

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
MARCH 7, 2023

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, March 7, 2023, in-person and 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 (In-Person)	Absent: Preston Clawson
Thomas Borkowski (Virtual)	W. Timothy Howes
Zenon Christodoulou (In-Person)	Howard Opdyke
Jinnee Min DeMarco (In-Person)	
Roger Jinks (Virtual)	
Roger Locandro (Virtual)	
Nidhi Makhija (Virtual)	
Adam Shain (In-Person)	
Margaret Sullivan (In-Person)	
Helena Swanicke (Virtual)	
Juan Torres (Virtual)	
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.

On behalf of the RVCC Foundation Board of Directors, Michael Marion (Executive Director of the RVCC Foundation) invited the Board of Trustees to join the Foundation Board in supporting RVCC Giving Day 2023. Giving Day is a once-a-year, 24-hour online fundraising event in support of the College. Mr. Marion reported that this year's effort will leverage a generous \$50,000 "match challenge." (For additional information, please visit the raritanval.edu/givingday website.)

Chair Caren Bateman encouraged trustees to make a gift of any size as we are hoping for full participation from our Board.

III. Agenda Items

1. Approval of Meeting Minutes

The Regular Meeting minutes of January 24, 2023 were moved by Trustee Sullivan, seconded by Trustee Von Schilling, and approved by voice vote.

2. President's/Chair's Report

The President reported that Spring enrollment proved much stronger than we had forecast. The College had budgeted for an annual increase of 2%, but official spring results returned an increase of 8.9% in credit hours (5.8% over spring 2022 in headcount). Here are some of the details associated with this somewhat surprising and stronger than expected enrollment:

- 56.8% of increase in new, first-time students. Important because it may suggest that students are beginning to recover from any pandemic-related distress and beginning to return to postsecondary education. More importantly, however, it reflects the idea that students are being very intentional in their choice – that they are selecting the community college as the explicit choice for beginning their postsecondary pathway. If both these trends are accurate and sustained, then it bodes well for future enrollment;
- 14.6% of the increase reflects full-time enrollment. This is encouraging and a potential trend that we will need to exploit. Over the past decade, we have seen a steady decline in full-time enrollment, and that decline has had a significant impact on both our tuition and fee revenue and the relationship between operating costs (student supports) and enrollment;
- 13.8% increase in male student enrollment. For several years, the US has seen a dramatic decrease in male enrollment at the postsecondary level, so any increase is encouraging;
- 12.6% in Latinx students. One of the sharpest demographic trends at RVCC in recent years has been the steady increase in our Latinx population, making RVCC federally recognized as a “Hispanic Serving Institution;”
- 6.1% of the increase reflects Somerset County resident and 4.2% increase in Hunterdon County residents;
- Spring dual enrollment reflects an 8.4% increase in headcount (7.7% in credit hours);
- Liberal Arts, Computer Science, and Information Technology saw the biggest enrollment increases.

President McDonough announced that a resolution to honor Trustee Paul Hirsch’s service to the Board of Trustees will be on the March 28, 2023 Board of Trustees Regular meeting agenda. The resolution will grant Trustee Hirsch trustee emeritus status and further approve the renaming of the Community Room (located in the Events Conference Center) to The Trustee Paul J. Hirsch Board Room to acknowledge the profound role he has as played at the College for over thirty-six years.

Chair Caren Bateman noted that Dr. Paul Hirsch will be in attendance at the March 28th Board of Trustees meeting and encouraged board members to attend the Board meeting in-person, if possible.

3. Committee Reports

A. Labor Relations Committee

Chair Caren Bateman reported that the Labor Relations Committee met earlier in the day and that negotiations are progressing. The Chair commented that the Board looks forward

to success within the next few months. The Committee will continue to update the full Board at future meetings.

B. Finance Committee

Trustee Roger Locandro reported on the Treasurer’s Report (Resolution #91-FY23) for the period 01/01/23 to 01/31/23. On motion by Trustee Locandro, seconded by Trustee Shain, the Treasurer’s Report was approved by voice vote.

