

RARITAN VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES' REGULAR MEETING  
SEPTEMBER 5, 2023

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, September 5, 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. Swearing In New Alumni Representative to the Board of Trustees

Richard Flaum, College Counsel, swore-in new Alumni Representative Mark Negron to the Board of Trustees. Mark Negron graduated from RVCC in May 2023 with a Fine Arts degree in Dance. While at RVCC, he was president of the Orgullo Latino Club, helping that long-established student organization re-emerge after the pandemic. Currently, he works as a contractor and plans to attend the Mason Grove School of the Arts at Rutgers University. Chair Bateman welcomed Mark Negron to the Board of Trustees on behalf of the President, members of the Board, and the College community and noted that she looks forward to working with him in his new role.

III. 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 Locandro  
Mark Negron  
Howard Opdyke  
Adam Shain  
Margaret Sullivan  
Helena Swanicke  
Juan Torres  
James Von Schilling

Absent: Roger Jinks  
Nidhi Makhija

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

A quorum was present.

IV. Agenda Items

1. Approval of Meeting Minutes

The Regular Meeting minutes of June 20, 2023 were moved by Chair Bateman, seconded by Trustee Sullivan, and approved by voice vote. Trustee Opdyke respectfully abstained.

2. President's/Chair's Report

President Michael McDonough expressed his gratitude to the members of the College community for all of their hard work gearing up for the fall semester and for their continued support of our students' success.

The President extended an invitation to the Board of Trustees to a celebration of the RVCC-Labcorp partnership and launch of the medical laboratory technology program. The event is scheduled for Friday, September 29, 2023 from 1 p.m. to 2:15 p.m. at RVCC's Science Center. Speakers include Senator Andrew Zwicker and Mr. Bill Haas, SVP, Northeastern US & Canada, Labcorp.

On behalf of herself and her husband Dennis, Trustee Margaret Sullivan expressed to Chair Bateman, President McDonough, and to her colleagues her sincerest appreciation for all of the heartfelt expressions they received over the recent loss of their beloved daughter, Meredith Sullivan Boyan.

3. Committee Reports

A. Finance Committee

Trustee Roger Locandro reported on the Treasurer's Report (Resolution #1-FY24) for the period 06/01/23 through 07/31/23. 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 #2-FY24 through Resolution #25-FY24. The above stated resolutions were moved by Trustee Locandro, seconded by Trustee Torres, and approved unanimously by voice vote.

Resolution #2-FY24 – Various Vouchers for Payment

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

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

Check #s	349004-350371	
ACH#s	3	
Total Checks		\$4,562,606.68
Total ACH		53,395.96
Total Vouchers		4,626,002.64
Construction and Architect Vouchers		38,407.70
Less Previously Approved		<u>                    </u>
Total		<u>\$4,664,410.34</u>

Resolution #3-FY24 Adjustment to the Public Bidding Threshold for County Colleges

WHEREAS, N.J.S.A. 18A:64A-25.3 originally established the public bidding threshold at \$25,000.00 for County Colleges; and

WHEREAS, N.J.S.A. 18A-64A-25.3(b) gives authority to the Governor and the State Department of the Treasury to adjust the bid threshold in direct proportion to the rise or fall of the Consumer

Price Index for all urban consumers in the New York, Northeastern New Jersey and Philadelphia areas as reported by the U.S. Department of Labor; and

WHEREAS, this adjustment is performed every two (2) years; and

WHEREAS, from January 7, 2004 through July 1, 2021, the State Treasurer has adjusted the bid threshold for County Colleges from \$25,000.00 to \$37,500.00; and

WHEREAS, on July 1, 2023, the State Treasurer exercised their authority to adjust the bid threshold for County Colleges from \$37,500.00 to \$41,600.00.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College permits the bid threshold be adjusted to \$41,600.00 for County College procurements requiring bidding in accordance with N.J.S.A 18A:64A-25.3.

Michael DePinto,  
Director of Purchasing

Resolution #4-FY24 Purchase of a Gas Heat Packaged Rooftop Unit for the Event Center – Pay to Play (Carrier)

WHEREAS, Raritan Valley Community College requires the purchase of an 18-ton gas heat packaged rooftop unit to replace the unit currently located at the Event Center building; and

WHEREAS, the existing Event Center rooftop unit is over twenty-seven (27) years old, which is significantly past it's expected life, and has become a source of frequent repairs over the past three (3) years; and

WHEREAS, three (3) quotes were obtained with Carrier presenting RVCC with the most favorable pricing; and

WHEREAS, funding for this work is available through the Chapter 12 capital funds allocated for Roofing/Decking Repairs; 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><b>Carrier Corporation</b> <b>1095 Cranbury South River Road</b> <b>Suite 5</b> <b>Jamesburg, NJ 08831</b> <b><u>Amount: \$34,430.00</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 #5-FY24 Clean Room Design and Manufacturing Services (Mecart Corp.)

WHEREAS, Raritan Valley Community College publicly issued a request for proposals (RFP) seeking a firm to design and manufacture two (2) Class C Clean Rooms in the new Workforce Training Center Addition; and

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

WHEREAS, one (1) RFP package was distributed and one (1) proposal was received and opened on Wednesday, August 16, 2023; and

WHEREAS, the proposal was evaluated on the following criteria:

- Extent of experience in developing Class C Clean Rooms.
- Willingness to accept particular contractual requirements.
- Ability to develop and design documents which will be consistent with the established project budget.
- Explanation of the firm’s approach to ensure that potential design options will not exceed the established project budget.
- Proposed fee for services.

WHEREAS, funding for these Clean Rooms is available through the Securing Our Children’s Future Bond Act; and

WHEREAS, the firm meeting all requirements and qualifications is:

<p><b>Mecart Corp.</b> <b>208 Old Fork Shoals Road</b> <b>Greenville, SC 29605</b> <b>Amount: \$582,324.00</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 enter into an agreement and issue a purchase order as described above to Mecart Corp.

