

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
FEBRUARY 20, 2024

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, February 20, 2024, in-person and via Zoom Webinar. Chair Zenon Christodoulou 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	Absent:	Howard Opdyke
	Thomas Borkowski		
	Zenon Christodoulou		
	Jinnee Min DeMarco		
	Michael Goldberg		
	Roger Jinks		
	Roger Locandro		
	Nidhi Makhija		
	Adam Shain		
	Mark Negron		
	Margaret Sullivan		
	Helena Swanicke		
	Juan Torres		
	James Von Schilling		

Also in attendance: Michael J. McDonough, President; 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 January 16, 2024 were moved by Trustee Von Schilling, seconded by Trustee Sullivan, and approved by voice vote.

2. Committee Reports

A. Audit Committee

Chair Zenon Christodoulou reported that the Audit Committee met earlier in the day to review the College's Annual Financial Report for the Years ended June 2023 and 2022 as well as the RVCC Foundation Financial Statements. The Chair then presented the following resolution:

RESOLUTION # 93-FY24 – College and Foundation Audit Services

WHEREAS, Raritan Valley Community College requires annual audit services with respect to the financial statements of the College and Foundation; and

WHEREAS, the Board of Trustees Audit Committee intends to issue a request for proposals (RFP) for these services using a fair and open process in accordance with New Jersey’s Pay to Play Law, P.L. 2004, c.19; and

WHEREAS, the Audit Committee encourages any firm with relevant experience to submit a proposal;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College directs the Vice President Finance and Facilities (VPPF) to post the request for proposals on the College’s website. The VPPF will receive the proposals for presentation to the committee.

John Trojan
Vice President of Finance and Facilities

The resolution was moved by Trustee Thomas Borkowski and seconded by Trustee Jinks and approved unanimously by voice vote.

B. Strategy and Vision Committee

Trustee Adam Shain reported that the Committee met earlier in the day to review the College’s current strategic plan (ending in 2025), budget and enrollment challenges, and a potential timeline for Committee actions.

C. Finance Committee

Trustee Roger Locandro reported on the Treasurer’s Report (Resolution #94-FY24) for the period 1/01/24 through 1/31/24. On motion by Trustee Locandro, seconded by Trustee Von Schilling, the Treasurer’s Report was approved by voice vote.

Trustee Locandro then presented Consent Agenda Resolutions #95-FY24 through #101-FY24. On motion by Trustee Locandro, seconded by Trustee Sullivan, the resolutions were approved by voice vote.

Resolution #95-FY24 – Various Vouchers for Payment

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

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

Check #s	354501-354966	
ACH#s	2	
	Total Checks	\$1,564,916.22
	Total ACH	25,222.68
	Total Vouchers	1,590,138.90
	Construction and Architect Vouchers	294,505.20
	Less Previously Approved	--
	Total	<u>\$1,884,644.10</u>

RESOLUTION #96-FY24 – Civil Engineer for the Workforce Center Addition (REVISED – Price Increase)

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, #47-FY24 and #70-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 Somerset County American Rescue Plan Grant; 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: \$60,000.00</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 \$60,000.00.

Michael DePinto
Director of Purchasing

RESOLUTION #97-FY24 – Campus Chillers Preventive Maintenance and Repairs Increase

WHEREAS, the Board of Trustees of Raritan Valley Community College, via Resolution #156-FY23, authorized annual preventive maintenance and repairs for various pieces of equipment in the Central Utility Plant, including the chillers; and

WHEREAS, the College needs to increase the current purchase order with Trane Company for the maintenance of the chillers to cover recent unforeseen repairs and future service calls, and

WHEREAS, the chillers were purchased in 2006 when the College upgraded the Central Utility Plant and installed heavy-duty equipment that was proprietary in nature; and

WHEREAS, preventive maintenance and repairs ensure that the chillers continue to operate efficiently; and

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

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

<p>Trane Company 19 Chapin Road Suite #200 Pine Brook, NJ 07058 Purchase Order Increase Amount: \$30,000.00</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 increase the purchase order to the Trane Company in the amount shown above. The new total for this purchase order will be \$65,000.00.

