

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
NOVEMBER 21, 2023

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, November 21, 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
Roger Jinks
Roger Locandro
Mark Negron
Howard Opdyke
Adam Shain
Margaret Sullivan
Helena Swanicke
James Von Schilling

Absent: Nidhi Makhija
W. Timothy Howes
Juan Torres

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 26, 2023 were moved by Trustee Shain, seconded by Trustee Sullivan, and approved by voice vote.

2. President's/Chair's Report

The President reported on spring enrollment numbers – both headcount and credits billed – which remain strong and are very encouraging. The President expressed his appreciation to the members of the Board of Trustees and to the RVCC community for all their hard work and dedication during these challenging times.

The President reported on the RVCC Foundation's mini capital campaign for the College's Planetarium. The capital campaign will help fund the educational digital library, capital upgrades for the 100-seat, Digital Full-Dome Planetarium, as well as the innovative K-12 initiative, "Preparing for the Next Generation of Science Standards." A brochure on the campaign was provided to the full Board of Trustees for their information and use with potential donors.

The President extended an invitation to the Board of Trustees to attend the dedication of The Dr. Paul J. Hirsch Board Room, which will take place on December 20th at 2:30 pm. Following the event, Board members are also invited to attend the Annual RVCC Holiday Party, beginning at 3:00 pm in the Events Center Grand Conference Room.

3. Committee Reports

A. Audit Committee

Chair Caren Bateman reported that the Audit Committee met earlier in the day to review the College's Foundation Financial Statements, June 30, 2022 and 2021 and indicated that it was a clean report.

The Chair then presented the following resolution that was unanimously approved by the Committee:

Resolution #43-FY24 Foundation Financial Statements, June 30, 2022 and 2021

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

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

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

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

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

In addition, the Committee met with the College's auditors, PKF O'Connor Davies, to review the College's draft Annual Financial Report for the Years Ended June 30, 2023 and 2022. It was reported that it was also a clean report. The final audit report will be provided to the full Board at future meeting for their review and approval.

B. Finance Committee

Trustee Roger Locandro reported on the Treasurer's Report (Resolution #44-FY24) for the period 09/01/23 through 09/30/23. On motion by Chair Bateman, seconded by Trustee Jinks, the Treasurer's Report was approved by voice vote.

Trustee Locandro then presented Consent Agenda Resolutions #45-FY24 through Resolution #57-FY24. The above stated resolutions were moved by Trustee Locandro, seconded by Trustee Shain, and approved unanimously by voice vote.

Resolution #45-FY24 – Various Vouchers for Payment

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

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

Check #s	350974-316113	
ACH#s	5	
	Total Checks	\$1,946,073.98
	Total ACH	51,158.41
	Total Vouchers	1,997,232.39
	Construction and Architect Vouchers	377,480.12
	Less Previously Approved	<u>(1,020.00)</u>
	Total	<u>\$2,373,692.51</u>

Resolution #46-FY24 Renewal Membership in the Somerset County Joint Insurance Fund

SOMERSET COUNTY JOINT INSURANCE FUND
RESOLUTION FOR RENEWAL OF MEMBERSHIP

WHEREAS, the (Fund Member) is a member of the Somerset County Joint Insurance Fund (hereinafter the "Fund"); and

WHEREAS, effective December 31, 2023, said membership will expire unless earlier renewed; and

WHEREAS, the (Fund Member) desires to renew said membership.

WHEREAS, the (Fund Member) is afforded the following types of coverages:

- Commercial General Liability Insurance, including Law Enforcement Liability & Emergency Responder Liability; Employee Benefits Liability
- Automobile Liability Insurance
- Workers' Compensation and Employer's Liability
- Property, Inland Marine, Mobile Equipment, Boiler & Machinery, and Automobile Physical Damage (specified & scheduled vehicles)
- Educator's Legal Liability or Public Entity Liability & Employment Practices Liability
- Non-Owned Aircraft Liability (specified & scheduled drones)
- Crime Coverage
- Pollution Coverage
- Cyber
- Student and Educator's Medical Professional Liability, if applicable

NOW THEREFORE, BE IT RESOLVED as follows:

1. (Fund Member) hereby renews its membership in the Fund for a three (3) year period, beginning January 1, 2024 and ending December 31, 2026.
2. (Fund Member) hereby ratifies and reaffirms the Indemnity and Trust Agreement, By-Laws and other organizational and operational documents of the Fund as from time to time may be amended by the Fund and/or the Department of Banking and Insurance in accordance with the applicable statutes and administrative regulations as if each and every one of said documents were re-executed contemporaneously herewith.

