

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
APRIL 30, 2024

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, April 30, 2024, in-person and via Zoom Webinar. Chair Zenon Christodoulou called the Regular Board of Trustees meeting to order at 4:20 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		Juan Torres
	Jinnee Min DeMarco		
	Michael Goldberg		
	Roger Jinks		
	Roger Locandro		
	Adam Shain		
	Margaret Sullivan		
	Helena Swanicke		
	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 March 26, 2024 were moved by Trustee Helena Swanicke, seconded by Trustee Roger Jinks, and approved by voice vote.

2. President/Chair Reports

President McDonough reported that Commencement will take place on Saturday, May 11, 2024 at 10:00 a.m. noting that two-time Super Bowl Champion, former New York Giant Kareem McKenzie will be the keynote speaker. President McDonough reiterated that attending Commencement is a wonderful way to celebrate the hard work of RVCC students and faculty.

President McDonough thanked Hunterdon and Somerset counties for their support in making Raritan Valley Community College an affordable option for students.

Chair Zenon Christodoulou recognized everyone celebrating Orthodox Easter this coming Sunday. Chair Christodoulou also agreed that Raritan Valley Community College is a more attractive option over colleges like Yale University which has surpassed six figures per year.

3. Committee Reports

A. Strategy and Vision Committee

It was reported that the Committee met earlier in the day where Provost Karen Bearce introduced an informative presentation by Diane Wallerer and Mary DeLuca from Interact Communications. Interact's engagement with RVCC will help the College assess how well our marketing and enrollment strategies are aligned to our current market and student needs. The timing of the College's engagement with Interact connects nicely with the work we are doing relative to our new strategic plan.

B. Audit Committee

Trustee Thomas Borkowski gave a brief overview of presentations given by the two audit firms that submitted proposals to become the college's next audit firm. On a motion by Trustee Caren Bateman and seconded by Chair Christodoulou, Resolution #131-FY24 was approved by voice vote. The resolution states that Supplee, Clooney & Company will be the College's audit firm for FY 2024 and FY 2025.

RESOLUTION #131-FY24 BOARD OF TRUSTEES MEETING APRIL 30, 2024

WHEREAS, there exists a need for the retention of an independent auditor to prepare annual audit reports and separate Federal tax returns for both Raritan Valley Community College and the Raritan Valley Community College Foundation Annual Audit reports for the Fiscal Years ended June 30, 2024 and June 30, 2025; and

WHEREAS, in the aggregate, the sum of these services over an annual period will exceed \$17,500, the Pay-to-Play threshold; and

WHEREAS, to conduct a fair and open process, the College issued a Request for Qualifications (RFQ) to evaluate various firms; and

WHEREAS, the notice of the audit services opportunity was posted on the College's website and four RFQ's were distributed; and

WHEREAS, two (2) proposals were received and reviewed in-depth by the Audit Committee; and

WHEREAS, the County College Contracts Law permits the Board of Trustees to award a contract for professional services without advertising for bids, pursuant to N.J.S.A. 18A-25.5a(1);

NOW, THEREFORE, BE IT RESOLVED, that it is the recommendation of the Audit Committee that:

Thomas Borkowski, Chairperson of the Audit Committee of the Board of Trustees of Raritan Valley Community College, is hereby authorized to retain the services of Supplee, Clooney and

Company, Westfield, New Jersey, at a base contract amount not to exceed \$67,000 for FY 2024 and \$69,700 for FY 2025.

John Trojan
Vice President for Finance & Facilities

C. Finance Committee

Trustee Roger Locandro reported on the Treasurer's Report (Resolution #136-FY24) for the period 3/01/24 through 3/31/24. On motion by Trustee Opdyke, seconded by Trustee Bateman, the Treasurer's Report was approved by voice vote.

Trustee Locandro then presented Consent Agenda Resolutions #137-FY24 through #154-FY24. On motion by Trustee Locandro, seconded by Trustee Goldberg, the resolutions were approved by voice vote.

