

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
DECEMBER 10, 2024

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, December 10, 2024, in person and via Zoom Webinar. Trustee Chair Zenon Christodoulou called the Regular Board of Trustees meeting to order at 4:08 p.m., and made the following statement in compliance with the Open Public Meetings Act of the State of New Jersey:

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

II. Roll Call of Members

The roll call was taken as follows:

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

Also in attendance: Michael J. McDonough, President; Nicholas Pellitta, 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 October 29, 2024 were moved by Trustee Margaret Sullivan, seconded by Trustee Caren Bateman, and approved by voice vote. Trustee Roger Jinks respectfully abstained.

2. President/Chair Reports

President Michael McDonough reported that the College received \$1 million to establish the Center for Community Education and Engagement, which will help students who struggle to access post-secondary education. The President acknowledged his appreciation for our faculty who have the Herculean job of teaching a diverse student population. He thanked the faculty, staff, executive staff, and Trustees for a successful fall semester and wished everyone a happy holiday season.

Chair Christodoulou shared that Raritan Valley Community College was inducted into the Hunterdon County Chamber of Commerce Hall of Fame. And thanked the President and his staff for their commitment to the future preservation and enhancement of the College.

3. Committee Reports

A. Audit Committee

Trustee Tom Borkowski reported that the Audit Committee met earlier in the day to review the College's Annual Financial Report for FY 2024 as well as the RVCC Foundation's Annual Financial Report for FY 2024. Trustee Borkowski then presented the following resolutions:

RESOLUTION #64-FY25 BOARD OF TRUSTEES MEETING DECEMBER 10, 2024

Acceptance of the College's Annual Audited Financial Report for FY 2024

WHEREAS, the firm of Suplee, Clooney & Company LLC 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, 2024 and 2023 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 #65-FY25 BOARD OF TRUSTEES MEETING DECEMBER 10, 2024

Acceptance of The Foundation's Annual Audited Financial Report for FY 2024

WHEREAS, the firm of Suplee, Clooney & Company, LLC has been engaged as auditor for the Raritan Valley Community College Foundation; and

WHEREAS, said firm has submitted a Comprehensive Annual Financial Report for the Fiscal Years ending June 30, 2024 and 2023 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 that it be made a part of the minutes of this meeting.

The resolutions were approved by voice vote. Trustee Bateman respectfully abstained from voting on both resolutions.

B. Finance Committee

Trustee Roger Locandro reported on the Treasurer's Report (Resolution #66-FY25) for the period 10/01/24 through 10/31/24. On a motion by Trustee Locandro, seconded by Trustee Adam Shain, the Treasurer's Report was approved by voice vote.

Trustee Locandro then presented Consent Agenda Resolutions #67-FY25 through #82-FY25. On motion by Trustee Locandro, seconded by Chair Christodoulou, the resolutions were approved by voice vote.

RESOLUTION #67-FY25 – 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	360873 - 363875	
#s		
ACH#s		3
Total Checks		\$4,879,712.35
Total ACH		71,590.55
Total Vouchers		4,951,302.90
Construction and Architect Vouchers		1,236,320.83
Less Previously Approved		<u>(41,085.25)</u>
Total		<u>\$6,146,538.48</u>

RESOLUTION # 68- FY 25 BOARD OF TRUSTEES MEETING DECEMBER 10, 2024

Title: Accounts Receivable Write-Offs

WHEREAS, the Board of Trustees is required to approve the write-off of accounts deemed to be uncollectible;

WHEREAS, College management has identified 674 individual regular student accounts totaling \$891,968.96 of previously billed revenue and covering primarily fiscal year 2023; and

WHEREAS, management has also identified 316 RISE prison program accounts totaling \$657,340.50 of previously billed revenue in FY 2024; and

WHEREAS, management has further identified 3 Workforce Training grant accounts totaling \$3,771.50 of previously billed revenue for fiscal year 2024; and

WHEREAS, management has performed all reasonable due diligence to collect monies legitimately owed to the College;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College hereby authorizes the write-off of \$1,553,080.96 in total student accounts. This amount will be charged to reserves previously established for this purpose.

