

RARITAN VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES REGULAR MEETING  
JUNE 4, 2024

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, June 4, 2024, in person and via Zoom Webinar. Trustee Caren Bateman called the Regular Board of Trustees meeting to order at 4:05 p.m., and made the following statement in compliance with the Open Public Meetings Act of the State of New Jersey:

“Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act of the State of New Jersey.”

II. Roll Call of Members

The roll call was taken as follows:

Present:	Caren Bateman	Absent:	Thomas Borkowski
	Michael Goldberg		Zenon Christodoulou
	Roger Jinks		Jinnee Min DeMarco
	Roger Locandro		Nidhi Makhija
	Mark Negron		Howard Opdyke
	Adam Shain		Margaret Sullivan
	Helena Swanicke		Juan Torres
	James Von Schilling		

Also in attendance: Michael J. McDonough, President; Richard Flaum, Esq., College Counsel; and members of the College community.

A quorum was present.

III. Executive Session

An announcement was then made to enter into Executive Session. Trustee Bateman read into record the following statement – “In accordance with the provision of the Open Public Meetings Act of the State of New Jersey, I hereby entertain a motion to close the public meeting for the purpose of discussing the Legal Services contract and personnel issues. No formal action would be taken during Executive Session and any action taken by the Board would be held public session.” Trustee Bateman further announced that the Regular Meeting public session would reopen in approximately forty-five minutes. A motion to enter into Executive Session was made by Trustee Bateman, and seconded by Trustee Roger Locandro, and approved by voice vote. The Board entered into Executive Session at 4:15 p.m.

The Public Session of the Regular meeting reopened at 5:13 p.m.

IV. Agenda Items

1. Approval of Meeting Minutes

The Special and Regular meeting minutes of April 30, 2024 were moved by Trustee Roger Locandro, seconded by Trustee Roger Jinks, and approved by voice vote.

2. President/Chair Reports

Trustee Caren Bateman thanked Alumni Representative Mark Negro for his year of service to the Board of Trustees. Trustee Bateman wished Mr. Negron well in all of his future endeavors.

3. Committee Reports

A. Finance Committee

Trustee Roger Locandro reported on the Treasurer’s Report (Resolution #157-FY24) for the period 4/01/24 through 4/30/24. On motion by Trustee Roger Jinks, seconded by Trustee Michael Goldberg, the Treasurer’s Report was approved by voice vote.

Trustee Locandro then presented Consent Agenda Resolutions #158-FY24 through #173-FY24. On motion by Trustee Locandro, seconded by Trustee James Von Schilling, the resolutions were approved by voice vote.

RESOLUTION #158-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	357307 - 357880	
ACH#s	2	
Total Checks		\$1,673,913.45
Total ACH		62,236.15
Total Vouchers		1,736,149.60
Construction and Architect Vouchers		350,453.09
Less Previously Approved		<u>(287,351.34)</u>
Total		<u>\$1,799,251.35</u>

RESOLUTION #159-FY24                      BOARD OF TRUSTEES MEETING                      JUNE 4, 2024

**Title: Steelcase Modular Walls for the New Advising and Counseling Area**

WHEREAS, the purchase and installation of Steelcase modular walls are needed for the new Advising and Counseling area; 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, Steelcase, Inc. has entered into an agreement with E&I Cooperative Services (E&I Contract #EI00140-2021MA), of which RVCC is a member; and

WHEREAS, Dancker, LLC is an authorized distributor of Steelcase furniture; and

WHEREAS, funding for this work is available through both the 2023 and 2024 Chapter 12 capital funds reserved for Office Renovations; and

WHEREAS, a purchase order will be issued as follows:

<p><b>Dancker, LLC</b> <b>291 Evans Way</b> <b>Somerville NJ 08876</b> <b>Amount: \$87,730.12</b></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 Dancker, LLC.

