

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
MARCH 26, 2024

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, March 26, 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:	Nidhi Makhija
	Thomas Borkowski		Mark Negron
	Zenon Christodoulou		Howard Opdyke
	Jinnee Min DeMarco		
	Michael Goldberg		
	Roger Jinks		
	Roger Locandro		
	Adam Shain		
	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 February 20, 2024 were moved by Trustee Jinks, seconded by Trustee Sullivan, and approved by voice vote.

2. President/Chair Reports

President McDonough reported that RVCC was one of only ninety-three US campuses that have been recognized for its strong action plans to increase nonpartisan democratic engagement by promoting civic participation and political engagement.

The president then reported that Raritan Valley Community College had another successful “Giving Day” on March 21st. Through the tireless efforts of the RVCC Foundation staff that consists of only two full-time and 1 part-time employees, \$154,355 was raised. The president acknowledged the generosity of students and staff alike. He shared that Giving Day’s success reflects the hard work and dedication of the RVCC Foundation to whom he is grateful for.

The president discussed the Governor’s proposed FY25 budget. He reported that there will be significant cuts to operational aid. He spoke about the email campaign to swamp the legislature. He implored anyone who is invested in the college to participate in the campaign because numbers matter and emails matter. The president then read a letter from a staff member written to a Senator which conveyed the importance of the community college education.

Chair Zenon Christodoulou recognized everyone celebrating upcoming religious celebrations such as Holy Week, Ramadan, Passover and Orthodox Easter.

3. Committee Reports

A. Strategy and Vision Committee

Trustee Adam Shain reported that the Committee met earlier in the day where President McDonough presented the 2nd Pillar of the College’s Strategic Plan which addresses pedagogical and delivery integrity as well as performance opportunity gaps. Trustee Shain said that the President took the lead in providing a plan that will advance the school long-term.

B. Finance Committee

Trustee Roger Locandro reported on the Treasurer’s Report (Resolution #110-FY24) for the period 2/01/24 through 2/29/24. 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 #111-FY24 through #126-FY24. On motion by Trustee Locandro, seconded by Trustee Sullivan, the resolutions were approved by voice vote.

Resolution #111-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	354967-355882	
ACH#s	2	
	Total Checks	\$2,489,599.78
	Total ACH	27,129.32
	Total Vouchers	2,516,729.10
	Construction and Architect Vouchers	248,218.18
	Less Previously Approved	<u>(294,505.20)</u>
	Total	<u>\$2,470,442.08</u>

WHEREAS, the Board of Trustees of Raritan Valley Community College did review the College's budget for the next fiscal year 2025 and determined that management's recommendation for tuition and fee increases was reasonable.

NOW, THEREFORE, BE IT RESOLVED, that the following new schedule of Tuition and Fees will apply effective with the Fall 2024 semester:

TUITION

Hunterdon/Somerset County Residents	\$ 186.00 per credit
Out-of-County Chargeback Residents	\$ 186.00 per credit
Out-of-County Residents (Board grants a waiver of \$80 per credit to students who provide verification of employment in Somerset or Hunterdon Counties)	\$ 266.00 per credit
Out-of-State Residents	\$ 266.00 per credit
Early College Program	\$ 240.00 for all courses taken at participating high schools;
Hunterdon/Somerset Senior Citizens Minimum Age 65. One course per semester on a space available basis. May register during the 5 business days prior to course start	No tuition assessed; \$50 per credit general services fee applies. Course books/materials extra cost. Audit status, no credit awarded.
NJ National Guard and Reserves	Free tuition up to 16 credits per term for individual only; fees Apply
Volunteer Emergency Medical Personnel and Firefighters	Free tuition up to \$600 per year and \$2,400 lifetime per family of volunteer; Fees Apply
September 11 Victims' Families	Free tuition for children and spouses of victims; Fees Apply
RISE (incarcerated students)	\$315.00 per credit

FEES (A)

General Services Fee (all students)	\$ 50 per credit hour
Nursing Fee	\$1,030 per semester
Occupational Therapy Assistant Fee	\$250 per semester

Environmental Control Technology Certificate – ECTC fee	\$250 per semester
Commercial Energy Management Technology -- CEMT fee	\$250 per semester
Honors College Fee	\$150 per semester
Applied Music fee per instrument	\$500 per semester
Automotive Program Fees:	
Student toolbox (one time)	\$1,475
Specific automotive course	\$155 per credit
Uniform fee (one time, beginning of program)	\$124
Industry certification (aggregate one time)	\$248
International Student Processing Fee	\$200 per semester
Late Registration Fee	\$ 50
Official Transcript Fee	\$ 10
Returned Check or Disallowed Credit Card Fee	\$ 25
Replacement Diploma Fee	\$ 15
Graduation Fee	\$ 75