John Trojan
Vice President of Finance and Facilities

RESOLUTION # 68- FY 25 BOARD OF TRUSTEES MEETING DECEMBER 10, 2024

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John Trojan
Vice President of Finance and Facilities

RESOLUTION #70-FY25 BOARD OF TRUSTEES MEETING DECEMBER 10, 2024

Title: Purchase of Electric Vehicle Charging Stations (REVISED – Contract Increase)

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized the purchase of six (6) electric vehicle charging stations from Encore Energy Group for an amount not to exceed \$27,438.00, via Resolution #51-FY25; and

WHEREAS, when the purchase order was issued to Encore, College management was informed that an additional \$500.00 in shipping costs would be required; and

WHEREAS, funding for the additional shipping fee is available from the Fiscal Year 2025 Facilities and Grounds operating budget; and

WHEREAS, the New Jersey Department of Environmental Protection has awarded the College with \$48,000.00 through the Electrical Vehicle Charging Grant to be reimbursed once the purchases of the six (6) electric vehicle charging stations, accessories, preventive maintenance plans, and network subscriptions have been made; and

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

<p>Encore Energy Group 24 Commerce Road Unit M Fairfield, NJ 07004 <u>Purchase Order Increase Amount: \$500.00</u> <u>Revised Purchase Order Amount: \$27,938.00</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 increase the purchase order amount to Encore Energy Group in the amount shown above. The new purchase order amount will be \$27,938.00.

Michael DePinto
Director of Purchasing

RESOLUTION #71-FY25 BOARD OF TRUSTEES MEETING DECEMBER 10, 2024

Title: Professional Services for Interior Wayfinding Signage

WHEREAS, Raritan Valley Community College has constructed several new buildings and renovated numerous areas over the last twenty years; and

WHEREAS, the College’s demographic profile has also changed over this time frame to serve considerably more non-native English-speaking students, those with a variety of disabilities, and more on a part-time schedule; and

WHEREAS, existing interior wayfinding signage – identification of spaces and navigation thereto from various locations – is no longer effective in easily directing students and visitors to their desired location; and

WHEREAS, management felt that an outside consultant with demonstrated specific expertise would enable the College to initiate a comprehensive plan to address these shortcomings; and

WHEREAS, four proposals, with quoted fees ranging from \$25,300 to \$61,840, were received from several architectural and design firms to provide detailed plans identifying directional messaging, location naming and numbering, Spanish translations where appropriate, a graphic pallet, ADA compliance, and specifications for the physical appearance and dimensions of the actual signs for subsequent bidding; and

WHEREAS, these tasks 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, one of the firms was clearly superior in delivering the desired project outcomes for many educational and healthcare institutions throughout the country; and

WHEREAS, a purchase order will be issued as follows:

<p>KMA Design Group 1276 McEwen Ave. Canonsburg PA 15317 <u>Total Amount: \$61,840</u></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Vice President for Finance and Facilities to enter into an agreement and issue a purchase order as described hereinabove to KMA Design Group.

John Trojan
Vice President for Finance and Facilities

RESOLUTION #72-FY25 BOARD OF TRUSTEES MEETING DECEMBER 10, 2024

Title: Electrical Fixtures and Supplies 2024-2025 - 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 \$17,509.71 to date with L.B. Electric Supply during Fiscal Year 2025; and

WHEREAS, funding is available from the Fiscal Year 2025 Facilities and Grounds operating budget as well as from associated Chapter 12 capital funds reserved for projects that require these items; 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>L.B. Electric Supply Co., Inc. 5202 New Utrecht Avenue Brooklyn, NY 11219 <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

RESOLUTION #73-FY25 BOARD OF TRUSTEES MEETING DECEMBER 10, 2024

Title: Campus Chillers Preventive Maintenance and Repairs 2024-2025 Increase

WHEREAS, the Board of Trustees of Raritan Valley Community College, via Resolution #191-FY24, authorized annual preventive maintenance and repairs for various pieces of equipment in the Central Utility Plant and other campus buildings, including the chillers; and

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

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

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

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

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

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

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

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

**Trane Company
19 Chapin Road
Suite #200
Pine Brook, NJ 07058
Purchase Order Increase Amount: \$35,000.00**

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to increase the purchase order to the Trane Company in the amount shown above. The new total for this purchase order will be \$70,000.00.