Michael DePinto  
Director of Purchasing

RESOLUTION #160-FY24                      BOARD OF TRUSTEES MEETING                      JUNE 4, 2024

**Title: Steelcase Modular Walls for the New Finance and Purchasing Suite - Pay to Play**

WHEREAS, the purchase and installation of Steelcase modular walls are needed for the construction of a conference room in the new Finance and Purchasing suite; 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, Steelcase, Inc. has entered into a contract with E&I Cooperative Services (E&I Contract #EI00140-2021MA), of which RVCC is a member; and

WHEREAS, Dancker, LLC is an authorized distributor of Steelcase furniture; and

WHEREAS, funding for this purchase is available through the 2024 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><b>Dancker, LLC</b> <b>291 Evans Way</b> <b>Somerville NJ 08876</b> <b><u>Amount:</u> \$23,533.13</b></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; and

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

Michael DePinto  
Director of Purchasing

RESOLUTION #161-FY24                      BOARD OF TRUSTEES MEETING                      JUNE 4, 2024

**Title: Steelcase Modular Walls for the Nursing Suite**

WHEREAS, the purchase and installation of Steelcase modular walls are needed for the renovations to the Nursing suite; 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, Steelcase, Inc. has entered into an agreement with E&I Cooperative Services (E&I Contract #EI00140-2021MA), of which RVCC is a member; and

WHEREAS, Dancker, LLC is an authorized distributor of Steelcase furniture; and

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

WHEREAS, a purchase order will be issued as follows:

<p><b>Dancker, LLC</b> <b>291 Evans Way</b> <b>Somerville NJ 08876</b> <b><u>Amount Not to Exceed:</u> \$170,000.00</b></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 Dancker, LLC.

Michael DePinto  
Director of Purchasing

RESOLUTION #162-FY24                      BOARD OF TRUSTEES MEETING                      JUNE 4, 2024

**Title: Fire Alarm Testing and Inspection Services 2024-2025 - Pay to Play**

WHEREAS, Raritan Valley Community College requires Fire Alarm Testing and Inspection Services for the period of July 1, 2024 through June 30, 2025; and

WHEREAS, funding for these services is available from the Fiscal Year 2025 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, 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><b>Fire and Security Technologies (FAST)</b> <b>217 Halls Mill Road</b> <b>Lebanon, NJ 08833</b> <b>Amount: \$21,290.00</b></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; and

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

Michael DePinto  
Director of Purchasing

RESOLUTION #163-FY24                      BOARD OF TRUSTEES MEETING                      JUNE 4, 2024

**Title: Cubicles for the Technology Services Suite - Pay to Play**

WHEREAS, the purchase and installation of four (4) cubicles are needed for the Technology Services suite; 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, Affordable Interior Systems (AIS) has entered into an agreement with the State of New Jersey for Office, Lounge, and Systems Furniture (Contract #19-FOOD-00876); and

WHEREAS, Paramount FMS is an authorized distributor of AIS furniture; and

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

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

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

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

<p><b>Paramount FMS</b> <b>72 Readington Road</b> <b>Branchburg, NJ 08876</b> <b><u>Amount: \$24,292.49</u></b></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; and

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

Michael DePinto  
Director of Purchasing

RESOLUTION #164-FY24                      BOARD OF TRUSTEES MEETING                      JUNE 4, 2024

**Title: Resurfacing of Parking Lot #4**

WHEREAS, Raritan Valley Community College advertised for bids to provide resurfacing and asphalt base repair services at Parking Lot #4; and

WHEREAS, twenty (20) bids were distributed to vendors and seven (7) bids were received and opened on Wednesday, May 15, 2024; and

WHEREAS, the bid specifications included a Base Bid and one alternate as follows:

Alternate #1: Resurfacing of Parking Lot #5

WHEREAS, funding for this work is available through the 2024 Chapter 12 capital funds reserved for Roadway/Walkway Repairs; and

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

**Top Line Construction Corp.**  
**22 Fifth Street**  
**Somerville, NJ 08876**  
**Amount: \$245,170.00**

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

Michael DePinto  
Director of Purchasing

RESOLUTION #165-FY24      BOARD OF TRUSTEES MEETING      JUNE 4, 2024

**Title: Somerset Hall 3<sup>rd</sup> 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, nineteen (19) bids were distributed to vendors and one (1) bid was received and opened on Tuesday, May 14, 2024; and