SPECIFIC WORKFORCE PROGRAM FEES

Cosmetology - Foundations	\$ 8,459.00
Advanced	<u>6,940.00</u>
Total Program	<u>\$ 15,398.00</u>
Esthetics - Foundations	\$ 5,126.00
Advanced	<u>3,156.00</u>
Total Program	<u>\$ 8,282.00</u>
Machining Fundamentals	<u>\$ 3,080.16</u>
Manual Mill Operator	\$ 4,312.44
Engine Lathe Operator	\$ 4,312.44
CNC Production Technician	\$ 5,820.12

(A) The College may change existing fees or add new fees with 30 days notice prior to the start of each semester.

Title: Ceiling Tiles 2023-2024 - Pay to Play

WHEREAS, the Facilities and Grounds department requires the purchase of ceiling tiles for the renovation of various campus classrooms and offices; and

WHEREAS, RVCC has spent \$14,699.20 to date with Foundation Building Materials 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:

Foundation Building Materials, LLC
470 Mundet Place
Hillside, NJ 07205
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

Title: Concrete Installation and Repair Services 2023-2024 - Pay to Play

WHEREAS, the College requires the labor, materials, and equipment needed to perform concrete installation and repair services to ensure that the campus grounds remain safe and operational; and

WHEREAS, RVCC has spent \$33,245.00 to date with C. Lombardi Construction during Fiscal Year 2024 for work performed independently from the larger projects that the Board of Trustees has previously authorized; 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: 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 #115-FY24 BOARD OF TRUSTEES MEETING MARCH 26, 2024

Title: Door and Lock Supplies 2023-2024 - Pay to Play

WHEREAS, the Facilities and Grounds department requires the purchase of door and lock supplies for the renovation of various campus classrooms and offices; and

WHEREAS, RVCC has spent \$15,368.15 to date with Accredited Lock Supply 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:

Accredited Lock Supply, Inc.
1161 Paterson Plank Road
Secaucus, NJ 07094
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 #116-FY24 BOARD OF TRUSTEES MEETING MARCH 26, 2024

Title: Heat Pump System for the Somerset Hall Third Floor Offices

WHEREAS, Raritan Valley Community College requires the purchase and installation of a new heat pump system for the Somerset Hall third floor office areas; and

WHEREAS, three (3) quotes were obtained with Trane 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, Trane, Inc. has entered into an agreement with the OMNIA Partners cooperative purchasing organization (Contract #3341), of which RVCC is a member; and

WHEREAS, the funding for this work is available through the Chapter 12 capital funds allocated for Office Renovations; and

WHEREAS, a purchase order will be issued as follows:

Trane, Inc.
19 Chapin Road
Suite #200
Pine Brook, NJ 07058
Amount: \$62,650.00

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 Trane, Inc.

Michael DePinto,
Director of Purchasing

RESOLUTION #117-FY24 BOARD OF TRUSTEES MEETING MARCH 26, 2024

Title: PSE&G Energy Efficiency Grant

WHEREAS, Much of Raritan Valley Community College's campus mechanical system infrastructure - HVAC and electrical distribution -is quite old and represents a significant portion of its deferred maintenance backlog; and

WHEREAS, the College has been replacing infrastructure components on a gradual basis as funding permits determined by analysis of realistic useful lives (beyond manufacturer estimates) and equipment failure; and

WHEREAS, PSE&G is offering an Engineered Solutions Energy Solutions Program (ESESP) backed by the state of New Jersey which provides funding to address a significant portion of this infrastructure; and

WHEREAS, PSE&G's consulting engineers have identified approximately \$6.7 million of project costs affecting most campus buildings which are estimated to generate annual utility savings (gas and electric) in excess of \$570,000; and

WHEREAS, the PSE&G program would provide 52% of the total cost, or \$3.5 million, and require the College to pay back the remainder of \$3.2 million over 5 years without any interest accruing; and

WHEREAS, College Management believes that the annual utility savings and reductions of maintenance and repairs to much older equipment would offset the College's share of project costs and provide longer-term benefits with annual operating budget savings and lower capital replacement needs.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes College management to enter into the required ESESP agreements to access funding for infrastructure replacement.

