

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
SEPTEMBER 26, 2023

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, September 26, 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
Jinnee Min DeMarco
W. Timothy Howes
Roger Jinks
Mark Negrón
Margaret Sullivan
Helena Swanicke
Juan Torres
James Von Schilling

Absent: Roger Locandro
Nidhi Makhija
Howard Opdyke
Adam Shain

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

A quorum was present.

III. Agenda Items

1. Approval of Meeting Minutes

The Regular Meeting minutes of September 5, 2023 were moved by Trustee Howes, seconded by Trustee Von Schilling, and approved by voice vote.

2. President's/Chair's Report

Chair Caren Bateman expressed her appreciation on behalf of the Board of Trustees to President McDonough and his staff for taking time out of their schedules earlier in the day to provide trustees with a worthwhile and informative tour of several areas of the campus.

President McDonough announced that the October 23, 2023 Regular Board of Trustees meeting has been rescheduled to November 21, 2023 at 4 p.m.

3. Committee Reports

A. Finance Committee

Chair Bateman reported on the Treasurer’s Report (Resolution #34-FY24) for the period 08/01/23 through 08/31/23. On motion by Chair Bateman, seconded by Trustee Torres, the Treasurer’s Report was approved by voice vote.

Chair Bateman then presented Consent Agenda Resolutions #35-FY24 through Resolution #41-FY24. The above stated resolutions were moved by Chair Bateman, seconded by Trustee Torres, and approved unanimously by voice vote.

Resolution #35-FY24 – Various Vouchers for Payment

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

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

Check #s	350372-350973	
ACH#s	5	
	Total Checks	\$1,812,796.51
	Total ACH	55,168.03
	Total Vouchers	1,867,964.54
	Construction and Architect Vouchers	1,020.00
	Less Previously Approved	
	Total	<u>\$1,830,576.84</u>

Resolution #36-FY24 Paving of Lower Parking Lot #8

WHEREAS, the College requires the milling of the existing pavement and installation of a new surface at the lower portion of Parking Lot #8 in front of the Planetarium; and

WHEREAS, the scope of this work includes the following:

- Mill a 2” thick section from the existing parking lot.
- Stockpile approximately eight (8) precast parking bumpers off parking lot.
- Sweep and tack lot as needed.
- Install a 2” thick compacted section of bituminous surface course 9.5M64.

WHEREAS, three (3) quotes were obtained, with Pave-Rite, Inc. presenting the College with the most favorable pricing; and

WHEREAS, the funding for this work is available through the Chapter 12 capital funds allocated for Major Roadway and Walkway 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:

Pave-Rite, Inc.
40 Radcl Avenue
Bridgewater, NJ 08807
Amount: \$35,771.40

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order in the amount shown above to Pave-Rite, Inc.

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

Michael DePinto
Director of Purchasing

Resolution #37-FY24 HVAC Rooftop Units for Workforce Training Center Addition

WHEREAS, Raritan Valley Community College requires the purchase of eight (8) HVAC rooftop units which will be placed atop the future Workforce Training Center Addition; and

WHEREAS, three (3) quotes were obtained, with Johnson Controls, 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, Johnson Controls, Inc. has entered into an agreement with the Sourcewell purchasing cooperative (Contract #070121-JHN), of which RVCC is a member; and

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

WHEREAS, a purchase order will be issued as follows:

Johnson Controls, Inc.
264 Fernwood Avenue
Edison, NJ 08837
Amount Not to Exceed: \$385,000.00

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

Michael DePinto
Director of Purchasing

Resolution #38-FY24 Annual Service for Temperature Control Automation System 2023-2024
(Revised – Contract Increase) (Automated Logic)

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized entrance into an annual service and maintenance agreement with Automated Logic Corporation for an amount not to exceed \$50,904.00, via Resolution #154-FY23; and

WHEREAS, these services are needed to safeguard the campus temperature control automated system for the one-year period of July 1, 2023 through June 30, 2024; and

WHEREAS, the Executive Director of Facilities and Grounds has determined that an additional monthly service visit be added for the remaining ten (10) months of the agreement in order to prevent the College from falling behind on the maintenance of the control systems; and

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

WHEREAS, the Automated Logic system is proprietary and the controls are critical in maintaining heating and cooling to the campus buildings; and

WHEREAS, funding for these additional services is available from the Fiscal Year 2024 Facilities and Grounds operating budget; 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>Purchase Order Increase Amount: \$16,340.00</u> <u>Revised Purchase Order Amount: \$67,244.00</u></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to increase the purchase order amount to Automated Logic Corporation in the amount shown above. The new purchase order amount will be \$67,244.00.