Trustee Roger Locandro then presented Consent Agenda Resolutions #92-FY23 through #102-FY23 and Resolutions #104-FY23 through #106-FY23. Resolution #103-FY23 (Amendment to Perkins V Grant) was voted on separately. The above stated resolutions were moved by Trustee Locandro, seconded by Trustee Von Schilling, and approved unanimously by voice vote. Trustee Torres respectfully abstained from voting on Resolution #103-FY23

Resolution #92-FY23 – Various Vouchers for Payment

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

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

Check #s	345089-345475	
ACH#s	2	
Total Checks		\$1,140,015.77
Total ACH		18,485.57
Total Vouchers		1,158,501.34
Construction and Architect Vouchers		17,979.25
Less Previously Approved		<u>274,836.65</u>
Total		<u>\$901,643.94</u>

Resolution #93-FY23 Campus Chillers Preventive Maintenance and Repairs Increase

WHEREAS, the Board of Trustees of Raritan Valley Community College, via Resolution #241-2022, authorized annual preventive maintenance and repairs for various pieces of equipment in the Central Utility Plant, including the chillers; and

WHEREAS, the College needs to increase the current purchase order with Trane Company for the maintenance of the chillers to cover recent unforeseen repairs and future service calls, and

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

WHEREAS, preventive maintenance and repairs ensure that the chillers continue to operate efficiently; and

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

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

<p>Trane Company 19 Chapin Road Suite #200 Pine Brook, NJ 07058 <u>Purchase Order Increase Amount: \$30,000.00</u></p>

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to increase the purchase order to the Trane Company in the amount shown above. The new total for this purchase order will be \$65,000.00.

Michael DePinto
Director of Purchasing

Resolution #94-FY23 Electrical Services at the RVCC Enrollment Center – Phase 2

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, Raritan Valley Community College advertised for bids for electrical services to be performed in preparation of the second phase of the new campus Enrollment Center project; and

WHEREAS, thirteen (13) bids were distributed to vendors and two (2) bids were received and opened on Thursday, February 16, 2023; and

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

<p>LJS Electric, Inc. 430 Commerce Boulevard Carlstadt, NJ 07072 <u>Amount: \$95,632.00</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 contract and issue a purchase order as described above to LJS Electric, Inc.

Michael DePinto
Director of Purchasing

Resolution #95-FY23 Lighting Fixtures for the New Enrollment Center

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 of approximately sixty (60) light fixtures are needed for the new Enrollment Center offices and conference rooms; and

WHEREAS, the College administration estimates that the total cost of this purchase will not exceed \$50,000.00; and

WHEREAS, in order to keep the project on schedule the College administration would like to make this purchase prior to the next regularly scheduled meeting of the Board of Trustees on Tuesday, March 21, 2023; and

WHEREAS, proposals will be obtained from vendors who are associated with National, State, County or Regional purchasing cooperatives or consortiums, which are competitively bid and exempt from the public bid process; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the College administration to proceed with the purchase of these lighting fixtures for a total amount not to exceed \$50,000.00, and report the pertinent information at the March 2023 Board Meeting.

Michael DePinto
Director of Purchasing

Resolution #96-FY23 Replacement of the Hunterdon Hall Transformer (REVISED – Price Increase)

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized MetroTek Electrical Services Company to replace the 1000KVA transformer located in the Hunterdon Hall building for an amount not to exceed \$30,449.00, via Resolution #35-FY23; and

WHEREAS, the Hunterdon Hall transformer being replaced was nearly fifty (50) years old and significantly past its expected life; and

WHEREAS, as the work was being completed, a three-phase switch in the Hunterdon cabinet failed causing a complete power outage at the main campus (please see the attached memo for the exact details); and

WHEREAS, RVCC management agreed to let MetroTek proceed immediately with a full investigation to identify the issues and complete the repairs due to the emergency nature of the power outage; and

WHEREAS, in accordance with N.J.S.A. 18A: 64A-25.6, any purchase, contract, or agreement may be made, negotiated, or awarded by a county college without public advertising for bids, when an emergency affecting the health, safety, or welfare of occupants of college property requires the immediate delivery of the materials, or supplies, or the performance of the work required to rectify such conditions; and

WHEREAS, the College requests to increase the amount of the project by \$17,251.00; and

WHEREAS, funding for this additional work is available through the Chapter 12 capital funds allocated for the Replacement of Three Transformers; and

WHEREAS, an increase to the project amount will be issued as follows:

<p>MetroTek Electrical Services Company 2200 Northwood Avenue - Suite #2 Easton, PA 18045 <u>Project Increase Amount: \$17,251.00</u> <u>Revised Project Amount Not to Exceed: \$47,700.00</u></p>

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to increase the project amount to MetroTek Electrical Services Company in the amount shown above. The new total for this project will be \$47,700.00.