John Trojan
VP Finance & Facilities

RESOLUTION #118-FY24 BOARD OF TRUSTEES MEETING MARCH 26, 2024

Title: Flooring for the New EOF and Tutoring Center Areas – Pay to Play

WHEREAS, the purchase of approximately 150 square yards of carpet tile and 4,200 square feet of luxury vinyl tile is needed for the new EOF and Tutoring Center areas; 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 an agreement with the Sourcewell purchasing cooperative (Contract #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: \$20,352.79</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 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 #119-FY24 BOARD OF TRUSTEES MEETING MARCH 26, 2024

Title: Cafeteria Kitchen Equipment Service and Repairs 2023-2024 - Pay to Play

WHEREAS, Raritan Valley Community College requires the service and repair of the cafeteria kitchen equipment to ensure the uninterrupted daily campus food service operation; and
WHEREAS, RVCC has spent \$10,206.70 to date with Able Mechanical during Fiscal Year 2024 for work performed independently from the larger projects that the Board of Trustees has previously authorized; 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>Able Mechanical, Inc. 280 State Route 35 Suite 203 Red Bank, NJ 07701 <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 #120-FY24 BOARD OF TRUSTEES MEETING MARCH 26, 2024

Title: Tooling University Online Training Program Subscriptions 2023-2024 – Pay to Play

WHEREAS, the Advanced Manufacturing program requires that student subscriptions be purchased for the Tooling University U-SME All Access online training program which is specifically geared toward educational institutions; and

WHEREAS, this program currently functions as the teaching tool RVCC instructors utilize as the “textbook” for Advanced Manufacturing courses and allows students to learn various aspects of the manufacturing tooling process; and

WHEREAS, RVCC has spent \$24,045.00 to date with Tooling University 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:

Tooling University, LLC
3615 Superior Avenue
Suite 4406C
Cleveland, OH 44114
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 #121-FY 24 BOARD OF TRUSTEES MEETING MARCH 26, 2024

Title: Strategic Enrollment Research Needs

WHEREAS, the Board of Trustees recognizes the importance and necessity of having information regarding potential student interest in the College before beginning a new strategic planning effort; and

WHEREAS, Management has frequently cited the significant change in the national perception of the value of college degrees along with the steady decline of high school graduates, especially in the Northeast; and

WHEREAS, New Jersey continues to lead in the out-migration of high school graduates who seek college experiences in other states, exacerbating the competition among higher education institutions in the state; and

WHEREAS, Management has interviewed several research firms to determine their capabilities to provide actionable information to target student sectors we are currently not reaching as well as those who stopped out before earning a degree; and

WHEREAS, the deliverables will include recommendations regarding recruitment strategies, outreach tactics, brand and program messaging and materials, and retention efforts.

WHEREAS, Management has identified Interact as the preferred research firm because of its significant experience working with community colleges nationwide.

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 will complete and submit a Business Entity Disclosure Certification for the period of April 1, 2024 through March 31, 2025, 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 year, and will not make any reportable contributions over the next year:

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes Management to engage Interact to provide specific and actionable information to improve the College's ability to recruit and retain potential new students.

Interact
502 Main Street
La Crosse WI 54601
Amount: \$78,000.00 (excluding reimbursable travel costs)

John Trojan
VP Finance & Facilities

RESOLUTION #122-FY24 BOARD OF TRUSTEES MEETING MARCH 26, 2024

Title: Campus Internet and Ethernet Services 2024-2025

WHEREAS, NJEDge.net is the statewide consortium handling New Jersey College internet connectivity, which currently provides high-speed internet access to RVCC; and

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

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

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

WHEREAS, funding for these services is available through the Fiscal Year 2025 Internal Services operating budget; and

WHEREAS, a purchase order will be issued as follows:

NJEDge.net
625 Broad Street
Suite 260
Newark, NJ 07102-4418
Amount: \$114,000.00

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into an agreement for the one-

year period of July 1, 2024 through June 30, 2025, and issue a purchase order to NJEDge.net as described hereinabove.

Michael DePinto
Director of Purchasing

RESOLUTION #123-FY24 BOARD OF TRUSTEES MEETING MARCH 26, 2024

Title: TargetX Premier Services 2024-2025 - Pay to Play

WHEREAS, the Board of Trustees authorized the College to enter into an agreement with TargetX for a customer relationship management (CRM) software, via Resolution #198-2021; and

WHEREAS, the College has identified a need to enter into a supplemental agreement with TargetX for Premier Services to support the current CRM software; and

WHEREAS, some highlights of the TargetX Premier Services include:

- Designed for organizations who have more work than their teams can complete.
- Helps keep the system running optimally, making needed updates, and evolving the current CRM usage to maximize value.
- Webinar training will keep staff current and provide ongoing enablement; 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, TargetX has provided documentation indicating that they are the sole source provider for these Premier Services which help institutions support and maximize the TargetX CRM; and

WHEREAS, the funding for this purchase is available from the Fiscal Year 2025 Enrollment Management Operating Budget; 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>TargetX.com, LLC 1001 East Hector Street Philadelphia, PA 19428 <u>Amount: \$20,000.00</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 one-year agreement for the period of July 1, 2024 through June 30, 2025, and issue a purchase order as described hereinabove to TargetX.com.