Michael DePinto
Director of Purchasing

Resolution #39-FY24 Audio Visual Equipment Installation, Service, and Maintenance 2023-2024
– Pay to Play (AC Video Solutions)

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

WHEREAS, the College spent \$20,820.00 with AC Video Solutions 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>AC Video Solutions, LLC 78 Davey Drive West Orange, NJ 07052 <u>Amount: Not to Exceed \$41,500.00</u></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue purchase orders as described hereinabove; and

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

Michael DePinto
Director of Purchasing

Resolution #40-FY24 Laptops for the Mathematics and Computer Science Departments (Revised – Price Increase) (Dell)

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized the purchase of thirty-two (32) Dell Latitude 7640 laptop computers from Dell for an amount not to exceed \$42,825.60, via Resolution #22-FY24; and

WHEREAS, these laptops were requested by the Mathematics and Computer Science departments to be used exclusively in West Building Room W-311; and

WHEREAS, it was discovered subsequent to the last Board meeting that the original low quote from Dell had expired and the initial proposal amount could no longer be honored; and

WHEREAS, three (3) new quotes were obtained with Dell once again 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, funding for this purchase is available from the College's Fiscal Year 2024 Minor Capital Technology funds; and

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

Dell Marketing L.P.
1 Dell Way
Round Rock, TX 78682-0001
Purchase Order Increase Amount: \$4,198.40
Revised Purchase Order Amount: \$47,024.00

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 Dell Marketing L.P. in the amount shown above. The new purchase order amount will be \$47,024.00.

Michael DePinto
Director of Purchasing

Resolution #41-FY24 Virtual Tour Presentation Software 2023-2026 – Pay to Play (Mass Interact)

WHEREAS, Raritan Valley Community College has identified the need to employ a firm to create a custom online virtual tour presentation which will provide prospective students, families and potential partners with an interactive experience; and

WHEREAS, Mass Interact, Inc. has submitted a proposal to create and host a custom Google virtual tour and audio narration package for the three (3) year period of October 1, 2023 through September 30, 2026; 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, Mass Interact has provided documentation that they are the sole source of all intellectual property with respect to the proprietary software used to create the custom immersive tours using the Google API with all tours being hosted on their private server, which no other vendor can replicate; and

WHEREAS, the Mass Interact proposal is broken up as follows: \$17,500.00 for the creation of the virtual tour presentation and \$1,750.00 per year in annual fees; and

WHEREAS, funding for these services is available from the Fiscal Year 2024, 2025 and 2026 Marketing and Publicity operating budgets; 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:

Mass Interact, Inc.
1375 East Woodfield Road
Suite 570
Schaumburg, IL 60173
Year-1 Amount: \$19,250.00 (One-Time Fee for Creation of Virtual Tour)
Year-2 Amount: \$1,750.00
Year-3 Amount: \$1,750.00
Total Three-Year Amount: \$22,750.00

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a three (3) year agreement and issue purchase orders to Mass Interact, Inc. 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 Resolution #42-FY24. The above stated resolution was moved by Trustee Von Schilling, seconded by Trustee Torres and approved unanimously by voice vote.

Committee Chair James Von Schilling reported that the Committee had an information presentation on the College’s Service Learning and Community Engagement activities by Director Lori Moog.

Resolution #42-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.

Last Name	First Name	Rank	Discipline	Per contact hour rate	Hire Date
Alinea	Abraham	Instructor	Arts & Design	\$1,067	9/1/2023
Bender	Michael	Instructor	Science & Engineering	\$1,067	9/1/2023
Bodek	Michael	Instructor	English	\$1,067	9/1/2023
Eslick	Justin	Instructor	Business & Public Services	\$1,067	9/1/2023
Hill	Norman	Instructor	Arts & Design	\$1,067	9/1/2023
Miller	Simone	Assistant Professor	Humanities, Social Science & Education	\$1,096	9/1/2023
Perkins	Michelle	Instructor	RISE	\$1,067	9/1/2023

2. Returning Adjunct Faculty

The following individual is 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
Castillo	Nancy	Associate Professor	English	\$1,128	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	11/1/2023
** Alexander Floyd	EOF Engagement Coordinator	\$53,751	EOF	9/18/2023

*Budget code 100-3370-5010-40/replacing B. Coup (REVISED START DATE)

**Budget code 100-3580-5010-50/new partial grant

4. Status Change- Administrator

The following reflect recommended change for the indicated Administrator position at the salary specified:

Name	Title	Salary	Department	Start date
*Theresa McAllister	Executive Director of Finance/Controller	\$140,000	Budget & Finance	9/1/2023

*Budget code 100-4100-5010-60/replacing V. Willensky

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
*Karen Finnerty	Laboratory Assistant-MLT	\$40,400	Science & Engineering	9/15/2023

*Budget code 100-3180-5310-10/new

6. Retirements

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

Name	Title	Department	Effective Date
Sheri Pontarollo	Manager, Executive Office & Secretary to the Board of Trustees	Office of the President	2/29/2024

C. Governance, Policy, and President Evaluation Committee

Trustee Timothy Howes reported that the Campus Safety Report for the period August 30, 2023 through September 20, 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, future retreat topics, and RVCC's Future Vision.

Trustee Howes reported that the Committee reviewed and approved the Board self-evaluation tool and schedule. As this self-evaluation of the Board is part of the Middle States assessment of the College's strengths and weaknesses, Trustee Howes strongly encouraged Board members to take time to complete the survey. The survey will be emailed to trustees on Wednesday, September 27 and the deadline for completion is Wednesday, October 4, 2023. Results will be provided to the Committee and to the full Board at their next scheduled meeting.

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 Isabel Gutierrez addressed the Board about Academic reorganization plans. Faculty members Tracy Rimple and Megan Dempsey spoke about pedagogy and on the Center of Teaching and Learning, respectively.

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