Michael DePinto
Director of Purchasing

RESOLUTION #98-FY24 – Planetarium System Upgrade

WHEREAS, Raritan Valley Community College advertised for bids for the purchase and installation of a new digital planetarium system; and

WHEREAS, the new equipment will update the existing video projectors, computers, speakers, and show software which have been used by the RVCC Planetarium since 2008; and

WHEREAS, fourteen (14) bids were distributed to vendors, and one (1) bid was received and opened on Wednesday, February 7, 2024; and

WHEREAS, the funding for this project will be allocated as follows:

- \$250,000.00 from the Reeves Estate Foundation gift.
- \$39,950.00 from the Fiscal Year 2024 Planetarium operating budget; and

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

<p>SSIA Technologies, LLC 20 Trafalgar Square Suite 479 Nashua, NH 03063 Amount: \$289,950.00</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 enter into a contract and issue a purchase order as described above to SSIA Technologies, LLC.

Michael DePinto
Director of Purchasing

RESOLUTION #99-FY24 – Belts and Filters for Facilities 2023-2024 - Pay to Play

WHEREAS, the Facilities and Grounds department requires the purchase of replacement belts and filters for the maintenance of the various campus HVAC units to ensure they remain safe and operational; and

WHEREAS, RVCC has spent \$16,806.11 to date with Blejwas Associates, Inc. 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>Blejwas Associates, Inc. 221 Evans Way Suite A Branchburg, NJ 08876 <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 #100-FY24 – Nursing and Medical Assistant Student Kits 2023-2024 - Pay to Play

WHEREAS, the Nursing department requires the purchase of student kits containing the appropriate equipment and supplies needed to ensure that students are provided with the tools necessary to properly navigate both the Nursing and Medical Assistant curriculums; and

WHEREAS, RVCC has spent \$16,022.31 to date with Coursey Enterprises, Inc. 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:

Coursey Enterprises, Inc.
1259 Lynn Lane
Idabel, OK 74745
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 #101-FY24 – Microsoft Enrollment for Education Solutions Agreement 2024-2025
WHEREAS, the renewal of the Microsoft Enrollment for Education Solutions (EES) agreement is needed for the period of April 1, 2024 through March 31, 2025; and

WHEREAS, the agreement provides a site license for the Microsoft Office and Office 365 products as well as licenses and support for the Microsoft Windows and SharePoint servers; and

WHEREAS, RVCC relies on Microsoft desktop and systems software to deliver Academic and Administrative applications making continued use of this software critical to the daily operation of the College; and

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

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

WHEREAS, the licensing and support of the Microsoft Licensing Solution Providers Services is available through the NJEDge.net technology purchasing consortium, administered by Software House International (SHI) via Contract #269EMCPS-21-001-EM-SHI; and

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

WHEREAS, a purchase order will be issued as follows:

Software House International (SHI)
290 Davidson Avenue
Somerset, NJ 08873
Amount: \$49,502.86

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 Software House International (SHI) for the period of April 1, 2024 through March 31, 2025.

Michael DePinto
 Director of Purchasing

D. Educational Programs and Services Committee

Trustee James Von Schilling presented Consent Agenda Resolutions #102-FY24 through #107-FY24. The above stated resolutions were moved by Trustee Von Schilling, seconded by Trustee Jinks, and approved by voice vote.

RESOLUTION #102-FY24 – Human Resources Action Report for February 20, 2024

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
Blackford	John	Instructor	Arts & Design	\$1,067	1/17/24
Balasubramaniam	Tanjore	Assistant Professor	Science & Engineering	\$1,096	1/17/24
Romaine	Ryan	Instructor	Health Science Education	\$1,067	2/14/24

2. New Hire- Administrator

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

Name	Title	Salary	Department	Start Date
*Julia Kononiuk	Learning Specialist/IDD Program Manager	\$60,075	Center for Accessibility and Inclusive Education	3/13/24

*Budget code 378-6000-5010-80/replacing M. Cappiello

3. Status Change- Administrator

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

Name	Title	Salary	Department	Effective Date
*Kiswah Khan	Coordinator of Student Engagement	\$60,063	Student Life	2/16/24
Maureen Luger	Purchasing & Contract Manager	\$71,760	Purchasing & Contracts	12/1/23
Andrea Markey	ACTS Coordinator	\$53,699	Advising, Counseling & Transfer Services	2/16/24

*Lateral Change-New Department/Title

4. New Hire- Support Staff

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

Name	Title	Salary	Department	Start date
*Ariel Curet	Workforce Educator- Advanced Manufacturing	\$58,000	Advanced Manufacturing	2/16/24
**Enma Diaz	Custodian	\$35,267	Housekeeping	2/1/24
***Annette La Canna	Executive Assistant to the President	\$81,000	President's Office	2/12/24

