

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
DECEMBER 19, 2023

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, December 19, 2023, in-person and via Zoom Webinar. Trustee Caren Bateman called the Regular Board of Trustees meeting to order at 4:08 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	Absent:
	Thomas Borkowski	
	Zenon Christodoulou	
	Preston Clawson	
	Jinnee Min DeMarco	
	Michael Goldberg	
	Roger Jinks	
	Roger Locandro	
	Nidhi Makhija	
	Mark Negron	
	Howard Opdyke	
	Adam Shain	
	Margaret Sullivan	
	Helena Swanicke	
	Juan Torres	
	James Von Schilling	

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 November 21, 2023 were moved by Trustee Locandro, seconded by Chair Christodoulou, and approved by voice vote. Trustee Goldberg respectfully abstained.

2. President's/Chair's Report

President McDonough congratulated Trustee Christodoulou on being elected chair of the Board of Trustees and to all of the other officers (re)elected for 2024. The President also welcomed new trustee Michael Goldberg to the Board and noted that he looks forward to working with him in his

new capacity. The President acknowledged the loss of a long-serving member Timothy Howes, who will be honored at the January Board meeting.

The President announced that RVCC has earned the prestigious Carnegie Classification for Community Engagement awarded by the Carnegie Foundation for the Advancement of Teaching for its Service Learning Program and other community engagement programs and services. The selection was based on institutionalized practices of community engagement that showed alignment among mission, culture, leadership, resources and practices. The President expressed his appreciation to the College's Service Learning Director Lori Moog and to all of the faculty for their hard work and commitment to our students and our community.

The President reported that The Achievement Center is a unique collaboration between RVCC and the Arc of Somerset County and serves students with intellectual and developmental disabilities. The President indicated that the program has grown considerably since its inception to 130 students. President McDonough acknowledged that this is a wonderful testament to the hard work of our faculty and staff and to the College's mission of open access.

The President announced that as we did at last year's holiday gathering, our *Winter's Eve Celebration* will feature a "scholarship" tree. A small donation will support RVCC's inspiring The Achievement Center at RVCC. The President will match the funds raised—as will an anonymous donor and the RVCC Foundation—all to support scholarships for students with intellectual and developmental disabilities enrolled at The Achievement Center. In keeping with the festive theme, shortly after the celebration begins, we will feature five holiday classics sung by five RVCC Music majors.

The President acknowledged the retirement of Vice President Jacki Belin who has been with the College for over 30 years. President McDonough stated that he can't begin to express his gratitude for all of her hard work and for her intentional, focused, and no nonsense approach to the multitude of accomplishments over the years. The President remarked that it has been an honor to work with her and that she will be tremendously missed by not only himself but the entire College community.

The President then spoke about Trustee Caren Bateman's exemplary leadership as Chair, noting that she has been an exceptional, supportive, and empathetic leader, including during the unprecedented, challenging times of the pandemic, making RVCC a better institution because of her selfless service to the College and the Board of Trustees. He further commented that Caren Bateman has been a kind, compassionate, and tireless advocate for the College, its students, and the entire New Jersey community college system and that her vision and dedication have been instrumental in creating a culture on campus that embraces diversity, encourages civic engagement, fosters innovation, and supports academic success for all students. The President expressed his personal and professional gratitude to Trustee Bateman and he further commented that he is thankful that she will continue to serve as a trustee on the Board.

To honor Raritan Valley Community College Trustee Emeritus Dr. Paul J. Hirsch for his inspiring service, RVCC has renamed the College's Community Room as the "Dr. Paul J. Hirsch Board Room." The President invited all trustees to attend a ceremony to celebrate the occasion on December 20, 2023 at 2:30 p.m. The President also expressed that he hopes to see Board members, following the dedication, at our annual holiday gala at 3:00 pm.

3. Committee Reports

A. Finance Committee

Trustee Roger Locandro reported on the Treasurer’s Report (Resolution #65-FY24) for the period 10/01/23 through 10/31/23. On motion by Trustee Locandro, seconded by Trustee Opdyke, the Treasurer’s Report was approved by voice vote.

