

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
MAY 30, 2023

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, May 30, 2023, in-person and via Zoom Webinar. Chair Caren Bateman called the Regular Board of Trustees meeting to order at 4:00 p.m., and made the following statement in compliance with the Open Public Meetings Act of the State of New Jersey:

“Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act of the State of New Jersey.”

II. Roll Call of Members

The roll call was taken as follows:

Present: Caren Bateman
Thomas Borkowski
Zenon Christodoulou
Preston Clawson
W. Timothy Howes
Roger Jinks
Roger Locandro
Adam Shain
Helena Swanicke
Juan Torres
James Von Schilling

Absent: Jinnee Min DeMarco
Nidhi Makhija
Howard Opdyke
Margaret Sullivan

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

A quorum was present.

III. Executive Session

An announcement was then made to enter into Executive Session. Chair Bateman read into record the following statement – “In accordance with the provision of the Open Public Meetings Act of the State of New Jersey, I hereby entertain a motion to close the public meeting for the purpose of the President’s Annual Contract Amendment, negotiations, and personnel issues. No formal action would be taken during Executive Session and any action taken by the Board would be held public session.” The Chair further announced that the Regular Meeting public session would reopen in approximately one hour. A motion to enter into Executive Session was made by Trustee Swanicke, and seconded by Trustee Locandro, and approved by voice vote. The Board entered into Executive Session at 4:11 p.m.

The Public Session of the Regular meeting reopened at 5:01 p.m.

IV. Agenda Items

1. Approval of Meeting Minutes

The Special and Regular Meeting minutes of May 2, 2023 were moved by Trustee Locandro, seconded by Trustee Torres, and unanimously approved by voice vote.

2. President's/Chair's Report

The President expressed his appreciation to the members of the negotiating team and the Board of Trustees for a fair and equitable contract for the Faculty Federation and Adjunct Faculty. The President also expressed his appreciation to trustees and local leaders for celebrating and recognizing our students at our May 13, 2023 spring commencement ceremony.

3. Committee Reports

A. Labor Relations Committee

Chair Caren Bateman reported that the Labor Relations Committee met earlier in the day and reviewed and unanimously recommend to the full Board of Trustees the following two resolutions to ratify both the Faculty Federation Contract and the Adjunct Faculty Contract. The Chair expressed her appreciation for all the hard work to ratify contracts before the June 30, 2023 expiration. The Resolutions were moved by Chair Bateman, seconded by Trustee Christodoulou, and approved unanimously by voice mail.

Resolution #149-FY23 Ratification of Faculty Federation Contract

WHEREAS, the Board of Trustees of Raritan Valley Community College previously ratified a contract with full-time faculty represented by Local No. 2375 AFT, AFL-CIO that reflected concerns about the pandemic for the one-year period July1, 2022 through June 30, 2023 via resolution # 187-2022; and

WHEREAS, Management now recommends ratifying a three-year contract for the period beginning on July 1, 2023 and ending on June 30, 2026; and

WHEREAS, the Faculty Union Local No. 2375 AFT, AFL-CIO agreed to and ratified a proposed MOA attached hereto as Exhibit A; and

WHEREAS, the Board seeks to ratify a contract with the Faculty by way of ratifying the MOA attached hereto as Exhibit A; and

WHEREAS, the contract between the College and the Faculty represented by Local No. 2375 AFT, AFL-CIO will be modified in accordance with the MOA attached hereto as Exhibit A;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College ratifies and approves the attached Memorandum of Agreement Management negotiated to modify the underlying collective bargaining agreements with the full-time Faculty.

