flooring materials in the Arts building new additions to the lowest cost responsible contractor.

Michael DePinto
Director of Purchasing

Resolution #274A-2022 New Classroom Furniture

WHEREAS, the purchase and installation of 17 new tables and 85 chairs is needed for three classrooms in Somerset Hall (L-107, S-350) and the Arts building (A-32) as part of our commitment to refurbish all instructional spaces over several years; and

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

WHEREAS, Arbee Associates is an authorized distributor of Steelcase furniture; and

WHEREAS, Steelcase has entered into a contract with the State of New Jersey Division of Purchase and Property; and

WHEREAS, funding has been reserved in Ch 12 project accounts; and

WHEREAS, a purchase order will be issued as follows:

<p>Arbee Associates 1531 South Washington Avenue Piscataway, NJ 08854 <u>Amount: not to exceed \$56,000</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 Arbee Associates.

Michael DePinto
Director of Purchasing

Resolution #275-2022 2022 Fall Digital Marketing Campaign

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 for Fall 2022 and beyond; and

WHEREAS, continued investments in digital marketing campaigns and creative designs are essential components in generating new student enrollment for the Fall 2022 semester, among high school students, adult learners and college transfer students, as well as promoting the Community College Opportunity Grant to underserved populations, and will have lasting benefits for many years to come; and

WHEREAS, students expect a more inclusive college experience requiring a website that reflects the diversity of the RVCC students; and

WHEREAS, based on the analysis of website usage, enrollment data and market research, FastForward Digital has submitted a proposal for the six (6) month period of July 1, 2022 through December 31, 2022, which combines new creatives with digital marketing and website strategies that reflect the changing college decision-making landscape as a result of national declines in community college enrollments; 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>FastForward Digital, LLC eDesign Interactive 163 Madison Avenue Suite 220-5 Morristown, NJ 07960 <u>Six-Month Total: \$166,000.00</u></p>
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Michael DePinto
Director of Purchasing

Resolution #276-2022 Technical Support Services for the RVCC Public Website 2022-2023 – Pay to Play

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized technical support services for the College’s public website via Resolution #46-2021; and

WHEREAS, there is a continuing need for technical support for the website including security updates, strategic consulting, creative design, CMS custom development, HTML or CSS edits, and PHP and JavaScript development; and

WHEREAS, David DiGiovanni, LLC, a website development firm with expertise in the Drupal operating system, has been providing high quality, 24-7 technical website support and has made improvements to the security, analytics and user experience; and

WHEREAS, funding is available in the Fiscal Year 2023 Public Relations Operating Budget to support these technical website support services; 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>David DiGiovanni, LLC 1527 Southern Avenue</p>

Kalamazoo, MI 49001
Twelve-Month Total: \$24,000.00

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into an agreement for the twelve-month period of July 1, 2022 through June 30, 2023 and 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 #277-2022 Annual Maintenance and Support Agreement for the Extreme Networks Equipment 2022-2023

WHEREAS, the renewal of the maintenance and support agreement for the Extreme Networks Data Networking Equipment is needed for the period of July 1, 2022 through June 30, 2023; and

WHEREAS, this equipment constitutes our campus data network and is essential to all academic and administrative computing as well as internet access; and

WHEREAS, in accordance with N.J.S.A. 18A:64A-25.5(a)(24), a county college without advertising for bids, may purchase items available from vendors at costs below State contract pricing for the same product or service, which meets or exceeds the State contract terms or conditions; and

WHEREAS, four (4) quotes were obtained (two (2) of which were from State contract vendors) with PhillyCom, Inc., presenting the College with the most favorable pricing; and

WHEREAS, Extreme Networks and Software House International (SHI) are both under contract with the NASPO ValuePoint cooperative purchasing program, of which the State of New Jersey is a member (Contract #21-TELE-01518); and

WHEREAS, the total amount of the proposal submitted by PhillyCom was \$99,282.00, while the total amount of the SHI proposal was \$103,357.31 and the total amount of the Extreme Networks proposal was \$107,973.55; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to procure the required services from PhillyCom, Inc. and issue a purchase order as follows:

PhillyCom, Inc.
130 West Main Street
Suite 144-302
Collegeville, PA 19426
Amount: \$99,282.00

Michael DePinto

Director of Purchasing

Resolution #278-2022 Ready Education Mobile Application 2022-2023 - Pay to Play

WHEREAS, Raritan Valley Community College requires the renewal of the Ready Education mobile application agreement for the period of June 1, 2022 through May 31, 2023; and

WHEREAS, students, faculty and staff depend on reliable online services and information; and

WHEREAS, RVCC selected the mobile application system from Ready Education last year to replace the Kryptos-based mobile application the College had been using; and

WHEREAS, the Ready Education mobile application is used by students, faculty and staff for functions such as posting announcements and questions, course search and access, class roster information, checking grades and accessing the learning management system (Canvas); 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>Ready Education, Inc. 100 Summit Drive Burlington, MA 01803 <u>Amount: \$30,450.00</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 #279-2022 Annual Subscription and Support Agreement for Zoom Video Conferencing 2022-2023 - Pay to Play