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

Michael DePinto
Director of Purchasing

RESOLUTION #124-FY24 BOARD OF TRUSTEES MEETING MARCH 26, 2024
Title: Ellucian Intelligent Learning Platform 2024-2028

WHEREAS, the College depends on a robust and reliable online class offering each semester; and

WHEREAS, *data must be transferred from our Ellucian Banner enterprise resource planning system to our Canvas learning management system for student class registrations and faculty class assignments;* and

WHEREAS, grades must be transferred from the Canvas system to the Banner system; and

WHEREAS, Ellucian offers the Intelligent Learning Platform (ILP) cloud-based software system to efficiently provide these functions; and

WHEREAS, in accordance with N.J.S.A. 18A:64A-25.5(19) providing for goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development is exempt from public bidding; and

WHEREAS, Ellucian has provided documentation indicating that it is the sole source provider with exclusive algorithms for the Intelligent Learning Platform system; and

WHEREAS, funding for this software is available through the Technology Services operating budgets for Fiscal Years 2024 through 2028; 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 fifty (50) month agreement for the period of May 1, 2024, through June 30, 2028, and issue annual purchase orders for the Ellucian Intelligent Learning Platform as follows:

<p>Ellucian Company LLC 2003 Edmund Halley Drive Suite 500 Reston, VA 20191 <u>Partial Year - May 1, 2024 to June 30, 2024: \$7,524.00</u> <u>Year 1 - July 1, 2024 to June 30, 2025: \$30,140.00</u> <u>Year 2 - July 1, 2025 to June 30, 2026: \$31,647.00</u> <u>Year 3 - July 1, 2026 to June 30, 2027: \$33,229.00</u> <u>Year 4 - July 1, 2027 to June 30, 2028: \$34,891.00</u> <u>Total 50-Month Agreement Amount: \$137,431.00</u></p>

Michael DePinto
Director of Purchasing

RESOLUTION #125-FY24 BOARD OF TRUSTEES MEETING MARCH 26, 2024

Title: Ellucian StudentForms 2024-2028

WHEREAS, students are required to submit various paper documents to College departments including Admissions, Financial Aid, and others; and

WHEREAS, *data from these documents must be recorded into our Ellucian Banner enterprise resource planning system*; and

WHEREAS, students need to be informed when documents are missing as well as when they have been received; and

WHEREAS, Ellucian offers the StudentForms cloud-based software system to efficiently provide these functions by eliminating manual tasks performed by RVCC staff, resulting in significant time savings; and

WHEREAS, in accordance with N.J.S.A. 18A:64A-25.5(19) providing for goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development is exempt from public bidding; and

WHEREAS, Ellucian has provided documentation indicating that it is the sole source provider with exclusive algorithms for the StudentForms system; and

WHEREAS, funding for this software is available through the Technology Services operating budgets for Fiscal Years 2024 through 2028; 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 fifty-one (51) month agreement for the period of April 1, 2024, through June 30, 2028, and issue annual purchase orders for the Ellucian StudentForms system as follows:

<p>Ellucian Company LLC 2003 Edmund Halley Drive, Suite 500 Reston, VA 20191 <u>Partial Year - April 1, 2024 to June 30, 2024: \$21,584.75</u> <u>Year 1 - July 1, 2024 to June 30, 2025: \$57,667.00</u> <u>Year 2 - July 1, 2025 to June 30, 2026: \$60,550.00</u> <u>Year 3 - July 1, 2026 to June 30, 2027: \$63,578.00</u> <u>Year 4 - July 1, 2027 to June 30, 2028: \$66,757.00</u> <u>Total 51-Month Agreement Amount: \$270,136.75</u></p>
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Michael DePinto
Director of Purchasing

Title: Ellucian TouchNet OneCard VIP 2024-2028

WHEREAS, the College needs a modern, multi-function identification card system; and

WHEREAS, the TouchNet OneCard VIP system provides new functions including ID card on a phone, stored value capabilities, and use of phones for access control; and

WHEREAS, *data must be transferred from our Ellucian Banner enterprise resource planning system to the ID card system;* and