Michael DePinto
Director of Purchasing

RESOLUTION #74-FY25 BOARD OF TRUSTEES MEETING DECEMBER 10, 2024

Title: Bid Rejection – Purchase and Installation of a New Transfer Switch

WHEREAS, Raritan Valley Community College publicly advertised for bids for the purchase and installation of a new transfer switch for the campus Power Plant; and

WHEREAS, nine (9) bids were distributed to vendors, and two (2) bids were received and opened on Wednesday, November 20, 2024; and

WHEREAS, all of the bids submitted were in excess of the funds budgeted for this project; and

WHEREAS, the College will perform a value engineering analysis with the intention of re-bidding this project with modifications to the bid specifications; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to reject all bids as being over budget.

Michael DePinto
Director of Purchasing

RESOLUTION #75-FY25 BOARD OF TRUSTEES MEETING DECEMBER 10, 2024

Title: Replacement of the Hunterdon Hall Roof above Room H-200

WHEREAS, Raritan Valley Community College is currently in the process of developing bid specifications to replace a section of the Hunterdon Hall roof located above Room H-200; and

WHEREAS, the College currently anticipates publicly advertising for bids during the first or second week of December 2024; and

WHEREAS, the Vice President of Finance and Facilities estimates the cost of the project will not exceed \$150,000.00; and

WHEREAS, in order to keep the project on schedule, College management would like to award this bid prior to the next Board of Trustees meeting in January 2025; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the College administration to make this award not to exceed \$150,000 and report the pertinent information at the January 2025 Board Meeting.

Michael DePinto
Director of Purchasing

Title: Cutaway Transmission for the Automotive Technology Program - Pay to Play

WHEREAS, the purchase of a ConsuLab Cutaway Allison 1000 Series Transmission and a ConsuLab Planetary Gear Set Trainer is needed for the Automotive Technology program; and

WHEREAS, the transmission is one of the most complex items in a vehicle, and the ConsuLab Allison Transmission enables students to visualize what is going on inside that transmission; and

WHEREAS, this is one of the hardest concepts for students to grasp because hundreds of components are encased within the transmission housing; and

WHEREAS, the ConsuLab Planetary Gearset Trainer goes even further and will enable students to visualize the relationships between the different gears and their impact on vehicle speed; and

WHEREAS, Allegheny Educational Systems has provided documentation that they are the sole authorized source for ConsuLab Training Aids in New Jersey, New York, and Pennsylvania, stating that the ConsuLab training aids are not available through any other third-party reseller or distributor in the above-listed territories; and

WHEREAS, the approved Fiscal Year 2025 Perkins Grant budget includes the purchase of the trainer via Budget Line #468 and the transmission via Budget Line #550; 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:

Allegheny Educational Systems, Inc.
320 East 3rd Avenue
Tarentum, PA 15084
Amount: \$30,529.78

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 Allegheny Educational Systems, Inc.

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

Michael DePinto
Director of Purchasing

Title: Equipment for the Aseptic Biomanufacturing Program - Pay to Play

WHEREAS, the purchase of laboratory equipment is needed to ensure that the Aseptic Biomanufacturing students are provided with the tools necessary to complete the program's certification requirements; and

WHEREAS, this equipment is critical to the successful operation of the Aseptic Biomanufacturing Certificate program, as the curriculum cannot be effectively implemented without it; and

WHEREAS, the Executive Director of Workforce Development and Career Education has negotiated an agreement with Carisma Therapeutics, whereby they provide equipment valued at \$291,030.50 to the College for only \$29,103.50; and

WHEREAS, funding for this purchase is available from the \$500,000.00 corporate sponsorship agreement with Johnson & Johnson Services, Inc. for the purpose of advancing the objectives of the NJBioFutures coalition; 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>Carisma Therapeutics, Inc. 3675 Market Street - Suite 401 Philadelphia, PA 19104 <u>Amount: \$29,103.50</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 Carisma Therapeutics, Inc.

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

Michael DePinto
Director of Purchasing

RESOLUTION #78-FY25 BOARD OF TRUSTEES MEETING DECEMBER 10, 2024

Title: Maintenance, Training, and Accessories for Nursing Patient Simulators - Pay to Play

WHEREAS, Raritan Valley Community College requires the purchase of maintenance and training plans as well as accessories for the various patient simulators that the Nursing Department utilizes to aid with instruction; 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 materials or supplies which are patented or copyrighted; and

WHEREAS, Laerdal Medical Corporation has provided documentation that they are the sole provider of installation, education, technical services, and support for this equipment, and the only certified and authorized entity to provide service and maintenance on Laerdal equipment; and

WHEREAS, the approved Fiscal Year 2025 Perkins Grant budget includes the purchase of the maintenance, training, and accessories for the patient simulators via Budget Line numbers 638, 820, 940, 950, and 980; 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>Laerdal Medical Corporation 167 Myers Corners Road Wappingers Falls, NY 12590 <u>Amount: \$30,270.73</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 to Laerdal Medical Corporation.

