

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
JUNE 24, 2025

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, June 24, 2025, in person and via Zoom Webinar. Trustee Helena Swanicke called the Regular Board of Trustees meeting to order at 4:00 p.m. and made the following statement in compliance with the Open Public Meetings Act of the State of New Jersey:

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

II. Roll Call of Members

The roll call was taken as follows:

Present:	Thomas Borkowski	Absent:	Caren Bateman
	Jinnee Min DeMarco		Zenon Christodoulou
	Nicholas Gallo		Nidhi Makhija
	Michael Goldberg		Howard Opdyke
	Roger Jinks		Juan Torres
	Roger Locandro		
	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. Executive Session

An announcement was then made to enter into Executive Session. Trustee Helena Swanicke 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 Annual Amendment to the President’s Contract. No formal action would be taken during Executive Session and any action taken by the Board would be held public session.” Trustee Swanicke further announced that the Regular Meeting public session would reopen in approximately thirty minutes. A motion to enter into Executive Session was made by Trustee Swanicke, seconded by Trustee Michael Goldberg, and approved by voice vote. The Board entered into Executive Session at 4:05 p.m.

The Public Session of the Regular meeting reopened at 4:28 p.m.

IV. Agenda Items

1. Approval of Meeting Minutes

The Regular meeting minutes of May 20, 2025, were moved by Trustee Margaret Sullivan, seconded by Trustee Nicholas Gallo, and approved by voice vote.

2. President/Chair Reports

President McDonough opened by reflecting on the largest in-person Spring Commencement ceremony in recent years. Dr. McDonough expressed his thanks to the Board of Trustees for their continued support of the College and its students. He also thanked the Executive Staff for their hard work and extraordinary vision for the institution. President McDonough thanked RVCC's truly inspiring students, most of all, for choosing to begin their academic or career pathway at RVCC.

3. Committee Reports

A. Strategy and Vision Committee

Trustee Adam Shain reported that the Strategy and Vision Committee met earlier in the day to discuss the adoption of Raritan Valley Community College's 2025-2030 Strategic Plan: Leading Change, Inspiring Possibility. Trustee Shain expressed gratitude to everyone who contributed to the significant effort in developing the plan. On a motion by Trustee Goldberg, and seconded by Trustee Roger Jinks, the Resolution #212-FY25 was approved by voice vote.

RESOLUTION #212-FY25 BOARD OF TRUSTEES MEETING JUNE 24, 2025

Title: Adoption of RVCC's 2025 – 2030 Strategic Plan: Leading Change, Inspiring Possibility

WHEREAS, the Board of Trustees of Raritan Valley Community College has supported the development of the 2025 – 2030 Strategic Plan; and

WHEREAS, the College engaged in a collaborative process involving the entire college community; and

WHEREAS, the College seeks to continue to provide access to a high-quality and affordable education in an environment that supports diversity, equity, and inclusion; and

WHEREAS, the College will identify operational plans to support the implementation of the strategic plan; and

WHEREAS, the College will develop metrics in support of the strategic plan; and

WHEREAS, the College will assess progress on an annual basis and make any necessary revisions to either the strategic plan or the operational plans; and

WHEREAS, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community adopts the *2025 – 2030 Strategic Plan: Leading Change, Inspiring Possibility*.

B. Finance Committee

Trustee Roger Locandro reported on the Treasurer's Report (Resolution #172-FY25) for the period 05/01/25 through 05/31/25. On a motion by Trustee Locandro, seconded by Trustee Nicholas Gallo, the Treasurer's Report was approved by voice vote.

Trustee Locandro then presented Consent Agenda Resolutions #173-FY25 through #211-FY25. On a motion by Trustee Roger Jinks, seconded by Trustee Gallo, the resolutions were approved by voice vote.

RESOLUTION #173-FY25 – Various Vouchers for Payment

BE IT RESOLVED, that the following May 2025 vouchers be approved by payment; and

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

Check #s	368135-368721	
ACH#s		2
Total Checks		\$1,236,848.77
Total ACH		35,905.27
Total Vouchers		1,272,754.04
Construction and Architect Vouchers		39,793.90
Less Previously Approved		<u>(820,096.34)</u>
Total		<u>\$492,451.60</u>

RESOLUTION #174-FY25 BOARD OF TRUSTEES MEETING JUNE 24, 2025

Title: Contractor Payments for July and August 2025

WHEREAS, Raritan Valley Community College regularly engages the services of general contractors, architects, engineers, and other consultants in connection with the College's various capital projects; and

WHEREAS, RVCC's standard procedure is to inform the Board of Trustees about these invoices at each monthly meeting; and

WHEREAS, there is no Board of Trustees meeting scheduled for July 2025; however, invoices may be due before the August Board meeting; and

WHEREAS, since the Prompt Payment Act (P.L. 2006, c.96, codified as N.J.S.A. 2A:30A-1 et seq.) was signed into law on September 1, 2006, owners are required to pay interest if payment is not made within thirty (30) calendar days after the billing date for work that has been approved and certified by the owner or the owner's authorized approving agent; and

WHEREAS, to comply with this legislation and ensure timely payment to our contractors and consultants:

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the College Administration to pay any general contractor, architect, engineer, or other consultant invoices for July and August 2025 and to report the pertinent information at the August 2025 Board Meeting scheduled for Tuesday, August 26, 2025.