Trustee Locandro then presented Consent Agenda Resolutions #66-FY24 through #77-FY24 and Resolutions #79-FY24 through #81-FY24. Resolution #78-FY24 (Acceptance of Title II Funds) was presented and voted on separately Resolutions #66-FY24 through #77-FY24 and Resolutions #79-FY24 through #81-FY24 were moved by Trustee Locandro, seconded by Trustee Opdyke, and approved unanimously by voice vote. Resolution #78-FY24 was moved by Trustee Locandro, seconded by Trustee Opdyke, and approved by voice vote. Trustees Jinks and Torres respectively abstained.

Resolution #66-FY24 – Various Vouchers for Payment

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

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

Check #s	351612-353428	
ACH#s	2	
Total Checks		\$13,201,428.62
Total ACH		36,750.38
Total Vouchers		3,238,179.00
Construction and Architect Vouchers		339,590.00
Less Previously Approved		<u>(377,480.12)</u>
Total		<u>\$3,200,288.88</u>

Resolution #67-FY24 Fee Increases

WHEREAS, the Board of Trustees of Raritan Valley Community College did approve the College’s schedule of Tuition and Fees for Fall 2023 via resolution #115-FY23; and

WHEREAS, as the Fall semester progressed two situations developed requiring a change to the published schedule; and

WHEREAS, several students in the music program wanted to become proficient with two instruments and take advantage of the college providing selected and committed professionals for lessons at a #500 per semester rate rather than leaving it to their own individual arrangements; and

WHEREAS, students in the Accounting Systems and Software course found it beneficial to have the College arrange for the preparation and taking of the \$103 QuickBooks Certified User exam with the expectation that the certification would be seen as a valid credential by prospective employers;

NOW, THEREFORE, BE IT RESOLVED, that the following revised and new fees be added to the schedule of Tuition and Fees effective with the Spring 2024 semester:

Applies Music Fee \$500 per semester, per instrument

QuickBooks Certified User Exam Fee \$103 for course ACCT 225

Resolution #68-FY24 Write Off Receivables

WHEREAS, the Board of Trustees is required to approve the write-off of accounts deemed to be uncollectible;

WHEREAS, College management has identified 1,299 individual regular student accounts totaling \$1,427,341.46 of previously billed revenue and spanning primarily three fiscal years 2020 through 2022; and

WHEREAS, management has also identified 408 RISE prison program accounts totaling \$479,524.50 of previously billed revenue in FY 2023; and

WHEREAS, management has further identified 7 Workforce Training grant accounts totaling \$3,566.65 of previously billed revenue for fiscal years 2022 and 2023; and

WHEREAS, management has performed all reasonable due diligence to collect moneys legitimately owed to the College;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College hereby authorizes the write-off of \$1,910,432.61 in total student accounts. This amount will be charged to reserves previously established for this purpose.

John Trojan
Vice President of Finance and Facilities

Resolution #69-FY24 OSHE Approval of Higher Cost for Securing Future Bond Act Revised Cost Estimate for the Workforce Center Addition

WHEREAS, the Board of Trustees of Raritan Valley Community College previously approved via resolution #3-2022 a Security Our Children's Future Bond Act (SOCFBA) grant application for \$5,333,333 based on estimates of building a 15,000 square feet addition to the Workforce Training Center; and

WHEREAS, subsequently it became apparent to management that the building size had to increase by nearly 50% to accommodate required programs and that previous construction cost estimate were below what post-covid conditions dictated; and

WHEREAS, management has developed a new construction cost estimate of \$8,111,975 based on current committed vendor costs for the most significant project components; and

WHEREAS, management is confident that pledged funding from the State of New Jersey SOCFBA grant of \$4,000,000, Somerset County bonded SOCFBA match of 25%, or \$1,333,333, and a Somerset County ordinance of an additional \$3,000,000 in support of the project will be sufficient to cover the new construction estimate;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College approves the new \$8,111,975 cost estimate for the Workforce Training Center addition.