WHEREAS, due to the uncertain future plans caused by the COVID-19 pandemic, and the successful use of video conferencing for education and administration, the Raritan Valley Community College Executive Staff has made the determination to renew and

revise the Zoom Educational Site license agreement for the period of July 21, 2022 through July 20, 2023; and

WHEREAS, Zoom helps schools improve student outcomes with secure video communication services for hybrid classrooms, faculty office hours and administrative meetings; and

WHEREAS, P.L. 2011, c.139 permits all governmental agencies including County Colleges to utilize contracts awarded by 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 purchase of the Zoom Educational Site License is available through the NJEDge.net technology purchasing consortium, administered by Zoom Video Communications, Inc. via Contract #EMLAS-18-004; and

WHEREAS, NJEDge.net is a non-profit technology consortium of academic and research institutions in New Jersey of which RVCC is a member; 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>Zoom Video Communications, Inc. 55 Almaden Boulevard 6th Floor San Jose, CA 95113 <u>Amount: \$27,900.00</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 a one-year agreement and issue a purchase order in the amount shown above to Zoom Video Communications, Inc.

Michael DePinto
Director of Purchasing

Resolution #280-2022 Panopto Lecture Capture and Video Management Software Agreement 2022-2023 - Pay to Play

WHEREAS, Raritan Valley Community College requires the renewal of the Panopto lecture capture and video management software agreement for the period of July 1, 2022 through June 30, 2023; and

WHEREAS, Panopto is a software program utilized for classroom recording, streaming and as a supplement to the College's Canvas learning management system for online courses; and

WHEREAS, this software allows faculty to record class segments and sessions for distance learning to make them accessible as needed; and

WHEREAS, this software additionally allows for the live streaming of events such as commencement; 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>Panopto, Inc. 502 2nd Avenue Suite 1600 Seattle, WA 98104 <u>Amount: \$23,751.00</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 #281-2022 Enterprise License Agreement for Adobe Software 2022-2023

WHEREAS, the curricula for many academic programs rely on the maintenance of the Adobe software at the most current release levels; and

WHEREAS, Adobe has discontinued perpetual licensing and replaced it with subscription licensing; and

WHEREAS, P.L. 2011, c.139 permits all governmental agencies including County Colleges to utilize contracts awarded by 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, GovConnection, Inc. is under exclusive contract to provide Adobe contractual license programs for the North East Regional Computing Program (NERCOMP); and

WHEREAS, NERCOMP is a purchasing consortium comprised of university and collegiate Information Technology professionals in the Northeastern United States, of which RVCC is a member; and

WHEREAS, a purchase order will be issued as follows:

<p>GovConnection, Inc. 732 Milford Road Road Merrimack, NH 03054 <u>Amount: \$43,110.20</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 GovConnection for the period of September 27, 2022 through September 26, 2023.

Michael DePinto
Director of Purchasing

Resolution #282-2022 Renewal of VMware Virtualization Server Software License and Support 2022-2023 - Pay to Play

WHEREAS, Raritan Valley Community College requires the renewal of the VMware Server Virtualization Software License and Support agreement for the period of July 1, 2022 through June 30, 2023; and

WHEREAS, this agreement provides virtual servers for College administrative and academic applications; and

WHEREAS, virtualization allows RVCC to reduce hardware costs while improving reliability, flexibility and redundancy; 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 licensing and support of the VMware Virtualization Server Software is available through the NJEDge.net technology purchasing consortium, administered by the Carahsoft Technology Corporation (Contract #00278834); and

WHEREAS, NJEDge.net is a non-profit technology purchasing consortium of academic and research institutions in New Jersey of which RVCC is a member; 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:

Carahsoft Technology Corp.
11493 Sunset Hills Road
Suite 100
Reston, VA 20190
Amount: \$28,121.42

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 #283-2022 Self-Service Modern Campus Platform 2022-2023 - Pay to Play
WHEREAS, students, faculty and staff depend on reliable online services and information; and

WHEREAS, the Board of Trustees authorized the selection of the OneCampus modern campus platform system from The rSmart Group, via Resolution #128-2018; and

WHEREAS, The rSmart Group has since been acquired by TransACT Communications; and

WHEREAS, this tool is used by students, faculty and staff for functions such as course search and registration, roster information, grade entry, time entry and messaging; and

WHEREAS, utilization of the OneCampus system has been very successful since its implementation three years ago; 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>TransACT Communications, LLC DBA The rSmart Group 5105 200th Street SW Suite 200 Lynnwood, MA 98036 <u>Amount: \$34,950.00</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 for the twelve-month period of September 1, 2022 through August 31, 2023; and

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

Michael DePinto,
Director of Purchasing

Resolution #284-2022 Oracle Database License and Support Services 2022-2027

WHEREAS, Raritan Valley Community College requires Oracle Database License and Support Services as the software platform for the Ellucian Banner administrative system; and

WHEREAS, this licensing agreement allows RVCC to use Oracle for the Ellucian cloud-based implementation of Banner; 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, Ellucian has obtained an Application Specific Full Use (ASFU) license from Oracle which are permitted to be used only with a specific, named software application(s) that have been registered with Oracle and tied to the contractual arrangement with Oracle; and

