

RARITAN VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES' REGULAR MEETING  
MARCH 28, 2023

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, March 28, 2023, in-person and via Zoom Webinar. Chair Caren Bateman called the Regular Board of Trustees meeting to order at 4:30 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  
Preston Clawson  
Jinnee Min DeMarco  
W. Timothy Howes  
Roger Jinks  
Roger Locandro  
Nidhi Makhija  
Howard Opdyke  
Adam Shain  
Margaret Sullivan  
Helena Swanicke  
Juan Torres  
James Von Schilling

Absent:

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

A quorum was present.

President Michael McDonough then read the following resolution:

Resolution #111-FY23 Tribute for Dr. Paul J. Hirsch

WHEREAS, Dr. Paul J. Hirsch has been a member of the Raritan Valley Community College Board of Trustees since 1986; and

WHEREAS, Trustee Hirsch served with exemplary distinction as Chair of the Raritan Valley Community Board of Trustees from November 2008 to November 2011 and again from November 2013 to November 2015; and

WHEREAS, during Trustee Hirsch's long and distinguished tenure his leadership helped establish

Raritan Valley Community College as one of the most accomplished and innovative community colleges in both the state and the nation; and

WHEREAS, Trustee Hirsch's impressive record of achievement includes the transformation of the entire campus from the opening of The Edward Nash Theatre to the dedication of the Evelyn S. Field Library to the creation of the RVCC Event Center to the founding of the Ray Bateman Center for Student Life and Leadership to the establishment of a state-of-the-art workforce training center and to the expansion of the Christine Todd Whitman Science Center; and

WHEREAS, Trustee Hirsch established and so generously supports The Morris and Dorothy Hirsch Research Library of The Holocaust, Genocide, and Racism; and

WHEREAS, Trustee Hirsch has guided the institution through multiple strategic plans, has helped the college realize record student enrollment, and has led the college through the complex process of accreditation; and

WHEREAS, Trustee Hirsch has nurtured a culture of Board governance that meets the highest demands of shared governance, of fiduciary responsibility, and of integrity and independence; and

WHEREAS, Trustee Hirsch has made profound contributions to the College's fiscal strength and has championed transparency and accountability; and

WHEREAS, Trustee Hirsch has been instrumental in selecting RVCC's current president and many former presidents; and

WHEREAS, Trustee Hirsch has focused his long, distinguished, and devoted service on several key areas: he has been an eloquent and passionate advocate for all students; he has championed the highest ideals and practices of Board governance; and he has been the quiet and steady presence behind a campus culture that embraces diversity, that encourages civic engagement, that supports meaningful Service Learning, that promotes environmental stewardship, and that strives for excellence in all endeavors; and

WHEREAS, Trustee Hirsch's leadership has helped create a Board and a college community that reflects his own values and his own character – an unwavering commitment to independence, to integrity, to care, to loyalty, and, above all, to a generous, inclusive, engaged, compassionate, and humane citizenship;

Now, THEREFORE, BE IT RESOLVED, that the RVCC Board of Trustees, Secretary to the Board Sheri Pontarollo, President Michael J. McDonough, and all members of the College community wish to express their deepest gratitude and appreciation to Dr. Paul J. Hirsch for his profound contributions to RVCC; to bestow upon him the title of *Trustee Emeritus* for his outstanding leadership; and to rename RVCC's Community Room **The Dr. Paul J. Hirsch Board Room**.

Following a standing ovation, Chair Bateman, President McDonough, members of the Board of Trustees, members of Bateman family, and the audience praised Trustee Emeritus Hirsch for his years of dedication and service to the College and extended their deepest gratitude and appreciation.

Chair Caren Bateman commented, with a tear in her eye, that she must also say good-bye and a heartfelt thank you to a man who has dedicated nearly 4 decades of his life to the success of

Raritan Valley Community College. Paul Hirsch has used all the resources at his disposal, a keen intellect, sound judgement, a historical perspective, a gentle personality, an amazing vision for the future of this College, and a calm voice to all discussions, even the challenging ones. He mentored most of us and made us understand good governance and our fiduciary roles as Trustees, always keeping the College's mission in our view. Dr. Paul has been involved in nearly all the significant decisions during his 36-year tenure that resulted in RVCC becoming a state, regional, and nationally recognized institution. His knowledge of the economic needs of the bi-county area has driven RVCC's role in providing a well-educated work force to fuel our local economy. Dr. Hirsch also served on the RVCC Foundation Board and was a driving force in the creation and completion of the Holocaust & Genocide Library. He has served on Presidential Selection Committees, and helped select our current President. He has been involved in most of the infrastructure changes to the College and in formulating the direction we move in today. There is so much more, but for now, we thank him and the College will miss him.