Michael DePinto  
Director of Purchasing

Resolution #6-FY24 Earthwork at Workforce Training Center Building Expansion (Pave-Rite)

WHEREAS, Raritan Valley Community College advertised for bids for earthwork to be performed in preparation of the upcoming Workforce Training Center Addition project; and

WHEREAS, seventeen (17) bids were distributed to vendors and six (6) bids were received and opened on Thursday, August 3, 2023; and

WHEREAS, funding for this work is available through the Securing Our Children’s Future Bond Act; and

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

<p><b>Pave-Rite, Inc.</b> <b>40 Radel Avenue</b> <b>Bridgewater, NJ 08807</b> <b><u>Amount: \$184,900.00</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 enter into a contract and issue a purchase order as described above to Pave-Rite, Inc.

Michael DePinto  
Director of Purchasing

Resolution #7-FY24 Event Center – Upper and Lower Roof Replacement (Safeway Contracting Inc.)

WHEREAS, Raritan Valley Community College advertised for bids for the replacement of the upper and lower Events Center roofs; and

WHEREAS, twenty-one (21) bids were distributed to vendors and five (5) bids were received and opened on Wednesday, August 16, 2023; and

WHEREAS, the bid specifications included a Base Bid and three (3) Alternates as follows:

- Alternate #1: Phase 1 – Upper Roof – Roof-Mounted Metal Railings and Concrete Pavers
- Alternate #2: Phase 2 – Lower Roof Replacement
- Alternate #3: Phase 2 – Lower Roof – Roof-Mounted Metal Railings and Concrete Pavers

WHEREAS, it was decided to award only the Base Bid to the lowest responsible bidder whose related information is presented below:

<p><b>Safeway Contracting, Inc.</b> <b>2461 Iorio Street</b> <b>Union, NJ 07083</b> <b><u>Amount: \$267,800.00</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 enter into a contract and issue a purchase order as described above to Safeway Contracting, Inc.

Michael DePinto  
Director of Purchasing

Resolution #8-FY24 Plaza Rehabilitation – Phase Four (Badger Roofing)

WHEREAS, Raritan Valley Community College advertised for bids for the rehabilitation of the lower exterior plaza below the elevated walkway that connects the College Center to the Library building; and

WHEREAS, twelve (12) bids were distributed to vendors and one (1) bid was received and opened on Thursday, August 10, 2023; and

WHEREAS, funding for this work is available through the Chapter 12 capital funds allocated for Roofing/Decking Repairs; and

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

<p><b>Badger Roofing, Inc.</b> <b>5 Smalley Avenue</b> <b>Middlesex, NJ 08846</b> <b>Amount: \$366,000.00</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 enter into a contract and issue a purchase order as described above to Badger Roofing, Inc.

Michael DePinto  
Director of Purchasing

Resolution #9-FY24 Purchase and Installation of Chairs for Classroom Renovations – Pay to Play (Dancker)

WHEREAS, the purchase and installation of forty (40) Steelcase shortcut chairs are needed for the current classroom renovation projects being performed; 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, Steelcase, Inc. has entered into a contract with E&I Cooperative Services (E&I Contract #21Z00987), of which RVCC is a member; and

WHEREAS, Dancker, LLC is an authorized distributor of Steelcase furniture; and

WHEREAS, the funding for this purchase is available through the Chapter 12 capital funds allocated for Classroom Renovations; 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:

**Dancker, LLC**  
**291 Evans Way**  
**Somerville NJ 08876**  
**Amount: \$21,249.20**

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

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

Michael DePinto  
Director of Purchasing

Resolution #10-FY24 Purchase, Maintenance and Repair of Campus Security Cameras 2023-2024 – Pay to Play (Integrated Systems & Services)

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

WHEREAS, Raritan Valley Community College spent \$22,950.50 with Integrated Systems and Services, Inc. during Fiscal Year 2023; and

WHEREAS, on occasion, additional security equipment has been purchased or serviced by Integrated Systems and Services including panic alarm systems, network video recorders, and parking lot gates and stanchions; and

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

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

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 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:

**Integrated Systems and Services, Inc.**  
**541 Industrial Way West**  
**Suite B**  
**Eatontown, NJ 07724**  
**Amount: Not to Exceed \$41,500.00**

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 #11-FY24 Automotive Technology Equipment and Supplies 2023-2024 - Pay to Play (Eppy's)

WHEREAS, the Automotive Technology program requires the purchase of the appropriate equipment and supplies needed to ensure that students are provided with the tools necessary to properly navigate the curriculum; and

WHEREAS, Raritan Valley Community College spent \$38,529.15 with Eppy's Tool and Equipment Warehouse, 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, 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><b>Eppy's Tool and Equipment Warehouse, Inc.</b> <b>809 East 42<sup>nd</sup> Street</b> <b>Brooklyn, NY 11210</b> <b><u>Amount: Not to Exceed \$41,500.00</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 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 #12-FY24 Cosmetology Student Kits 2023-2024 (Universal Companies)

WHEREAS, Raritan Valley Community College advertised for bids for the purchase of custom kits needed to ensure that Cosmetology and Esthetics students are provided with the tools necessary to complete the Makeup Designory Program (MUD) certification requirements; and



WHEREAS, all products and supplies contained in these student kits must be MUD certified in order to properly complete the courses and meet the certification requirements; and

WHEREAS, in order to guarantee that these kits are received in time for the start of the Fall 2023 Cosmetology and Esthetics courses, the Board of Trustees of Raritan Valley Community College authorized the award of the Cosmetology Student Kits 2023-2024 bid at the June 2023 Board meeting via Resolution #190-FY23; and

WHEREAS, the College Administration stated that the pertinent information for this bid would be reported once the bid process had been completed; and

WHEREAS, bidders were asked to submit unit pricing for each the five (5) types of custom student kits that are purchased for the Cosmetology and Esthetics programs; and

WHEREAS, proposals were based on the estimated number of each of kit needed, which was provided by the RVCC Beauty Programs Coordinator; and

WHEREAS, bidders were advised that the actual number of each type of kit purchased may vary based on the needs of each program; and

WHEREAS, three (3) bids were distributed to vendors and one (1) bid was received and opened on Tuesday, August 15, 2023; and

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

<p><b>Universal Companies, Inc.</b> <b>18260 Oak Park Drive</b> <b>Abingdon, VA 24210</b> <b><u>Amount: \$56,159.50</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 enter into a contract and issue purchase orders as described above to Universal Companies, Inc.