John Trojan, VP Finance & Facilities

Resolution #150-FY23 Ratification of Adjunct Faculty Contract

WHEREAS, the Board of Trustees of Raritan Valley Community College previously ratified a contract with adjunct faculty represented by Local No. 2375 AFT, AFL-CIO

that reflected concerns about the pandemic for the one-year period July1, 2022 through June 30, 2023 via resolution # 187-2022; and

WHEREAS, Management now recommends ratifying a three-year contract for the period beginning on July 1, 2023 and ending on June 30, 2026; and

WHEREAS, the Adjunct Faculty represented by Local No. 2375 AFT, AFL-CIO have ratified a MOA attached hereto as Exhibit A; and

WHEREAS, the Board seeks to ratify the MOA attached hereto as Exhibit A; and

WHEREAS, the contract between the College and the Adjunct Faculty represented by Local No. 2375 AFT, AFL-CIO will be modified in accordance with the MOA attached hereto as Exhibit A;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College ratifies and approves the attached Memorandum of Agreement Management negotiated to modify the underlying collective bargaining agreements with the adjunct faculty.

John Trojan, VP Finance & Facilities

B. Finance Committee

Trustee Roger Locandro reported on the Treasurer’s Report (Resolution #152-FY23) for the period 04/01/23 through 04/30/23. 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 #153-FY23 through #163-FY23 and Resolutions #165-FY23 through #174-FY23. Resolution #164-FY23 (Replacement of Cafeteria Fryer) was withdrawn. The above stated resolutions were moved by Trustee Locandro, seconded by Trustee Torres, and approved unanimously by voice vote.

Resolution #153-FY23 – Various Vouchers for Payment

BE IT RESOLVED, that the following April 2023 vouchers be approved by payment; and

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

Check #s	347849-348433	
ACH#s	2	
	Total Checks	\$1,163,661.16
	Total ACH	47,229.30
	Total Vouchers	1,210,890.46
	Construction and Architect Vouchers	137,866.92
	Less Previously Approved	(115.00)
	Total	<u>\$1,348,642.38</u>

Resolution #154-FY23 Annual Service for Temperature Control Automation System 2023-2024 (Automated Logic)

WHEREAS, Raritan Valley Community College requires annual service and maintenance for the campus temperature control automated system for the one-year period of July 1, 2023 through June 30, 2024; and

WHEREAS, the Automated Logic system is proprietary and the controls are critical in maintaining heating and cooling to the campus buildings; 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, funding for these services is available in the Fiscal Year 2024 Facilities and Grounds operating budget; and

WHEREAS, a purchase order will be issued as follows:

<p>Automated Logic Corporation 100 Delawanna Avenue Suite 400 Clifton, NJ 07014 Amount: \$50,904.00</p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove to Automated Logic Corporation.

Michael DePinto
Director of Purchasing

Resolution #155-FY23 Campus Loop Road Resurfacing Project – Phase 2 (REVISED – Price Increase) (Capital Paving and Contracting)

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized the milling of existing pavement, the installation of new surface and pavement markings along the Campus Loop Road near the Arts Building and Athletic fields to Capital Paving and Contracting, for an amount not to exceed \$97,878.06, via Resolution #137-FY23; and

WHEREAS, it was discovered that there was significantly more Belgian Block in need of repair than was initially specified in the original project specifications; and

WHEREAS, the College requests to increase the amount of the purchase order to Capital Paving and Contracting by \$9,440.07; and

WHEREAS, funding for this additional work is available through the Chapter 12 capital funds allocated for the Major Roadway Repairs; and

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

<p>Capital Paving and Contracting, LLC 67 Beaver Avenue Suite 25 Annandale, NJ 08801 <u>Project Increase Amount: \$9,440.07</u> <u>Revised Project Amount: \$107,318.13</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 Capital Paving and Contracting, LLC in the amount shown above. The new total for this project will be \$107,318.13.