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

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

**DeSesa Engineering Co., Inc.**  
**83 Dorsa Avenue**  
**Livingston, NJ 07039**  
**Amount: \$550,000.00**

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

Michael DePinto  
Director of Purchasing

**Title: Flooring Materials for Classroom and Office Renovations - Pay to Play**

WHEREAS, the purchase of approximately 5,893 square feet of luxury vinyl tile and 478 square yards of carpet is needed for the Advising and Counseling, Nursing, Somerset Hall 3<sup>rd</sup> Floor, and Technology Services 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 will be allocated as follows:

- \$23,142.28 - 2024 Chapter 12 capital funds reserved for Office Renovations
- \$8,148.17 - 2024 Chapter 12 capital funds reserved for Classroom Renovations – Nursing
- \$5,915.79 - Mental Health in Higher Education: Community Provider Partnerships and Professional Development Grant; 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:

<b>Interface Americas, Inc.</b> <b>1531 Orchard Hill Road</b> <b>LaGrange, GA 30241</b> <b><u>Amount: \$37,206.24</u></b>
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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



WHEREAS, the Board of Trustees of Raritan Valley Community College authorized FastForward Digital to provide marketing services, including creative design, media placement, search engine optimization, and analytics for the seven (7) month period of December 1, 2023 through June 30, 2024, via Resolution #53-FY24; and

WHEREAS, the Director of Marketing has determined that an additional \$25,000.00 worth of marketing services are required for the remainder of the fiscal year; and

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

WHEREAS, funding for these additional services is available from the Fiscal Year 2024 Marketing and Publicity operating budget; and

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

<p><b>FastForward Digital, LLC</b> <b>eDesign Interactive</b> <b>163 Madison Avenue</b> <b>Suite 220-5</b> <b>Morristown, NJ 07960</b> <b><u>Agreement Increase Amount: \$25,000.00</u></b> <b><u>Revised Total Agreement Amount: \$334,000.00</u></b></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 agreement and purchase order to FastForward Digital in the amount shown above. The new total agreement amount will be \$334,000.00.

Michael DePinto  
Director of Purchasing

RESOLUTION #168-FY24      BOARD OF TRUSTEES MEETING      JUNE 4, 2024

**Title:   Annual Maintenance and Support of the Ellucian Banner  
Document Management Suite 2024-2025**

WHEREAS, RVCC currently utilizes the Banner Document Management Suite administrative software system, which is a product of the Ellucian Company; and

WHEREAS, services are required from Ellucian for the maintenance and support of the Banner Document Management Suite; and

WHEREAS, the Banner Document Management Suite is used to digitize and store student and financial documents; and

WHEREAS, the cost of this maintenance for the period of July 1, 2024 through June 30, 2025 will be \$52,461.00; 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, a purchase order will be issued as follows:

<p><b>Ellucian Company L.P.</b> <b>4 County View Road</b> <b>Malvern, PA. 19355-1408</b> <b><u>Amount:</u> \$52,461.00</b></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 Ellucian Company L.P. for the period of July 1, 2024 through June 30, 2025.

Michael DePinto  
Director of Purchasing

RESOLUTION #169-FY24                      BOARD OF TRUSTEES MEETING                      JUNE 4, 2024

**Title: Enterprise License Agreement for Adobe Software 2024-2025**

WHEREAS, the curricula for many academic programs rely on the maintenance of the Adobe software at the most current release levels; and

WHEREAS, Adobe has discontinued perpetual licensing and replaced it with subscription licensing; 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, GovConnection, Inc. is under exclusive contract to provide Adobe contractual license programs for the North East Regional Computing Program (NERCOMP); and

WHEREAS, NERCOMP is a purchasing consortium comprised of university and collegiate Information Technology professionals in the Northeastern United States, of which RVCC is a member; and

WHEREAS, a purchase order will be issued as follows:

<p><b>GovConnection, Inc.</b> <b>732 Milford Road</b> <b>Merrimack, NH 03054</b> <b><u>Amount:</u> \$43,110.20</b></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 GovConnection for the period of September 26, 2024 through September 27, 2025.