President McDonough began his remarks by noting that he got the opportunity to be the president of RVCC because of Dr. Hirsch. And whatever success we have enjoyed as an institution is because of Paul's unwavering support and thoughtful guidance. He said that his tenure has lasted this long because of Paul and because of his generosity and his thousands of small kindnesses. He added that Paul represents the very best of that unique American invention – the community college. Paul is committed to access, to opportunity, to that most American of all values – the second chance. Paul is a quiet but determined advocate for all our students. He is, above all, engaged, innovative, and humane. He is RVCC's accomplished community citizen – a champion of this great college.

President McDonough also took the opportunity to thank Sheri Pontarollo. Alongside Paul, Sheri has forged a college and a board in her own character: Sheri treats every single person who comes on campus with care, with kindness, and with compassion. He paused and said that is how Sheri has treated him since the very first day he set foot on campus.

He concluded his remarks by thanking Sheri and Paul, adding that he owed them both a debt he can never repay. You have been the stewards of this college for over 35 years and you deserve our thunderous applause and our most sincere thanks.

President McDonough ended his brief remarks by quoting a favorite Shakespearian couplet, a passage that so perfectly describes his feelings for Sheri and for Paul:

I count myself in nothing else so happy  
As in a soul remembering my good friends.

Trustee Emeritus Paul Hirsch expressed his gratitude to President McDonough, the Board of Trustees, to the Bateman family, and members of the College community.

Following are Trustee Emeritus Dr. Paul J. Hirsch's remarks:

Good evening, and thank you – thank you, everyone.

I appreciate all of your comments,  
and the meaningful reading of the Resolution  
by President McDonough.  
I'm grateful to the members of the Bateman family who,  
in addition to Board Chair Caren Bateman,

are attending this evening – Senator Kip Bateman,  
Michael Bateman, Joanie Coffaro, and Keith Chanoch.  
Senator Ray Bateman, our longtime Board Chair,  
played a giant role in the founding of this college,  
in obtaining the land that it sits on,  
and in writing the legislation that created  
New Jersey’s community college system.

It was an honor to work with him on the Board for many years,  
and I am proud to have been his friend.

I also appreciate the presence, and the remarks,  
of Jacki Belin and Michelle Edgar, representing the  
Research Library of The Holocaust, Genocide, and Racism.

To the Board of Trustees, I extend my sincere  
gratitude and appreciation  
for the naming of the Board Room,  
for electing me Trustee Emeritus,  
and for this very kind and generous Resolution,  
which gives me credit for much that I had little to do with,  
other than having been present.  
Thank you, all.

I would also like to particularly thank  
those I worked with most closely  
during the past year.

This Board is fortunate to have as its Chairperson,  
a dedicated leader, Caren Bateman,  
who works on behalf of the Board and the College,  
with endless energy and devotion.  
She leads the Board with collegiality and inclusivity,  
always seeking broad input from others.

As Chair of the Board,  
and in her active leadership of the Audit Committee,  
Caren has significantly enhanced  
and strengthened the Board’s role in governance.  
I’ve learned a lot about leadership from you, Caren. Thank you.

The functions and responsibilities  
of the Board of Trustees and its committees,  
are coordinated by Sheri Pontarollo, who is  
the Secretary to the Board of Trustees,  
as well as Manager of the Executive Office.  
Sheri’s experience and knowledge  
have made her invaluable to the Board!  
I was fortunate to be able to work with Sheri,  
and I routinely relied on her insights and her judgment.  
Thank you, Sheri.

In 2013 Mike McDonough submitted his application to our Presidential Search Committee.  
He wrote about his teacher, Mr. Osgood,

who inspired him to be a teacher.

He also presented  
a clear and focused vision for a re-imagined RVCC.

I wrote in my notes at the time:  
“I would like to meet him. He could do the job!”  
He has indeed “done the job,” and in doing so,  
he’s risen to state-wide and national prominence,  
and brought the College to similar recognition,  
as the best Community College in the state,  
and one of the best in the nation.

