

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
DECEMBER 13, 2022

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, December 13, 2022, in-person and via Zoom Webinar. Chair Caren Bateman called the Regular Board of Trustees meeting to order at 5:57 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 (In-Person)	Absent: Howard Opdyke
Thomas Borkowski (Virtual)	
Zenon Christodoulou (In-Person)	
Preston Clawson (Virtual)	
Jinnee Min DeMarco (In-Person)	
W. Timothy Howes (In-Person)	
Roger Jinks (Virtual)	
Roger Locandro (Virtual)	
Nidhi Makhija (Virtual)	
Adam Shain (In-Person)	
Margaret Sullivan (Virtual)	
Helena Swanicke (Virtual)	
Juan Torres (In-Person)	
James Von Schilling (In-Person)	

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

A quorum was present.

III. Agenda Items

1. Approval of Meeting Minutes

The Regular Meeting minutes of October, 25, 2022 were moved by Trustees Howes, seconded by Trustee Sullivan, and approved by voice vote. Trustees DeMarco and Shain respectfully abstained.

2. Committee Reports

A. Finance Committee

Trustee Roger Locandro reported on the Treasurer’s Report (Resolution #54-FY23) for the period 10/01/22 to 10/31/22. On motion by Trustee Locandro, seconded by Trustee Howes, the Treasurer’s Report was approved by voice vote.

Trustee Roger Locandro then presented Consent Agenda Resolutions #54-FY23 through #70-FY23. The above stated resolutions were moved by Trustee Locandro, seconded by Trustee Howes, and approved unanimously by voice vote.

Resolution #55-FY23 – Various Vouchers for Payment

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

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

Check #s	342083-343909	
ACH#s	1	
	Total Checks	\$3,153,888.48
	Total ACH	26,013.97
	Total Vouchers	3,179,902.45
	Construction and Architect Vouchers	397,499.54
	Less Previously Approved	(108,251.21)
	Total	<u>\$3,469,150.78</u>

Resolution #56-FY23 Accounts Receivable Write-Offs

WHEREAS, the Board of Trustees is required to approve the write-off of accounts deemed to be uncollectible;

WHEREAS, College management has identified 1,488 individual regular student accounts totaling \$1,665,369.94 of previously billed revenue and spanning primarily two fiscal years 2016 and 2017; and

WHEREAS, management has also identified 15 Workforce Training grant accounts totaling \$11,119.44 of previously billed revenue for fiscal years 2018 2019; and

WHEREAS, management has further identified 441 RISE prison program accounts totaling \$521,157.50 of previously billed revenue in FY 2022; and

WHEREAS, management has performed all reasonable due diligence to collect moneys legitimately owed to the College;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College hereby authorizes the write-off of \$2,189,195.44 in total student accounts. This amount will be charged to reserves previously established for this purpose.

John Trojan
Vice President of Finance and Facilities

Resolution #57-FY23 New Steelcase Furniture for Arts Additions

WHEREAS, the purchase and installation of new furniture is needed in classrooms in the new Arts additions to complete the project; 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, Dancker LLC is an authorized distributor of Steelcase furniture; and

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

WHEREAS, a purchase order will be issued as follows:

<p>Dancker LLC 291 Evans Way Somerville NJ 08876 <u>Amount: not to exceed \$25,000.00</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 Dancker LLC.

Michael DePinto
Director of Purchasing

Resolution #58-FY23 Modular Wall System & Furniture Enrollment Center – Phase 3

WHEREAS, the purchase and installation of a modular wall system and furniture is needed for the third phase of the new enrollment center; and

WHEREAS, the College had developed plans back in FY 2018 to relocate most frequently accessed student services in adjacent spaces to the frontmost campus building near the Welcome Center to improve student access and support; and

WHEREAS, the College completed the relocation of Advising, Counseling, and the Center for Accessibility, Inclusion & Equity as part of phase 2 in May 2022 with the expectation that work would begin on phase 3 before the end of the year; and

WHEREAS, most of the systems, equipment, and furnishings will be the same as specified in phase 2;

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, Steelcase, Inc. has entered into product discount contracts with several purchasing cooperatives with the final determination to be made based on size of discount; and

WHEREAS, Dancker, Inc. is an authorized distributor of Steelcase modular wall systems and furniture and will provide the project installation; and

WHEREAS, a purchase orders will be issued as follows:

Dancker, LLC
291 Evans Way
Somerville NJ 08876
Amount: not to exceed \$340,000 for modular wall systems
Amount: not to exceed \$90,000 for furniture

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

John Trojan
VP Finance & Facilities

Resolution #59-FY23 New Steelcase Furniture for Executive Office Reception

WHEREAS, the purchase and installation of replacement furniture to project a more modern and professional appearance is needed for the Executive Office suite which hasn't been updated since original building construction 24 years ago; 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, Dancker LLC is an authorized distributor of Steelcase furniture; and

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

WHEREAS, a purchase order will be issued as follows:

Dancker LLC
291 Evans Way
Somerville NJ 08876
Amount: not to exceed \$45,000.00

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove to Dancker LLC.

Michael DePinto
Director of Purchasing

Resolution #60-FY23 Purchase of Snow Removal

WHEREAS, the purchase of a new snow removal machine and related accessories is needed to maintain the efficient performance of the grounds keeping operation during inclement winter weather; and

WHEREAS, three (3) quotes were obtained with McIntyre's Locksmith and Lawnmower Sales and Service presenting the College with the most favorable proposal; and

WHEREAS, the Facilities and Grounds department has determined that the Ariens Mammoth 850 Multi-Attachment Stand-On Snow Removal machine is the best match for the current grounds keeping needs; and

WHEREAS, funding for this purchase is available from the College's Fiscal Year 2023 Minor Capital funds; and

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

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

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 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>McIntyre's Locksmith and Lawnmower Sales and Service 450 North Avenue East Westfield, NJ 07090 <u>Amount: \$24,928.15</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 in the amount shown above McIntyre's Locksmith and Lawnmower Sales and Service.

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

Michael DePinto
Director of Purchasing

Resolution #61-FY23 Installation of Control Valves at the New Enrollment Center – Pay to Play

WHEREAS, Chapter 12 capital funds have been approved for the creation of a new centralized Enrollment Center, which would house key student admissions and support functions to better serve new and existing students; and

WHEREAS, the purchase and installation of nine (9) control valves is needed for the new Enrollment Center area; and

WHEREAS, the Automated Logic system is proprietary and the controls are critical to maintain heating and cooling; 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 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>Automated Logic Corporation 100 Delawanna Avenue Suite 400 Clifton, NJ 07014 Amount: \$19,977.50</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 in the amount shown above to Automated Logic Corporation.

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

Michael DePinto
Director of Purchasing

Resolution #62-FY23 2023 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; and

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

WHEREAS, continued investments in digital marketing campaigns and creative design are essential components in generating new student enrollment for Fall 2023 and beyond, among high school students, adult learners and college transfer students, as well as promoting the Community College Opportunity Grant for underserved populations; and

WHEREAS, these services are additionally crucial elements of the two grants awarded by The Office of Higher Education: On-Ramps to College Grant and the Safe and

Inclusive Learning Environments Grant, in an effort to further increase outreach to underserved populations and create a more welcoming and supportive environment; and

WHEREAS, based on the analysis of website usage, enrollment data and market research, FastForward Digital has submitted a proposal for the seven (7) month period of December 1, 2022 through June 30, 2023, which combines new creatives with digital marketing and website strategies that reflect the changing College decision-making landscape; 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:

**FastForward Digital, LLC
eDesign Interactive
163 Madison Avenue
Suite 220-5
Morristown, NJ 07960
Seven-Month Total: \$309,000.00**

Michael DePinto
Director of Purchasing

Resolution #63-FY23 Extension of the Security Services Agreement

WHEREAS, the current Security Services agreement with Allied Universal Security Services is set to expire on December 31, 2022; and

WHEREAS, Allied Universal Security Services has agreed to extend the contract for up to three (3) months at the current rate of approximately \$93,220.48 per month; and

WHEREAS, during this time period the College will publicly advertise for bids and evaluate proposals for a new three (3) year Security Services agreement; 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 (3) month period of January 1, 2023 through March 31, 2023 with:

**Allied Universal Security Services
1661 Route 22 West
Bound Brook, NJ 08805**

Michael DePinto
Director of Purchasing

Resolution #64-FY23 Fire Suppression Testing and Inspection Services – Pay to Play

WHEREAS, Raritan Valley Community College requires testing and inspection services be performed on the various campus fire suppression systems for the period of July 1, 2022 through June 30, 2023; and