*Budget code 100-3492-5310-30/new

**Budget code 100-4210-5310-70/replacing M. Zuniga

***Budget code 100-4000-5010-60/replacing S. Pontarollo

5. Status Change- Support Staff

The following reflect recommended change for the indicated Support Staff position at the annualized salary specified:

Name	Title	Salary	Department	Effective Date
*Marve Luz Pereira	Department Assistant- Science & Engineering	\$53,074	Science & Engineering	1/24/24

*Budget code 100-3180-5310-10/Lateral Change/replacing E. Carty

6. Faculty- Reduced Load Academic Semester Spring2024

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

Name	Title	Percent	Salary	Academic Semester
Andrew Manno	Professor- English	80%	\$85,676	Spring 2024

7. Retirements

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

Name	Title	Department	Effective Date
Carolyn Bogda	Laboratory Assistant II	Science & Engineering	12/31/24
Brian Donnelly	Associate Professor-Criminal Justice	Business & Public Services	8/30/24
Sandi Hartzell	Academic Department Assistant	Arts & Design	4/30/24

RESOLUTION #103-FY24 – Appointment, Full-Time Tenure-Track AY 2024-2025 Faculty

BE IT RESOLVED, that at the recommendation of the President, the following full-time tenure-track faculty appointment be approved for AY 2024-2025.

Name	Title	Department	Start Date	Salary
*Jeffrey Kravitz	Instructor-Ophthalmic	Health Science Education	9/1/24	\$68,262

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

RESOLUTION #104-FY24 – Sabbatical Leaves

WHEREAS, the Board of Trustees of Raritan Valley Community College did by Resolution #89-FY24, dated January 16, 2024, reappoint Professor Susan Arvey, Professor John Sichel, Professor Boualem Bendjilali for the 2024-2025 academic year; and

WHEREAS, Professor Susan Arvey has requested a sabbatical leave for the Spring 2025; and

WHEREAS, Professor John Sichel has requested a sabbatical leave for the Fall 2024; and

WHEREAS, Professor Boualem Bendjilali has requested a sabbatical leave for the Fall 2024/ Spring 2025; and

WHEREAS, the provisions of the Board/Faculty Agreement concerning sabbatical leaves have been complied with;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby grant sabbatical leave to Professor Susan Arvey for Spring 2025, Professor John Sichel for Fall 2024, Professor Boualem Bendjilali for Fall 2024/Spring 2025.

RESOLUTION #105-FY24 – Establishment of a New Associate of Fine Arts in Music, Music Production Track

WHEREAS, the College has identified certain academic programs for which there is student demand; and

WHEREAS, it is feasible to introduce a new Associate of Fine Arts in Music, Music Production Track;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the establishment of a new Associate of Fine Arts in Music, Music Production Track;

Committee Chair James Von Schilling gave a review of the Achievement Academy run by Bob Hulit, Director of Post-Secondary Programming. The Achievement Center is under the auspice of the ARC of Somerset County serving students with intellectual development disabilities. It is in its 7th year serving students from multiple counties in NJ; Hunterdon, Middlesex, Morris, Somerset and Union.

RESOLUTION #106-FY24 – Discontinuance of the Ophthalmic Laboratory Technician, Certificate of Completion-Apprentice Option Degree

WHEREAS, the Board of Trustees of Raritan Valley Community College has adopted the policies and procedures that govern new degree and certificate program approval, granting of degrees and certificates, and discontinuance of programs; and

WHEREAS, said policy permits the discontinuance of degree programs when it is determined they are no longer viable; and

WHEREAS, the Ophthalmic Laboratory Technician, Certificate of Completion-Apprenticeship Option degree has been identified as a program that is not attracting sufficient applications, maintaining adequate student retention; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College at the recommendation of the President, shall discontinue the Ophthalmic Laboratory Technician, Certificate of Completion-Apprenticeship Option degree effective with the entering class in the **Fall 2024 Semester**.

BE IT FURTHER RESOLVED, the President is authorized to carry out the planned phase out of the program in order to minimize the impact on currently enrolled students.

RESOLUTION #107-FY24 – Discontinuance of the Information Systems & Technology, Associate of Applied Science Degree

WHEREAS, the Board of Trustees of Raritan Valley Community College has adopted the policies and procedures that govern new degree and certificate program approval, granting of degrees and certificates, and discontinuance of programs; and

WHEREAS, said policy permits the discontinuance of degree programs when it is determined they are no longer viable; and

WHEREAS, the Information Systems & Technology, Associate of Applied Science degree has been identified as a program that is not attracting sufficient applications, maintaining adequate student retention; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College at the recommendation of the President, shall discontinue the Information Systems & Technology, Associate of Applied Science degree effective with the entering class in the **Fall 2024 Semester**.