President Michael McDonough  
is a visionary and innovative leader,  
a champion of Community College education  
and a champion of the students we serve.  
Thank you, Mike,  
For your extraordinary leadership of the College.

Our College plays a critical role  
in the life of our communities, providing  
academic education, career education, and skills training.  
We serve students of all ages, and with varying needs.  
We serve the needs of our businesses –  
- local, national, and international companies –  
that are eager to hire our students.

And many of our students go on to 4-year  
colleges and universities, where they often do better than the students who started at those  
institutions in their first year.

Raritan Valley Community College is an incredible asset  
for the citizens of Hunterdon and Somerset Counties.  
I feel privileged to have been a part of it, and to have  
served on its Board of Trustees, a Board that  
has always been committed to good governance,  
and to serving our students and  
the citizens of our two counties.

I’m extremely grateful, really overwhelmed,  
by your kind and generous words,  
and the honors you’ve given me.  
I appreciate it more than I can ever say.  
Thank you, Trustees, thank you everyone, so very, very much!

Senator Christopher (Kip) Bateman expressed his appreciation to Dr. Hirsch for being such a great friend to his father and for all he has done for the entire Bateman family. Senator Bateman remarked that Paul Hirsch’s service to Raritan Valley Community College has helped tens of thousands of students over the years.

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

III. Agenda Items

1. Approval of Meeting Minutes

The Regular Meeting minutes of March 7, 2023 were approved by voice vote.

2. President's/Chair's Report

Chair Bateman reported that Raritan Valley Community College had a record-setting "Giving Day" on March 23 and raised \$163,830 for student clubs and athletic teams, as well as a range of centers, institutes and critical institutional programs. The Chair expressed her appreciation to the Board of Trustees for their participation.

The Chair announced that the President's annual evaluation Survey Monkey instrument, along with his self-evaluation, will be sent to the full Board in the near future and the final results of the evaluation will be made available to the President and the full Board at the May 2<sup>nd</sup> Board meeting. In addition, the Governance Committee will review the President's annual amendment to his contract and will provide a recommendation to the full Board at the May 2, 2023 Regular Board meeting.

3. Committee Reports

A. Audit Committee

Chair Caren Bateman reported that the Audit Committee met earlier in the day to review the College's annual audit and indicated that it was a clean report.

Resolution # 112-FY23 Acceptance of Annual Audited Financial Report for FY 2022

WHEREAS, the firm of PKF O'Connor Davies has been engaged as auditor for Raritan Valley Community College; and

WHEREAS, said firm has submitted a Comprehensive Annual Financial Report for the Fiscal Years ending June 30, 2022 and 2021 to the Board of Trustees; and

WHEREAS, the Audit Committee is satisfied with this report and the accompanying management letter and recommends to the Board of Trustees their acceptance.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby accept the Comprehensive Annual Financial Report and the Management Letter, and that they be made a part of the minutes of this meeting.

Resolution #112-FY was moved by Trustee Borkowski, seconded by Trustee Christodoulou, and approved unanimously by voice vote.

B. Labor Relations Committee

Chair Caren Bateman reported that the Labor Relations Committee met earlier in the day and discussed ongoing negotiations. The Chair commented that the Board looks forward to success prior to the current contract expiration date of June 30, 2023. The Committee will continue to update the full Board at future meetings.

C. Finance Committee

Trustee Roger Locandro reported on the Treasurer’s Report (Resolution #113-FY23) for the period 02/01/23 through 02/28/23. On motion by Trustee Locandro, seconded by Trustee Torres, the Treasurer’s Report was approved by voice vote.

Trustee Roger Locandro then presented Consent Agenda Resolutions #114-FY23 through #126-FY23. The above stated resolutions were moved by Trustee Locandro, seconded by Trustee Opdyke, and approved unanimously by voice vote.

Resolution #114-FY23 – Various Vouchers for Payment

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

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

Check #s	345476-346176	
ACH#s	2	
	Total Checks	\$1,449,424.21
	Total ACH	25,873.78
	Total Vouchers	1,475,297.99
	Construction and Architect Vouchers	105,043.09
	Less Previously Approved	<u>(17,979.25)</u>
	Total	<u>\$1,562,361.83</u>

Resolution #115-FY23 Tuition and Fees

WHEREAS, the Board of Trustees of Raritan Valley Community College did review the College’s budget for the next fiscal year 2024 and determined that management’s recommendation for tuition and fee increases was reasonable.