John Trojan
Vice President of Finance and Facilities

Resolution #70-FY24 Civil Engineer for the Workforce Center Addition (Revised Fee) (Van Cleef Engineering)

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized Van Cleef Engineering Associates to perform civil engineering services for the design of the Workforce Training Center Addition project, via Resolutions #38-FY23 and #47-FY24; and

WHEREAS, the Vice President for Finance and Facilities has determined that an additional \$10,000.00 worth of civil engineering services are needed in order to properly complete the project design; 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, funding for these additional services is available through the Securing Our Children's Future Bond Act in which 75% of the work will be funded from the grant by the State of New Jersey while the remaining 25% will be matched by Somerset County; and

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

<p>Van Cleef Engineering Associates, LLC 32 Brower Lane Hillsborough Township, NJ 08844 <u>Purchase Order Increase Amount: \$10,000.00</u> <u>Revised Purchase Order Amount: \$50,000.00</u></p>

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to increase the purchase order amount to Van Cleef Engineering Associates in the amount shown above. The new purchase order amount will be \$50,000.00.

Michael DePinto
Director of Purchasing

Resolution #71-FY24 Enrollment Center Entry Addition (Lanyi & Tevald)

WHEREAS, Raritan Valley Community College advertised for bids for the construction of an additional entrance originating from the Welcome Center/Event Center courtyard into the new Enrollment Center area; and

WHEREAS, twelve (12) bids were distributed to vendors and two (2) bids were received and opened on Tuesday, December 12, 2023; and

WHEREAS, funding for this work is available through the Chapter 12 capital funds allocated for the New Enrollment Center – Phase 3 – New Entrance; and

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

Lanyi & Tevald, Inc.
6 Powder Horn Drive
Warren, NJ 07059
Amount: \$320,000.00

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a contract and issue a purchase order as described above to Lanyi & Tevald, Inc.

Michael DePinto
Director of Purchasing

Resolution #72-FY24 MEP Engineer for the Workforce Center Addition (REVISED - Price Increase) (KSI Consulting Engineers)

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized KSI Consulting Engineers to perform mechanical, electrical and plumbing (MEP) engineering services for the design of the upcoming Workforce Training Center Addition project, via Resolutions #81-FY23 and #98-FY23; and

WHEREAS, the Executive Director of Facilities and Grounds has determined that an additional \$10,000.00 worth of MEP construction administration services are needed in order to properly complete the project design; 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, funding for these additional services is available through the Securing Our Children's Future Bond Act in which 75% of the work will be funded from the grant by the State of New Jersey while the remaining 25% will be matched by Somerset County; and

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

KSI Consulting Engineers, LLC
149 Yellowbrook Road
Farmingdale, NJ 07727
Agreement Increase Amount: \$10,000.00
Revised Total Agreement Amount: \$44,000.00

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to increase the agreement amount and issue a new purchase order to KSI Consulting Engineers, LLC in the amount shown above. The new total agreement amount will be \$44,000.00.

Michael DePinto
Director of Purchasing

Resolution #73-FY24 Blinds, Shades and Window Treatments 2023-2024 - Pay to Play (Bai-Lar Interior)

WHEREAS, the Facilities and Grounds department require the purchase and installation of blinds, shades and window treatments for the renovation of various campus classrooms and offices; and

WHEREAS, Raritan Valley Community College has spent \$18,047.79 to date with Bai-Lar Interior Services during Fiscal Year 2024; and

WHEREAS, The Educational Services Commission of New Jersey (New Jersey State Approved Purchasing System #65MCESCCPS) has awarded a contract for Furniture and Accessories to Bai-Lar Interior Services via Contract #ESCNJ 22/23-08; 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>Bai-Lar Interior Services, Inc. 554 New Brunswick Avenue Fords, NJ 08863 <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 #74-FY24 Carpeting and Flooring Tiles for Departments Impacted by One-Stop Moves - Pay to Play (Interface)

WHEREAS, the purchase of approximately 550 square yards of carpet tile and 323 square feet of luxury vinyl tile is needed for the Enrollment departments affected by the recent moves of Admissions and Advising/Counseling, specifically the Dean for Student Affairs, Career Services, Service Learning, K-12 Partnerships and Greg DeSanctis; 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, Interface Americas, Inc. has entered into a contract with the Sourcewell purchasing cooperative (Contracts #080819-IFA or #061323-IFA), of which RVCC is a member; and

WHEREAS, funding for this purchase is available through the Chapter 12 capital funds reserved for the areas impacted by the Enrollment Center moves; 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>Interface Americas, Inc. 1531 Orchard Hill Road LaGrange, GA 30241 <u>Amount:</u> \$27,120.63</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 Interface Americas, Inc.