Michael DePinto  
Director of Purchasing

Resolution #13-FY24 Cosmetology Equipment and Supplies 2023-2024 – Pay to Play (Burmax Company)

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, Raritan Valley Community College spent \$41,107.51 with The Burmax Company, Inc. during Fiscal Year 2023; and

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

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

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 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><b>The Burmax Company, Inc.</b> <b>28 Barretts Avenue</b> <b>Holtsville, NY 11742</b> <b><u>Amount: Not to Exceed \$41,500.00</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 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 #14-FY24 Cosmetology Equipment and Supplies 2023-2024 – Pay to Play (Cengage Learning)

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, Raritan Valley Community College spent \$33,214.57 with Cengage Learning, 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, 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><b>Cengage Learning, Inc.</b> <b>10650 Toebben Drive</b> <b>Independence, KY 41051</b> <b><u>Amount: Not to Exceed \$41,500.00</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 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 #15-FY24 Registered Nurse Custom Online Reviews for the National Council Licensure Examination – Pay to Play (Assessment Technologies Institute)

WHEREAS, the purchase of sixty-three (63) registered nurse customized online reviews are needed to improve student confidence and scoring on the National Council Licensure Examination (NCLEX); and

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

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

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

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

WHEREAS, the approved Fiscal Year 2024 Perkins Grant funding includes the purchase of these customized NCLEX reviews via Budget Line #134; 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><b>Assessment Technologies Institute, LLC</b> <b>11161 Overbrook Road</b> <b>Leawood, KS 66211</b> <b>Amount: \$29,925.00</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 in the amount shown above to Assessment Technologies Institute, LLC.

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

Michael DePinto  
Director of Purchasing

Resolution #16-FY24 Acceptance of New Jersey Department of Environment Protection Grant Funds to Support Electric Car Charging Stations

Acceptance of New Jersey Department of Environmental Protection Grant Funds to Support Electric Car Charging Stations - *It Pays to Plug In: NJ's Electric Vehicle Charging Grant.*

WHEREAS, the State of New Jersey Department of Environmental Protection has made grant funds available for approved projects that promote good environmental practices; and

WHEREAS, the College has identified the need to add additional electric car charging stations to accommodate an increasing number of electric vehicles; and

WHEREAS, a formal acceptance of the Grant application by Board Resolution is required;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College approves the application for funding of up to \$48,000 from the State of New Jersey to purchase and install the above referenced car charging equipment and authorizes management to complete all required documentation.

Resolution #17-FY24 Career and Technical Education Consultant – CWI Grant Funded Consultant (Castle Grace Services, LLC)

WHEREAS, Raritan Valley Community College requires the employment of a consultant to provide contractual grant services for the successful implementation of the NJ Pathways to Career Opportunities – Centers for Workforce Innovation grants; and

WHEREAS, these consulting services will assist in the expansion and improvement of the Career and Technical Education for workforce training programs in Mechatronics and Aseptic Processing and Biotechnology; and

WHEREAS, these consulting services will assist in the expansion and improvement of the articulation of non-credit training to credit programs in Mechatronics and Aseptic Processing and Biotechnology; and

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

WHEREAS, purchase orders will be issued as follows:

<p><b>Castle Grace Services, LLC</b> <b>336 Black Point Road</b> <b>Neshanic Station, NJ 08853-0885</b></p>
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**Year 1: Not to Exceed \$50,000.00**  
**Total Amount: Not to Exceed \$50,000.00**

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Vice President for Student Affairs and Outreach to enter into a contract and have purchase orders issued to Castle Grace Services, LLC in the amounts shown above for the two-year period of September 1, 2023 through June 30, 2024.

Jacki Belin  
Vice President for Strategic Partnerships and Workforce Innovation

Resolution #18-FY24 Custodial Supplies 2023-2025 (WB Mason)

WHEREAS, Raritan Valley Community College requires the frequent purchase of custodial supplies in order to maintain normal daily operations; and

WHEREAS, in an effort to decrease the spending and inventory levels of custodial supplies, RVCC management explored different methods which would allow for the more efficient purchase of custodial supplies; and

WHEREAS, W.B. Mason has presented the College with a proposal to purchase custodial supplies at discounted prices for the two (2) year period of July 1, 2023 through June 30, 2025; and

WHEREAS, W.B. Mason's two-day delivery guarantee allows the RVCC Housekeeping staff to reduce the custodial supply inventory levels as the long processing and delivery times associated with other custodial supply vendors will now be eliminated; 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, W.B. Mason has entered into agreements for Custodial Supplies with both the The Educational Services Commission of New Jersey (New Jersey State Approved Purchasing System #65MCECCPS) via Contract #ESCNJ 21/22-18 and the Hunterdon County Educational Services Commission Cooperative Purchasing Program (New Jersey State Approved Purchasing System #34HUNCCP) via Contract #HCEC-Cat-23-02; and

WHEREAS, a purchase order will be issued as follows:

**W.B. Mason  
21 Commerce Drive  
Cranbury, NJ 08512**

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 W.B. Mason for the period July 1, 2023 through June 30, 2025.