NOW, THEREFORE, BE IT RESOLVED, that the following new schedule of Tuition and Fees will apply effective with the Fall 2023 semester:

**TUITION**

Hunterdon/Somerset County Residents	\$ 180.00 per credit
Out-of-County Chargeback Residents	\$ 180.00 per credit
Out-of-County Residents (Board grants a waiver of \$80 per credit to students who provide verification of employment in Somerset or Hunterdon Counties)	\$ 260.00 per credit
Out-of-State Residents	\$ 260.00 per credit
Early College Program	\$ 240.00 for all courses taken at

Hunterdon/Somerset Senior Citizens general Minimum Age 65. One course per semester books/materials on a space available basis. May register awarded. during the 5 business days prior to course start	participating high schools;  No tuition assessed; \$50 per credit services fee applies. Course extra cost. Audit status, no credit
NJ National Guard and Reserves	Free tuition up to 16 credits per term for individual only; fees Apply
Volunteer Emergency Medical Personnel and Firefighters	Free tuition up to \$600 per year and \$2,400 lifetime per family of volunteer; Fees Apply
September 11 Victims' Families	Free tuition for children and spouses of victims; Fees Apply
RISE (incarcerated students)	\$305.00 per credit

### **FEES**

General Services Fee (all students)	\$ 50 per credit hour
Nursing Fee	\$930 per semester
Occupational Therapy Assistant Fee	\$250 per semester
Environmental Control Technology Certificate – ECTC fee	\$250 per semester
Commercial Energy Management Technology -- CEMT fee	\$250 per semester
Honors College Fee	\$150 per semester
Applied Music fee	\$500 per semester
Automotive Program Fees:	
Specific automotive course	\$155 per credit
Uniform fee (one time, beginning of program)	\$120
Industry certification (aggregate one time)	\$248
International Student Processing Fee	\$200 per semester



Late Registration Fee	\$ 50
Official Transcript Fee	\$ 10
Returned Check or Disallowed Credit Card Fee	\$ 25
Replacement Diploma Fee	\$ 15
Graduation Fee	\$ 50

**SPECIFIC WORKFORCE PROGRAM FEES**

Cosmetology - Foundations (MUD Beauty Essentials extra)	\$ 7,746.00	(\$8,458 w/MUD)
Advanced	<u>6,940.00</u>	
Total Program	<u>\$ 14,686.00</u>	
Esthetics - Foundations	\$ 5,126.00	
Advanced	<u>3,156.00</u>	
Total Program	<u>\$ 8,282.00</u>	
Machining Fundamentals	\$ 2,852.00	
Manual Mill Operator	\$ 3,993.00	
Engine Lathe Operator	\$ 3,993.00	
CNC Production Technician	\$ 5,389.00	

(A) The College may change existing fees or add new fees with 30 days notice prior to the start of each semester.

Resolution #116-FY23 Additional Storm Water Piping at the Arts Building – Pay to Play  
WHEREAS, the installation of additional storm water drainage, piping and related site work services are needed at the East Side of the Arts Building now that the Arts Building Additions and Alterations project has been completed; and

WHEREAS, the scope of this work includes the following:

- Saw cut remove and dispose of onsite existing asphalt pavement.
- Install 10” HDPE pipe as shown in drawings supplied by engineer.
- Install 6” PVC Schedule 40 pipe to connect 5 roof leaders to the 10” HDPE pipe.

WHEREAS, three (3) quotes were requested (two (2) quotes were received and one (1) contractor declined), with Pave-Rite, Inc. presenting the College with the most favorable pricing; and

WHEREAS, the funding for this work is available through the Chapter 12 capital funds allocated for the Arts Building construction; 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><b>Pave-Rite, Inc.</b> <b>40 Radel Avenue</b> <b>Bridgewater, NJ 08807</b> <b><u>Amount: \$31,500.00</u></b></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 Pave-Rite, Inc.