3. (Fund Member) agrees to be a participating member of the Fund for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
4. (Fund Member) agrees that as a member of the Fund the (Fund Member) must purchase all types of coverages offered by the Fund which are applicable to the (Fund Member).

Resolution #47-FY24 Civil Engineer for the Workforce Center Addition (Revised – Price Increase (Van Cleef Engineering))

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized civil engineering services be performed for the design of the Workforce Training Center Addition project with Van Cleef Engineering Associates, LLC for an amount not to exceed \$32,000.00, via Resolution #38-FY23; and

WHEREAS, the Vice President for Finance and Facilities has determined that an additional \$8,000.00 worth of civil engineering services is 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: \$8,000.00</u> <u>Revised Purchase Order Amount: \$40,000.00</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 \$40,000.00.

Michael DePinto
Director of Purchasing

Resolution #48-FY24 Paving of Lower Parking Lot #8 (Revised – Price Increase) (Pave Rite)

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized 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 to Pave-Rite, Inc., for an amount not to exceed \$35,771.40, via Resolution #36-FY24; and

WHEREAS, it was discovered that there was some Belgian Block curbing in need of repair that was not initially specified in the original proposal; and

WHEREAS, the College requests to increase the amount of the purchase order to Pave-Rite, Inc. by \$880.00; and

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

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

<p>Pave-Rite, Inc. 40 Radel Avenue Bridgewater, NJ 08807 <u>Purchase Order Increase Amount: \$880.00</u> <u>Revised Purchase Order Amount: \$36,651.40</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 Pave-Rite, Inc. in the amount shown above. The new purchase order amount will be \$36,651.40.

Michael DePinto
Director of Purchasing

Resolution #49-FY24 Workforce Training Center Addition (Epic Management)

WHEREAS, Raritan Valley Community College advertised for bids for the construction of a 22,000 square foot addition to the existing Workforce Training Center building; and

WHEREAS, thirty-two (32) bids were distributed to vendors and seven (7) bids were received and opened on Tuesday, October 17, 2023; and

WHEREAS, the bid specifications included a Base Bid and one alternate as follows:
Alternate #A-1: Provide Precast Architectural Panels In lieu of All CMU Interior Walls

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

<p>Epic Management, Inc. 136 Eleventh Street Piscataway, NJ 08854 <u>Amount: \$6,635,000.00</u></p>

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

Michael DePinto
Director of Purchasing

Resolution #50-FY24 Pebble Beach Ramp Removal – Pay to Play (C. Lombardi Construction)

WHEREAS, the College requires the removal of the existing concrete ramp located in the old Pebble Beach storage area; and

WHEREAS, the scope of this work includes the following:

- Saw cut and demo existing concrete ramp and remove to dumpster.
- Prep and demo existing door buck and brick above.
- Infill door opening with 8” CMU hallway side.
- Infill room side with new brick to ceiling.
- Repair floor below ramp with cement based patching material.
- Remove and repair rebar dowels embedded in existing floor; and

WHEREAS, three (3) quotes were requested (two quotes were received and one contractor failed to respond) with C. Lombardi Construction, LLC presenting the College with the most favorable pricing; and

WHEREAS, \$6,000.00 in funding has been allocated from the State’s Mental Health in Higher Education and Professional Development Grant, while the remaining \$11,645.00 has been earmarked from 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>C. Lombardi Construction, LLC 40 Grover Lane West Caldwell, NJ 07006 <u>Amount: \$17,645.00</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 C. Lombardi Construction, LLC; and

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

Michael DePinto
Director of Purchasing

Resolution #51-FY24 Purchase of Gas Heat Packaged Rooftop Unit for the Event Center – Pay to Play (Revised – New Vendor) (Trane)