WHEREAS, Ellucian has registered the Ellucian Banner Software with the Oracle Partner Network (OPN), which allows Ellucian to distribute ASFU Oracle database licenses for use only with the Ellucian Banner Software; and

WHEREAS, Ellucian is the developer and owner of the intellectual property in and to the Ellucian Banner Software and no other vendor currently can register the Ellucian Banner Software for ASFU licensing in the OPN, and

WHEREAS, Ellucian is currently the only vendor that can license and resell ASFU Oracle database licenses for use only with the Ellucian Banner Software; and

WHEREAS, purchase orders will be issued as follows:

<p>Ellucian Company L.P. 4 County View Road Malvern, PA. 19355-1408 <u>Year 1: \$370,476.00 (One-Time Perpetual Software License Fee Included.)</u> <u>Year 2: \$72,740.00</u> <u>Year 3: \$76,377.00</u> <u>Year 4: \$80,196.00</u> <u>Year 5: \$84,205.00</u> <u>Total Five-Year Amount: \$683,994.00</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 enter into a five-year agreement for the period of July 1, 2022 through June 30, 2027 and issue purchase orders in the amounts shown above to Ellucian Company L.P.

Michael DePinto
Director of Purchasing

Resolution #286-2022 Telephone Services

WHEREAS, the contract with Mitel Cloud Services, Inc. for Telephone Services expired on May 31, 2022; and

WHEREAS, the Board of Trustees of Raritan Valley Community College approved the award of a cloud-based telephone and web-based video services agreement to ShoreTel, Inc. for the five (5) year period of May 1, 2017 through May 31, 2022, via Resolution #70-2017; and

WHEREAS, ShoreTel, Inc. has since been acquired by Mitel Cloud Services, Inc.; and

WHEREAS, the RVCC administration is currently in the process of deciding how to appropriately proceed with the telephone services agreement; and

WHEREAS, during this time period Mitel has agreed to extend the contract for three (3) months at the current rate of approximately \$17,000.00 per month; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to extend the current contract for the three-month period of June 1, 2022 through August 31, 2022 with:

<p>Mitel Cloud Services, Inc.</p>
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**1146 North Alma School Road
Mesa, AZ 85201**

Michael DePinto
Director of Purchasing

Resolution #287-2022 Replacement Personal Computers for Student Computer Labs

WHEREAS, the purchase of two-hundred ninety (290) Dell OptiPlex 5000 Small Form Factor computers are needed to replace the existing computers in the following ten (10) student labs: S349, S350, S352, W108, W306, W308, W309, W310, W311 and the Music Lab; and

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

WHEREAS, appropriate equipment is required to provide student access to software used for instruction and research, and to provide access to our data network and the internet; and

WHEREAS, the existing computers in these labs are more than five (5) years old and are at the end of their useful lives; and

WHEREAS, these computers are fully compatible with the existing campus equipment; and

WHEREAS, three (3) quotes were requested (two (2) quotes were received and one (1) vendor failed to respond) 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, a purchase order will be issued as follows:

Dell Marketing L.P.
1 Dell Way
Round Rock, TX 78682-0001
Amount: \$282,135.20

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.

Michael DePinto
Director of Purchasing

Resolution #288-2022 Laptop Personal Computers for Student Loaner Pilot Program

WHEREAS, the purchase of eighty-eight (88) Dell Latitude 3520 laptop computers with extended warranties is needed for the student loaner pilot program in the English department and the Library instructional classrooms; and

WHEREAS, the English Department is in the process of revising the curricula for several courses to utilize laptop computers; and

WHEREAS, the Library instructional classroom computers are more than five (5) years old and are in need of replacement; and

WHEREAS, appropriate equipment is required to provide student access to software used for instruction and research, and to provide access to our data network and the internet; and

WHEREAS, these laptops are fully compatible with the existing campus computer equipment; and

WHEREAS, this purchase would allow the College to obtain sixty (60) laptop computers for the English department and twenty-eight (28) for the Library instructional classrooms; and

WHEREAS, three (3) quotes were requested (two (2) quotes were received and one (1) vendor failed to respond) 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, a purchase order will be issued as follows:

<p>Dell Marketing L.P. 1 Dell Way Round Rock, TX 78682-0001 <u>Amount: \$68,214.08</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 to Dell Marketing L.P.

Michael DePinto
Director of Purchasing

Resolution #289-2022 Verizon Wireless Devices and Services 2022-2023

WHEREAS, the use of cell phones, tablets and portable wireless hot spot devices are needed to facilitate communication for the efficient operation of College business; and

WHEREAS, these devices are primarily utilized by the RVCC Executive Staff, Administrative Staff, Facilities, Security and Technology Services to support them with their daily responsibilities; and

WHEREAS, Verizon Wireless was deemed to have the best coverage on campus with a high quality network; 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, Verizon Wireless is under contract with the NASPO ValuePoint cooperative purchasing program, of which the State of New Jersey is a member (Contract #22-TELE-05441); and

WHEREAS, the estimated cost of this service will not exceed \$70,000.00 for Fiscal Year 2023.