Michael DePinto
Director of Purchasing

Resolution #97-FY23 Equipment, Hardware and Supplies – Pay to Play

WHEREAS, the Facilities and Grounds department requires the purchase of various types of equipment, hardware and supplies to maintain the proper functioning of the College campus; and

WHEREAS, RVCC has spent \$18,085.22 to date with Grainger during Fiscal Year 2023; and

WHEREAS, the Advanced Manufacturing, Automotive Technology, and Visual and Performing Arts programs additionally purchase these items from Grainger for academic use; and

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

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

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 2022 through June 30, 2023, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p>Grainger 1001 Hadley Road South Plainfield, NJ 07080 <u>Amount: Not to Exceed \$37,000.00</u></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue purchase orders as described hereinabove; and

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

Michael DePinto
Director of Purchasing

Resolution #98-FY23 MEP Engineer for the Workforce Center Addition – Pay to Play
WHEREAS, the Board of Trustees of Raritan Valley Community College authorized KSI Consulting Engineers, LLC to perform mechanical, electrical and plumbing (MEP) engineering services for the design of the upcoming Workforce Training Center Addition project, at the January 2023 Board Meeting, via Resolution #81-FY23; and

WHEREAS, three (3) proposals were obtained with KSI Consulting Engineers, LLC presenting the College with the most favorable pricing; and

WHEREAS, due to the total dollar amount of this purchase being over \$17,500.00, the New Jersey Pay to Play language shown below and the attached Determination of Value Certification must be included with this resolution; and

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

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

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 2022 through June 30, 2023, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p>KSI Consulting Engineers, LLC 149 Yellowbrook Road Farmingdale, NJ 07727 <u>Total Amount: Not to Exceed \$34,000.00</u></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue purchase orders as described hereinabove; and

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

Michael DePinto
Director of Purchasing

Resolution #99-FY23 Purchase, Maintenance and Repair of Campus Security Cameras – Pay to Play

WHEREAS, the purchase, maintenance and repair of the campus security cameras is an essential component in maintaining a safe and secure daily environment for RVCC students and staff; and

WHEREAS, RVCC has spent \$21,318.50 to date with Integrated Systems and Services, Inc. during Fiscal Year 2023; and

WHEREAS, on occasion, additional security equipment has been purchased or serviced by Integrated Systems and Services including panic alarm systems, network video recorders, and parking lot gates and stanchions; 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>Integrated Systems and Services, Inc. 541 Industrial Way West Suite B Eatontown, NJ 07724 <u>Amount: Not to Exceed \$37,000.00</u></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue purchase orders as described hereinabove; and

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

Michael DePinto
Director of Purchasing

Resolution #99A-FY23 Forward Purchase of Electricity and Natural Gas

WHEREAS, Raritan Valley Community College consumes a significant amount of electricity and natural gas during the year to service various campus operations; and

WHEREAS, utility costs are a significant part of the operating budget and are especially at risk at this time because of volatile world conditions; and

WHEREAS, the College already has in place self-generation capabilities in the form of a combined heat and power plant and two solar arrays all of which provide a portion of the campus electricity needs; and

WHEREAS, the College's current contracts for natural gas and electricity requirements expire October 31, 2023 and January 31, 2024, respectively, and its independent consultant New Energy Concepts has advised that current high-cost market conditions may become favorable to a decision to extend forward pricing on these energy components; and

WHEREAS, because time is of the essence to make a decision by 3:00 PM on the same day that the bids are due, Management seeks Board of Trustees authority for the VP Finance & Facilities to conduct a public auction process with its energy consultant and commit the College on a specific date to purchase electricity and natural gas for a period not to exceed 36 months if conditions are favorable.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the VP Finance & Facilities to enter into a contract and issue purchase orders to the successful bidder. The Board will affirm the contract award at the next meeting following the potential contract award.