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized the purchase of an 18-ton gas heat packaged rooftop unit from Carrier Corporation to replace the 27-year-old unit currently located at the Event Center for \$34,430.00, via Resolution #4-FY24; and

WHEREAS, it was discovered that the Carrier unit was not approved during the submittal process due to the fact that it weighed over 900 pounds more than the existing unit, requiring the Carrier purchase order to be closed and the process to start over again; and

WHEREAS, two (2) more quotes were obtained with Trane, 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 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 Trane Company has entered into an agreement with the OMNIA Partners cooperative purchasing organization (Contract #3341), of which RVCC is a member; and

WHEREAS, in order to keep the project on schedule and due to the fact that the Board of Trustees had already authorized the purchase, College management made the decision to issue a purchase order to Trane, Inc. prior to the next regularly scheduled Board of Trustees meeting on Tuesday, November 21, 2023; and

WHEREAS, funding for this work was 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>Trane, Inc. 19 Chapin Road Suite #200 Pine Brook, NJ 07058 <u>Amount: \$38,100.00</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 Trane, Inc; and

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

Michael DePinto
Director of Purchasing

Resolution #52-FY24 Purchase of an Autoclave for the Science and Engineering Department (VWR International)

WHEREAS, the purchase of a Lab Line free standing autoclave is needed for the Science and Engineering department; and

WHEREAS, autoclaves, also known as steam sterilizers, are typically used for healthcare, industrial applications and laboratory settings to kill harmful bacteria, viruses, fungi and spores on items that are placed inside a pressure vessel by using steam under extremely high pressure; and

WHEREAS, the College's primary use of this machine will be for bacteria products created in Microbiology lab activities, as well as other areas such as Biology, Biotech, Environmental Science and the Medical Laboratory program courses; and

WHEREAS, an autoclave is required to run the aforementioned courses as it would not be possible to offer these programs without one; and

WHEREAS, four (4) quotes were obtained with VWR International, LLC presenting the College with the most favorable proposal; 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, VWR International, LLC has entered into a contract with E&I Cooperative Services (E&I Contract #CNR-01459), 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>VWR International, LLC 100 Matsonford Road Suite 200 – Building One Radnor, PA 19087 <u>Amount: \$46,472.50</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 VWR International, LLC.

Michael DePinto
Director of Purchasing

Resolution #53-FY24 2024 Spring Digital Marketing Campaign

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

WHEREAS, continued investments in digital marketing campaigns and creative design are essential components in generating new student enrollment for the Fall 2024 semester, among high school students, adult learners and college transfer students, as well as promoting the Community College Opportunity Grant for underserved populations which will have lasting benefits for many years to come; and

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

WHEREAS, based on the analysis of website usage, enrollment data and market research, FastForward Digital has submitted a proposal for the seven (7) month period of December 1, 2023 through June 30, 2024, which combines new creatives with digital marketing and website strategies that reflect the changing College decision-making landscape as a result of national declines in community college enrollments; and

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

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

<p>FastForward Digital, LLC eDesign Interactive 163 Madison Avenue Suite 220-5 Morristown, NJ 07960 <u>Seven-Month Total: \$309,000.00</u></p>
--

Michael DePinto
Director of Purchasing

Resolution #54-FY24 EduNav Degree Planning Software Agreement 2023-2026 (EduNav)

WHEREAS, the College has identified a need to enter into an agreement for a degree planning software which allows students to register for courses in a guided, intuitive system, personalized to meet their needs and preferences; and

WHEREAS, EduNav is a degree-planning tool used to help students and advisors navigate the most efficient path to graduation; and

WHEREAS, this software has been very successful in offering a number of benefits, including improvement with student retention and on-time degree completion, while minimizing wasted credit hours and keeping the cost of attendance more efficient for a student; and

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

WHEREAS, EduNav, Inc. has provided documentation indicating that it is the sole source provider with exclusive algorithms for each of the following degree planning software features:

- Automatically creates personalized, optimal education plans all the way to graduation for each student based on the actual degree requirements as stated in the College's degree audit system.
- Automatically recalculates and revises the student's entire education plan and class schedule as conditions change in course offerings or the student's status.
- Warns students of the negative time and cost consequences (e.g. delaying graduation) when they set a problematic planning constraint (e.g. avoid Tuesdays, take eight credits); 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 October 31, 2023 through October 30, 2026, and issue purchase orders for the EduNav degree planning software as follows:

<p>EduNav, Inc. 3362 Clay Street San Francisco, CA 94118 <u>Year 1: \$148,875.00</u> <u>Year 2: \$153,341.00</u> <u>Year 3: \$157,941.00</u> <u>Total 3-Year Amount: \$460,157.00</u></p>
--

Michael DePinto
Director of Purchasing

Resolution #55-FY24 Laptop Computers for the Industrial Maintenance and Mechatronics Programs – Pay to Play (Dell)

WHEREAS, the purchase of twenty (20) Dell Latitude 5440 laptop computers is needed for the Industrial Maintenance and Mechatronics programs; and

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

WHEREAS, the approved Fiscal Year 2024 New Jersey County College Consortium - Center of Workforce Innovation in Advanced Manufacturing Grant funding allocates for the purchase of these laptop computers for the Mechatronics program via Budget Line #330; 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:

Dell Marketing L.P.
1 Dell Way
Round Rock, TX 78682-0001
Amount: \$23,010.80

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.

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

Michael DePinto
Director of Purchasing

Resolution #56-FY24 Waste Collection Services (Republic Services)

WHEREAS, the College's current three (3) year agreement for Waste Collection Services is scheduled to expire on December 31, 2023; and

WHEREAS, Republic Services of New Jersey has presented the College with a new three (3) year proposal for the period of January 1, 2024 through December 31, 2026 for the monthly rate of \$2,586.00; 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, Republic Services of New Jersey, LLC has entered into a contract with the State of New Jersey for Solid Waste Collection Services (State Contract #40380); 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 January 1, 2024 through December 31, 2026, and issue purchase orders for Waste Collection Services as follows:

Republic Services of New Jersey, LLC
9 Frontage Road
Clinton, NJ 08809
Amount Year 1: \$31,032.00
Amount Year 2: \$31,032.00
Amount Year 3: \$31,032.00
Three-Year Total: \$93,096.00

Michael DePinto

Director of Purchasing

Resolution #57-FY24 Transportation Services 2023-2024 – Pay to Play (A-1 Limousine)

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

WHEREAS, Raritan Valley Community College has spent \$15,031.30 to date with A-1 Limousine 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:

<p>A-1 Limousine 2 Emmons Drive Princeton, NJ 08540 <u>Amount: Not to Exceed \$41,500.00</u></p>
--

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

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

Michael DePinto
Director of Purchasing

C. Educational Programs and Services Committee

Trustee James Von Schilling presented Consent Agenda Resolution #58-FY24 through Resolution #61-FY. The above stated resolution was moved by Trustee Von Schilling, seconded by Trustee Sullivan and approved unanimously by voice vote.

Resolution #58-FY24 Human Resources Report

1. New Adjunct Faculty

The following individuals are recommended as a new adjunct faculty for Spring 2024 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
Gaglani	Ajay	Instructor	Science & Engineering	\$1,067	1/2/24
Moni	Jacob	Assistant Professor	RISE	\$1,096	1/2/24

2. New Hire- Administrator

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

Name	Title	Salary	Department	Start date
*Frances Boshell	Director of Student Life	\$93,210	Student Life	12/4/23

*Budget code 100-3500-5010-50/replacing R. Barefoot

3. Status Change- Administrator

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

Name	Title	Salary	Department	Effective Date
Jason Fredericks	Dean of Student Affairs	\$147,421	Student Affairs	10/1/23
Dalton Georgiana	Senior Business System Analyst	\$97,500	Student Affairs	10/1/23
Philip Herro	Assistant Director of Athletics	\$73,426	Athletics	10/1/23
*Brian O'Rourke	Executive Director of Facilities & Grounds	\$135,915	Facilities & Grounds	1/1/24