Resolution #137-FY24 – Various Vouchers for Payment

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

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

Check #s	355883 - 357306	
ACH#s	2	
	Total Checks	\$2,591,597.89
	Total ACH	46,074.42
	Total Vouchers	2,637,672.31
	Construction and Architect Vouchers	287,351.34
	Less Previously Approved	<u>(248,218.18)</u>
	Total	<u>\$2,676,805.47</u>

Title: New Jersey Cooperative Purchasing Alliance Membership (County of Bergen)

**RESOLUTION FOR MEMBER PARTICIPATION
IN A COOPERATIVE PRICING SYSTEM**

A RESOLUTION AUTHORIZING THE **Raritan Valley Community College**

TO ENTER INTO the New Jersey Cooperative Purchasing Alliance

COOPERATIVE PRICING AGREEMENT

RESOLUTION NUMBER 138-FY24

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the County of Bergen, hereinafter referred to as the "Lead Agency " has offered voluntary participation in the New Jersey Cooperative Purchasing Alliance # CK04, a Cooperative Pricing System for the purchase of goods and services; and

WHEREAS, on **April 30, 2024**, the governing body of **Raritan Valley Community College, Counties of Somerset and Hunterdon**, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services; and

NOW, THEREFORE BE IT RESOLVED as follows:

TITLE

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the **Raritan Valley Community College**.

AUTHORITY

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the **Vice President of Finance and Facilities** is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

CERTIFICATION

BY: _____

ATTEST BY: _____

Title: MEP Engineer for the Workforce Center Addition (REVISED – Price Increase)

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized KSI Consulting Engineers to perform mechanical, electrical, and plumbing (MEP) engineering services for the design of the Workforce Training Center Addition project, via Resolutions #81-FY23, #98-FY23, and #72-FY24; and

WHEREAS, the Executive Director of Facilities and Grounds has determined that an additional \$5,000.00 worth of MEP construction administration services are needed in order to properly complete the project design; and

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

WHEREAS, funding for these additional services is available through the Somerset County American Rescue Plan Grant; and

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

KSI Consulting Engineers, LLC
149 Yellowbrook Road
Farmingdale, NJ 07727
Agreement Increase Amount: \$5,000.00
Revised Total Agreement Amount: \$49,000.00

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to increase the agreement amount and issue a new purchase order to KSI Consulting Engineers, LLC in the amount shown above. The new total agreement amount will be \$49,000.00.

Michael DePinto
Director of Purchasing

Title: Demolition Services for Hunterdon Hall Suite H-200 - Pay to Play

WHEREAS, the College requires demolition services be performed in Hunterdon Hall Suite H-200 in preparation for the upcoming renovations to the Nursing suite; and

WHEREAS, three (3) quotes were obtained with Lanyi & Tevald, Inc. presenting the College with the most favorable pricing; and

WHEREAS, funding for these services is available through the Chapter 12 capital funds reserved for Classroom Renovations - Nursing; 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>Lanyi & Tevald, Inc. 6 Powder Horn Drive Warren, NJ 07059 Amount: \$24,750.00</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 Lanyi & Tevald, Inc.

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

Michael DePinto,
Director of Purchasing

RESOLUTION #141-FY24 BOARD OF TRUSTEES MEETING APRIL 30, 2024

Title: Architectural Services for the Design of the Power Plant Roof Replacement – Pay to Play

WHEREAS, Raritan Valley Community College requires architectural services be performed for the design of the Power Plant Roof Replacement project; and

WHEREAS, three (3) proposals were obtained with Architectural Preservation Studio, DPC presenting the College with the most favorable pricing; and

WHEREAS, funding for these services is available through the Chapter 12 capital funds reserved for the Roof Rehabilitation; 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:

Architectural Preservation Studio, DPC
594 Broadway
Suite 919
New York, NY 10012-3233
Total Amount Not to Exceed: \$17,550.00

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 Architectural Preservation Studio, DPC.

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

Michael DePinto,
Director of Purchasing

RESOLUTION #142-FY24 BOARD OF TRUSTEES MEETING APRIL 30, 2024

Title: Electrical Fixtures and Supplies 2023-2024 - Pay to Play

WHEREAS, the Facilities and Grounds Department requires the purchase of electrical fixtures and supplies to maintain the proper functioning of the College Campus; and

WHEREAS, RVCC has spent \$31,415.91 to date with L.B. Electric 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:

L.B. Electric Supply Co., Inc.
5202 New Utrecht Avenue
Brooklyn, NY 11219
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: Elevator Maintenance Services 2024-2025 - Pay to Play

WHEREAS, Raritan Valley Community College requires Elevator Maintenance Services for the period of May 1, 2024 through April 30, 2025; and

WHEREAS, these services include inspection, maintenance, and repair activities; and