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 Verizon Wireless in an amount not to exceed \$70,000.00 for Fiscal Year 2023.

Michael DePinto
Director of Purchasing

Resolution #290-2022 Leasing of Passenger Vans for the RVCC Athletics Department 2022-2023

WHEREAS, in an effort to decrease spending for intercollegiate athletics transportation, the RVCC Athletics department has employed the leasing of 15-passenger vans to be utilized by the various Athletic teams via Resolutions 115-2019, 5-2021 and 128-2021; and

WHEREAS, Merchants Automotive Group informed the College that they could not guarantee the availability of five (5) new 15-passenger vans for the normal August delivery, due to their very low inventory and the extreme supply chain issues being experienced with these vehicles; and

WHEREAS, Merchants Automotive Group suggested that RVCC keep the five (5) 15-passenger vans that we currently possess through the summer in order to guarantee that we have the vans for the start of the Fall 2022 Athletic season; and

WHEREAS, Merchants Automotive Group has presented the Athletics department with an amended proposal to invoice the College at the same rate (\$3,925.00 per month) for five (5) 15-passenger Ford Transit Vans but now for the eleven (11) month lease period of July 1, 2022 through May 21, 2023; and

WHEREAS, each vehicle will be allotted the same 12,000 mile allowance over the course of the lease period with the same cost of \$0.19 for each excess mile; and

WHEREAS, a purchase order will be issued as follows:

<p>Merchants Automotive Group, Inc. 14 Central Park Drive Hooksett, NH 03106 <u>Monthly Lease Amount per Vehicle: \$785.00</u> <u>Monthly Lease Amount for 5 Vehicles: \$3,925.00</u> <u>Total 11-Month Lease Amount for 5 Vehicles: \$43,175.00</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 Merchants Automotive Group, Inc.

Michael DePinto
 Director of Purchasing

C. Educational Programs and Services Committee

Trustee James Von Schilling presented Consent Agenda Resolutions #291-2022 through #298-2022. The above stated resolutions were moved by Trustee Von Schilling, seconded by Trustee Sullivan, and approved unanimously by voice vote.

Trustee Von Schilling reported that Dr. Windy Paz-Amor, the College’s DEI Director, provided the Committee with an updated on the several DEI initiatives underway in her first 100 days of working at the College.

Resolution #291-2022 Human Resources Action Report
 Human Resources Action Report for June 28, 2022

1. New- Adjunct Faculty

The following individual is recommended as adjunct faculty for the Summer III 2022 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$1,001 to \$1,067.

Last Name	First Name	Rank	Department	Per credit hour rate	Hire Date
Escajadillo-Munoa	Jose	Instructor	Returning & Incarcerated Student Education (RISE)	\$1,001	6/13/2022

2. New- Adjunct Faculty

The following individuals are recommended as adjunct faculty for the Summer II 2022 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$1,031 to 1,099.

Last Name	First Name	Rank	Department	Per credit	Hire Date
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				hour rate	
Arazi	Carlos	Instructor	Returning & Incarcerated Student Education (RISE)	\$1,031	7/11/2022
Chikwendu	Meremu	Instructor	Returning & Incarcerated Student Education (RISE)	\$1,031	7/11/2022

3. Status Change- Administrator

The following individuals are recommended for the indicated Administrator position at salary specified:

Name	Title	Salary	Department	Start date
*Jennifer East	Coordinator of Nursing Admissions & Clinical Partnerships	\$57,719	Health Science Education	6/16/2022
Alicia Hermo-Weaver	Manager of Career Success & Experiential Learning	\$75,091	Academic Support & Partnerships	7/1/2022

*Budget Code 100-3170-5010-10 replacing N. Larson

4. New Hire- Administrator

The following individuals are recommended for the indicated Administrator position at the salary specified:

Name	Title	Salary	Department	Start date
*Brandon Bachu	Coordinator, Automotive Skills Lab- 10 Months	\$50,000	Automotive Technology	9/1/2022
**Seema Goel	Head Teacher-Childcare	\$52,427	Children's Campus	7/6/2022
***Ana Rincon-Piuri	Business System Analyst- Finance/HR	\$76,000	Finance/Human Resources	8/16/2022

*Budget Code 100-3115-5010-10/new

**Budget Code 630-8300-5010-90/replacing W. Rizzolo

***Budget Code 100-21-5010-60 50%/100-4000-5010-60 50%/replacing K. Lindstrom

5. Status Change- Support Staff

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

Name	Title	Salary	Department	Start date
*Javier Seas	Shipping & Receiving Clerk	\$41,556	Purchasing	6/1/2022

*Budget Code 100-4700-5310-60 replacing R. Williams

6. Resignation

The following reflect an employee who intend to resign from the college.