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

Michael DePinto
Director of Purchasing

Resolution #75-FY24 Installation of AC Units for the Enrollment Center Expansion - Pay to Play (DeSesa Engineering)

WHEREAS, Raritan Valley Community College requires the installation of five (5) Variable Refrigerant Flow (VRF) Cassettes as well as the relocation of two (2) existing VRF Cassettes as part of the ongoing Enrollment Center expansion project; and

WHEREAS, three (3) quotes were requested (two quotes were received and one vendor declined) with DeSesa Engineering Company presenting the College with the most favorable proposal; and

WHEREAS, funding for this work is available through the Chapter 12 capital funds allocated for the New Enrollment Center – Phase 3 – New Entrance; 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>DeSesa Engineering Company, Inc. 83 Dorsa Avenue Livingston, NJ 07039 Amount: \$40,330.00</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 DeSesa Engineering Company; and

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

Michael DePinto
Director of Purchasing

Resolution #76-FY24 Purchase of an Autoclave for the Science and Engineering Department (Revised New Vendor)

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized the purchase of a free-standing autoclave for the Science and Engineering department from VWR International for \$46,472.50, via Resolution #52-FY24; and

WHEREAS, it was discovered that the autoclave unit proposed by VWR did not meet the Science and Engineering department's operating and installation specifications; and

WHEREAS, two (2) more quotes were obtained with Fisher Scientific Company presenting the College with the most favorable proposal meeting the Science department's requirements; 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, Fisher Scientific Company, LLC has entered into an agreement with the Joint Purchasing Consortium (Contract #FY23JPC-26), of which RVCC is a member; and

WHEREAS, funding for this purchase is available from the College's Fiscal Year 2024 Minor Capital funds; and

WHEREAS, a purchase order will be issued as follows:

<p>Fisher Scientific Company, LLC 300 Industry Drive Pittsburgh, PA 15275 <u>Amount: \$61,484.39</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 a purchase order as described hereinabove to Fisher Scientific Company, LLC.

Michael DePinto
Director of Purchasing

Resolution #77-FY24 Virtuosi Virtual Reality Educational Platform Subscription 2024-2027
(Quality Executive Partners)

WHEREAS, Raritan Valley Community College has identified the need to enter into an agreement for a comprehensive virtual reality educational platform for the Aseptic Manufacturing: Biopharma program; and

WHEREAS, Quality Executive Partners has submitted a proposal for their Virtuosi virtual reality educational program for the three (3) year period of April 1, 2024 through April 30, 2027; and

WHEREAS, some highlights of the Virtuosi educational program include:

- Leveraging the power of virtual reality to make education more engaging by creating an immersive and interactive educational experience on the proper principles of aseptic practices, microbiology and cell/gene therapies
- On-demand, scalable solution allowing flexible scheduling of educational sessions and tailored content for efficient delivery.
- Assistance in onboarding, recruitment, retention/early onset turnover and reduction in human related errors; 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, Quality Executive Partners has provided documentation that they are the sole source provider for the Virtuosi software which is the only digital learning solution that provides the combination of pedagogical modalities and educational technologies; and

WHEREAS, the Quality Executive Partners proposal is broken up as follows:

- \$50,000.00 one-time fee for the Implementation.
- \$20,000.00 one-time fee for Hardware.
- \$20,000.00 one-time fee for Additional Curricula Development.
- \$24,600.00 per year in annual license fees for 20 users; and

WHEREAS, the approved Fiscal Year 2024 New Jersey County College Consortium - Center of Workforce Innovation in Aseptic Manufacturing and Biotechnology Grant funding allocates for the first year of this agreement which represents \$114,600.00 via Budget Line #3 (Non-Credit Development) and Budget Line #18 (Cell and Gene Therapy); and

WHEREAS, the funding for the remaining two (2) years of this agreement will be made available from the Fiscal Year 2025 and 2026 Advanced Manufacturing operating budgets; and

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 for the period of April 1, 2024 through April 30, 2027, and issue purchase orders to Quality Executive Partners, Inc. as follows:

<p>Quality Executive Partners, Inc. 200 North Washington Road Suite 320910 Alexandria, VA 22320 <u>Year-1 Amount: \$114,600.00 (All One-Time Fees Detailed Above.)</u> <u>Year-2 Amount: \$24,600.00</u> <u>Year-3 Amount: \$24,600.00</u> <u>Total Three-Year Amount: \$163,800.00</u></p>

Michael DePinto
Director of Purchasing

Resolution #78-FY24 Acceptance of Title II Funds for Integrated English Literacy and Civics Education Grant

WHEREAS, Raritan Valley Community College is committed to providing quality basic skills and occupational programs and ensuring access to these programs for all students; and

WHEREAS, the purpose of the Adult Education and Family Literacy Act (AEFLA) is to create a partnership among the Federal Government, States, and localities to provide, on a voluntary basis, adult education and literacy activities, in order to—

- (a) Assist adults to become literate and obtain the knowledge and skills necessary for employment and economic self-sufficiency;
- (b) Assist adults who are parents or family members to obtain the education and skills that—
 - (1) Are necessary to becoming full partners in the educational development of their children; and
 - (2) Lead to sustainable improvements in the economic opportunities for their family;
- (c) Assist adults in attaining a secondary school diploma or its recognized equivalent and in the transition to postsecondary education and training, through career pathways; and
- (d) Assist immigrants and other individuals who are English language learners in—
 - (1) Improving their—
 - (i) Reading, writing, speaking, and comprehension skills in English; and
 - (ii) Mathematics skills; and
 - (2) Acquiring an understanding of the American system of Government, individual freedom, and the responsibilities of citizenship; and

WHEREAS, the purpose of this funding opportunity is to assist local program providers to develop educational programs and services for adult learners who:

- (a) have attained 16 years of age, are not enrolled or required to be enrolled in secondary school under state law; and
- (b) are basic skills deficient, do not possess a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education; or are an English language learner; and

WHEREAS, the Raritan Valley Community College Board of Trustees hereby certifies that permission has been granted to apply for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education discretionary grant program for the purposes described in the application, in the amount of \$ \$133,320.00, starting on July 1, 2023 and ending on June 30, 2024; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College approves the acceptance of Title II funds and further authorizes Dr. Michael McDonough President of the College, to approve the Title II Funds for the Integrated English Literacy and Civics Education Grant, including all general assurances, and certifications and any amendments thereto.

Resolution #79-FY24 Refurbishment of Facilities GMC 3500 Truck - Pay to Play (Front Line Truck Bodies)

WHEREAS, the Facilities and Grounds department require the refurbishment of their GMC 3500 Stake Body Truck in order to have it operational and available for the upcoming Winter months and any potential inclement weather; and

WHEREAS, four (4) quotes were requested (two quotes were received, one vendor declined and one vendor failed to respond) with FrontLine Truck Bodies presenting the College with the most favorable proposal; and

WHEREAS, the second quote received was for a lower amount than the FrontLine proposal but the vendor could not complete the entire required scope of the repairs and estimated that this significantly reduced portion of the work would take six to eight weeks to complete while FrontLine guaranteed that all of the necessary repairs would take three to four weeks; and

WHEREAS, funding for this work 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:

FrontLine Truck Bodies
719 Rothsville Road
Lititz, PA 17543
Amount: \$24,950.00

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 FrontLine Truck Bodies; and

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

Michael DePinto
Director of Purchasing

Resolution #80-FY24 Tree Removal and Maintenance Services 2023-2024 – Pay to Play (Beyond the Leaf)

WHEREAS, the Facilities and Grounds Department require tree removal and maintenance services to ensure that the College grounds remain safe and operational; and

WHEREAS, RVCC has spent \$13,800.00 to date with Beyond the Leaf Tree and Shrub Experts, LLC during Fiscal Year 2024; 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:

Beyond the Leaf Tree and Shrub Experts, LLC
333 Layfield Road
Perkiomenville, PA 18074
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 #81-FY24 New Ethernet Switches for Campus Data Network – Pay to Play

WHEREAS, Raritan Valley Community College depends on a reliable and secure campus data network for academic and administrative operation, and

WHEREAS, the existing Ethernet switches, which connect the campus buildings and provide connection to the internet, need to be replaced for technical currency and dependability; and

WHEREAS, the appropriate replacement equipment is required to provide a secure, high-speed, high-capacity data network throughout the campus, while being fully compatible with the existing data network equipment and software from Extreme Networks; and

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

WHEREAS, this purchase would allow the College to obtain the latest generation of Ethernet switches to augment the campus's existing equipment, 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>PhillyCom, Inc. 130 West Main Street – Suite 144-302 Collegeville, PA 19426 <u>Amount: \$20,963.00</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 to PhillyCom, Inc.