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

Michael DePinto  
Director of Purchasing

Resolution #117-FY23 Emergency Repair of High Voltage Electric Line

WHEREAS, the high voltage electrical distribution system that serves a portion of the campus failed early in the morning of Monday, February 20, causing a campus-wide power outage; and

WHEREAS, after extensive examination and testing by a third-party specialty electric services company – MetroTek--it was determined that two sections connected to the West and Science buildings had shorted requiring replacement of approximately 650 linear feet of 3-phase cables; and

WHEREAS, because time was of the essence to insure continuity of instruction and other campus operations, MetroTek was authorized to purchase the required replacement cabling and connectors and have their repair crews work as expeditiously as possible, including overtime related to the holiday (Presidents' day) and into the evening of a second day; 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.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Vice President Finance & Facilities to pay the invoice related to the electrical distribution system wiring to the following company:

**MetroTek Electrical Services**  
**2200 Northwood Ave.**  
**Easton PA 18045**  
**Amount: \$178,780**

John Trojan, Vice President  
Finance and Facilities

Resolution #118-FY23 Belts and Filters for Facilities – Pay to Play  
WHEREAS, the Facilities and Grounds department requires the purchase of replacement belts and filters for the maintenance of the various campus HVAC units to ensure they remain safe and operational; and

WHEREAS, RVCC has spent \$7,993.52 to date with Blejwas Associates, 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:

**Blejwas Associates, Inc.**  
**221 Evans Way**  
**Suite A**  
**Branchburg, NJ 08876**  
**Amount: Not to Exceed \$37,000.00**

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

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

Michael DePinto  
Director of Purchasing

Resolution #119-FY23 Concrete Slab for Outdoor Ceramics Area – Pay to Play

WHEREAS, the College requires the labor, materials and equipment needed to supply and install a concrete slab for the outdoor Ceramics area located at the Arts Building; and

WHEREAS, the scope of this work includes the following:

- Excavate existing 28' x 50' area down 8-12" to sub-grade.
- Compact and install crushed stone.
- Excavate exposed perimeter to 36" below grade for frost footing.
- Excavate to expose and connect existing storm drain line and create two new area drains.
- Form, reinforce and pour new frost footing and concrete slab for outdoor ceramics area.

WHEREAS, three quotes were requested (two quotes were received and one contractor declined), with C. Lombardi Construction, LLC presenting the College with the most favorable proposal; and

WHEREAS, the funding for this work is available through the Chapter 12 capital funds allocated for the Arts Building construction; 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><b>C. Lombardi Construction, LLC</b> <b>40 Grover Lane</b> <b>West Caldwell, NJ 07006</b> <b><u>Amount:</u> \$27,825.00</b></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 #120-FY23 Multispectral Drone for the Center for Environmental Studies – Pay to Play

WHEREAS, the Center for Environmental Studies requires the purchase of a new drone with multispectral capabilities in order to support the work the Center is performing with students and local partners; and

WHEREAS, three (3) quotes were obtained with Caron East, Inc. presenting the College with the most favorable proposal; and

WHEREAS, funding for this purchase will be allocated from the Duke Farms Foundation as well as donations from George Case and the Gibson Center for STEMS Innovation; 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><b>Caron East, Inc.</b> <b>429 North Mechanic Street</b> <b>Cumberland, MD 21502</b> <b><u>Amount: \$33,209.00</u></b></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 #121-FY23 3DPrinter for Advanced Manufacturing Program – Pay to Play

WHEREAS, the purchase of two (2) new Ultimaker S7 3D printers with enhanced two-year service plans and related materials are needed for the Advanced Manufacturing program; and

WHEREAS, the purchase of newer, state-of-the-art equipment is expected to increase Workforce enrollment and improve the learning experience while resulting in:

- A better competitive position for the College, students and future employers who will benefit from workers trained in the most current technologies.
- Students acquiring invaluable new skills.
- Increased efficiency, allowing for more time spent on new project opportunities and instruction.
- A positive return-on-investment in the future (the full use of the new equipment could pay for itself over the long term).

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

WHEREAS, funding for this purchase is available through the George Case program support 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:

**Cimquest, Inc.**  
**3434 US Highway 22**  
**Suite 130**  
**Branchburg, NJ 08876**  
**Amount: \$18,827.50**

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 #122-FY23 Market Research of Somerset and Hunterdon Counties Adult Learner Population and Industry Analysis (Bid Rejection)

WHEREAS, Raritan Valley Community College advertised for bids to perform market research and analysis services on the adult learner populations and industries found in Somerset and Hunterdon counties; and

WHEREAS, twelve (12) bids were distributed to vendors and one (1) bid was received and opened on Wednesday, February 1, 2023; and

WHEREAS, a committee was created to evaluate the proposal based on the following criteria:

- Responsiveness in clearly stating an understanding of the work to be performed in accordance with the College's objectives.
- A track record of producing marketing research and informed recommendations for institutional implementation, resulting in positive ROI.
- Qualifications, reputation, and prior experience in marketing research directly related to regional student segments (ideally including adult learners) depicted in the scope of service outlined in this RFP.
- Qualifications, reputation, and prior experience in marketing research directly related to regional industry as depicted in the scope of service outlined in this RFP.
- References demonstrating satisfaction of former clients.
- The capacity to provide and meet a vigorous production timeline and associated deadlines.
- The cost of the services. (i.e., price proposal).
- Ability to produce an innovative and effective set of data, trends, and recommendations from the conducted research.