Name	Title	Department	Effective Date
Stephanie Smullen	Development Associate	Foundation	6/30/2022

Resolution #292-2022 Reappointments, Unit Administrative Employees

BE IT RESOLVED, that upon recommendation of the President, the following unit Administrators are reappointed for the 2022/2023 fiscal year. *Salaries include a 3% contractual increase

Last Name	First Name	Title	*Salary
Accomando	Jill	Assistant Director Children's Campus	\$71,052
Amparbin	Michelle	Career Services Advisor	\$58,036
Barefoot	Russell	Director of Student Life	\$84,451
Berry	Jennifer	Assistant Director of EOF	\$74,380
Bocalan	Peaches	Assistant Director Recruitment & Communication	\$65,112
Brosnan	Marianne	Transfer Advisor	\$68,878
Cadet	Sherley	Director of Testing Services	\$70,773
Carter	Brian	Network Administrator	\$73,118
Clemente	Eric	Print Shop Supervisor	\$60,618
Collins	Donyea	Director, EOF	\$94,356
Colon	Nicolette	Assistant Director Access Inclusive Education	\$70,713
Coup	Brett	Director Online Learning & Distance Edu	\$87,195
Cuellar	Maria	Head Teacher-Children's Campus	\$57,556
DeSanctis	Gregory	Dir Honors College/Alum Outreach	\$93,126
Di Pietro	Joseph	AD Facilities/Energy Prog Man	\$109,610
Diaz	Maria	Custodial Services Manager	\$72,746
Dieckmann	Diana	Coord for Scheduling	\$56,584
Domanski	Peter	Technology Service Desk Tech-Senior	\$75,683
Drummer	Jacqueline	Director of Laboratory Service	\$100,507
Dunne	Janet	Development Associate	\$63,663
East	Jennifer	Coordinator of Nursing Admission & Clinical Partnerships	\$59,451
Enz Lewis	Elizabeth	Accounting Manager	\$81,327
Erwin	Jill	Director Theater and Conf Services	\$86,520
Estreicher	Jacqueline	Assistant Dean Curriculum	\$73,030
Faschan	Andrea	Assistant Director-Advising & Counseling	\$71,426
Flanagan	Aubrey	Manager Prof & Corporate Development	\$62,844
Gabrielski	Alicia	Academic Advisor	\$67,294
Gallagher	Amie	Director of Planetarium	\$77,938
Gavakos	Marguerite	Assistant Registrar	\$55,538

Georgiana	Dalton	Business System Analyst-Student Affairs	\$80,237
Gloster	Katisha	Program Manager of HS Outreach & Academics	\$82,194
Gonzalez	David	Technology Service Desk Tech-Senior	\$69,377
Hall	Christopher	Database Administrator	\$124,452
Hawkins	Bashir	Financial Aid Coordinator-RISE	\$59,216
Hermo-Weaver	Alicia	Manager of Career Success & Experiential Learning	\$78,889
Herro	Philip	Recruiting Coordinator/Coach	\$64,494
Hynes	Cynthia	Manager NC Allied H & Workforce Operations	\$86,653
Kassim	Jamal	Transfer Articulation & Graduate Associate	\$63,290
Khan	Kiswah	Coordinator of Student Enrollment Center	\$58,032
Kislan	Erin	Associate Director-Financial Aid	\$77,833
Kubick	Daniela	Manager Visual Communications	\$65,955
Kuijlaars	Gina	Director Advising & Counseling	\$93,694
Laba	Linda	Financial Analyst	\$88,905
Lankay	Cristina	Electronic Media Coordinator	\$69,612
Layton	Amy	Beauty Programs Coordinator	\$65,112
**Ludwigsen	Karen	Coordinator Nursing Skills Lab	\$67,146
Luger	Maureen	Purchasing Specialist	\$63,029
Maiorca	Troy	Systems Administrator	\$68,941
Manzini	Sandile	Program Manager of High School/Youth	\$84,249
Meany	Kimberly	OTA Academic Field Coordinator	\$65,096
Meiman	Sheila	Director of RISE	\$92,906
Mercurius	Conrad	Director for Center of Advanced Manufacturing	\$104,913
Mesonas	Leonard	Director of Financial Aid	\$111,522
Mombay	Nancy Fritz	Assistant Director of Admissions	\$72,791
Moog	Lori	Director Serv Learning & Community Outreach	\$99,048
Morrison-Santana	Deborah	RISE Hub Coordinator	\$62,520
Moschella	Wayne	Coordinator Automotive Skills Lab	\$60,255
Nunez	Melanye	Academic Advisor	\$57,613
Oliver	Kelly	Multi Media Specialist/Web Editor	\$76,790
**O'Rourke	Catherine	Teacher, Children's Campus	\$50,284
Pavlow	Joseph	Athletic Director	\$78,816
Pennino	Joshua	Academic Advisor	\$57,530
Peters	Chad	Public Services Coordinator	\$66,880
Ponton	Ana	Academic Advisor	\$59,321
Ray	Jessica	Staff Scientist-Eco Res & Resto	\$59,544
Reid	Tremayne	Dir Multimedia & Web Support Services	\$101,666
Riche	Kevin	Director Security & Infrastructure	\$129,906
Ryan	Kenneth	Programmer Analyst	\$68,406
Ryan	Kevin	Athletic Coordinator	\$63,132
Sanders	Donyea	Director Academic Support Center	\$70,313
Schapley	Darlene	Grants Manager	\$78,365