WHEREAS, in accordance with N.J.S.A. 18A:64A-25.9, a county college without advertising for bids, may purchase any materials, supplies, good, services or equipment pursuant to a contract for such items entered into on behalf of the State by the Division of Purchase and Property; and

WHEREAS, Champion Elevator has entered into an agreement with the State of New Jersey for Elevator Maintenance, Repair, Testing, and Inspection Services (Contract #22-GNSV2-01885); and

WHEREAS, funding for these services is available from the Fiscal Year 2024 and 2025 Facilities and Grounds operating budgets; and

WHEREAS, the Director of Purchasing has determined and certified in writing that the value of the acquisition will exceed \$17,500.00; and

WHEREAS, such award of contract shall be made in compliance with New Jersey's Pay to Play Law as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 2024 through June 30, 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 one-year, and will not make any reportable contributions over the next one-year:

<p>Champion Elevator Corp. 6 State Route 173 - Floor 2 Clinton, NJ 08809 <u>Amount:</u> \$24,759.00</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; and

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

Michael DePinto
Director of Purchasing

Title: New Control Valve for the Pool Filter Tank - Pay to Play

WHEREAS, Raritan Valley Community College requires the purchase and installation of a new 8” level control valve for the campus pool filter tank; and

WHEREAS, three (3) quotes were requested (two quotes were received and one vendor declined) with Main Line Commercial Pools presenting the College with the most favorable pricing; and

WHEREAS, the proposal includes the valve, actuator, compressor, level sensor, controller, and installation; and

WHEREAS, funding for these services is available from the Fiscal Year 2024 Facilities and Grounds 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>Main Line Commercial Pools, Inc. 441 Feheley Drive Kin of Prussia, PA 19406 <u>Amount: \$19,110.02</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 Main Line Commercial Pools, Inc.

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

Michael DePinto,
Director of Purchasing

RESOLUTION #145-FY24 BOARD OF TRUSTEES MEETING APRIL 30, 2024

Title: Electric Vehicle Lab Equipment

WHEREAS, the Raritan Valley Community College Automotive Technology program requires the purchase of equipment needed for the new electric vehicle laboratory which will be constructed as part of the Workforce Training Center Addition project; and

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

WHEREAS, the proposal includes the purchase of an alignment rack, ADAS (Advanced Driver Assistance System), tire changer, balance machine, bench lathe, and on-car lathe.

WHEREAS, automotive technicians are required to use similar equipment on a daily basis which makes it imperative for students to learn how to utilize this machinery; 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, Mohawk Lifts has entered into an agreement with the Sourcewell purchasing cooperative (Contract #121223-MRL), of which RVCC is a member; and

WHEREAS, funding for this purchase is available through the Somerset County American Rescue Plan Grant and the 2024 Chapter 12 capital funds reserved for the Workforce Addition; and

WHEREAS, a purchase order will be issued as follows:

<p>Mohawk Lifts, LLC 65 Vrooman Avenue P.O. Box 110 Amsterdam, NY 12010 <u>Amount: \$186,129.99</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 Mohawk Lifts, LLC.

Michael DePinto
Director of Purchasing

RESOLUTION #146-FY24 BOARD OF TRUSTEES MEETING APRIL 30, 2024

Title: Electric Vehicle Lab Lifts

WHEREAS, the Raritan Valley Community College Automotive Technology program requires the purchase of five (5) automotive lifts for the new electric vehicle laboratory which will be constructed as part of the Workforce Training Center Addition project; and

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

WHEREAS, there are specific requirements for lifts that service electric vehicles to ensure that they are raised safely and securely; and

WHEREAS, automotive technicians utilize lifts for every vehicle they work on which makes it essential for students to learn how to properly operate them; 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, Mohawk Lifts, LLC has entered into an agreement with the State of New Jersey for Vehicle Lifts, with Garage and Fleet Maintenance Equipment (Contract #22-FLEET-01983); and

WHEREAS, funding for this purchase is available through the Somerset County American Rescue Plan Grant and the 2024 Chapter 12 capital funds reserved for the Workforce Addition; and

WHEREAS, a purchase order will be issued as follows:

<p>Mohawk Lifts, LLC 65 Vrooman Avenue P.O. Box 110 Amsterdam, NY 12010 Amount: \$92,954.33</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 Mohawk Lifts, LLC.