Michael DePinto  
Director of Purchasing

RESOLUTION #170-FY24      BOARD OF TRUSTEES MEETING      JUNE 4, 2024

**Title: Replacement Personal Computers for Student Computer Labs**

WHEREAS, the purchase of one-hundred twenty-nine (129) Dell Latitude 3550 laptop computers and fifty-six (56) Dell OptiPlex 7020 Small Form Factor computers are needed to replace the existing computers found in twelve (12) student computer labs; and

WHEREAS, the curricula in many academic departments depend on up-to-date, flexible and reliable computer equipment in the student labs; and

WHEREAS, appropriate equipment is required to provide student access to software used for instruction and research, and to provide access to our data network and the internet; and

WHEREAS, the existing computers in these labs are more than five (5) years old and are at the end of their useful lives; and

WHEREAS, these computers are fully compatible with the existing campus equipment; and

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

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

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

WHEREAS, the one-hundred twenty-nine (129) Dell Latitude 3550 laptop computers are available from Dell through an agreement with the OMNIA Partners cooperative purchasing organization (Contract #01-143), of which RVCC is a member; 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, the fifty-six (56) Dell OptiPlex 7020 Small Form Factor computers are available from Dell through an agreement with the NASPO ValuePoint cooperative purchasing program, of which the State of New Jersey is a member (Contract #24-TELE-71883); and

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

WHEREAS, a purchase order will be issued as follows:

**Dell Marketing L.P.**  
**1 Dell Way**  
**Round Rock, TX 78682-0001**  
**Amount: \$173,772.90**

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 to Dell Marketing L.P.

Michael DePinto  
Director of Purchasing

RESOLUTION #171-FY24      BOARD OF TRUSTEES MEETING      JUNE 4, 2024

**Title: Nelnet Hosting and Maintenance Services 2024-2025 - Pay to Play**

WHEREAS, Raritan Valley Community College requires the renewal of the Nelnet hosting and maintenance services agreement for the period of July 1, 2024 through June 30, 2025; and

WHEREAS, Nelnet currently hosts our online payment portal which is primarily used to enable students to make payments via credit card and web check; and

WHEREAS, it is additionally used to accept credit card payments for Foundation donations and various other non-student related transactions; and

WHEREAS, funding for these services is available from the Fiscal Year 2025 Budget and Finance 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, 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:

**Nelnet Business Solutions, Inc.**  
**121 South 13<sup>th</sup> Street**  
**Suite 201**  
**Lincoln, NE 68508**  
**Amount Not to Exceed: \$19,000.00**

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; and

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

Michael DePinto  
Director of Purchasing

RESOLUTION #172-FY24                      BOARD OF TRUSTEES MEETING                      JUNE 4, 2024

**Title: Architectural Services for the Workforce Center Addition (REVISED – Price Increase)**

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized USA Architects to perform architectural design services for the Workforce Training Center Addition project, via Resolutions #39-FY23 and #186-FY23; and

WHEREAS, the Executive Director of Facilities and Grounds has determined that an additional \$6,585.00 of architectural design services are needed for the creation of a drawing that will illustrate the layout of the Biotech Lab to assist the coordination of the MEP consultant and equipment vendor; and

WHEREAS, USA Architects will also provide construction administration services, assistance with permit revisions and change order negotiations with the Contractor; 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:

<p><b>USA Architects</b> <b>20 N. Doughty Avenue</b> <b>Somerville NJ 08876</b> <b><u>Agreement Increase Amount: \$6,585.00</u></b> <b><u>Revised Total Agreement Amount: \$214,660.00</u></b></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 agreement amount and purchase order to USA Architects in the amount shown above. The new total agreement amount will be \$214,660.00.