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 #82-FY24 and Resolution #83-FY24. The above stated resolutions were moved by Trustee Von Schilling, seconded by Trustee Swanicke, and approved unanimously by voice vote.

Resolution #82-FY24 Human Resources Report

1. New Hire- Administrator

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

Name	Title	Salary	Department	Start date
Zainab Alali	Director, Aseptic Manufacturing	\$90,000	Workforce Development	2/26/2024

*Budget code 392-6000-5010-80/New Grant

2. Retirements

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

Name	Title	Department	Effective Date
Jacki Belin	VP of Strategic Partnerships & Workforce Innovation	Workforce Innovation	2/29/2024
Patti Hulsen	Professor- Mathematics	Math & Computer Science	6/30/2024

Resolution #83-FY24 Appointment, Full-Time Non-Tenured Spring 2024 Faculty

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

Name	Title	Department	Start Date	Salary
*Michael Griffith	Instructor- Communication	Communication & Languages	1/2/2023	\$65,954 (prorated \$32,977)

*Budget Code 100-3140-5140-10/replacing R. Treut

Committee Chair James Von Schilling indicated that the Committee was provided with a report on retirements and potential reorganization.

C. Governance, Policy, and President Evaluation Committee

Trustee Caren Bateman reported that the Governance Committee, which is charged to oversee the nomination of officers – Board Chair, Vice-Chair from Hunterdon, Vice-Chair from Somerset, Secretary, Treasurer, and members of the Board of School Estimate – met prior to the Annual Reorganization meeting to review nominations for the slate of officers and members of the Board of School Estimate. The recommended 2024 slate of officers were unanimously recommended by the Committee and approved at the Annual Reorganization meeting by the full Board. The 2024 slate of officers is as follows:

Chair	Zenon Christodoulou
Vice Chair (Somerset)	Helena Swanicke
Vice Chair (Hunterdon)	Roger Locandro
Secretary	Margaret Sullivan

Treasurer
Board of School Estimate

Thomas Borkowski
Roger Locandro and James Von Schilling

The Governance Committee also reviewed and unanimously recommended to the full Board of Trustees the following Annual Reorganization meeting resolutions: Resolution #62-FY24 Establish Time and Place for Board of Trustees Meetings, Resolution #63-FY24 Designation of Official College Newspapers, Resolution #64-FY24 Designation of Banks as Depositories for the College. The Resolutions were unanimously approved by the full Board at that time.

Trustee Bateman reported that the Campus Safety Report for the period November 17, 2023 through December 11, 2023 was discussed by the Committee and was provided to the full Board of Trustees via SharePoint.

The Committee was briefed on spring enrollment, the budget, retirements and potential reorganization, and future retreat topics.

V. Old/New Business

Trustee Adam Shain made a motion to post the Request for Proposals (RFPs) for legal and audit professional services after the February 2024 Board of Trustees meeting, which will move the posting of the RFPs up one month. Following a discussion about the College's professional services process, Board committee assignments, the Governance Committee's and Audit Committee's review of the legal and audit RFPs, respectively, and Board of Trustees approval, the motion was approved by 7 yes votes. (There were 6 no votes and 2 abstentions.)

Chair Zenon Christodoulou expressed his appreciation to Trustee Bateman for hers and her family's dedication and service to the thousands and thousands of students and to the community over the past several decades. The Chair remarked that the Bateman family name is a legacy for all of the amazing achievements in support of this institution over the years. Trustee Von Schilling also expressed his appreciation to Trustee Bateman for her kindness and decency while serving as chair of the Board of Trustees. He commented that he looks forward to their continued working relationship on the Board.

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."

Todd Lambrix, Professor of 3D Design, spoke about his teaching pedagogy. Professor Patti Ann Kletz wished the President and the Board of Trustees a very happy holiday season.

IX. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 4:47 p.m.

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