BE IT FURTHER RESOLVED, the President is authorized to carry out the planned phase out of the program in order to minimize the impact on currently enrolled students.

E. Governance, Policy, and President Evaluation Committee

Trustee Caren Bateman reported that the Campus Safety Report for the period January 11 – February 12, 2024 was discussed by the Committee and was provided to the full Board of Trustees via SharePoint.

The President's Expense Report for the period July 1, 2023 through December 31, 2023, reflecting minimal expenses, was reviewed and approved by the Committee.

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

RESOLUTION #108-FY24 College Legal Counsel Representation

WHEREAS, Raritan Valley Community College requires legal services with respect to Board of Trustees governance and College labor relations matters; and

WHEREAS, the Board of Trustees Governance Committee intends to issue a request for proposals (RFP) for these services using a fair and open process in accordance with New Jersey's Pay to Play Law, P.L. 2004, c.19; and

WHEREAS, the Governance Committee encourages any firm with relevant experience and offices in Somerset and Hunterdon Counties to submit a proposal;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College directs the Vice President Finance and Facilities to post the request for proposals on the College's website. The College President will receive the proposals for presentation to the committee.

John Trojan
Vice President of Finance and Facilities

The resolution was moved by Trustee Caren Bateman and seconded by Trustee Shain and approved unanimously by voice vote.

The Committee then put forward a resolution to be read aloud by Chair Christodoulou as a tribute to Trustee W. Timothy Howes expressing gratitude and appreciation for his distinguished service to RVCC.

RESOLUTION #109-FY24 Tribute for W. Timothy Howes

WHEREAS, Timothy Howes has been a member of the Raritan Valley Community College Board of Trustees since October, 2014; and

WHEREAS, Trustee Howes has served with distinction and made significant contributions to the growth and to the sustained excellence of Raritan Valley Community College, serving in leadership roles as Chair of the Educational Programs and Services Committee and Chair of the Governance, Policy, and Presidential Evaluation Committee, and as a member of numerous Committees; and

WHEREAS, during his tenure the College has made several critical advancements, including the creation of a comprehensive workforce training program, the development of an agile Facilities Master Plan, the extensive renovations and additions to the College's Science Center, the dynamic redesign of the Arts Center, the creation of a fully integrated student services center, plans for a new Allied Health Center, and a bold re-imagining of the College's architectural core; and

WHEREAS, Trustee Howes has also supported the College's reputation as one of the "greenest" colleges in the United States, has endorsed Raritan Valley Community College's efforts in the field of service learning, and has advocated for the growth of the College's Honors Program; and

WHEREAS, Trustee Howes has proven to be a trusted colleague, an enthusiastic advocate for students, and a creative strategic thinker; and

WHEREAS, Trustee Howes provided exceptional support and service to the College during the unprecedented and challenging times of the pandemic; and

WHEREAS, Trustee Howes has helped the Board champion and embrace the values of inclusion, innovation, and change; and

WHEREAS, Trustee Howes has been an energetic and visionary member of the Board, a mentor to fellow trustees, and an eloquent champion of our faculty and staff;

NOW, THEREFORE, BE IT RESOLVED, that the RVCC Board of Trustees, President Michael J. McDonough, and members of the college community wish to express their most sincere gratitude and appreciation to Timothy Howes for his service, a long tenure characterized by his relentless advocacy for students and for student success, and for his expansive vision for RVCC; and

BE IT FURTHER RESOLVED, that the RVCC Board of Trustees, the President, and the entire RVCC community wish him well in all his future endeavors, and look forward to his continued relationship with RVCC in the future.

The resolution was moved by Trustee Christodoulou and seconded by Trustee Bateman and approved unanimously by voice vote.

V. Old/New Business

There was no old/new business at the time.

VI Public Questions/Comments

Chair Christodoulou 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.”

Antonella Pompo, Professor of Engineering, spoke about her successful Little Scientists event that took place on campus on November 16, 2023. The event hosted 120 guests and 100 RVCC student volunteers. Ten student clubs participated as well.

IX. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 4:20 p.m.

Respectfully submitted,
Annette LaCanna
Manager, Executive Office and
Secretary to the RVCC Board of Trustees