WHEREAS, RVCC has spent \$8,781.15 to date with Approved Fire Protection Company, Inc. during Fiscal Year 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>Approved Fire Protection Company, Inc. 114 Saint Nicholas Avenue South Plainfield, NJ 07080 <u>Amount: Not to Exceed \$37,000.00</u></p>

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue 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 #65-FY23 Replacement Data Network Firewalls

WHEREAS, Raritan Valley Community College depends on a reliable and secure campus data network for academic and administrative operations; and

WHEREAS, demand on the College’s wireless data network has increased four-fold over the past two years; and

WHEREAS, the existing data network firewalls, which monitor and filter traffic to the internet, are over six (6) years old and have reached the end of full support from the vendor; and

WHEREAS, the purchase of the appropriate replacement equipment is required to provide a safe, dependable, high-speed, high-capacity wireless data network throughout the campus; and

WHEREAS, this equipment must be fully compatible with the existing campus data network equipment and software, and

WHEREAS, three (3) quotes were requested (two (2) quotes were received and one (1) vendor failed to respond) with New Era Technology, Inc. presenting 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, Cisco Systems, Inc. is under contract with the NASPO ValuePoint cooperative purchasing program, which the State of New Jersey is a member (Contract #21-TELE-01506); and

WHEREAS, this purchase will allow the College to obtain new data network firewall equipment with increased capabilities and greater capacity to replace the existing outdated equipment through Cisco's authorized distributor New Era Technology, Inc.; and

WHEREAS, a purchase order will be issued as follows:

<p>New Era Technology, Inc. 535 U.S. Highway 46 Little Falls, NJ 07424 <u>Amount: \$139,019.00</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 to New Era Technology, Inc.

Michael DePinto
Director of Purchasing

Resolution #66-FY23 Student Communications Technology 2022-2023

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

WHEREAS, the Board of Trustees, via Resolution numbers 164-2018, 163-2019, 156-2020 and 166-2021, authorized contracts with AdmitHub to develop an artificial intelligence enabled mobile messaging system that provides 24/7 responses to enrollment questions from prospective and current students; and

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

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

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

WHEREAS, the funding for this purchase is available from the Fiscal Year 2023 Enrollment Management Operating Budget; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a one-year agreement for the period of December 1, 2022 through November 30, 2023, and issue a purchase order for artificial intelligence enabled mobile messaging as follows:

AdmitHub, PBC
38 Chauncy Street
Boston, MA NJ 02111
Amount: \$39,000.00

Michael DePinto
Director of Purchasing

Resolution #67-FY23 Apple iMac Computers for the Graphic Design and Visual Arts Programs – Pay to Play

WHEREAS, the purchase of twenty (20) Apple iMac desktop computers with 24-inch Retina displays and AppleCare+ extended four-year service agreements are required for the RVCC Graphic Design and Visual Arts Programs; and

WHEREAS, four (4) quotes were requested (three (3) quotes were received and one (1) vendor declined), with CDW-G presenting the College with the most favorable pricing; and

WHEREAS, the approved Fiscal Year 2023 Perkins Grant Rural funding includes the purchase of the iMac desktop computers via Budget Line #R1496; and

WHEREAS, funding is available in the Fiscal Year 2023 Technology Services operating budget for the purchase of the AppleCare+ extended four-year service agreements; 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>CDW-G 2 Corporate Drive Suite 800 Shelton, CT 06484-6249 <u>Amount: \$37,400.00</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 the CDW-G.

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

Michael DePinto
Director of Purchasing

Resolution #68-FY23 Laptop Computers for the New Jersey Center for Workforce Innovation in Advanced Manufacturing – Pay to Play

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized the purchase of twenty (20) Dell Latitude 5431 laptop computers as part of the New Jersey County College Consortium - Center of Workforce Innovation in Advanced Manufacturing Grant, via Resolution #23-FY23; and

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

WHEREAS, the approved Fiscal Year 2023 New Jersey County College Consortium - Center of Workforce Innovation in Advanced Manufacturing Grant funding includes the purchase of the Dell laptop computers via Budget Line #330; 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>Dell Marketing L.P. 1 Dell Way Round Rock, TX 78682-0001 <u>Amount: \$23,391.00</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 to Dell Marketing L.P.