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

Michael DePinto
Director of Purchasing

RESOLUTION #79-FY25 BOARD OF TRUSTEES MEETING DECEMBER 10, 2024

Title: Uniforms and Apparel for RVCC Athletic Teams 2024-2025 – Pay to Play

WHEREAS, the purchase of uniforms and apparel for all of the RVCC athletic team members is needed throughout each fiscal year; and

WHEREAS, RVCC has spent \$4,799.00 to date with Ampro Sports during Fiscal Year 2025; and

WHEREAS, funding for these purchases is available from the Fiscal Year 2025 Intercollegiate Athletics 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:

Ampro
30 Bunting Lane
Primos, PA 19018
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 #80-FY25 BOARD OF TRUSTEES MEETING DECEMBER 10, 2024

Title: 2025 Spring Digital Marketing Campaign

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

WHEREAS, continued investments in digital marketing campaigns and creative design are essential components in generating new student enrollment for the Fall 2025 semester, among high school students, adult learners and college transfer students, as well as promoting the Community College Opportunity Grant for underserved populations which will have lasting benefits for many years to come; and

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

WHEREAS, based on the analysis of website usage, enrollment data and market research, FastForward Digital has submitted a proposal for the seven (7) month period of December 1, 2024 through June 30, 2025, which combines new creatives with digital marketing and website strategies that reflect the changing College decision-making landscape as a result of national declines in community college enrollments; and

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

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

FastForward Digital, LLC
eDesign Interactive
163 Madison Avenue
Suite 220-5
Morristown, NJ 07960
Seven-Month Total: \$369,000.00

Michael DePinto
Director of Purchasing

Title: Promotional Items 2024-2025 - Pay to Play

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

WHEREAS, RVCC has spent \$18,426.80 to date with Promotions & Unicorns, Too during Fiscal Year 2025; and

WHEREAS, recent purchases have been made by Student Activities for giveaways at the new student orientations, by the EOF department for their Summer programs, and by the Paul Robeson Center; 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>Promotions & Unicorns, Too, Inc. 71 West Main Street – Suite 102 P.O. Box 1231 Freehold, NJ 07728 <u>Amount:</u> Not to Exceed \$41,500.00</p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to 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: Replacement Personal Computers for Student Computer Lab S-017 - Pay to Play

WHEREAS, the purchase of thirty-two (32) Dell OptiPlex 7020 Small Form Factor computers is needed to replace the existing computers found in Somerset Hall student computer lab S-107; 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 this lab are more than five (5) years old and are at the end of their useful lives; and

WHEREAS, these new 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 proposal; and

WHEREAS, funding for this purchase is available from the College's Fiscal Year 2025 Minor Capital Technology 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, 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:

WHEREAS, a purchase order will be issued as follows:

<p>Dell Marketing L.P. 1 Dell Way Round Rock, TX 78682-0001 <u>Amount: \$31,662.40</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 Dell Marketing L.P; and

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

Michael DePinto
Director of Purchasing

C. Strategy and Vision Committee

Chair Christodoulou shared that earlier in the day, Trustee Goldberg provided an update regarding the progress of the Strategic Plan development. Chair Christodoulou reminded the college community of the importance of completing the online survey. He expressed gratitude to the Strategic Plan Committee for their dedicated efforts on a new strategic plan that will drive the college forward for years to come.

D. Educational Programs and Services Committee

Trustee James Von Schilling presented Consent Agenda Resolution #83-FY25. The above-stated resolution was moved by Trustee Sullivan, seconded by Trustee Michael Goldberg, and approved by voice vote.