John Trojan, VP Finance & Facilities

Resolution #100-FY23 Apple iMac Computers for the Graphic Design Program

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 Programs; and

WHEREAS, three (3) quotes were obtained with Software House International (SHI) presenting the College with the most favorable pricing; and

WHEREAS, funding for the purchase of the iMac desktop computers will be split between the Fiscal Year 2023 Perkins Federal Grant via Budget Line #410 and the Perkins Rural Grant via Budget Line #R1498; 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, 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, Apple hardware, software and services are available through the NJEDge.net technology purchasing consortium, administered by Software House International (SHI) via Contract #269EMCPS-21-001-EM-SHI; 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, a purchase order will be issued as follows:

<p>Software House International (SHI) 290 Davidson Avenue Somerset, NJ 08873 <u>Amount: \$38,196.20</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 Software House International (SHI).

Michael DePinto
Director of Purchasing

Resolution #101-FY23 Canvas Learning Management System 2023-2026

WHEREAS, the renewal of the cloud subscription and support agreement for the Canvas Learning Management System is needed for the period of April 1, 2023 through March 31, 2026; and

WHEREAS, academic management has determined that the current Canvas learning management system has proved successful in providing RVCC with the ability to provide quality instruction and expand offerings; and

WHEREAS, academic management believes that the Canvas software product has provided a better student experience and will lead to increased online enrollment in the coming years; 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 New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC), composed of the membership of the county colleges in New Jersey, was formed to provide an instrument for the county colleges to combine purchasing power and realize savings to benefit the participating institutions; and

WHEREAS, Instructure, Inc. has entered into an agreement with the Joint Purchasing Consortium (Contract #RFP #19/20 R-591), of which RVCC is a member; and

WHEREAS, purchase orders will be issued as follows:

<p>Instructure, Inc. 6330 South 3000 East - Suite 700 Salt Lake City UT 84121</p>
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April 1, 2023 – March 31, 2024 Amount: \$119,714.38
April 1, 2024 – March 31, 2025 Amount: \$125,688.99
April 1, 2025 – March 31, 2026 Amount: \$131,984.55
Total Three-Year Amount: \$377,387.92

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 purchase orders as described hereinabove to Instructure, Inc.

Michael DePinto
Director of Purchasing

Resolution #102-FY23 Microsoft Enrollment for Education Solutions Agreement 2023-2024

WHEREAS, the renewal of the Microsoft Enrollment for Education Solutions (EES) agreement is needed for the period of April 1, 2023 through March 31, 2024; and

WHEREAS, the agreement provides a site license for the Microsoft Office and Office 365 products as well as licenses and support for the Microsoft Windows and SharePoint servers; and

WHEREAS, RVCC relies on Microsoft desktop and systems software to deliver Academic and Administrative applications making continued use of this software critical to the daily operation of the College; 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 licensing and support of the Microsoft Licensing Solution Providers Services is available through the NJEDge.net technology purchasing consortium, administered by Software House International (SHI) via Contract #269EMCPS-19-001; 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, a purchase order will be issued as follows:

Software House International (SHI)
290 Davidson Avenue
Somerset, NJ 08873
Amount: \$49,502.86

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 Software House International (SHI) for the period of April 1, 2023 through March 31, 2024.