Michael DePinto  
Director of Purchasing

**Title: Engines for the Automotive Technology Program (REVISED - Price Increase)**

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized the purchase of thirteen (13) four-cylinder engines from Lentini Auto Salvage for the Automotive Technology program, via Resolution #150-FY24; and

WHEREAS, the Director of Grants and the Associate Professor of the Automotive Technology program have determined that five (5) additional four-cylinder engines are needed; and

WHEREAS, funding for these additional engines is available from the Fiscal Year 2024 Perkins Grant, via Budget Line #270; and

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

**Lentini Auto Salvage, Inc.**  
**89 Brickyard Road**  
**Port Murray, NJ 07865**  
**Agreement Increase Amount: \$6,925.00**  
**Revised Total Agreement Amount: \$24,525.00**

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 purchase order to Lentini Auto Salvage, Inc. in the amount shown above. The new total agreement amount will be \$24,525.00.

Michael DePinto  
 Director of Purchasing

B. Educational Programs and Services Committee

Trustee Von Schilling the Committee discussed important changes that are occurring in the Higher Education landscape that will have a major impact on the way education is offered due to changes in demographics, how institutions are financed, and completion rates.

Trustee James Von Schilling presented Consent Agenda Resolutions #174-FY24 and #183-FY24 noting that Resolution #181-FY24 had been withdrawn because of incorrect dates. The above-stated resolutions were moved by Trustee Jinks, seconded by Trustee Helena Swanicke, and approved by voice vote.

**Human Resources Action Report for June 4, 2024**

1. New Adjunct Faculty

The following individuals are recommended as new adjunct faculty for Summer and/or Fall 2024 at the equivalent rank specified and at compensation within the approved contract hour rate within the approved range of \$1,104 to \$1,215.

Last Name	First Name	Rank	Discipline	Per contact hour rate	Hire Date
Dharanipragada	Ramalinga	Assistant Professor	Science & Engineering	\$1,096	5/20/24
Lee	David	Assistant Professor	RISE	\$1,096	5/20/24
Murray	Thomas	Assistant Professor	RISE	\$1,096	5/20/24
Ravo-Vernon	Rosanne	Assistant Professor	Communication & Languages	\$1,134	8/28/24

2. New Hire- Administrator

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

Name	Title	Salary	Department	Start date
*Hetali Shah	Instructional Designer	\$57,866	Academic Innovation & Digital Learning	6/17/24
**Drue Stapleton	Divisional Dean-Health Science Education	\$130,000	Academic Affairs	7/1/24

\*Budget Code 100-3370-5010-40/replacing K. Snowden

\*\*Budget Code 100-3012-5010-40/new

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
Jason Fredericks	Vice President of Student Affairs	\$165,000	Student Affairs	5/16/24
*Andrea Faschan	Program Manager, HS Outreach & Academics	\$79,800	K-12 Partnerships	4/16/24
**Audrey Loera	Dean- Academic Partnerships	\$152,228	Academic Affairs	5/16/24

\*Appointment approved April 30, 2024- Salary Market Adjustment based on college salary study

\*\*Title change only

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
*Brenda Rodas	Enrollment Services Specialist	\$50,021	Enrollment	5/1/24
**Allyson Schmieder	Staff Scientist	\$42,848	Science & Engineering	5/20/24