Michael DePinto
Director of Purchasing

RESOLUTION #147-FY24 BOARD OF TRUSTEES MEETING APRIL 30, 2024

Title: Electric Vehicle Lab Specialty Tools, Cabinets and Storage

WHEREAS, the Raritan Valley Community College Automotive Technology program requires the purchase of the specialty tools, cabinetry, and storage for the new electric vehicle laboratory which will be constructed as part of the Workforce Training Center Addition project; and

WHEREAS, three (3) quotes were obtained with Snap-On Industrial presenting the College with the most favorable pricing; and

WHEREAS, the proposal includes the purchase of all of the necessary storage, work benches, and electric vehicle tools; and

WHEREAS, having the proper workstations and storage will not only help to create a smooth workflow but will also contribute to a safer laboratory environment; and

WHEREAS, there are special tools that are specifically designed to work on electric vehicles due to the high voltage which are vital for any electric vehicle laboratory; 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, Snap-On Industrial has entered into an agreement with the Sourcewell purchasing cooperative (Contract #121223-SNP), of which RVCC is a member; and

WHEREAS, funding for this purchase is available through the Somerset County American Rescue Plan Grant and the 2024 Chapter 12 capital funds reserved for the Workforce Addition; and

WHEREAS, a purchase order will be issued as follows:

<p>Snap-On Industrial 3011 IL Route 176 Crystal Lake, IL 60014 Amount: \$216,757.98</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 Snap-On Industrial.

Michael DePinto
Director of Purchasing

RESOLUTION #148-FY24 BOARD OF TRUSTEES MEETING APRIL 30, 2024

Title: Equipment, Hardware and Supplies 2023-2024 - Pay to Play

WHEREAS, the Facilities and Grounds department requires the purchase of various types of equipment, hardware, and supplies to maintain the proper functioning of the College campus; and

WHEREAS, RVCC has spent \$23,040.92 to date with Grainger during Fiscal Year 2024; and

WHEREAS, the Advanced Manufacturing, Automotive Technology, and Visual and Performing Arts programs have additionally purchased these items from Grainger for academic use; 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:

Grainger
1001 Hadley Road
South Plainfield, NJ 07080
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 #148A – FY24 BOARD OF TRUSTEES MEETING APRIL 30, 2024

Title: Somerset Hall 3rd Floor HVAC Upgrades

WHEREAS, Raritan Valley Community College advertised for bids to provide all of the mechanical and electrical work associated with the installation of the new Somerset Hall third-floor air conditioning units; and

WHEREAS, the College administration estimates that the total cost of these services will not exceed \$150,000.00; and

WHEREAS, the Bid Opening is currently scheduled for Tuesday, May 14, 2024, which is after the April 2024 Board Meeting; and

WHEREAS, as of April 29, 2024, sixteen (16) bids have been distributed to vendors; and

WHEREAS, in order to guarantee that this project is completed in time for the start of the Fall 2024 semester, the College administration would like to award this bid prior to the next regularly scheduled meeting of the Board of Trustees, which has yet to be determined; and

WHEREAS, funding for this work is available through the 2024 Chapter 12 capital funds reserved for Office Renovations; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the College administration to make this award and report the pertinent information at the next regularly scheduled Board Meeting.

Michael DePinto
Director of Purchasing

Title: Accuplacer Placement Test Units 2023-2024 - Pay to Play

WHEREAS, the Testing Center department requires the purchase of Accuplacer Testing Units for placement, college-readiness, and diagnostic testing; and

WHEREAS, all first-time incoming students who do not place into college-level English and Math courses through SAT or ACT scores are placed through Accuplacer testing; and

WHEREAS, all ESL placements are identified through Accuplacer testing; and

WHEREAS, Accuplacer is the instrument designated for all New Jersey community colleges; and

WHEREAS, Accuplacer Testing Units can only be obtained from The College Board; and

WHEREAS, RVCC has spent \$21,943.60 to date with The College Board 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>The College Board P.O. Box 7500 London, KY 40742 <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

Title: Engines for the Automotive Technology Program - Pay to Play

WHEREAS, the purchase of thirteen (13) four-cylinder engines is needed for the Automotive Technology program; and

WHEREAS, students are required to completely disassemble and reassemble an engine which imparts key skills such as organization and attention to detail that are crucial for all automotive technicians to possess as even the smallest error could result in a bad accident; and

WHEREAS, completion of this project allows students to fulfill many of the required ASE (Automotive Service of Excellence) tasks for the A1 ASE certification; and

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

WHEREAS, the approved Fiscal Year 2024 Perkins Grant budget includes the purchase of these engines via Budget Line #270; 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>Lentini Auto Salvage, Inc. 89 Brickyard Road Port Murray, NJ 07865 Amount: \$17,600.00</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 Lentini Auto Salvage, Inc.