Michael DePinto
Director of Purchasing

Resolution #103-FY23 Amendment of Perkins V Grant

WHEREAS, the Board of Trustees of Raritan Valley Community College previously approved a resolution on May 17, 2022 to apply and for the Strengthening Career and Technical Education for the 21st Century Act (Perkins V) grant in the amount of \$485,731 including a rural allocation to provide quality occupational program improvements and ensure access to these programs; and

WHEREAS, the Perkins V amount of funding including a rural allocation is \$543,719; and

WHEREAS, the Board of Trustees of Raritan Valley Community College accepts the funding for the Strengthening Career and Technical Education for the 21st Century Act (Perkins V); and

WHEREAS, the State of New Jersey Department of Education requires a formal resolution to accept the funds and recognize an amendment of the Perkins V plan; and

WHEREAS, several budget lines will be adjusted, such as the reduction in price of computers and NCLEX review as well as reduced conference and travel resulting in additional part-time assistants, supplies, an increase in price of equipment, and additional computers in Perkins eligible program, as part of the amended budget; and

WHEREAS, the Board of Trustees has determined that funding for these project activities will continue to enhance the quality of the College's CTE programs; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College approve the amendment of the Perkins V grant.

Resolution #104-FY23 Bulk Mailing Services – Pay to Play

WHEREAS, Raritan Valley Community College requires bulk mailing services be performed to distribute marketing materials, such as postcards, brochures, booklets, etc., to the local community on behalf of the Public Relations and Theatre departments; and

WHEREAS, bulk mailing services normally include the pick-up of the materials at the Print Shop, preparation (i.e., addressing and tabbing) and delivery to the post office; and

WHEREAS, RVCC has spent \$14,392.82 to date with Cox Printers during Fiscal Year 2023; and

WHEREAS, Cox Printers has additionally been used to print marketing materials for the College in the event that the Print Shop is unable or unavailable to complete the job; 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>Cox Printers 1634 East Elizabeth Avenue Linden, NJ 07036-1725 <u>Amount:</u> Not to Exceed \$37,000.00</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 #105-FY23 Clothing and Uniforms for RVCC Athletes, Employees, and Students – Pay to Play

WHEREAS, the purchase of clothing and uniforms is needed for professional, academic and athletic use by RVCC employees, students and athletes; and

WHEREAS, RVCC has spent \$19,775.20 to date with Flemington Department Store 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>Flemington Department Store 151 State Route 31 Flemington, NJ 08822 <u>Amount:</u> Not to Exceed \$37,000.00</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 #106-FY23 Rental Chairs and Tents for the Spring 2023 Commencement Ceremony – Pay to Play

WHEREAS, the rental of chairs and tents, as well as set-up and breakdown services, are needed for the Spring 2023 Commencement ceremony scheduled for Saturday, May 13, 2023; and

WHEREAS, three (3) quotes were requested with Adams Party Rental presenting the College with the only response; and

WHEREAS, funding for the rental chairs and tents was allocated through the Fiscal Year 2023 Commencement budget; 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:

Adams Party Rental
154 Turnbull Avenue
Trenton, NJ 08610
Amount: \$20,956.10

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

C. Educational Programs and Services Committee

Trustee James Von Schilling presented Consent Agenda Resolutions #107-FY23 through #110-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 updates on the Greater Raritan Workforce Development Board/RVCC Scholarship program funded with an allocation from the American Rescue Plan, the College's FY24 budget, and on enrollment.

Resolution #107-FY23 Human Resources Action Report

1. New Adjunct Faculty

The following individual is 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
Kraus	Virginia	Instructor	Humanities, Social Science & Education-K-12 Partnerships	\$1,031	1/16/2023

2. New Hire- Administrator

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

Name	Title	Salary	Department	Start date
*Kamaljeet Verma	Accounts Receivable Manager	\$58,506	Budget & Finance	2/16/2023
**Brian Williams	Academic Advisor	\$60,000	Advising, Counseling & Transfer Services	2/13/2023

*Budget code 100-4000-5010-50/replacing M. Raphael

** Budget code 100-3520-5010-50/replacing C. Suarez

3. Status Change- Support Staff

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

Name	Title	Salary	Grade	Department	Effective date
Chandra Caldwell	Administrative Assistant III	\$63,270	K	Dean-Student Affairs	2/1/2023
Linette Perez Cepeda	Administrative Assistant III	\$51,920	K	Divisional Dean- Liberal Arts	2/1/2023
*Monique Christian	Academic Department Assistant	\$48,007	H	English/HSSE	2/1/2023
Cindy DeBellis	Administrative Assistant III	\$59,673	K	Divisional Dean-STEM	2/1/2023

Dorothy (Julie) Land	Administrative Assistant III	\$51,920	K	Divisional Dean-Academic Support & Partnerships	2/1/2023
Caroline Seibert	Senior Human Resources Specialist	\$66,545	L	Human Resources	2/1/2023

*Salary adjustment only

4. Retirement

The following reflect employees who intend to retire from the college.