\*Budget code 100-3530-5310-50/replacing A. Markey

\*\*Budget code 989A-9100-5310-95-CESDEP/replacing J. Ray

5. Status Change- Support Staff

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

Name	Title	Salary	Department	Effective Date
Nuria Caceres De Rosales	Custodian	\$41,701	Housekeeping	5/16/24
Maria Castillo Torres	Custodian	\$41,701	Housekeeping	5/16/24
Maria Galeano	Custodian	\$41,701	Housekeeping	5/16/24
Maria Guardado	Custodian	\$41,701	Housekeeping	5/16/24
Susana Navarro	Custodian	\$41,701	Housekeeping	5/16/24
Ana Rodriguez	Custodian	\$41,701	Housekeeping	5/16/24
Galileo Rosales Samper	Custodian	\$41,701	Housekeeping	5/16/24
Maria Morales	Custodian-Lead	\$44,103	Housekeeping	5/16/24
Maira Alvarado Bolvito	Custodian	\$39,078	Housekeeping	5/16/24
Cruz Cruz Calles	Custodian	\$38,897	Housekeeping	5/16/24
Marco Coque	Custodian-Lead	\$41,787	Housekeeping	5/16/24
Edilma Galeano Bohorquez	Custodian	\$37,052	Housekeeping	5/16/24
Robert J Tortora	Custodian	\$38,349	Housekeeping	5/16/24
Ermis Rodriguez Henriquez	Custodian	\$37,052	Housekeeping	5/16/24
Alvaro Sanchez Lopez	Custodian	\$37,052	Housekeeping	5/16/24

6. Resignations

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

Name	Title	Department	Effective Date
Carolyn White	Executive Director of Enrollment Management	Enrollment	5/24/2024

7. Retirements

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

Name	Title	Department	Effective Date
W. Michael Fagan	Associate Professor- Finance	Business & Public Service	8/31/2024
Janice Hansen	Department Assistant- Business & Public Service	Academic Affairs	8/31/2024

RESOLUTION #175-FY24

BOARD OF TRUSTEES MEETING

JUNE 04, 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
*Taina Curro	Instructor- English Composition & Spanish Literature	English	9/1/24	\$67,308
**Lindsey Hagerman	Instructor- ESL	Communication & Languages	9/1/24	\$64,872
***Timothy Ignaffo	Assistant Professor-Philosophy	Humanities, SS & Education	9/1/24	\$73,237
****Lisa Lamperti	Instructor-Nursing Demo Skills	Health Science Education	9/1/24	\$63,694
*****Gregory Stock	Assistant Professor-Statistics	Math & Computer Science	9/1/24	\$73,237

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

\*\*Budget Code 100-3140-5140-10/replacing non-tenure line

\*\*\*Budget Code 100-3190-5130-10/replacing B. Heppard

\*\*\*\*Budget Code 100-3170-5140-10/new

\*\*\*\*\*Budget Code 100-3160-5130-10/replacing P. Hulsen

RESOLUTION #176-FY24

BOARD OF TRUSTEES MEETING

JUNE 4, 2024

WHEREAS, the Board of Trustees by Resolution #89-FY24 dated January 16, 2024 did reappoint the following faculty members for the 2024-2025 academic year; and

WHEREAS, the President of the College has received recommendations for promotion from the Professional Standards Committee; and

AS, the President has reviewed these recommendations;

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the President, the following faculty members be promoted to the academic rank as indicated, effective July 1, 2024:

Faculty	Department	Current Rank	To
Virginia Smith	Arts & Design	Associate Professor	Professor
Isabel Gutierrez-Bergman	Humanities, Social Sciences, Social Work, & Education	Associate Professor	Professor
Carl Lindskoog	Humanities, Social Sciences, Social Work, & Education	Associate Professor	Professor
Izabela Zieba	English	Assistant Professor	Associate Professor
Philip Martin	Communication & Languages	Assistant Professor	Associate Professor

W Rebecca Case	Communication & Languages	Assistant Professor	Associate Professor
H Khadidja Bendjilali	Math & Computer Science	Assistant Professor	Associate Professor
L Linna Yang	Math & Computer Science	Assistant Professor	Associate Professor
E Evan Walter	Communication & Languages	Instructor	Assistant Professor
Nicholas Sosa	Humanities, Social Sciences, Social Work, & Education	Instructor	Assistant Professor

RESOLUTION #177-FY24      BOARD OF TRUSTEES MEETING      JUNE 04, 2024

WHEREAS, the Board of Trustees of Raritan Valley Community College established the honorary title of "Professor/Counselor Emeritus" (Resolution #96-86) to recognize distinguished service to the College on the part of faculty members at retirement, and

WHEREAS, the Board of Trustees, upon the recommendation of the President, approved revised Faculty Emeritus benefits (Resolution #218-2022, dated March 29, 2022); and