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

Michael DePinto
Director of Purchasing

Resolution #69-FY23 TargetX Integration and Implementation Support Services 2022-2023 – Pay to Play

WHEREAS, the Board of Trustees authorized the College to employ Kennedy and Company Education Strategies as a consultant to provide the technical implementation assistance needed to complete the integration and application of the TargetX Customer Relationship Management (CRM) tools, via Resolution #177-2022; and

WHEREAS, Kennedy and Company has submitted a new proposal to provide integrative management, support and training services to the RVCC team for the launch of Phase 3 of the TargetX/Salesforce CRM tool; and

WHEREAS, the funding for these services will be allocated as follows:

- \$17,000.00 from the New Jersey Community College Opportunity Grant (CCOG) via Budget Line #70.
- \$500.00 from the Office of the Secretary of Higher Education, On-Ramps to College Grant via Budget Line #130; 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>Kennedy and Company Education Strategies, LLC 2000 P Street NW - Suite 720 Washington, DC 20036 <u>Total Amount: \$17,500.00</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 in the amount shown above to Kennedy and Company Education Strategies, LLC.

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

Michael DePinto
Director of Purchasing

Resolution #70-FY23 Registered Nurse Custom Online Reviews for the National Council Licensure Examination – Pay to Play

WHEREAS, the purchase of eighty (80) registered nurse customized online reviews are needed to improve student confidence and scoring on the National Council Licensure Examination (NCLEX); and

WHEREAS, three (3) quotes were obtained with Assessment Technologies Institute (ATI) presenting the College with the most favorable proposal; and

WHEREAS, the ATI Customized Live NCLEX Review is a three-day live review led by an experienced nurse educator and designed to increase competency on topics that need additional instruction to pass the NCLEX; and

WHEREAS, the review is highly interactive and closely aligned with the NCLEX blueprint, allowing students to incorporate critical thinking and test taking strategies as well as delegation and prioritization to hone their skills and prepare for the NCLEX; and

WHEREAS, an ATI specialist will review our student cohort performance on the ATI Predictor exam and customize the review to meet any deficits or areas in which our students need to improve upon in preparation for the NCLEX; and

WHEREAS, the approved Fiscal Year 2023 Perkins Grant Rural funding includes the purchase of these customized NCLEX reviews via Budget Line #R1400; 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>Assessment Technologies Institute, LLC 11161 Overbrook Road Leawood, KS 66211 <u>Amount: \$36,000.00</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 in the amount shown above to Assessment Technologies Institute, LLC.

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

Michael DePinto
Director of Purchasing

B. Educational Programs and Services Committee

Trustee James Von Schilling presented Consent Agenda Resolutions #71-FY23 and #75-FY23. The above stated resolutions were moved by Trustee Von Schilling, seconded by Trustee Sullivan, and approved unanimously by voice vote.

The Committee was provided an update on the Integrated English Literacy and Civics Education Grant and on the National Institute for Innovation in Manufacturing Biopharmaceutical (NIMBL).

Resolution #71-FY23 Human Resources Action Report

1. New Adjunct Faculty

The following individuals are recommended as a new adjunct faculty for Spring 2023 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	Discipline	Per contact hour rate	Hire Date
Baker	Kelly	Assistant Professor	Return & Incarcerated Student Education (RISE)	\$1,054	1/18/2023
Campanaro	Donna	Instructor	Business & Public Service	\$1,031	1/18/2023
Riccitelli	Amanda	Instructor	English	\$1,031	1/18/2023
Wright	Amy	Instructor	English	\$1,031	1/18/2023

2. Returning Adjunct Faculty

The following individual is recommended as a returning adjunct faculty for Spring 2023 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	Discipline	Per contact hour rate	Hire Date
Olds	Nancy	Assistant Professor	Science & Engineering	\$1,054	1/18/2023

3. New Hires- Administrator

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

Name	Title	Salary	Department	Start date
*Nadia Abdo	Assistant Director-CAIE	\$66,158	Center for Accessibility & Inclusive Education	12/5/2022
**Sara Bresky	Coordinator of Disability	\$53,596	Center for Accessibility &	1/30/2023

	Services		Inclusive Education	
***Amy Cook	Instructional Designer	\$69,200	Online Learning	1/5/2023

*Budget code 100-3506-5010-50/replacing N. Colon

** Budget Code 100-3506-5010-50/replacing K. Skerbetz

***Budget Code 100-3370-5010-40/replacing H. Smythe

4. Title Change- Administrator

The following individual is recommended for the indicated Administrator position:

Name	Title	Department	Effective date
*Jacki Belin	Vice President for Strategic Partnerships & Workforce Innovation	Strategic Partnerships & Workforce	12/1/2022

*title change only

5. Status Change- Support Staff

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

Name	Title	Salary	Department	Effective date
Martha Salas	Laboratory Assistant III- Biology Molecular	\$65,096	Science & Engineering	11/16/2022

6. New Hires- Support Staff

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

Name	Title	Salary	Department	Effective date
*Tamara Jones	Student Empowerment Specialist (Grant-Funded)	\$48,750	Student Affairs & Outreach	11/7/2022
**Larissa Tarbox	Executive Assistant- Provost	\$65,000	Office of Provost/VP of Academic Affairs	12/19/2022

*Budget code 375-6000-5310-80/425G-6000-5310-80/new grant-funded ends June 30, 2023

**Budget code 100-3000-5310-60/replacing L. McCarthy

7. Resignation

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

Name	Title	Department	Effective Date
Nader Copty	Associate Professor- Physics	Science & Engineering	12/31/2022

8. Retirement

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

Name	Title	Department	Effective Date
Valerie Fania	Grants Specialist	Budget & Finance	2/28/2023

Resolution #72-FY23 Legacy Sabbatical – Professor Carol Patterson

WHEREAS, the Board of Trustees of Raritan Valley Community College did by Resolution #181-2022 (dated January 18, 2022) reappoint Professor Carol Patterson for the 2022-2023 academic year; and

WHEREAS, the Board of Trustees of Raritan Valley Community College did by Resolution #50-FY23 (dated October 25, 2022) approve the Legacy Sabbatical Program for Full-Time Tenured Faculty; and

WHEREAS, Professor Carol Patterson has requested to participate in the Legacy Sabbatical Program for Full-Time Tenured Faculty and would receive a half-year sabbatical for the Spring 2023 term paid at the rate of half her base annual salary, and relinquish her tenure as of June 30, 2023;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does here by approved the Legacy Sabbatical Leave to Professor Carol Patterson for Spring 2023.

Resolution #73-FY23 Appointments, Full-Time Non-Tenure Spring 2023 Faculty

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

Name	Title	Department	Start Date	Salary
*Sherry Shapiro	Instructor-Chemistry	Science & Engineering	1/3/2023	\$63,418 (prorated \$31,708)
**Anshu Gandotra	Instructor-Computer Science	Math/Computer Science	1/3/2023	\$61,399 (prorated \$30,700)

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

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

Resolution #74-FY23 Salary Corrections, Full-Time Non-Tenure Fall 2022 Faculty

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

Name	Title	Department	Start Date	Salary
*Sherry Shapiro	Instructor-Chemistry, Non-Tenure	Science & Engineering	8/31/2022	\$63,418 (prorated \$31,708)
**Christopher Teixeira	Instructor-English, Non-Tenure	English	8/31/2022	\$60,190 (prorated \$30,095)

*salary reported incorrectly Board resolution September 20, 2022

**salary reported incorrectly Board resolution August 30, 2022

Resolution #75-FY23 New Certificate in Social Media Specialist

WHEREAS, the College has identified certain academic programs for which there is student demand; and

WHEREAS, it is feasible to introduce a new Certificate in Social Media Specialist;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the establishment of a new Certificate in Social Media Specialist.

C. Governance, Policy, and President Evaluation Committee

Trustee Timothy Howes reported that the Campus Safety Report for the period October 19, 2022 to December 6, 2022 was discussed by the Committee and was provided to the full Board of Trustees via SharePoint.

The Committee reviewed the Annual Reorganization meeting agenda items and unanimously approved the recommended Annual Reorganization meeting resolutions.

A review the Board's current Code of Ethics policy is underway. The Governance Committee will review the edits at their next meeting and a resolution with a recommended revised policy will be presented to the Board at the January or future meeting.

The President provided the Committee with updates about the College's FY23 budget performance and planning for FY24 budget and beyond and on winter enrollment.

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."

An adjunct faculty member Jamie Parmese spoke about her individual pedagogical teaching approach and on adjunct negotiations.

Faculty Federation President Pattiann Kletz commented that she looks forward to working with the Board on a collaborative approach to negotiations that is best for all constituencies.

IX. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 6:20 p.m.

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