Name	Title	Department	Effective Date
Allison Gill	Administrative Assistant-Workforce	Workforce Development	4/30/2023
Shelia Meiman	Director of RISE	Returning Incarcerated Student Education (RISE)	3/31/2023

Resolution #108-FY23 Sabbatical Leaves

WHEREAS, the Board of Trustees of Raritan Valley Community College did by Resolution #85-FY23 dated January 24, 2023, reappoint Professor Kathryn Suk, Professor Lisa Tucker, Professor William Black for the 2023-2024 academic year; and

WHEREAS, Professor Kathryn Suk has requested a sabbatical leave for the Fall 2023; and

WHEREAS, Professor Lisa Tucker have requested a sabbatical leave for the Fall 2023; and

WHEREAS, Professor William Black have requested a sabbatical leave for the Spring 2024; and

WHEREAS, the provisions of the Board/Faculty Agreement concerning sabbatical leaves have been complied with;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby grant sabbatical leave to Professor Kathryn Suk for Fall 2023, Professor Lisa Tucker for Fall 2024, Professor William Black for Spring 2024.

Resolution #109-FY23 Discontinuance of the Tax Preparer, Certificate of Completion Degree

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

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

WHEREAS, the Tax Preparer, Certificate of Completion degree has been identified as a program that is not attracting sufficient applications, maintaining adequate student retention; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College at the recommendation of the President, shall discontinue the Tax Preparer, Certificate of Completion degree effective with the entering class in the spring 2023 term.

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

Resolution #110-FY23 Discontinuance of the CPA Education Requirement, Certificate Degree

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

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

WHEREAS, the CPA Education Requirement, Certificate degree has been identified as a program that is not attracting sufficient applications, maintaining adequate student retention; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College at the recommendation of the President, shall discontinue the CPA Education Requirement, Certificate degree effective with the entering class in the spring 2023 term.

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

D. Governance, Policy, and President Evaluation Committee

Chair Caren Bateman reported that the Campus Safety Report for the period January 18, 2023 to February 14, 2023 was discussed by the Committee and was provided to the full Board of Trustees via SharePoint.

The Governance Committee received updates about the College's FY23 budget performance and planning for FY24 budget, spring and summer enrollment, the proposed FY24 State budget, the quarterly commissioner meetings, and on the Board bylaws review.

Future Educational Retreat topics and schedule are as follows:

- *March 2023 – Strategic Plan Update and Metrics and Discussion on Student Housing
- *June 2023 – Year End Review and Campus Tour
- *October 2023 – Workshop on Trusteeship

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.”

Professor of Dance Loretta Fois reported that fifteen Raritan Valley Community College Dance majors and three faculty members participated in the American College Dance Conference, held March 1-5 at Montclair State University. The conference's primary focus is to support and promote the wealth of talent and creativity that is prominent throughout college and university dance departments. The conference provides a means for dance programs to perform outside their

own academic setting and to gain exposure to the diversity of college dance throughout the United States.

The conference, which is attended by more than 500 participants in 10 states, provided a venue for students and faculty to engage in performances, workshops, panels, and master classes. It also offered a unique opportunity for students, guest artists, and faculty to have their dance works adjudicated by a panel of nationally recognized dance professionals. Colleges present two works for adjudication, and the conference culminates with a gala concert of 10-12 pieces selected for their exemplary artistic quality.

RVCC dance major Cedric Thomas' piece, titled "Call me, Simone," was chosen for the gala. His work also is an alternate for the National College Dance concert in May. This is the third year that RVCC dance artists have been chosen to perform at the gala.

Professor Patti Kletz reported on a Chronicle of Higher Education article "The Changing Classroom" (<https://www.chronicle.com/article/course-correction>) and addressed the Board concerning negotiations.

IX. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 5:30 p.m.

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