WHEREAS, as part of the procedure for awarding Emeritus rank at Raritan Valley Community College, a Professor/Counselor Emeritus Selection Committee was formed to review eligibility requirements and to determine if meritorious performance has been met in teaching, contributions to the College, and to the professional and geographic community; and

WHEREAS, the Chairperson of the Professor/Counselor Emeritus Selection Committee has notified the President in writing on the Committee's affirmation; and

WHEREAS, Lawrence Barbee, who will retire on June 30, 2024, has been recognized as an active contributor to the welfare of the students and to the College community;

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the President, the Board of Trustees acknowledges the distinguished service of Lawrence Barbee to Raritan Valley Community College by extending the honorary title of Professor Emeritus, effective July 1, 2024, with all of the rights and privileges associated with this honor.

RESOLUTION #178-FY24      BOARD OF TRUSTEES MEETING      JUNE 04, 2024

WHEREAS, the Board of Trustees of Raritan Valley Community College established the honorary title of "Professor/Counselor Emeritus" (Resolution #96-86) to recognize distinguished service to the College on the part of faculty members at retirement, and

WHEREAS, the Board of Trustees, upon the recommendation of the President, approved revised Faculty Emeritus benefits (Resolution #218-2022, dated March 29, 2022); and

WHEREAS, as part of the procedure for awarding Emeritus rank at Raritan Valley Community College, a Professor/Counselor Emeritus Selection Committee was formed to review eligibility requirements and to determine if meritorious performance has been met in teaching, contributions to the College, and to the professional and geographic community; and

WHEREAS, the Chairperson of the Professor/Counselor Emeritus Selection Committee has notified the President in writing on the Committee's affirmation; and

WHEREAS, Danielle Barry, who will retire on June 30, 2024, has been recognized as an active contributor to the welfare of the students and to the College community;

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the President, the Board of Trustees acknowledges the distinguished service of Danielle Barry to Raritan Valley Community College by extending the honorary title of Professor Emeritus, effective July 1, 2024, with all of the rights and privileges associated with this honor.

RESOLUTION #179-FY24      BOARD OF TRUSTEES MEETING      JUNE 04, 2024

WHEREAS, the Board of Trustees of Raritan Valley Community College established the honorary title of "Professor/Counselor Emeritus" (Resolution #96-86) to recognize distinguished service to the College on the part of faculty members at retirement, and

WHEREAS, the Board of Trustees, upon the recommendation of the President, approved revised Faculty Emeritus benefits (Resolution #218-2022, dated March 29, 2022); and

WHEREAS, as part of the procedure for awarding Emeritus rank at Raritan Valley Community College, a Professor/Counselor Emeritus Selection Committee was formed to review eligibility requirements and to determine if meritorious performance has been met in teaching, contributions to the College, and to the professional and geographic community; and

WHEREAS, the Chairperson of the Professor/Counselor Emeritus Selection Committee has notified the President in writing on the Committee's affirmation; and

WHEREAS, Scott Evans, who will retire on June 30, 2024, has been recognized as an active contributor to the welfare of the students and to the College community;

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the President, the Board of Trustees acknowledges the distinguished service of Scott Evans to Raritan Valley Community College by extending the honorary title of Professor Emeritus, effective July 1, 2024, with all of the rights and privileges associated with this honor.

RESOLUTION #180-FY24      BOARD OF TRUSTEES MEETING      JUNE 04, 2024

WHEREAS, the Board of Trustees of Raritan Valley Community College established the honorary title of "Professor/Counselor Emeritus" (Resolution #96-86) to recognize distinguished service to the College on the part of faculty members at retirement, and

WHEREAS, the Board of Trustees, upon the recommendation of the President, approved revised Faculty Emeritus benefits (Resolution #218-2022, dated March 29, 2022); and

WHEREAS, as part of the procedure for awarding Emeritus rank at Raritan Valley Community College, a Professor/Counselor Emeritus Selection Committee was formed to review eligibility requirements and to determine if meritorious performance has been met in teaching, contributions to the College, and to the professional and geographic community; and

WHEREAS, the Chairperson of the Professor/Counselor Emeritus Selection Committee has notified the President in writing on the Committee's affirmation; and

WHEREAS, Patti Hulsen, who will retire on June 30, 2024, has been recognized as an active contributor to the welfare of the students and to the College community;

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the President, the Board of Trustees acknowledges the distinguished service of Patti Hulsen to Raritan Valley Community College by extending the honorary title of Professor Emeritus, effective July 1, 2024, with all of the rights and privileges associated with this honor.