Michael DePinto
Director of Purchasing

Resolution #156-FY23 Equipment Maintenance for the Central Utility Plant 2023-2024

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

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

WHEREAS, the maintenance agreements and the equipment repairs from the manufacturers of the equipment ensure that the upgrade continues to operate smoothly; and

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

WHEREAS, purchase orders for the Fiscal Year 2024 will be issued as follows:

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

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

Michael DePinto
Director of Purchasing

Resolution #157-FY23 Installation of Control Valves at the New Enrollment Center (REVISED – Price Increase) (Automated Logic)

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized the purchase and installation of nine (9) control valves for the new Enrollment Center area from Automated Logic Corporation for an amount not to exceed \$19,977.50, via Resolution #61-FY23; and

WHEREAS, it was discovered that additional wiring was needed due field conditions in order to properly complete the installation; and

WHEREAS, the College requests to increase the amount of the purchase order to Automated Logic Corporation by \$3,580.40; and

WHEREAS, funding for this additional work is available through the Chapter 12 capital funds allocated for the new Enrollment Center; and

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

<p>Automated Logic Corporation 100 Delawanna Avenue Suite 400 Clifton, NJ 07014 <u>Project Increase Amount: \$3,580.40</u> <u>Revised Project Amount: \$23,557.90</u></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to increase the purchase order amount to Automated Logic Corporation in the amount shown above. The new total for this purchase order will be \$23,557.90.

Michael DePinto
Director of Purchasing

Resolution #158-FY23 Cosmetology Equipment and Supplies 2022-2023 (Universal Companies)

WHEREAS, the Cosmetology program requires the purchase of the appropriate equipment and supplies needed to ensure that students are provided with the tools necessary to properly navigate both the Cosmetology and Esthetics curriculums; and

WHEREAS, RVCC partners with the Make-Up Designory (MUD) to offer MUD make-up certification programs for students interested in becoming make-up artists or licensed beauty professionals; and

WHEREAS, the College is no longer permitted to purchase the necessary Beauty Essentials and Airbrush kits directly from the Make-Up Designory, as they no longer possess an active New Jersey Business Registration Certificate; and

WHEREAS, Universal Companies, Inc. is currently the only authorized reseller of these kits, which are required for the successful completion of the MUD certification programs; and

WHEREAS, the College has spent \$46,591.94 to date with Universal Companies, Inc. during Fiscal Year 2023; and

WHEREAS, the Cosmetology and Esthetics programs have seen a significant increase in spending for these kits due to the new partnership with Bound Brook High School; and

WHEREAS, there is an upcoming Spring Esthetics course that begins in June which requires the purchase of these kits; and

WHEREAS, the Cosmetology and Esthetics programs are currently in the process of researching possible alternatives or strategies to institute for Fiscal Year 2024; and

WHEREAS, purchase orders will be issued as follows:

<p>Universal Companies, Inc. 18260 Oak Park Drive Abingdon, VA 24210 <u>Amount: Not to Exceed \$65,000.00</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 to Universal Companies, Inc.

Michael DePinto
Director of Purchasing

Resolution #159-FY23 Purchase of Library Books and Materials 2023-2024 – Pay to Play (Amazon)

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

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

WHEREAS, the RVCC Library has spent \$18,192.27 to date with Amazon 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, 2023 through June 30, 2024, 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:

Amazon
P.O. Box 530958
Atlanta, GA 30353
Amount: Not to Exceed \$36,000.00

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 for the period of July 1, 2023 through June 30, 2024; and

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

Michael DePinto
Director of Purchasing

Resolution #160-FY23 Purchase of Library Books and Materials 2023-2024 – Pay to Play (YBP Library Services)

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

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

WHEREAS, the RVCC Library has spent \$13,670.78 to date with YBP Library Services 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, 2023 through June 30, 2024, 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:

YBP Library Services
P.O. Box 277991
Atlanta, GA 30384
Amount: Not to Exceed \$36,000.00

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 for the period of July 1, 2023 through June 30, 2024; and

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

Michael DePinto
Director of Purchasing

Resolution #161-FY23 Science and Engineering Purchases 2023-2024 – Pay to Play (Fisher Scientific)

WHEREAS, the Science and Engineering Department requires the purchase of equipment, accessories, maintenance and supplies for the 2023-2024 academic year; and

WHEREAS, RVCC spent \$15,142.82 to date with Fisher Scientific 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, 2023 through June 30, 2024, 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:

Fisher Scientific Company, LLC
300 Industry Drive
Pittsburgh, PA 15275
Amount: Not to Exceed \$36,000.00