Michael DePinto
Director of Purchasing

RESOLUTION #175-FY25 BOARD OF TRUSTEES MEETING JUNE 24, 2025

Title: Annual Service for the Temperature Control Automation System 2025-2026

WHEREAS, Raritan Valley Community College requires annual service and maintenance for the campus automated temperature control system for the one-year period of July 1, 2025, through June 30, 2026; and

WHEREAS, the Automated Logic system is proprietary, and the controls are essential for maintaining heating and cooling in the campus buildings; and

WHEREAS, N.J.S.A. 18A:64A-25.5(3) provides for the purchase of any materials or supplies which are not available from more than one potential bidder, including, without limitation, materials or supplies which are patented or copyrighted, without advertising for bids; and

WHEREAS, funding for these services is available from the Fiscal Year 2026 Facilities and Grounds operating budget; and

WHEREAS, a purchase order will be issued as follows:

Automated Logic Corporation
100 Delawanna Avenue
Suite 400
Clifton, NJ 07014
Amount: \$110,118.00

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 Automated Logic Corporation.

Michael DePinto
Director of Purchasing

RESOLUTION #175-FY25 BOARD OF TRUSTEES MEETING JUNE 24, 2025

Title: Annual Service for the Temperature Control Automation System 2025-2026

WHEREAS, Raritan Valley Community College requires annual service and maintenance for the campus automated temperature control system for the one-year period of July 1, 2025, through June 30, 2026; and

WHEREAS, the Automated Logic system is proprietary, and the controls are essential for maintaining heating and cooling in the campus buildings; and

WHEREAS, N.J.S.A. 18A:64A-25.5(3) provides for the purchase of any materials or supplies which are not available from more than one potential bidder, including, without limitation, materials or supplies which are patented or copyrighted, without advertising for bids; and

WHEREAS, funding for these services is available from the Fiscal Year 2026 Facilities and Grounds operating budget; and

WHEREAS, a purchase order will be issued as follows:

Automated Logic Corporation
100 Delawanna Avenue
Suite 400
Clifton, NJ 07014
Amount: \$110,118.00

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 Automated Logic Corporation.

Michael DePinto
Director of Purchasing

Title: Bid Rejection - Energy Upgrades – Phase 2

WHEREAS, Raritan Valley Community College advertised for the implementation of twenty-eight (28) energy conservation measures (ECMs) at nine (9) buildings and is supported by PSE&G through the Engineered Solutions segment of PSE&G's Clean Energy Future Program; and

WHEREAS, twelve (12) bids were distributed to vendors, and one (1) bid was received and opened on Tuesday, June 17, 2025; and

WHEREAS, the proposal submitted was significantly higher than the budget allocated for this project; and

WHEREAS, the College will conduct a value engineering analysis with the goal of re-bidding this project after making 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

Title: Bid Rejection – RVCC Main Entrance Signage

WHEREAS, Raritan Valley Community College has publicly requested bids for the manufacturing and installation of new signage for the main campus entrance; and

WHEREAS, twenty-one (21) bids were distributed to vendors, and three (3) bids were received and opened on Wednesday, June 18, 2025; and

WHEREAS, the proposals submitted were significantly higher than the budget allocated for this project; and

WHEREAS, the College will conduct a value engineering analysis with the goal of re-bidding this project after making 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

Title: Pool Maintenance Services 2025-2026 - Pay to Play

WHEREAS, Raritan Valley Community College requires that preventive maintenance services be conducted on the campus pool for the period of July 1, 2025, through June 30, 2026; and

WHEREAS, three (3) quotes were requested (one quote was received and two vendors declined), with Main Line Commercial Pools providing the College with the only response; and

WHEREAS, the Educational Services Commission of New Jersey (New Jersey State Approved Purchasing System #65MCESCCPS) has awarded a contract for pool equipment, supplies, repair, and maintenance services to Main Line Commercial Pools under Contract #ESCNJ 24/25-39; and

WHEREAS, funding for these services is available from the Fiscal Year 2026 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, 2025 through June 30, 2026, 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: \$31,200.00</u></p>

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue 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 #179-FY25 BOARD OF TRUSTEES MEETING JUNE 24, 2025

Title: Equipment Maintenance for the Central Utility Plant 2025-2026

WHEREAS, Raritan Valley Community College requires annual preventive maintenance and repairs for the equipment in the Central Utility Plant and other campus buildings; and

WHEREAS, much of this equipment was acquired in 2006 when the College upgraded the Central Utility Plant and installed heavy-duty equipment that was proprietary in nature; and

WHEREAS, the manufacturers' maintenance agreements and equipment repairs ensure that the upgrade continues to run smoothly; 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, funding for these services is available from the Fiscal Year 2026 Facilities and Grounds operating budget; and

WHEREAS, purchase orders will be issued as follows:

Chillers	Trane Company	\$45,000.00
Boilers	Miller & Chitty	\$30,000.00
Emergency Generators	Penncat Corporation	\$20,020.50

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.