WHEREAS, in accordance with N.J.S.A. 18A:64A-25.5(19) providing for goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development is exempt from public bidding; and

WHEREAS the TouchNet OneCard system is the only ID card system that fully integrates with the Ellucian Banner system; and

WHEREAS, Ellucian is the sole vendor providing TouchNet OneCard integration services to Banner customers; and

WHEREAS, Ellucian has provided documentation indicating that it is the sole source provider with exclusive algorithms for the TouchNet OneCard system; and

WHEREAS, funding for this software is available through the Technology Services operating budgets for Fiscal Years 2024 through 2028; 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 fifty-one (51) month agreement for the period of April 1, 2024, through June 30, 2028, and issue annual purchase orders for the Ellucian TouchNet OneCard VIP system as follows:

<p>Ellucian Company LLC 2003 Edmund Halley Drive, Suite 500 Reston, VA 20191 <u>Partial Year - April 1, 2024 to June 30, 2024: \$26,587.50</u> <u>Year 1 - July 1, 2024 to June 30, 2025: \$35,350.00</u> <u>Year 2 - July 1, 2025 to June 30, 2026: \$37,118.00</u> <u>Year 3 - July 1, 2026 to June 30, 2027: \$38,973.00</u> <u>Year 4 - July 1, 2027 to June 30, 2028: \$40,922.00</u> <u>Total 51-Month Agreement Amount: \$178,950.50</u></p>
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Michael DePinto
Director of Purchasing

C. Educational Programs and Services Committee

Trustee James Von Schilling presented Consent Agenda Resolutions #127-FY24 and #128-FY24. The above stated resolutions were moved by Trustee Von Schilling, seconded by Trustee Caren Bateman, and approved by voice vote.

RESOLUTION #127-FY24 BOARD OF TRUSTEES MEETING March 26, 2024

Human Resources Action Report for March 26, 2024

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
*Lucia Sanchez-Lopez	Custodian	\$36,716	Housekeeping	3/4/2024

*Budget code 100-4210-5310-70/L. Alvarado-Bolvito

RESOLUTION #128-FY24 BOARD OF TRUSTEES MEETING March 26, 2024

Reappointment, Full-Time Non-Tenure-Track AY 2024-2025 Faculty

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

Name	Title	Department	Start Date	Salary
*Brett Schwarzenbek	Instructor-Mathematics-Nontenured	Math & Computer Science	9/1/24	\$68,039

*Budget Code 100-3160-5140-10

President McDonough introduced Conrad Mercurius, the new Executive Director of Workforce Development. Mr. Mercurius presented an overview of the workforce training center which offers thirty courses that serve 320 students that are seeking specialized skills from Traditional Students, Adult Learners to High School Students. The mission of the Workforce Development Center is to align seamlessly with the college's strategic plan, positioning RVCC as the center for lifelong learning. This alignment is vital in addressing the pressing challenges affecting our businesses and industries.

D. 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.

E. Audit Committee

The Audit Committee did not meet earlier in the day. Therefore, Audit Committee Chair Thomas Borkowski presented Consent Agenda resolutions #129-FY24 and #130-FY24.

RESOLUTION # 129-FY 24 BOARD OF TRUSTEES MEETING MARCH 26, 2024
Acceptance of College's Annual Audited Financial Report for FY 2023

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

WHEREAS, said firm has submitted a Comprehensive Annual Financial Report for the Fiscal Years ending June 30, 2023 and 2022 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 College's Comprehensive Annual Financial Report and the Management Letter, and that they be made a part of the minutes of this meeting.

RESOLUTION # 130-FY 24 BOARD OF TRUSTEES MEETING MARCH 26, 2024
Acceptance of Foundation's Annual Audited Financial Report for FY 2023

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

WHEREAS, said firm has submitted a Comprehensive Annual Financial Report for the Fiscal Years ending June 30, 2023 and 2022 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 resolutions were moved by Trustee Roger Jinks 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.”

Two students spoke about RVCC's Dance program. They were thankful for the program which is the only community college program in New Jersey. They were also grateful to have attended the ACDA Dance Conference in Rochester, NY, where they were able to connect with professionals in the industry which will help them find internships as well as job placements.

Loretta Fois, a professor of Dance at RVCC, provided an overview of RVCC's Dance program and the diverse opportunities it provides to students like Master Classes with Rutgers University as well as programs for the entire college community. She ended by reading a letter from an ACDA Conference attendee thanking the college for its continued support.

IX. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 4:24 p.m.

Respectfully submitted,

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