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 for the period of July 1, 2023 through June 30, 2024; and

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

Michael DePinto
Director of Purchasing

Resolution #162-FY23 2023 Fall Digital Marketing Campaign (FastForward Digital)

WHEREAS, the Board of Trustees of Raritan Valley Community College has supported marketing strategies including digital campaigns and website enhancements in order to heighten the College's image in the community and to support enrollment for Fall 2023 and beyond; and

WHEREAS, continued investments in digital marketing campaigns and creative designs are essential components in generating new student enrollment for the Fall 2023 semester, among high school students, adult learners and college transfer students, as well as promoting the Community College Opportunity Grant to underserved populations, and will have lasting benefits for many years to come; and

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

WHEREAS, based on the analysis of website usage, enrollment data and market research, FastForward Digital has submitted a proposal for the six (6) month period of July 1, 2023 through December 31, 2023, which combines new creatives with digital marketing and website strategies that reflect the changing college decision-making landscape as a result of national declines in community college enrollments; and

WHEREAS, these services are considered professional services and therefore exempt from public bidding in accordance with N.J.S.A. 18A:64A-25.5(a) (1); and

WHEREAS, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into an agreement and issue a purchase order for marketing services, including creative design, media placement, search-engine optimization and analytics, as follows:

<p>FastForward Digital, LLC eDesign Interactive 163 Madison Avenue Suite 220-5 Morristown, NJ 07960 <u>Six-Month Total: \$215,000.00</u></p>
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Michael DePinto
Director of Purchasing

Resolution #163-FY23 Fitness Center Treadmills – Pay to Play

WHEREAS, the replacement of five (5) aging treadmills in the Fitness Center is needed to modernize performance for the campus community, academic programs and student athletes; and

WHEREAS, the 48-month lease agreement for these treadmills concluded on March 31, 2023; and

WHEREAS, College management made the decision to return these treadmills and purchase five (5) new replacement machines in an effort to avoid falling behind current trends in physical training for overall fitness levels; and

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

WHEREAS, funding for this purchase is available from the College's Fiscal Year 2024 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, 2023 through June 30, 2024, 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>Fitnessmith 3610 Quantum Boulevard Boynton Beach, FL 33426 <u>Amount:</u> \$25,468.00</p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order in the amount shown above to Fitnessmith.

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

Michael DePinto,
Director of Purchasing

Resolution #165-FY23 Custodial Supplies and Equipment 2022-2023 ((Bio-Shine))

WHEREAS, the purchase of custodial supplies and equipment is needed throughout each fiscal year to ensure a clean and healthy environment for students and staff; and

WHEREAS, RVCC has spent \$43,991.08 to date with Bio-Shine during Fiscal Year 2023; and

WHEREAS, the Facilities and Grounds department anticipates additional orders will be placed throughout the remainder of Fiscal Year 2023; 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, Bio-Shine has entered into contracts with the Hunterdon County Educational Services Commission Cooperative Purchasing Program (New Jersey State Approved Purchasing System #34HUNCCP) for Custodial Supplies and Equipment via Contract #HCESC-CAT-23-02 and Facility Maintenance Equipment via Contract #HCESC-Cat/Ser-23-03; and

WHEREAS, Bio-Shine has additionally entered into a contract with The Educational Services Commission of New Jersey (New Jersey State Approved Purchasing System #65MCECCPS) for Custodial Supplies via Contract #ESCNJ 21/22-18; and

WHEREAS, purchase orders will be issued as follows:

<p>Bio-Shine, Inc. 190 Summerhill Road Spotswood, NJ 08884 <u>Amount: Not to Exceed \$75,000.00</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 to Bio-Shine, Inc.