*20% work-week schedule reduction

4. Resignations

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

Name	Title	Department	Effective Date
Daniela Acharon	Admission Coordinator	Admissions & Recruitment	9/22/23
Lilian Alvarado-Bolvito	Custodian	Housekeeping	9/29/23
Michelle Brazier	Associate Professor- English	English	12/31/23
Nicholas Gomes	Finance Assistant	Budget & Finance	11/17/23

7. Retirements

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

Name	Title	Department	Effective Date
Andrew (Andy) Manno	Professor-English	English	6/30/24
Maria Zuniga	Custodian	Housekeeping	12/31/23

Resolution #59-FY24 Reappointments, Second Year & Beyond, to Reflect Updated Salaries to Include Educational Attainment Adjustment

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 year with no change in salary and September 5, 2023 approved contractual salary increases of 3.5%. Below reflect updated salaries to include Educational Attainment Adjustment.

Last Name	First Name	Rank	Salary
Burns	Keith	Associate Professor- Fitness & Wellness	\$82,003
Kletz	Patti	Professor- Business Administration	\$97,544

Resolution #60-FY24 Appointment, Full-Time Tenure-Track AY 2023-2024 Faculty

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

Name	Title	Department	Start Date	Salary
*Brian Levitt	Instructor- Automotive Technology	Science & Engineering	1/2/24	\$65,954 (prorated \$32,977)

*Budget Code 100-3115-5140-10/new

Resolution #61-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
*Sabrina Mahfouz	Instructor- English Non-Tenured	English	1/2/24	\$63,555 (prorated \$31,778)
**Eric Specian	Instructor- English Non-Tenured	English	1/2/24	\$62,356 (prorated \$31,178)

*Budget Code 100-3130-5140-10/leave replacement

**Budget Code 100-3130-5140-10/new

Committee Chair James Von Schilling reported that the Committee was provided with an excellent presentation on the College's Rise Program by Provost Karen Bearce and the Director of Returning & Incarcerated Student Education Gen Van Doren. It was reported that the Committee requested management to provide updates on potential reorganizations and newly created positions.

D. Governance, Policy, and President Evaluation Committee

Chair Caren Bateman reported that the Campus Safety Report for the period September 25, 2023 through November 16, 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, the quarterly commissioner's budget meeting, and future retreat topics.

Chair Bateman reported that the Committee reviewed the Board's Annual Self-Evaluation results, which were positive and informative. It was agreed that the suggestions made by trustees provided an excellent framework for collaborative governance, for improving internal processes, for enriching discussions concerning important issues, and for reinforcing of best practices related to effective Board governance. The Committee will meet with the full Board of Trustees in Executive Session to review the results.

The Governance (Nominating) 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 – will meet in prior to the Annual Reorganization meeting to review nominations for the slate of officers and members of the Board of School Estimate. Any current officer serving on the Governance Nominating Committee would recuse their self if re-nominated during the Committee meeting. Chair Bateman announced to the full Board of Trustees that nominations for the 2024 slate of officers should be emailed to Sheri Pontarollo no later than December 1, 2023.

V. Old/New Business

Trustee Adam Shain made a motion to begin the Request for Proposal process for legal and audit professional services in January 2024. Following discussion, the motion was tabled until the next Board meeting in order to better review with trustees the selection process and the State statute for professional services.

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 Megan Dempsey addressed the Board about a recent article she co-published with a colleague from Bergen Community College. Professor Patti Ann Kletz addressed the Board about the proposed Academic Reorganization Restructuring Plan and working collaboratively going forward.

IV. Executive Session

An announcement was then made to enter into Executive Session. Chair Bateman read into record the following statement – “In accordance with the provision of the Open Public Meetings Act of the State of New Jersey, I hereby entertain a motion to close the public meeting for the purpose of the discussing the results of the Annual Board Self-Evaluation and a personnel issue. No formal action would be taken during Executive Session and the Board will immediately adjourn following Executive Session.” A motion to enter into Executive Session was made by Trustee Christodoulou, and seconded by Trustee Sullivan, and approved by voice vote. The Board entered into Executive Session at 4:45 p.m.

The Public Session of the Regular meeting reopened at 5:26 p.m.

IX. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 5:27 p.m.

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