RESOLUTION #182-FY24      BOARD OF TRUSTEES MEETING      JUNE 04, 2024

WHEREAS, the Board of Trustees of Raritan Valley Community College established the honorary title of "Professor/Counselor Emeritus" (Resolution #96-86) to recognize distinguished service to the College on the part of faculty members at retirement, and

WHEREAS, the Board of Trustees, upon the recommendation of the President, approved revised Faculty Emeritus benefits (Resolution #218-2022, dated March 29, 2022); and

WHEREAS, as part of the procedure for awarding Emeritus rank at Raritan Valley Community College, a Professor/Counselor Emeritus Selection Committee was formed to review eligibility requirements and to determine if meritorious performance has been met in teaching, contributions to the College, and to the professional and geographic community; and

WHEREAS, the Chairperson of the Professor/Counselor Emeritus Selection Committee has notified the President in writing on the Committee's affirmation; and

WHEREAS, Andrew Manno, who will retire on June 30, 2024, has been recognized as an active contributor to the welfare of the students and to the College community;

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the President, the Board of Trustees acknowledges the distinguished service of Andrew Manno to Raritan Valley Community College by extending the honorary title of Professor Emeritus, effective July 1, 2024, with all of the rights and privileges associated with this honor.

WHEREAS, the Board of Trustees of Raritan Valley Community College established the honorary title of "Professor/Counselor Emeritus" (Resolution #96-86) to recognize distinguished service to the College on the part of faculty members at retirement, and

WHEREAS, the Board of Trustees, upon the recommendation of the President, approved revised Faculty Emeritus benefits (Resolution #218-2022, dated March 29, 2022); and

WHEREAS, as part of the procedure for awarding Emeritus rank at Raritan Valley Community College, a Professor/Counselor Emeritus Selection Committee was formed to review eligibility requirements and to determine if meritorious performance has been met in teaching, contributions to the College, and to the professional and geographic community; and

WHEREAS, the Chairperson of the Professor/Counselor Emeritus Selection Committee has notified the President in writing on the Committee's affirmation; and

WHEREAS, Kathleen Schulz, who will retire on June 30, 2024, has been recognized as an active contributor to the welfare of the students and to the College community;

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the President, the Board of Trustees acknowledges the distinguished service of Kathleen Schulz to Raritan Valley Community College by extending the honorary title of Professor Emeritus, effective July 1, 2024, with all of the rights and privileges associated with this honor.

C. Governance, Policy, and President Evaluation Committee

Trustee Caren Bateman reported that the Campus Safety Report for the period April 23 – May 20, 2024 was discussed by the Committee and was provided to the full Board of Trustees via SharePoint.

Committee Chair Bateman reported that earlier in the day, three Legal Services firms presented their proposals to the Committee and that a resolution would be put forth at the June 25, 2024, Board of Trustees meeting.

V. Old/New Business

VI. Public Questions/Comments

Trustee Bateman read the following statement into record:

“The Board will take any comments from the public at this time. The Board will not respond to comments made and speakers are limited to two minutes.”

Marianne Baricevic, Science and Engineering Department Chair, gave an update on the department, focusing on the Annual STEM Student Poster Session and the C2 Summit for Pedagogical Advancements in STEM. The summit will be held at RVCC on Friday, September 27, 2024, from 9:00 am – 2:00 pm. Professor Baricevic thanked Dr. Madhavi Shah for her dedication to the success of the Summit. She also congratulated Professor Lee on a successful Take Your Child To Work Day at the college.

VII. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 5:26 p.m.

Respectfully submitted,

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