Michael DePinto  
Director of Purchasing

Resolution #19-FY24 Charter Bus Services 2023-2024

WHEREAS, Raritan Valley Community College advertised for bids for Charter Bus Services needed for the transportation of the athletic teams, student activities clubs, class field trips and other campus groups, for the one (1) year period of August 1, 2023 through July 31, 2024, with an optional one (1) year renewal through July 31, 2025; and

WHEREAS, in order to guarantee that transportation is secured for the start of the Fall 2023 Athletics season, the Board of Trustees of Raritan Valley Community College authorized the award of the Charter Bus Services 2023-2024 bid at the June 2023 Board meeting via Resolution #194-FY23; and

WHEREAS, the College Administration stated that the pertinent information for this bid would be reported once the bid process had been completed; and

WHEREAS, bidders were asked to submit pricing for trips utilizing 25-passenger and 47-passenger vehicles or larger; and

WHEREAS, proposals were based on a list of destinations provided for each of the Athletic teams, as well the more common annual travel destinations for student clubs and class field trips; and

WHEREAS, bidders were advised that the destinations and dates listed in the specifications are not guaranteed and are subject to change or cancellation; and

WHEREAS, four (4) bids were distributed to vendors and one (1) bid was received and opened on Tuesday, August 15, 2023; and

WHEREAS, the sole proposal received only included pricing for 47-passenger vehicles or larger; and

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

<p><b>Suburban Trails, Inc. (Coach USA)</b> <b>750 Somerset Street</b> <b>New Brunswick, NJ 08901</b> <b><u>Amount: \$84,180.00</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 enter into a contract and issue purchase orders as described above to Suburban Trails, Inc. (Coach USA)

Michael DePinto  
Director of Purchasing

Resolution #20-FY24 Audio Visual Equipment for Classroom Renovations (Tele-Measurements)  
WHEREAS, the purchase and installation of new audio visual equipment is needed for Classrooms A-04, A-06, SO-245, SO-350, SO-351, W-205 and W-311 in order to meet the College's standard for classroom technology; and

WHEREAS, the funding for these purchases is available through the Chapter 12 capital funds allocated for Classroom Renovations; 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 of New Jersey by the Division of Purchase and Property; and

WHEREAS, Tele-Measurements, Inc. has entered into a contract with the State of New Jersey (State Contract #81123); 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><b>Tele-Measurements, Inc.</b> <b>145 Main Avenue</b> <b>Clifton, NJ 07014</b> <b>Amount Not to Exceed: \$41,500.00</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 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 #21-FY24 Campus Internet and Ethernet Services 2023-2024 (NJEDge)  
WHEREAS, NJEDge.net is the statewide consortium handling New Jersey College internet connectivity, who currently provides high speed internet access to RVCC; 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, NJEDge.net is a non-profit technology purchasing consortium of academic and research institutions in New Jersey of which RVCC is a member; and

WHEREAS, funding for these services is available through the Fiscal Year 2024 Internal Services operating budget; and

WHEREAS, a purchase order will be issued as follows:

<p><b>NJEDge.net</b> <b>625 Broad Street</b> <b>Suite 260</b> <b>Newark, NJ 07102-4418</b> <b>Amount: \$112,212.00</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 enter into an agreement for the one-year period of July 1, 2023 through June 30, 2024 and issue a purchase order to NJEDge.net as described hereinabove.

Michael DePinto  
Director of Purchasing

Resolution #22-FY24 Laptops for the Mathematics and Computer Science Departments (Dell)

WHEREAS, the Mathematics and Computer Science departments have requested the purchase of thirty-two (32) Dell Latitude 7640 laptop computers to be used exclusively in West Building Room W-311; and

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

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

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

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

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

WHEREAS, Dell is under contract with the NASPO ValuePoint cooperative purchasing program of which the State of New Jersey is a member (Contract #19-TELE-00656); and

WHEREAS, a purchase order will be issued as follows:



**Dell Marketing L.P.**  
**1 Dell Way**  
**Round Rock, TX 78682-0001**  
**Amount: \$42,825.60**

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

Michael DePinto  
Director of Purchasing

Resolution #23-FY24 Telephone Services Agreement 2023-2024 (Mitel)

WHEREAS, Raritan Valley Community College requires telephone services for the period of September 1, 2023 through August 31, 2024; and

WHEREAS, N.J.S.A 18A:64A-25.5a(8) provides exceptions to the requirement for advertising for the supplying of any product or the rendering of any service by the public utility which is subject to the jurisdiction of the Board of Public Utilities, in accordance with tariffs and schedules of charges made, charged or exacted, filed with said board; 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, Mitel has entered into an agreement with the Sourcewell purchasing cooperative (Contract #022719-MBS), of which RVCC is a member; and

WHEREAS, Mitel has presented the College with a proposal in which they agree to maintain the current rate of approximately \$17,000.00 per month; and

WHEREAS, funding for these services will be made available through the Fiscal Year 2024 and Fiscal Year 2025 Internal Services operating budgets; and

WHEREAS, a purchase order will be issued as follows:

**Mitel**  
**6500 River Place Boulevard**  
**Austin, TX 78730**  
**Monthly Amount Not to Exceed: \$17,000.00 per Month**  
**Total One-Year Amount Not to Exceed: \$204,000.00**

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into an agreement for the one-year period of September 1, 2023 through August 31, 2024 and issue purchase orders as described hereinabove to Mitel.