Human Resources Action Report for December 10, 2024

1. New Adjunct Faculty

The following individuals are recommended as new adjunct faculty for Spring 2025 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
Bouziotis	Christy	Assistant Professor	English	\$1,134	1/22/25
Drutz	Daniel	Assistant Professor	RISE	\$1,134	1/22/25
Ganesan	Mahalakshmi	Instructor	Math & Computer Science	\$1,104	1/22/25
Garcia	Roberto	Instructor	Science & Engineering	\$1,104	1/22/25
Kern	Jerome	Instructor	Business & Public Service	\$1,104	1/22/25
Ketrow	Jennifer	Instructor	Arts & Design	\$1,104	1/22/25
Nieve-Silva	Joshua	Instructor	Math & Computer Science	\$1,104	1/22/25
Quinones	Judy	Instructor	Ophthalmic	\$1,104	1/22/25
Tomko	Kateryna	Instructor	Math & Computer Science	\$1,104	1/22/25
Ward	Alexandria	Assistant Professor	RISE	\$1,134	1/22/25

2. Returning Adjunct Faculty

The following individual is recommended as returning adjunct faculty for Spring 2025 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
Wallace	Phillip	Associate Professor	Science & Engineering	\$1,167	1/22/25

3. New Hire- Administrator

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

Name	Title	Salary	Department	Start date
*Michelle Amparbin	Coordinator of Adult Learning Experience	\$68,386	Academic Affairs	12/1/24

*Budget Code 100-3315-5010-50/replacing T. Armstrong

4. Status Change- Support Staff

The following reflect recommended change for the indicated support staff positions at the annualized salary specified:

Name	Title	Salary	Department	Effective Date
Jose Giraldo	Senior Grounds Worker	\$48,296	Facilities & Grounds	11/16/24
Priscilla Paisley	Finance Specialist I A/P	\$53,359	Budget & Finance	11/1/24
Chris Pyzik	Finance Specialist II A/P	\$61,204	Budget & Finance	11/1/24
Priscilla Villalobos	Student Account Specialist A/R	\$46,941	Budget & Finance	11/1/24

5. Faculty-Reduced Load Academic Year 2025-2026

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

Name	Title	Percent	Department	Start date
William Klinger	Professor-Business	80%	Business & Public Service	9/1/25

6. Retirements

The following reflects an employee who intends to retire from the College:

Name	Title	Department	Effective Date
Robert Pescinski	Executive Director of Technology Services	Technology Services	3/31/25

Committee Chair James Von Schilling took a moment to recognize that Robert Pescinski, Executive Director of Technology Services will be retiring at the end of March and thanked him for his years of service to RVCC. Chair Von Schilling also shared that Darren Smith, the new Executive Director of Institutional Effectiveness & Accreditation Liaison, discussed the college’s approach to strategic institutional assessment which involves surveying, program reviews, and focus groups.

E. Governance, Policy, and President Evaluation Committee

Trustee Caren Bateman reported that the Governance Committee met prior to the Annual Reorganization meeting to review nominations for the slate of officers and members of the Board of School Estimate. The 2025 slate of officers was unanimously recommended by the Committee and approved at the Annual Reorganization meeting by the full Board. The 2025 slate of officers is as follows:

Chair	Zenon Christodoulou
Vice Chair (Somerset)	Helena Swanicke
Vice Chair (Hunterdon)	Roger Locandro
Secretary	Margaret Sullivan
Treasurer	Thomas Borkowski
Board of School Estimate	Roger Locandro and James Von Schilling

The Governance Committee also reviewed and unanimously recommended to the full Board of Trustees the following Annual Reorganization meeting resolutions: Resolution #84-FY25 Establish Time and Place for Board of Trustees Meetings, Resolution #85-FY25 Designation of Official College Newspapers, Resolution #86-FY25 Designation of Banks as Depositories for the College. The Resolutions were unanimously approved by the full Board at that time.

Trustee Bateman reported that the Campus Safety Report for the period October 25 through December 3, 2024 was discussed by the Committee and was provided to the full Board of Trustees via SharePoint.

The Committee was briefed on spring enrollment and the budget. The Committee also addressed the need to review the Board of Trustees policy manual.

V. Old/New Business

President McDonough said he looked forward to seeing the Trustees and college community at the Holiday Party on December 18th at 3:00 p.m. in the Events Center.

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.”

Beau Younker, Assistant Professor of Occupational Therapy spoke about the impact of the OTA program. Mr. Younker reported that Raritan Valley Community College is the only community college in the state to offer an Associate of Applied Science Degree Program in Occupational Therapy Assistant (OTA).

Robert Pescinski, Executive Director of Technology Services, thanked the Board of Trustees for approving his retirement at the end of March 2025. Mr. Pescinski expressed gratitude to the executive staff, particularly President Michael McDonough, for their support and guidance throughout the years.

VII. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 4:30 p.m.

Respectfully submitted,

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