WHEREAS, it was the determination of the committee that the current needs of the College do not align with the proposal and its price point; and

WHEREAS, the committee will perform a review and analysis with the intention to re-bid these services with modifications to the bid specifications; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to reject all bids for the reasons described hereinabove.

Michael DePinto  
Director of Purchasing

Resolution #123-FY23 Security Services 2023-2025

WHEREAS, Raritan Valley Community College advertised for bids for a new Security Services agreement for the period of April 1, 2023 through December 31, 2025; and

WHEREAS, sixteen (16) bids were distributed to vendors and seven (7) bids were received and opened on Friday, March 17, 2023; and

WHEREAS, during the review process, College management, in conjunction with legal counsel, determined that the proposal submitted by the apparent low bidder be disqualified for being non-responsive; and

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

<p><b>Allied Universal Security Services</b> <b>1661 Route 22 West</b> <b>Bound Brook, NJ 08805</b></p>
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WHEREAS, the annual amounts listed in their proposal are shown below:

2023 (9-Months)	\$ 877,323.40
2024	\$1,186,511.23
2025	\$1,183,264.51
<b>33-Month Total:</b>	<b>\$3,247,099.14</b>

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a thirty-three (33) month agreement and issue purchase orders in the amounts shown above to Allied Universal Security Services.

Michael DePinto  
 Director of Purchasing

Resolution #124-FY23 Transportation Services 2022-2023 – Pay to Play

WHEREAS, various College departments such as Athletics, the Honors College, Humanities, Student Activities, Visual and Performing Arts, and others require that transportation be arranged for athletic events and student trips; and

WHEREAS, Raritan Valley Community College has spent \$21,867.46 to date with A-1 Limousine 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:

**A-1 Limousine  
 2 Emmons Drive  
 Princeton, NJ 08540  
Amount: Not to Exceed \$37,000.00**

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

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

Michael DePinto  
 Director of Purchasing



Resolution #125-FY23 Audio Visual Equipment Service and Maintenance 2023-2023 – Pay to Play

WHEREAS, Raritan Valley Community College requires service and maintenance for the various types of audio-visual equipment found on campus in order to ensure uninterrupted daily academic and administrative operations; and

WHEREAS, RVCC has spent \$11,320.00 to date with AC Video Solutions, LLC 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><b>AC Video Solutions, LLC</b> <b>50 South Center Street</b> <b>Suite #19</b> <b>City of Orange, NJ 07050</b> <b><u>Amount: Not to Exceed \$37,000.00</u></b></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 #126-FY23 Campus Wide Copiers 2023-2027

WHEREAS, in order to support college operations, multi-function copiers capable of scanning, faxing and being networked are needed in academic and administrative departments; and

WHEREAS, our current copier agreement with United Business Services and Canon Financial Services expires on June 30, 2023; and

WHEREAS, PL. 2011, c. 139, was enacted to permit County Colleges to utilize contracts awarded by national or regional cooperatives that were competitively bid; and

WHEREAS, Resolution # 107-2013 authorizes the college to purchase from these contracts, and

WHEREAS, the Pennsylvania Educational Purchasing Program for Microcomputers (PEPPM) has contracts for Canon copiers (Contract #535122-040); and

WHEREAS, United Business Systems, a dealer for Canon copiers, has presented the College administration with a proposal for 41 new Black and White copiers and 5 new Color copiers which will result in annual savings of \$5,280.00 below our current costs and overall savings of \$21,120.00 over the 48-month life of the lease; and

WHEREAS, the proposal is for cost per copies as follows: \$0.0047 for black and white copies, and \$0.04 for color copies; and

WHEREAS, the monthly cost of the new agreements are shown below:

<b>Canon Financial Services, Inc.</b> <b>14904 Collections Center Drive</b> <b>Chicago, IL 60693</b> <b><u>Monthly Amount: \$6,997.00</u></b>
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<b>United Business Systems</b> <b>302 Route 46 East</b> <b>Fairfield, NJ 07004</b> <b><u>Monthly Amount: \$7,150.00</u></b>
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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 48-month agreement covering the period of July 1, 2023 through June 30, 2027 with the vendors indicated above.