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

Michael DePinto
Director of Purchasing

RESOLUTION #151-FY24 BOARD OF TRUSTEES MEETING APRIL 30, 2024

Title: Custom Promotional Products and Apparel 2023-2024 - Pay to Play

WHEREAS, Raritan Valley Community College requires the purchase of custom-branded products and apparel to support student recruitment and retention initiatives in an effort to positively support the College's enrollment; and

WHEREAS, these purchases are utilized in various applications to support those initiatives, including promotion, student life, employment, and operation; and

WHEREAS, RVCC has spent \$19,044.19 to date with 4imprint, 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>4imprint, Inc. 210 Commerce Street Oshkosh, WI 54901 Amount: Not to Exceed \$41,500.00</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

RESOLUTION #152-FY24 BOARD OF TRUSTEES MEETING APRIL 30, 2024

Title: Recruitment Advertising and Promotion Agreement 2024-2027 - Pay to Play

WHEREAS, the Human Resources department has identified a need for support in expanding the College's reach for job applicants, increasing our diversity efforts, while centralizing and streamlining our job posting processes; and

WHEREAS, The Infosoft Group/Circa has submitted a proposal to assist Human Resources with their advertising and promotion efforts for our open positions while highlighting RVCC for the thirty-nine (39) month period of April 1, 2024 through June 30, 2027; and

WHEREAS, The Infosoft Group/Circa is a SaaS-based diversity recruitment and compliance technology solutions company with a network of diverse recruiting sites, resources, and community partners; and

WHEREAS, with a scheduled billing start date of July 1, 2024, funding for these services is available from the Fiscal Years 2025, 2026, and 2027 Human Resources operating budgets; and

WHEREAS, the Director of Purchasing has determined and certified in writing that the value of the acquisition will exceed \$17,500.00; and

WHEREAS, such award of contract shall be made in compliance with New Jersey's Pay to Play Law as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 2023 through June 30, 2024, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p>The Infosoft Group, LLC dba Circa 1000 North Water Street - Suite 1100 Milwaukee, WI 53202 <u>Payment #1 Amount - July 1, 2024: \$8,329.17</u> <u>Payment #2 Amount - July 1, 2025: \$8,329.16</u> <u>Payment #3 Amount - July 1, 2026: \$8,329.16</u> <u>Total 39-Month Amount: \$24,987.49</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 thirty-nine (39) month agreement and issue purchase orders to The Infosoft Group/Circa 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 #153-FY24 BOARD OF TRUSTEES MEETING APRIL 30, 2024

Title: Replacement Computers for the Interior Architecture and Design Lab - Pay to Play

WHEREAS, the purchase of eighteen (18) Dell Precision 3660 desktop computers is needed to replace the computers currently located in the Interior Architecture and Design Laboratory which are more than five (5) years old and are at the end of their useful life; and

WHEREAS, curricula for the Interior Architecture and Design courses depend on up-to-date, flexible, industry-standard two and three-dimensional design software; and

WHEREAS, the appropriate equipment is required to provide students with access to this software used for instruction and research, the RVCC data network and the internet; and

WHEREAS, four (4) quotes were obtained with Dell presenting the College with the most favorable pricing; and

WHEREAS, the approved Fiscal Year 2024 Perkins Grant budget includes the purchase of these computers via Budget Line #500; 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>Dell Marketing L.P. 1 Dell Way Round Rock, TX 78682-0001 <u>Amount: \$33,361.92</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 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 #154-FY24 BOARD OF TRUSTEES MEETING APRIL 30, 2024

Title: FY23 Amendment of Perkins V Grant

WHEREAS, The Board of Trustees of Raritan Valley Community College previously approved an amendment on March 7, 20223 to the Strengthening Career and Technical Education for the 21st Century Act (Perkins V) grant which includes a rural allocation to provide quality occupational program improvements and ensure access to these programs; and

WHEREAS, the Perkins V amount of funding including a rural allocation is \$513,076; and