Michael DePinto
Director of Purchasing

Resolution #166-FY23 Folder/Inserter Machine for the Print Shop – Pay to Play (Jersey Mail Systems

WHEREAS, the Raritan Valley Community College Print Shop requires the purchase of a new letter folder, envelope inserter machine to replace the existing 18-year-old unit which is currently inoperative; and

WHEREAS, maintenance services and replacement parts are no longer available to render this machine operational again; and

WHEREAS, two (2) proposals were requested with Jersey Mail Systems, LLC submitting the College with the lone response; and

WHEREAS, the Jersey Mail Systems' proposal is broken up as follows: \$17,090.44 for the purchase of an FP Mailing Solutions FPi 2.5 Station High Capacity Folder Inserter and \$1,441.00 per year for annual maintenance services; 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, Jersey Mail Systems has entered into a contract with the State of New Jersey for Mailroom Equipment and Maintenance, via Contract #19-GNSV2-00680; 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, 2023 through June 30, 2024, 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>Jersey Mail Systems, LLC 205 Route 9 North Suite 38 Freehold, NJ 07728 <u>Folder Inserter Purchase Amount: \$17,090.44</u> <u>Annual Maintenance Amount: \$1,441.00</u> <u>Total Purchase Order Amount: \$18,531.44</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 Jersey Mail Systems, LLC.

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

Michael DePinto,
Director of Purchasing

Resolution #167-FY23 Athletic Training and Sports Medicine Services 2023-2025 (Hunterdon Healthcare)

WHEREAS, Raritan Valley Community College provides Athletic Training and Sports Medicine services for all student athletes participating on RVCC intercollegiate varsity athletic teams; and

WHEREAS, Raritan Valley Community College advertised for bids for Athletic Training and Sports Medicine Services for the period of July 1, 2023 through June 30, 2025; and

WHEREAS, three (3) bid packages were distributed to vendors and one (1) proposal was received and opened on Wednesday, May 17, 2023; and

WHEREAS, the proposal was evaluated on the following criteria:

- Experience Level of Staff in Athletic Training and Sports Medicine.
- Location of Trainers and referred Physicians in reference to the Main RVCC Campus.
- Cost of Services.

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

<p>Hunterdon Medical Center</p>
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**2100 Wescott Drive
Flemington, NJ 08822
Amount Year 1: \$35,000.00
Amount Year 2: \$35,000.00
Two-Year Total: \$70,000.00**

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

Michael DePinto,
Director of Purchasing

Resolution #168-FY23 Annual Maintenance and Support for the Ellucian Banner Document Management Suite 2023-2024 (Ellucian)

WHEREAS, RVCC currently utilizes the Banner Document Management Suite administrative software system, which is a product of the Ellucian Company; and

WHEREAS, services are required from Ellucian for the maintenance and support of the Banner Document Management Suite; and

WHEREAS, the Banner Document Management Suite is used to digitize and store student and financial documents; and

WHEREAS, the cost of this maintenance for the period of July 1, 2023 through June 30, 2024 will be \$49,963.00; and

WHEREAS, in accordance with N.J.S.A 18A:64A-25.5(19) providing for goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development is exempt from public bidding; and

WHEREAS, a purchase order will be issued as follows:

**Ellucian Company L.P.
4 County View Road
Malvern, PA. 19355-1408
Amount: \$49,963.00**

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order and approve payments as described hereinabove to Ellucian Company for the period of July 1, 2023 through June 30, 2024.

Michael DePinto
Director of Purchasing

Resolution #169-FY23 Technology Staff Augmentation Services Contract 2023-2024 (Pinakin)

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

WHEREAS, the College's current managed services contract with Pinakin IT Solutions is set to expire on June 30, 2023; and

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

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

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

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

WHEREAS, a purchase order will be issued as follows:

<p>Pinakin IT Solutions, LLC 1201 North Orange Street Suite #7407 Wilmington, DE 19801 <u>Amount: \$312,000.00</u></p>

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into an agreement and issue a purchase order to Pinakin IT Solutions, LLC in the amount shown above for the twelve (12) month period of July 1, 2023 through June 30, 2024.