Michael DePinto  
Director of Purchasing

Resolution #24-FY24 Medicat Software Agreement 2023-2026 – Pay to Play (Medicat)

WHEREAS, Raritan Valley Community College requires the renewal of the Medicat vaccination tracking software agreement for the three (3) year period of August 31, 2023 through August 30, 2026; and

WHEREAS, Medicat is a hosted software program utilized for the tracking of student vaccination requirements and was successfully used by RVCC to track and report on Covid vaccinations; and

WHEREAS, the software allows for the tracking of all required student vaccinations as well; and

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

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

WHEREAS, the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC), composed of the membership of the county colleges in New Jersey, was formed to provide an instrument for the county colleges to combine purchasing power and realize savings to benefit the participating institutions; and

WHEREAS, Medicat, LLC has entered into an agreement with the Joint Purchasing Consortium (Contract #Bid #21/22 B-1312), of which RVCC is a member; and

WHEREAS, entering into a three (3) year commitment with Medicat, LLC will guarantee the College fixed pricing over the life of the agreement; 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><b>Medicat, LLC</b> <b>303 Perimeter Center North</b> <b>Suite 450</b> <b>Atlanta, GA 30346</b> <b><u>Year-1 Amount: \$6,552.00</u></b> <b><u>Year-2 Amount: \$6,880.00</u></b> <b><u>Year-3 Amount: \$7,224.00</u></b> <b><u>Total Three-Year Amount: \$20,656.00</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 enter into a three (3) year agreement and issue purchase orders to Medicat, LLC 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 #25-FY24 VMware Virtualization Server Software License and Support 2023-2024 – Pay to Play

WHEREAS, Raritan Valley Community College requires the renewal of the VMware Server Virtualization Software License and Support agreement for the period of July 1, 2023 through June 30, 2024; and

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

WHEREAS, virtualization allows RVCC to reduce hardware costs while improving reliability, flexibility and redundancy; and

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

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

WHEREAS, the licensing and support of the VMware Virtualization Server Software is available through the NJEDge.net technology purchasing consortium, administered by the Carahsoft Technology Corporation (Contract #00278834); and

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

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

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

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 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><b>Carahsoft Technology Corp.</b> <b>11493 Sunset Hills Road</b> <b>Suite 100</b></p>
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**Reston, VA 20190**  
**Amount: \$30,933.68**

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

**B. Educational Programs and Services Committee**

Trustee James Von Schilling presented Consent Agenda Resolutions #26-FY24 through Resolutions #33-FY24. The above stated resolutions were moved by Trustee Shain, seconded by Trustee Sullivan, and approved unanimously by voice vote.

Committee Chair James Von Schilling reported that the Committee received updates on enrollment and on the budget. Trustee Von Schilling further reported that the Committee requested future updates on the following topics: RISE (prison program), Dual Enrollment and Academies, the Achievement Center, Micro-credentials, and the Adult College.

**Resolution #26-FY24 Human Resources Report**

**1. New Adjunct Faculty**

The following individuals are recommended as a new adjunct faculty for Fall 2023 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$1,067 to \$1,174.

<b>Last Name</b>	<b>First Name</b>	<b>Rank</b>	<b>Discipline</b>	<b>Per contact hour rate</b>	<b>Hire Date</b>
Bae	Joseph	Instructor	ESL	\$1,067	9/1/2023
Bedder	Rachel	Assistant Professor	RISE	\$1,096	9/1/2023
Brown	Kailey	Instructor	Arts & Design	\$1,067	9/1/2023
Carter	Kelsey	Instructor	English	\$1,067	9/1/2023
Carter-Jeter	Patricia	Instructor	RISE	\$1,067	9/1/2023
Cavallaro	Samantha	Instructor	Arts & Design	\$1,067	9/1/2023
Cossio	Angeles	Assistant Professor	Arts & Design	\$1,096	9/1/2023
Gerwer	Sherry	Instructor	Science & Engineering	\$1,067	9/1/2023
Kello	Robin	Assistant Professor	RISE	\$1,096	9/1/2023
Kennette	Tara	Instructor	English	\$1,067	9/1/2023
Prince	Heather	Instructor	RISE	\$1,067	9/1/2023
Rajakaruna	Shalini	Instructor	Science & Engineering	\$1,067	9/1/2023
Siu	Pedro	Instructor	Science & Engineering	\$1,067	9/1/2023
Walsh	Anita	Instructor	Business & Public Service	\$1,067	9/1/2023
Chiappone	Keith	Assistant Professor	English	\$1,096	9/1/2023
Fisher	Sean	Assistant Professor	RISE	\$1,096	9/1/2023
Kamel Said	Shereen	Assistant Professor	Science & Engineering	\$1,096	9/1/2023
Krolik	Alexksandr	Assistant Professor	Math & Computer Science	\$1,096	9/1/2023

Schnell	Raymond	Assistant Professor	Science & Engineering	\$1,096	9/1/2023
Shustack	Robert	Instructor	Business & Public Service	\$1,067	9/1/2023
Tsemo	Bridget	Assistant Professor	English	\$1,096	9/1/2023
Velez	Vanessa	Assistant Professor	English	\$1,096	9/1/2023
Watkins	Barbara	Assistant Professor	Science & Engineering	\$1,096	9/1/2023
Yang	Agatha	Assistant Professor	Science & Engineering	\$1,096	9/1/2023

2. Returning Adjunct Faculty

The following individuals are recommended as returning adjunct faculty for Fall 2023 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$1,067 to \$1,174.

Last Name	First Name	Rank	Discipline	Per contact hour rate	Hire Date
Beere	Siobhan	Instructor	Business & Public Service	\$1,067	9/1/2023
Diamond	Tina	Instructor	English	\$1,067	9/1/2023
Loudon	Jennifer	Instructor	RISE	\$1,067	9/1/2023
Pires	Marta	Instructor	English	\$1,067	9/1/2023
Akarcesme	Ali	Assistant Professor	Humanities, Social Science & Education	\$1,096	9/1/2023
Lebo	James	Assistant Professor	Math & Computer Science	\$1,096	9/1/2023
Rosenberg	Suzanne	Assistant Professor	RISE	\$1,096	9/1/2023
Uppuganti	Lakshmi Sowjanya	Assistant Professor	Math & Computer Science	\$1,096	9/1/2023

3. New Hire- Administrator

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

Name	Title	Salary	Department	Start date
*Michael Bergman	Associate Dean-Academic Innovation & Digital Learning	\$100,500	Academic Affairs	10/1/2023
** David Hogan	Assistant Director-Testing	\$61,760	Testing Center	7/18/2023
***Lisa Lamperti	Coordinator, Nursing Skills Lab	\$61,760	Nursing	9/1/2023
****Mark Malchow	Academic Advisor-Temporary	\$58,054	Advising, Counseling & Transfer Services	7/1/2023
*****Takecia Saylor	Director of Grants	\$90,827	Grants	7/10/2023
*****Colleen Tedesco	Academic Coordinator-RISE	\$64,874	RISE	9/14/2023
*****Benjamin Wilner	Coordinator of Center for Accessibility & Inclusive Education	\$57,349	CAIE	8/14/2023