Scharf	Bonnie	Literacy Success Coach	\$59,451
Schindler	Kevin	Planetarium Associate/Tech	\$57,433
Sherman	Eric	Manager of Web Development	\$75,354
Singh	Rikita	Director-Accessibility Inclusive Education	\$82,404
Skerbetz	Karly	Disability Services Coordinator	\$57,736
Smythe	Holly	Instructional Designer	\$81,412
Snowden	Kweli	Instructional Designer	\$78,000
Stafford	Inieka	Director Health &Tech Career Programs	\$82,243
Stolzer	Donna	Director of Media Relations	\$91,766
Stollo	Philip	Helpdesk Coordinator	\$81,738
Su	Min	Associate Director, Institutional Research	\$82,560
Suarez	Crystalyn	Academic Advisor	\$63,555
Sullivan	Elizabeth	Manager Veteran & International Student Service	\$72,360
Van Der Veen	Wilhelmus	Director of Science Ed Institute	\$95,755
Van Doren	Mary	Coordinator Academic Services-RISE	\$71,514
Wadher	Sital	Senior Associate Academic Success	\$71,030
Walker	Alaysha	Assistant Director Student Life	\$81,871
Wang	Qianqian	Web Programmer	\$72,537
Weaver	Philip	Assistant Director Compliance & Facilities	\$109,376
Wheeler	John	Registrar	\$91,217
Wiedemann	John	Production Coordinator	\$66,954
Wright	Gwendolyn	Director Children's Campus	\$81,576

**Salary based on 10 months

Resolution #293-2022 Reappointments, Non-Unit Administrative Employees

BE IT RESOLVED that upon recommendation of the President, the following non-unit Administrators are reappointed for the 2022/2023 fiscal year. *Salaries include a 3% increase

Last Name	First Name	Title	*Salary
Belin	Jacki	Vice President of Student Affairs & Outreach	\$193,310
DePinto	Michael	Director of Purchasing	\$98,924
Donnelly	Sarah	Dir Inst Research & Assessment	\$109,631
Fredericks	Jason	Dean for Student Affairs	\$129,487
Imbriglio	Sarah	Dean of STEM	\$147,080
Johnson	Mary Ann	Assistant Director Benefits & Payroll	\$95,227
Loera	Audrey	Dean Academic Support & Edu Partnerships	\$147,080
Marion	Michael	Executive Director of Foundation	\$169,708
Marks	Patrice	Dean LFA & BPS, ALO	\$173,358
McAllister	Theresa	Assistant Controller	\$115,076
McCarthy	Lynnette	Executive Assistant/Research to Provost	\$69,546
O'Rourke	Brian	Executive Director, Facilities & Grounds	\$164,149
Paz-Amor	Windy	Director of Diversity Equity & Inclusion	\$93,730
Pescinski	Robert	Executive Director of Technology Services	\$146,433
Pontarollo	Sheri	Executive Office Manager & Secretary BOT	\$120,997

Radvanski	John	Director of Information System	\$125,454
Sclafani	Andrew	Human Resources Recruiter	\$55,662
Szkodny	Robert	Director Security & Emergency Management	\$104,141
Todd	Catherine	Payroll Manager	\$80,217
Trojan	John	Vice President of Finance & Facilities	\$205,191
Wallace	Cheryl	Executive Director of Human Resources, Compliance & Security	\$147,172
White	Carolyn	Executive Director of Enrollment Management	\$121,359
Willensky	Violet	Controller & Executive Director of Finance	\$145,891

Resolution #294-2022 Reappointments, Unit Support Staff Employees

BE IT RESOLVED that upon recommendation of the President, the following unit Support Staff are reappointed for the 2022/2023 fiscal year. *Salaries include a 3% contractual increase

Last Name	First Name	Title	*Salary
Acharon	Daniela	Admissions Coordinator	\$51,842
Alcazar	Nini	Finance Assistant A/R	\$45,775
Alvarado Bolvito	Maira	Custodian	\$34,324
Alvarado Bolvito	Lilian	Custodian	\$32,171
Alvarez	Maria	Testing Specialist	\$52,056
Bedoya	Jose	Custodian	\$36,628
Bogda	Carolyn	Laboratory Assistant II	\$53,358
Brown	Shelley	Administrative Assistant II-Childcare	\$49,831
Caceres De Rosales	Nuria	Custodian	\$36,628
Callejas	Samuel	Grounds Worker	\$42,293
Carty	Evelyn	Department Assistant-Science & Engineering	\$55,703
Castillo Torres	Maria	Custodian	\$36,628
Christian	Monique	Department Assistant English Hum & Soc Sci	\$43,643
Coque	Marco	Custodian-Lead	\$36,703
Cruz Calles	Cruz	Custodian	\$34,165
Decker	Sharon	Administrative Assistant	\$51,610
Demeter	Jeanne	Department Assistant-Health Science Ed	\$45,564
Diaz	Alfredo	Maintenance Worker/Painter	\$46,664
Dubon	Pedro	Maintenance Worker-Shift Lead	\$46,664
Eppler	Jon	Chemistry Lab Assistant I	\$40,000
Fania	Valerie	Grants Specialist	\$60,222
Farischon	Justin	Laboratory Assistant-Physics	\$48,934
Floyd	Hannah	Testing Specialist	\$44,811
Galeano	Maria	Custodian	\$36,628
Gatti	Kristin	Department Assist-Tutoring	\$45,564