Michael DePinto,
Director of Purchasing

Resolution #170-FY23 Annual Maintenance and Support Agreement for Extreme Networks Equipment 2023-2024 (PhillyCom)

WHEREAS, Raritan Valley Community College requires a maintenance and support agreement for the Extreme Networks Data Networking Equipment for the one (1) year period of July 1, 2023 through June 30, 2024; and

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

WHEREAS, five (5) proposals were obtained, with PhillyCom, Inc. presenting the College with the most favorable pricing; 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 maintenance and support of Extreme Networks networking products is available through the Pennsylvania Educational Purchasing Program for Microcomputers (PEPPM), via Contract #533902-062; and

WHEREAS, PEPPM is a national purchasing cooperative serving education agencies and other public sector government agencies throughout the country, of which RVCC is a member; and

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

<p>PhillyCom, Inc. 130 West Main Street Suite 144-302 Collegeville, PA 19426 <u>Amount:</u> \$94,981.00</p>
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Michael DePinto
Director of Purchasing

Resolution #171-FY23 Enterprise License and Support agreement for Adobe Software 2023-2024 (GovConnection)

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

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

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

WHEREAS, Board Resolution #107-2013, dated August 20, 2013, authorized the use of such cooperative contracts; and

WHEREAS, GovConnection, Inc. is under exclusive contract to provide Adobe contractual license programs for the North East Regional Computing Program (NERCOMP); and

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

WHEREAS, a purchase order will be issued as follows:

<p>GovConnection, Inc. 732 Milford Road Merrimack, NH 03054 <u>Amount:</u> \$43,110.20</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 GovConnection for the period of September 27, 2023 through September 26, 2024.

Michael DePinto
Director of Purchasing

Resolution #172-FY23 Verizon Wireless Devices and Services 2023-2024 (Verizon Wireless)

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

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

WHEREAS, in accordance with N.J.S.A. 18A:64A-25.9, a county college without advertising for bids, may purchase any materials, supplies, good, services or equipment pursuant to a contract for such items entered into on behalf of the State by the Division of Purchase and Property; and

WHEREAS, Verizon Wireless is under contract with the NASPO ValuePoint cooperative purchasing program, of which the State of New Jersey is a member (Contract #22-TELE-05441); and

WHEREAS, the estimated cost of this service will not exceed \$65,000.00 for Fiscal Year 2024.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described above to Verizon Wireless in an amount not to exceed \$65,000.00 for Fiscal Year 2024.

Michael DePinto
Director of Purchasing

Resolution #173-FY23 Nelnet Hosting and Maintenance Services 2023-2024 – Pay to Play (Nelnet)

WHEREAS, Raritan Valley Community College requires the renewal of the Nelnet hosting and maintenance services agreement for the period of July 1, 2023 through June 30, 2024; and

WHEREAS, Nelnet currently hosts our online payment portal which is primarily used to enable students to make payments via credit card and web check; and

WHEREAS, it is additionally used to accept credit card payments for Foundation donations and various other non-student related transactions; and

WHEREAS, funding is available in the Fiscal Year 2024 Budget and Finance operating account to support these hosting and maintenance services; and

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

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

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 2023 through June 30, 2024, 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>Nelnet Business Solutions, Inc. 121 South 13th Street Suite 201 Lincoln, NE 68508 <u>Amount Not to Exceed: \$19,000.00</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; and

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

Michael DePinto
Director of Purchasing

Resolution #174-FY23 Offsite Hosting of the RVCC Website 2023-2025 – Pay to Play (Pantheon System)

WHEREAS, Raritan Valley Community College requires the services of a firm to host the website's Drupal content management system, which is vital to the protection of the College's public website; and

WHEREAS, an outside cloud-based hosting platform will provide an extra level of security, ensuring that the College's website is protected and available in the event of an emergency or disaster; and

WHEREAS, two (2) quotes were obtained with Pantheon System, Inc. presenting RVCC with the most favorable proposal; and

WHEREAS, funding is available in the both Fiscal Year 2024 and 2025 Public Relations operating budgets to finance a two (2) year agreement for the period of July 1, 2023 through June 30, 2025, for a fully managed cloud environment, support and software tools; 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, 2023 through June 30, 2024, 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>Pantheon System, Inc. 717 California Street San Francisco, CA 94108 <u>Amount Year 1: \$14,450.00</u> <u>Amount Year 2: \$14,450.00</u> <u>Two-Year Total: \$28,900.00</u></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the college administration to enter into a two (2) year agreement and issue purchase orders in the amount shown above to Pantheon System, Inc.