\*Budget code 100-3370-5010-40/replacing B. Coup

\*\*Budget code 100-3590-5010-50/replacing C. Smith

\*\*\*Budget code 100-3170-5010-10/replacing K. Ludwigsen

\*\*\*\*Budget code 100-3520-5010-50/replacing C. Suarez (temporary)

\*\*\*\*\*Budget code 100-3315-5010-20/new

\*\*\*\*\*Budget code 100-3191-5010-50/replacing M. Van Doren

\*\*\*\*\*Budget code 100-3506-5010-50/replacing S. Bresky

4. Title Change Only- Administrator

The following reflect recommended change in title of employment of the following employee:

Name	Title	Department	Start date
Cheryl Wallace	Vice President of Human Resources & Administration	Office of Human Resource	7/1/2023

5. New Hire- Support Staff

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

Name	Title	Salary	Department	Start date
*Nicholas Gomes	Finance Assistant	\$40,602	Budget & Finance	7/3/2023

\*Budget code 100-4100-5310-60/replacing N. Alcazar

6. Support Staff Non-Unit- Salary Adjustment

The following reflect recommended changes in the status of employment of the following employees:

Name	Title	Salary	Department	Effective Date
Katie Bayachek	Workforce Educator- Cosmetology	\$58,175	Beauty Programs	9/1/2023
Jade Reed	Workforce Educator- Cosmetology	\$58,175	Beauty Programs	9/1/2023

7. Support Staff- Salary Correction

Support Staff Employee reappointed June 20, 2023 at the recommendation of the President with a 3.5% contractual increase for 2023/2024 fiscal year. Salary was incorrectly listed.

Last Name	First Name	Title	*Salary
Alvarado Bolvito	Maira	Custodian	was \$33,684 should be \$35,525

8. Retirements

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

Name	Title	Department	Effective Date
Evelyn Carty	Academic Department Assistant	Science & Engineering	11/30/2023
Darlene Schapley	Grants Manger	Grants	8/31/2023
Violet Willensky	Controller & Executive Director of Finance	Budget & Finance	8/31/2023

Resolution #27-FY24 Faculty 2<sup>nd</sup> Year & Beyond Reappointments (AY 24) with Updated Salaries (reappointed in January)

BE IT RESOLVED, that the recommendation of the President, the following teaching faculty, librarians, Counselors and Teaching Assistants were reappointed by the Board of Trustees January 24, 2023 for the 2023-2024 academic or fiscal year with no change in salary. **Salaries below reflect contractual salary increase of 3.5%**

Last Name	First Name	Rank	Salary
Anderson	Anne Marie	Professor-Accounting	\$94,738
Arvay	Susan	Professor-English	\$92,449
Austin	Lori	Professor-Math	\$96,872
Awwad	Mutasem	Associate Professor- Networking	\$81,469
Balut	Maryann	Professor- Nursing	\$96,110
Banfield	Sara	Professor-Communication/Speech	\$95,195
Baricevic	Marianne	Professor- A&P/Micro	\$100,772
Bell	Cheryl	Associate Professor - ESL	\$89,161
Bendjilali	Khadidja	Assistant Professor- Mathematics	\$71,935
Bendjilali	Boualem	Professor - Mathematics	\$103,234
Bitter	Janelle	Librarian-Systems &Tech Service	\$74,266
Black	William	Professor - Accounting	\$104,582
Bondhus	Michael	Professor-English	\$92,449
Brazier	Michelle	Associate Professor-English	\$93,473
Brower	Stephen	Assistant Professor - CIS	\$82,575
Burns	Keith	Associate Professor- Fitness &Wellness	\$81,444
Campoli	Alison	Professor- Nursing	\$92,397
Carr	Edward	Professor- Microbiology	\$103,631
Caruso	Steven	Assistant Professor- Computer Science	\$71,783
Case	Rebecca	Assistant Professor- Spanish	\$73,948
Chase	David	Professor- English	\$95,400
Choi	Youngjun	Associate Professor - Math	\$88,916
Chynoweth	Christine	Instructor- ASL	\$65,209
Claxton	Rebecca	Instructor- Mathematics	\$63,297
Crosbie	William	Associate Professor-Computer Science	\$90,708
Cuss	Sarah	Instructor-Nursing	\$63,297
Czerw	Margaret	Professor- Chemistry	\$100,687
Dar	Siddra Majeed	Assistant Professor-Med Lab Tech	\$72,574
Darkenwald- DeCola	Jessica	Associate Professor- English	\$80,338
DePinto	Dominick	Assistant Professor- CEM Tech	\$75,240
Dempsey	Megan	Professor-Librarian	\$96,806
Donnelly	Brian	Associate Professor-Criminal Justice	\$81,512
Fagan	W Michael	Associate Professor – Finance	\$91,163
Felix	Justin	Associate Professor – English	\$88,152