WHEREAS, the Board of Trustees of Raritan Valley Community College accepts the funding for the Strengthening Career and Technical Education for the 21st Century Act (Perkins V); and

WHEREAS, the State of New Jersey Department of Education requires a formal resolution to accept the funds and recognize an amendment of the Perkins V plan; and

WHEREAS, several budget lines will be adjusted, such as the reduction of conference travel, NCLEX review, and course software, resulting in an increase in supplies, additional computers, and eligible Perkins program equipment, as a part of the amended budget; and

WHEREAS, the Board of Trustees has determined that funding for these project activities will continue to enhance the quality of the College’s CTE programs; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community

College approves the amendment of the Perkins V grant.

D. Educational Programs and Services Committee

Trustee James Von Schilling presented Consent Agenda Resolutions #155-FY24 and #156-FY24. The above-stated resolutions were moved by Trustee Locandro, seconded by Trustee Margaret Sullivan, and approved by voice vote.

RESOLUTION #155-FY24 BOARD OF TRUSTEES MEETING APRIL 30, 2024

Human Resources Action Report for_ April 30, 2024

1. New Adjunct Faculty

The following individual is recommended as a new adjunct faculty for Fall 2024 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$1,104 to \$1,215:

Last Name	First Name	Rank	Discipline	Per contact hour rate	Hire Date
Vornlocker	Douglas	Instructor	Science & Engineering	\$1,104	8/28/24

2. Status Change- Administrator

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

Name	Title	Salary	Department	Effective Date
*Andrea Faschan	Program Manager, HS Outreach & Academics	\$73,926	K-12 Partnerships	4/16/24

*Budget Code 100-3310-5010-20/replacing K. Gloster (Lateral Change)

3. Resignations

The following reflect an employee who has resigned from the College:

Name	Title	Department	Effective Date
Torina Armstrong	Manager-Articulation & Adult Learning	Adult Learners	4/19/24

4. Retirements

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

Name	Title	Department	Effective Date
Lynne Kowski	Professor-Mathematics	Math & Computer Science	8/30/24

RESOLUTION #156-FY24 BOARD OF TRUSTEES MEETING APRIL 30, 2024

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
*Drew O'Neill	Instructor- General Mathematics	Math & Computer Science	9/1/24	\$64,284

*Budget Code 100-3160-5140-10/replacing L. Hemlow

Trustee Von Schilling reported that Provost Bearce gave an excellent presentation of some of the shifts occurring at the college. Changes are as a result of the retirement of the VP of Strategic Partnerships & Workforce Innovation, Jack Belin. This reorganization better reflects the reality of the student lifecycle from student interest to retention.

E. Governance, Policy, and President Evaluation Committee

Trustee Caren Bateman reported that the Campus Safety Report for the period March 20 – April 22, 2024 was discussed by the Committee and was provided to the full Board of Trustees via SharePoint.

Committee Chair Bateman reported that the earlier in the day, President McDonough gave an update on enrollment for Spring and Fall. Trustee Bateman also reported that the May 2024 Board of Trustees meeting has been cancelled and that there will now be two June meetings.

Trustee Bateman detailed that there were nine responses to the Legal RFP. The Governance Committee has recommended three firms to present their proposals and then a decision will be made.

Trustee Bateman also reported that the President's Annual Evaluation Survey will be sent to the Board of Trustees with a short timeframe to complete and return the survey so that the Board can finalize the President's contract amendment for the next year.

V. Old/New Business

Executive Director of the RVCC Foundation, Mike Marion, gave an update on the 20th Annual RVCC Foundation Golf Classic and the "20 for 20" campaign. Mr. Marion also informed the Board of Trustees of the "Pack the Park" RV Night at TD Bank Ballpark on July 1, 2024. He encouraged everyone to attend and

be a part of RVCC history at the “Big Picture” event which will be the largest group photo ever taken of the RVCC community.

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.”

Dr. Sara Banfield, co-advisor of Phi Theta Kappa, recognized the 2024 NJ All-State Academic Team honorees from RVCC, Jordan Nussbaum and Olivia O’Donnell. She also spoke about the advantages that RVCC PTK brings to students such as scholarships and marketing events. Dr. Banfield informed the Board that she was very proud that the RVCC Chapter of PTK was nominated for an award this year.

VII. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 4:45 p.m.

Respectfully submitted,

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