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 Resolution #175-FY23 through Resolution #179-FY23. The above stated resolutions were moved by Trustee Von Schilling, seconded by Trustee Shain, and approved unanimously by voice vote.

Committee Chair congratulated President McDonough, faculty, administration, and staff who had family members graduate on May 13, 2023. It was reported that the Committee was provided updates on negotiations and on enrollment.

Resolution #175-FY23 Human Resources Action Report

1. New Adjunct Faculty

The following individuals are recommended as a new adjunct faculty for Summer 2023 and Fall 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
Carter	Kelsey	Instructor	English	\$1,031	9/1/2023
DiMarchi	David	Instructor	Arts & Design	\$1,031	5/22/2023

2. New Hire- Support Staff

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

Name	Title	Salary	Department	Start date
*Leyla Paz	Senior Enrollment Services Specialist	\$51,000	Enrollment Services	6/1/2023

*Budget code 100-3530-5310-50/replacing K. Petrillo

3. Status Change- Administrator

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

Name	Title	Salary	Department	Effective date
*Sara Bresky	Assistant Director, CAIE	\$64,900	Center for Accessibility & Inclusive Education	5/1/2023
Kristin Gatti	Assistant Director- Tutoring	\$61,607	Tutoring Center	3/16/2023
Bashir Hawkins	Senior Financial Aid & Enrollment Manager	\$65,138	RISE	4/1/2023
Kimberly Meany	OTA Academic Fieldwork Coordinator	\$71,606	Occupational Therapy Assistant	5/16/2023
Debbie Morrison-Santana	Assistant Director-RISE	\$68,772	RISE	4/1/2023
**Mary (Gen) Van Doren	Director-RISE	\$88,000	RISE	4/1/2023
Qianqian Wang	Senior Web Developer	\$79,791	Technology Services	5/16/2023

*Budget Code 100-3506-5010-50/replacing N. Abdo

**Budget Code 100-3191-5010-10/replacing S. Meiman

4. Retirement

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

Name	Title	Department	Effective Date
Sharon Decker	Administrative Assistant	Service Learning	7/31/2023
Carol Patterson	Professor-Nursing	Health Science Education	6/30/2023
Richard (Bick) Treut	Professor-Communication	Communication & Languages	12/31/2023

5. Resignation

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

Name	Title	Department	Effective Date
Russell Barefoot	Director of Student Life	Student Life	6/29/2023
Jorge Ramos	Shift Lead Custodian	Housekeeping	5/19/2023
Kweli Snowden	Instructional Designer	Online & Distance Education	6/5/2023

Resolution #176-FY23 Appointment, Full-Time Non-Tenure AY 2023-2024 Faculty

BE IT RESOLVED, that at the recommendation of the President, the following full-time non-tenure faculty appointment be approved for AY 2023-2024.

Name	Title	Department	Start Date	Salary
*Nicole Casciola	Instructor/Coordinator-Paralegal Non-Tenure	Business & Public Service	9/1/2023	\$65,637

*Budget code 100-3110-5140-10/replacing T. Pomparelli

Resolution #177-FY23 Appointment, Full-Time Tenure-Track AY 2023-2024 Faculty

BE IT RESOLVED, that at the recommendation of the President, the following full-time tenure-track faculty appointment be approved for AY 2023-2024.