Last Name	First Name	Rank	Salary
Flor	Paul	Associate Professor- Bus Admin- HVAC	\$100,689
Fois	Loretta	Professor-Dance	\$96,110
Forte	Frank	Assistant Professor- Math	\$76,110
Gaffney	Karen	Professor - English	\$99,772
Giffin	Jennyfer	Instructor-Nursing Med/Surg	\$68,610
Goins	Ishimine	Assistant Professor -English	\$70,911
Gutierrez	Isabel	Associate Professor-Psychology	\$84,751
Gutshall-Seidman	Karen	Professor- Human Services	\$99,772
Harford	John	Instructor- Graphic Design	\$72,605
Heithoff	Heather	Associate Professor- Nursing	\$80,220
Heller	Sara	Assistant Professor- Automotive Tech	\$74,517
Hemlow	Lance	Assistant Professor - Mathematics	\$87,140
Hulsen	Patricia	Professor- Mathematics	\$103,289
Iannacone	Eric	Associate Professor-Biology A/P	\$86,952
Jones	James	Associate Professor-Criminal Justice	\$82,649
Katsha	Ahmed	Associate Professor-A/P Biology	\$79,928
Keegan	Tracey	Instructor-Nursing Med/Surg	\$68,610
Keiserman	Anna	Assistant Professor- Music	\$71,700
Kelly	Jay	Professor- Biology	\$98,119
Kim	Ji Yong	Assistant Professor- Visual Arts	\$72,097
Kinebrew-Bosa	Carolyn	Associate Professor- Communications	\$78,388
Kletz	Pattiann	Professor- Business	\$97,026
Klinger	William	Professor- Bus Admin & Mngt	\$101,363
Kovarik	Tomas	Associate Professor – Mathematics	\$96,992
Kowski	Lynne	Professor- Mathematics	\$103,287
Lenahan	Melanie	Professor - Biotechnology	\$99,772
Lindemann	Ellen	Professor- Business Administration	\$100,687
Lindskoog	Carl	Associate Professor-History	\$83,095
Maitland	Kimberly	Associate Professor- Early Childhood	\$89,549
Manno	Andrew	Professor – English	\$107,095
Martin	Philip	Assistant Professor- Communication	\$74,015
McManus	Darren	Associate Professor- Graphic Design	\$82,632
Molle	Maria	Assistant Professor-Nursing	\$75,434
Moore	Elaine	Associate Professor - Marketing	\$92,400
Morris	Melanie	Professor- Business Law	\$103,863
Nadkarni	Vandana	Professor- Art History	\$96,515



Last Name	First Name	Rank	Salary
Nikitovic	Nemanja	Assistant Professor- Mathematics	\$77,248
O'Neill	Elizabeth	Assistant Profess- Pediatric Nursing	\$77,126
Offenhauer	Alexa	Associate Professor- English	\$80,952
Partapurwala	Mohammed	Assistant Professor- Economics	\$73,240
Patel	Aditi	Associate Professor - Mathematics	\$88,743
Pearce-Morris	Jennifer	Associate Professor- Sociology	\$83,136
Pipitone	Christine	Professor-English	\$99,772
Pompo	Antonella	Professor- Engineering	\$103,404
Reynolds	Sandra	Professor - French/Spanish	\$102,004
Ricketts	Glenn	Professor-Political Science	\$126,435
Rimple	Tonya	Associate Professor- Business Administration	\$92,872
Rodriguez	Janette	Assistant Professor-Medical Asst Program	\$73,241
Romaine	Linda	Professor- Fitness & Wellness	\$93,364
Roop	Joan	Associate Professor- Nursing	\$82,850
Russo	Dennis	Professor - Theatre	\$97,026
Schwarz	Steven	Professor – Computer Science	\$97,026
Seater	Barbara	Associate Professor- Sociology	\$147,046
Shah	Madhavi	Associate Professor-Biology	\$82,289
Shapiro	Alisa	Associate Professor-Accounting	\$81,481
Sichel	John	Professor - Music	\$98,397
Singleton	Courtney	Assistant Professor -Anthropology	\$69,199
Smith	Virginia	Associate Professor-Interior Design	\$86,601
Soliman	George	Assistant Professor- Mathematics	\$72,358
Sosa	Nicholas	Instructor- Psychology	\$68,997
Stander	Emilie	Professor- Environmental Science	\$92,260
Suk	Kathryn	Professor- Elementary/Second Edu	\$92,449
Treut	Richard	Professor- Speech/Comm	\$96,110
Tucker	Lisa	Professor- English	\$99,834
Tyson	Ronald	Associate Professor - English	\$88,933
Vaccaro	Andrea	Professor- ESL	\$90,614
Valenti	Alyssa	Professor-Librarian	\$90,614
Walter	Evan	Instructor-Digital Media\ Film	\$65,533
Weber	Derek	Professor-A&P/Micro	\$98,002
Yang	Linda	Assistant Professor- Computer Science	\$74,330
Youngblood	Ardath	Assistant Professor - Nursing	\$75,240
Yunker	Beau	Assistant Professor- OTA Assistant	\$74,125

Last Name	First Name	Rank	Salary
Zieba	Izabela	Assistant Professor- English	\$76,180

Resolution #28-FY24 Faculty 1<sup>st</sup> Year Reappointments (AY 24) with Updated Salaries (reappointed in January)

BE IT RESOLVED, that at the recommendation of the President, the following first year teaching faculty, and librarians were reappointed by the Board of Trustees January 24, 2023 for the 2023-2024 academic year with no change in salary. **Salaries below reflect contractual salary increase of 3.5%**

Last Name	First Name	Rank	Salary
D'Angelo	Anthony	Instructor- Mechanical Engineering	\$65,637
Lambrix	Todd	Assistant Professor- Art 3D Design	\$71,108

Resolution #29-FY24 Faculty Reappointment (AY 24) Non-tenure with Updated Salary (reappointed in January)

BE IT RESOLVED, that at the recommendation of the President, the following full-time non-tenured faculty appointment was approved by the Board of Trustees January 24, 2023 for 2023-2024 academic year with no change in salary. **Salary below reflects contractual salary increase of 3.5%**

Name	Title	Department	Start Date	Salary
Lindsey Hageman	Instructor-ESL	Communication & Languages	9/1/2023	\$62,678

Resolution #30-FY24 Faculty Appointments (AY 2023-2024) Tenure-Track

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
*Chandima Abeywickrama	Assistant Professor- Chemistry	Science & Engineering	9/1/2023	\$71,451
**Chuan Liu	Instructor-Chemistry	Science & Engineering	9/1/2023	\$65,624
***Kristen Ross	Instructor-Nursing	Health Science Education	9/1/2023	\$62,716