Gill	Allison	Administrative Assistant - Workforce Development	\$54,127
Giraldo	Jose	Grounds Worker	\$40,744
Guardado	Maria	Custodian	\$36,628
Hansen	Janice	Department Assistant- Business & Public Service	\$53,922
Hartzell	Sandra	Department Assistant, Arts & Design	\$54,207
Hyland	Jamie	Facility & Ground Service Rep	\$60,429
Lett	Jennifer	Financial Aid Specialist	\$43,913
Mangee	Morgan	Laboratory Assistant I-Biology	\$40,712
Markey	Andrea	Enrollment Services Specialist	\$45,318
Mason	Jennifer	Finance Specialist	\$51,940
Matias	Johnny	Maintenance Worker	\$46,664
Morales	Maria	Custodian-Lead	\$38,738
Moustakas	Nickolas	Lead Maintenance Mechanic	\$66,752
Mulroy	Abbe	Public Service Associate-Tech	\$48,636
Murphy	Terence	Chemistry Lab Prep/Lab Asst II	\$57,090
Navarro	Susana	Custodian	\$36,628
Paisley	Priscilla	Finance Assistant-A/P	\$44,333
Patel	Niyati	Help Desk Technician	\$43,607
Pereira	Marve Luz	Department Assistant-ACS	\$51,279
Petrillo	Kathleen	Enrollment Services Specialist	\$52,687
Pyzik	Christopher	Finance Specialist AP	\$50,785
Ramos Hernandez	Jorge	Custodian-Shift Lead	\$38,401
Raphel	Michael	Accounts Receivable Specialist	\$52,957
Rodriguez	Ana	Custodian	\$36,628
Rodriguez Garcia	Mariana	Admin Asst - Cosmetology	\$42,915
Rosales Samper	Galileo	Custodian	\$36,628
Salas	Martha	Biology/Biotech Lab Prep Asst	\$59,178
Seas	Javier	Shipping & Receiving Clerk	\$42,803
Sheikh	Maryam	Administrative Assistant	\$45,564
Simoncelli	Angelo	Lead Maintenance Mechanic	\$73,380
Skillman	Susanne	Department Assistant- Math/Computer Science	\$45,564
Strozeski	Charles	Internal Services Aide	\$63,035
Tenzer	Kathy	Library Technical Services Specialist	\$54,105
Torlish	Helena	Department Assistant- Comm/Languages	\$53,794
Varkoly	June	Help Desk Technician	\$43,157
Villalobos	Priscilla	Finance Assistant- Student A/R	\$39,837
Vroom	Walter	Media Aide I	\$56,120
Zuniga	Maria	Custodian	\$36,628

Wicklund	Marie	Admin Assistant-Student Life	\$61,012
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Resolution #295-2022 Reappointments, Non-Unit Support Staff Employees

BE IT RESOLVED, that upon recommendation of the President, the following non-unit Support Staff are reappointed for the 2022/2023 fiscal year. *Salaries include a 3% increase

Last Name	First Name	Title	*Salary
Arroyo	Rosemarie	Executive Assistant	\$91,156
Bayachek	Katherine	Workforce Educator-Cosmetology	\$52,530
Caldwell	Chandra	Admin Assist II-Student Services	\$57,518
DeBellis	Cynthia	Admin Assistant II-STEM & HSE	\$54,248
Mango	Laurie	Workforce Educator-Cosmetology	\$64,553
Osaki	Ashley	Admin Asst II-Academic Support	\$44,618
Reed	Jade	Workforce Educator-Esthetics	\$52,530
Seibert	Caroline	Pension & Benefits Specialist	\$60,495

Resolution #296-2022 Appointment, Faculty, Temporary Fall 2022

BE IT RESOLVED that at the recommendation of the President, the following full-time non-tenured faculty appointment be approved:

Last Name	First Name	Title	Department	Salary	Start Date
*Gandotra	Anshu	Instructor- Computer Science Temporary	Math/Computer Science	\$61,399 (prorated \$30,700)	9/1/2022

*Budget Code 100-3160-5140-10/replacing A. Pieris

Resolution #297-2022 Appointment, Faculty, Temporary One Year AY 2022-2023

BE IT RESOLVED that at the recommendation of the President, the following full-time non-tenured faculty appointment be approved:

Last Name	First Name	Title	Department	Salary	Start Date
*Hagerman	Lindsey	Instructor-ESL, Temporary	Communications & Languages	\$59,549	9/1/2022

*Budget code 100-3140-5140-10/new

Resolution #298-2022 Appointment, Full-Time Tenure-Track Faculty AY 2022-2023

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

Last Name	First Name	Title	Department	Salary	Start Date
*Lambrix	Todd	Assistant Professor-Art (3D/Sculpture)	Arts & Design	\$68,703	9/1/2022

*Budget Code 100-0000-5130-10/replacing J. Reinking/Stackhouse

C. Governance, Policy, and President Evaluation Committee

Trustee Paul Hirsch reported that the Campus Safety Report for the period May 11, 2022 to June 20, 2022 was discussed by the Committee and was provided to the full Board of Trustees via SharePoint.