Name	Title	Department	Start Date	Salary
*Anshu Gandotra	Instructor Computer Science	Math & Computer Science	9/1/2023	\$63,548
**Demetris Nicolaides	Associate Professor-Physics	Science & Engineering	9/1/2023	\$85,742
***Michael Pirrotta	Instructor-Psychology	Humanities, Social Science & Education	9/1/2023	\$65,367

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

**Budget Code 100-3180-5120-10/replacing N. Copty

***Budget Code 100-3190-5140-10/replacing non-tenure line

Resolution #178-FY23 Faculty Promotions

WHEREAS, the Board of Trustees by Resolution #85-FY23 dated January 24, 2023 did reappoint the following faculty members for the 2023-2024 academic year; and

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

Faculty	Department	Current Rank	To
Alison Campoli	Health Science Education – Nursing	Associate Professor	Professor
Emilie Stander	Science & Engineering	Associate Professor	Professor
Andrea Vaccaro	Communication & Languages	Associate Professor	Professor
Alyssa Valenti	Library	Associate Professor	Professor
Mutasem Awwad	Math & Computer Science	Assistant Professor	Associate Professor
Keith Burns	Health Science Education	Assistant Professor	Associate Professor
Jessica Darkenwald-DeCola	English	Assistant Professor	Associate Professor
Heather Heithoff	Health Science Education – Nursing	Assistant Professor	Associate Professor
James Jones	Business & Public Services	Assistant Professor	Associate Professor
Ahmed Katsha	Science & Engineering	Assistant Professor	Associate Professor
Carolyn Kinebrew-Bosa	Communication & Languages	Assistant Professor	Associate Professor
Alexa Offenhauer	English	Assistant Professor	Associate Professor

Joanie Roop	Health Science Education – Nursing	Assistant Professor	Associate Professor
Sara Heller	Science & Engineering	Instructor	Assistant Professor
Ji Yong Kim	Arts & Design	Instructor	Assistant Professor

WHEREAS, the President has reviewed these recommendations;

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the President, the following faculty members be promoted to the academic rank as indicated, effective July 1, 2023:

Resolution #179-FY23 Discontinuance of Program, Electric Utility Technology, Associate of Applied Science 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 Electric Utility Technology, Associate of Applied Science 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 Electric Utility Technology, Associate of Applied Science degree effective with the entering class in the summer 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

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

The Board met in Executive Session to discuss the President’s ninth amendment to his contract, which followed last’s month excellent annual evaluation that was uniformly enthusiastic and positive and met and exceeded the Board’s high expectations. Trustee Howes commented that the success that RVCC is experiencing is due to President McDonough’s extraordinary leadership over his team of outstanding executive staff, faculty, administration, and staff.

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

1. TERM OF EMPLOYMENT

(a) The term of the PRESIDENT's employment under this Agreement shall be extended and continue unless sooner terminated, from June 1, 2023 through and including May 31, 2029.

2. COMPENSATION

(a) The PRESIDENT's salary for the period June 1, 2023 to May 31, 2024 shall be \$300,000.

(b) The PRESIDENT's housing allowance shall be increased commencing June 1, 2023 by \$100 per month.

(c) The PRESIDENT's car allowance shall be increased commencing June 1, 2023 by \$100 per month.

(d) The PRESIDENT's annual employer contribution to the President's 403(b) account shall be increased commencing June 1, 2023 by \$5,000.

(e) The PRESIDENT's annual performance award shall remain in effect.

Resolution #180-FY23 was moved by Trustee Howes, seconded by Trustee Christodoulou, and approved unanimously by voice vote.

The Committee was also provided updates on negotiations and on enrollment.

Future Board Educational Retreat Topics/Dates for 2023

*August – Legislative Briefings and Campus Tour

*October – Workshop on Trusteeship

*January – Budget Update

*March – Strategic Plan

V. Old/New Business

There was no old/new business at the time.

VI. Public Questions/Comments

Chair Bateman read the following statement into record:

“The Board will take any comments from the public at this time. The Board will not respond to comments made and speakers are limited to two minutes.”

Faculty Federation President Pattiann Kletz expressed her sincere appreciation to the Board, President McDonough, and all those involved on the negotiating team for their time, collaboration, and hard work in settling the Faculty Federation and Adjunct Faculty contracts.

IX. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 5:18 p.m.

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