\*Budget Code 100-3180-5130-10/replacing R. Carden

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

\*\*\*Budget code 100-3170-5140-10/replacing C. Patterson

Resolution #31-FY24 Faculty Appointments (AY 2023-2024) Non-Tenure Track

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

Name	Title	Department	Start Date	Salary
*Thomas Bentey	Instructor- Social Media Theory & Production	Communication & Languages	9/1/023	\$65,354
**Jeffrey Kravitz	Instructor/Coordinator- Ophthalmic	Health Science Education	9/1/2023	\$65,954
***Brett Schwarzenbek	Instructor-Mathematics	Math & Computer Science	9/1/2023	\$65,738

\*Budget code 305-6000-5140-80/new grant funded

\*\*Budget code 100-3181-5140-10/replacing B. Thomas

\*\*\*Budget code 100-3160-5140-10/replacing L. Hemlow

Resolution #32-FY24 Faculty Appointment (Fall 2023) Non-Tenure Track

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

Name	Title	Department	Start Date	Salary
*Alice Catalan	Instructor-Mathematics	Math & Computer Science	9/1/2023	\$63,867 (prorated \$31,934)
**Christopher Teixeira	Instructor-English	English	9/1/2023	\$63,136 (prorated \$31,568)

\*Budget code 100-3160-5140-10/replacing F. Forte (Fall Sabbatical)

\*\*Budget code 100-3130-5140-10/new (enrollment)

Resolution #33-FY24 Adjunct Faculty Emeritus Selection Policy and Benefits

WHEREAS, the following policies and processes were adopted by the COF to evaluate retiring adjunct faculty for Adjunct Professor Emeritus status and to provide clarity to this important honor (Adjunct Professor Selection Policy and Procedures, Endorsed by COF, April 25, 2023):

A. Eligibility Criteria:

1. Adjunct Faculty who are retiring from Raritan Valley Community College, have a minimum of thirty (30) semesters of service, including summer sessions, and hold the rank of Adjunct Associate or Adjunct Full Professor.
2. Adjunct Faculty who have passed away while still employed at Raritan Valley Community College, have a minimum of thirty (30) semesters of service, including summer sessions, and hold the rank of Adjunct Associate or Adjunct Full Professor.

B. Performance Criteria:

1. The candidate should have provided sustained and positive performance at the College as well as maintained the highest professional standards in relationships with students, colleagues, and supervisors.

C. Notification of Intent for Consideration:

1. The retiring adjunct faculty member must notify, in writing, their Department Chairperson by April 1 or November 1 of the semester of their retirement. Retiring adjunct faculty will submit an accompanying letter of no more than two pages highlighting the major accomplishments and achievements during their service at RVCC to support consideration of Adjunct Professor Emeritus status.
2. If a faculty member has passed away, the Department Chairperson will consult with the Department about recommending Adjunct Professor Emeritus status within six months.

D. Process for Review and Recommendation:

1. The Department Chairperson will review the letter submitted by the adjunct faculty member. If needed, the Department Chairperson will consult with departmental faculty or the Division Dean.
2. The Department Chairperson will forward the recommendation to the Chair of the Faculty Professor/Counselor Emeritus Committee by May 1 or December 1.
3. The Chair of the Faculty Professor/Counselor Emeritus Committee will convene the committee to review the recommendation of the Department Chairperson. The committee, whose deliberations are confidential, will make a decision to recommend or not recommend the candidate.
4. The Chair of Faculty Professor/Counselor Emeritus Committee will forward the committee's recommendation of each candidate to the College President by June 1 or January 1.
5. The College President will make the final decision and recommend successful candidate(s) to the Board of Trustees, requesting timely action.
6. The College President will notify candidates whether they have been awarded the rank of Adjunct Professor Emeritus.
7. Following Board approval, each new Adjunct Professor Emeritus will be documented in the Board minutes.

E. Emeritus Status Benefits:

1. Inclusion in the online College Catalog
2. Inclusion on mailing/emailing list for events and activities, both academic and non-academic
3. Invitation to participate in activities and Faculty Interest Groups sponsored by The Center for Teaching, Learning, and Scholarship
4. A faculty identification card which provides free use of the library, computing facilities, athletic facilities, and access to email. The faculty identification card allows for continued discount on RVCCArts and Planetarium pricing.

5. Invitation to attend and to speak at the General Membership meetings of the Forum and Council of Faculty as a non-voting member
6. Enrollment in up to two (2) courses per semester with free tuition on a space available basis. If a course requires the payment of a fee to a third-party vendor or payment of a fee or supplies, the Adjunct Faculty Emeritus member will be responsible for the payment of the fee at the rate charged to the College. The Adjunct Faculty Emeritus member will pay for the cost of the books.
7. payment of a fee or supplies, the Faculty Emeritus member will be responsible for the payment of the fee at the rate charged to the College. The Faculty Emeritus member will pay for the cost of the books.

WHEREAS, the President has reviewed and recommends the benefits aforementioned to the Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College approves privileges associated with the Adjunct Faculty Emeritus honor.

C. Governance, Policy, and President Evaluation Committee

Trustee Timothy Howes reported that the Campus Safety Report for the period June 16, 2023 through August 29, 2023 was discussed by the Committee and was provided to the full Board of Trustees via SharePoint.

The Committee was briefed on enrollment, the budget, and public/private partnerships.

Trustee Howes reported that the annual Board Self-Evaluation will be emailed to the Board later this fall semester. He reminded Board members of the importance of completing the self-evaluation survey as it provides Middle States with a more complete portrait of RVCC's governance structure and the roles, responsibilities, and accountability for the governing body (as stipulated in Standard VII on Governance, Leadership, and Administration) and also provides trustees the ability to annually assess their performance and to evaluate how they are fulfilling their responsibilities.

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 Pattiann Kletz spoke about her first day of class with students and her individual pedagogical approach.

IX. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 4:30 p.m.

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