The Committee was also provided updates on a personnel issue, the Provost/Vice President for Academic Affairs position search, the Auditor Request for Proposals, grant activities at the College, and future Board Educational Retreat topics.

The Emergency Operations Plan was reviewed by the Committee and distributed to the full Board of Trustees via email. The Plan and all Annexes and Appendices were uploaded to the Trustee SharePoint site. The incident specific response annexes outline specific emergency situations and actions taken by College departments and emergency support functions for specific incident types. The appendices provide information relating to the Plan and Annexes. The Emergency Support Functions (ESF's) Resource Contact list, which details specific response agencies for a particular emergency, was also provided to the full Board via the Trustee SharePoint site.

The Committee then unanimously recommended to the full Board of Trustees the following resolution:

Resolution #299-2022 Adoption of College Emergency Operations Plan

WHEREAS, the Board of Trustees recognizes the importance and necessity of having an Emergency Operations Plan to protect students, faculty, staff and visitors as well as the College's physical assets; and

WHEREAS, the Board acknowledges that it has reviewed the comprehensive emergency plan and related action steps and programs for training that Management has developed; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College hereby approves the College's Emergency Operations Plan and authorizes President Michael McDonough, or his designate, to file such notice of adoption with the appropriate State and Federal agencies.

Cheryl Wallace, Executive Director
Human Resources, Compliance &
Security

Following some Board discussion, the Resolution was moved by Trustee Hirsch, seconded by Chair Bateman, and approved by voice vote. Trustee Sullivan abstained and Christodoulou voted no. Additional information on the College's Emergency Operations Plan will be provided to the Board.

The Committee then unanimously recommended to the full Board of Trustees the following resolution:

Resolution #300-2022, Recognition of Service, Lauren Ciatola

WHEREAS, Lauren Ciotola was elected by her peers and served as Alumni Representative to the Board of Trustees of Raritan Valley Community College for the 2021/2022 term; and

WHEREAS, Ms. Ciotola has concluded her service on the Board of Trustees of Raritan Valley Community College where she has served with dedication and distinction; and

WHEREAS, Ms. Ciotola served on the Board of Trustees Educational Programs and Services Committee and her ideas and suggestions enhanced educational opportunities for students and services to the community; and

WHEREAS, during her tenure the College has made a number of advancements, including an innovative redesign of the Arts Center and a new, integrated student services center that provides a seamless student experience and a new “face” for the College entrance; the hiring of a Facilities Master Plan architect to continue bold plans for expanding the Workforce Training Center and for a new Allied Health Center; and new signage to further enhance the College’s brand; and

WHEREAS, Lauren Ciotola has supported the College’s reputation as one of the most “green” colleges in the United States and has endorsed Raritan Valley Community College’s efforts in the field of service learning; and

WHEREAS, Ms. Ciotola helped the College work through challenging times and uncertainties while protecting the educational mission and dedication to the community of learners and providing a safe path forward for students and a safe workplace for faculty and staff in a time of unprecedented disruption; and

WHEREAS, Ms. Ciotola is a highly respected member of the College community and is a valued colleague and friend to Raritan Valley Community College;

NOW, THEREFORE, BE IT RESOLVED, that the RVCC Board of Trustees, President Michael J. McDonough, and the members of the College community, extend their deepest gratitude and best wishes to Lauren Ciotola, and wish her well in all of her endeavors, and look forward to her continued contributions to RVCC in the future.

There being no comments or questions, the Resolution was approved unanimously by voice vote.

The Legal Counsel Selection Committee unanimously recommended to the full Board of Trustees the following resolution:

Resolution #301-2022 Appointment, Legal Counsel

WHEREAS, the Board recently conducted a search for legal services using a fair and open process in accordance with New Jersey’s Pay to Play Law, P.L. 2004, c.19; and

WHEREAS, funds are available for this purpose; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Raritan Valley Community College that:

The Chairman of the Board of Trustees of Raritan Valley Community College is hereby authorized to retain the firm of DiFrancesco, Bateman, Coley, Yospin, Kunzman, Davis, Lehrer & Flaum, P.C., 15 Mountain Boulevard, Warren, New Jersey 07059, as legal counsel for the Board of Trustees at the rate of \$215 per hour for member, \$175 per hour for associate, and \$100 per hour for paralegal from July 1, 2022 through June 30, 2024.

John Trojan
Vice President of Finance and Facilities

There being no comments or questions, the Resolution was approved by voice vote.
Chair Bateman and Trustee DiFrancesco respectfully abstained.

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.”

Faculty member Joan Roop spoke about her individual pedagogical teaching approach and her individual accomplishments.

VIII. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 6:00 p.m.

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