Michael DePinto  
Director of Purchasing

C. Educational Programs and Services Committee

Trustee James Von Schilling presented Consent Agenda Resolutions #127-FY23 and #128-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 College's FY24 budget and on enrollment.

Resolution #127-FY23 Human Resources Action Report

1. 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
*Blanca Bacote	Financial Aid Associate	\$52,617	Financial Aid	3/20/2023

**Allison Fox-Breland	Assistant Registrar	\$67,085	Enrollment Services	3/1/2023
***Kristen Korculanic	Transfer Articulation & Graduation Associate	\$57,719	Enrollment Services	3/6/2023

\*Budget code 100-3540-5010-50/replacing R. Rodolis  
 \*\* Budget code 100-3530-5010-50/replacing M. Gavakos  
 \*\*\*Budget code 100-3530-5010-50/replacing J. Kassim

2. Status Change- Support Staff

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

Name	Title	Salary	Department	Effective date
*Nini Alcazar	Grants Specialist	\$56,400	Budget & Finance	3/16/2023

\*100-4100-5310-60/replacing V. Fania

3. Resignations

The following reflect employees who resigned or intend to resign from the college.

Name	Title	Department	Effective Date
Michelle Cappiello	Learning Specialist/DD Program Manager (grant funded)	Center for Accessibility & Inclusive Education	3/10/2023
Robert Carden	Instructor-Organic Chemistry	Science & Engineering	6/30/2023
Colby Smith	Assistant Director-Testing Center	Testing Center	4/14/2023

Resolution #128-FY23 Sabbatical Leaves

WHEREAS, the Board of Trustees of Raritan Valley Community College did by Resolution #85-FY23 dated January 24, 2023, reappoint Professors David Chase and Frank Forte for the 2023-2024 academic year; and

WHEREAS, Professor David Chase has requested a sabbatical leave for the Spring 2024; and

WHEREAS, Assistant Professor Frank Forte has requested a sabbatical leave for the Fall 2023; 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 David Chase for Spring 2024 and Assistant Professor Frank Forte for Fall 2023.

D. Governance, Policy, and President Evaluation Committee

Trustee Howes 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 the FY24 budget, spring and summer enrollment, the quarterly commissioner meetings, and about the Board bylaws review.

Trustees Howes announced that the President's annual evaluation Survey Monkey instrument, along with his self-evaluation, will be sent to the full Board in the near future and the final results of the evaluation will be made available to the President and the full Board at the May 2<sup>nd</sup> Board meeting. In addition, the Governance Committee will review the President's annual amendment to his contract and will provide a recommendation to the full Board at the May 2, 2023 Regular Board meeting.

Trustees Howes then presented the following resolution:

Resolution #129-FY23 Board of School Estimate Trustee Representatives

WHEREAS, the Board of Trustees of Raritan Valley Community College, are required to appoint trustee representatives to the Board of School Estimate to consider and approve the College's FY24 Operating, Capital, Minor Capital, and Chapter 12 budgets; and

WHEREAS, New Jersey Public Higher Education Statute 18A:64A-15 (Boards of School Estimate) require county colleges established by more than one county to appoint a member of the board of trustees from each participating county appointed by that Commissioner board;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College hereby confirms Trustee Roger Locandro (Hunterdon County Commissioner trustee appointment) and Trustee Zenon Christodoulou (Somerset County Commissioner trustee appointment) as the College's trustee representatives to the Board of School Estimate for the FY24 public hearing to be scheduled in late spring 2023; and

BE IT FURTHER RESOLVED, that Board of Trustees further confirms Trustee Thomas Borkowski (Hunterdon County Commissioner trustee appointment) and Trustee James Von Schilling (Somerset County Commissioner trustee appointment) to serve as alternate members to the Board of School Estimate if either aforementioned trustee is unable to attend for some unforeseen reason.

The resolution was moved by Trustee Howes, seconded by Trustee Torres, and approved unanimously by voice vote.

Future Educational Retreat topics and schedule are as follows:

- \*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 Patti Kletz 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