Michael DePinto
Director of Purchasing

RESOLUTION #180-FY25 BOARD OF TRUSTEES MEETING JUNE 24, 2025

Title: Power Plant Roof Replacement

WHEREAS, Raritan Valley Community College is preparing bid specifications to replace the main and sloped sections of the Power Plant building roof; and

WHEREAS, to limit the amount of work performed during the Fall 2025 semester, the College administration requests authorization to award this bid before the next regularly scheduled Board of Trustees meeting, currently set for Tuesday, August 26, 2025; and

WHEREAS, funding for this project is available from the 2024 Chapter 12 capital funds designated for Roof Rehabilitation and the 2025 Chapter 12 capital funds allocated for Roof Replacements; 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 present the relevant information at the next regularly scheduled Board meeting.

Michael DePinto
Director of Purchasing

RESOLUTION #180A-FY25 BOARD OF TRUSTEES MEETING JUNE 24, 2025

Title: Demolition of the East Building Steps - Pay to Play

WHEREAS, the College requires the labor, materials, and equipment necessary to demolish and remove the concrete stairway in the courtyard near the East Building; and

WHEREAS, three (3) quotes were requested (two quotes were received and one contractor failed to respond), with C. Lombardi Construction, LLC providing the College with the most favorable pricing; and

WHEREAS, funding for this purchase is available from the 2024 Chapter 12 capital funds designated for Roadway/Walkway Repairs; 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, 2025 through June 30, 2026, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p>C. Lombardi Construction, LLC 40 Grover Lane West Caldwell, NJ 07006 <u>Amount: \$33,875.00</u></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove to C. Lombardi Construction, LLC; and

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

Michael DePinto
Director of Purchasing

RESOLUTION #181-FY25 BOARD OF TRUSTEES MEETING JUNE 24, 2025

Title: Purchase of Library Books and Materials 2025-2026 – Pay to Play

WHEREAS, the purchase of books, audiobooks, DVDs, and other materials is needed for the regular operation of the Evelyn S. Field Library; and

WHEREAS, N.J.S.A. 18A:64A-25.5a(6) provides for the purchase of textbooks, copyrighted materials, student produced publications and services incidental thereto, library materials including without limitation to books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microfilms, pictorial or graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, filmstrips, video and magnetic tapes, other printed or published matter, and audiovisual and other materials of a similar nature, necessary binding and rebinding of library materials and specialized library services, without advertising for bids; and

WHEREAS, the RVCC Library has spent \$10,767.51 to date with Amazon during Fiscal Year 2025; and

WHEREAS, funding for these purchases is available from the Fiscal Year 2026 Library 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, 2025 through June 30, 2026, 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:

Amazon
P.O. Box 035184
Seattle, WA 98124
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 for the period of July 1, 2025, through June 30, 2026; and

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

Michael DePinto
Director of Purchasing

RESOLUTION #182-FY25 BOARD OF TRUSTEES MEETING JUNE 24, 2025
Title: Cosmetology Equipment and Supplies 2025-2026 - Pay to Play

WHEREAS, purchasing the necessary equipment and supplies is essential to ensure that students have the tools needed to effectively navigate the Cosmetology and Esthetics curricula; and

WHEREAS, Raritan Valley Community College spent \$55,645.65 with The Burmax Company during the Fiscal Year 2025; and

WHEREAS, funding for these purchases is available from the Fiscal Year 2026 Cosmetology and Esthetics operating budgets; 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 Hunterdon County Educational Services Commission Cooperative Purchasing Program (New Jersey State Approved Purchasing System #34HUNCCP) has awarded a contract for cosmetology supplies and equipment to The Burmax Company through Contract #HCESC-CAT-22-06; 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, 2025 through June 30, 2026, 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:

The Burmax Company, Inc.
28 Barretts Avenue
Holtsville, NY 11742
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 #183-FY25

BOARD OF TRUSTEES MEETING

JUNE 24, 2025

**Title: Purchase of Books and Materials for the Library and Cosmetology Programs
2025-2026 – Pay to Play**

WHEREAS, the Cosmetology program requires the purchase of textbooks, workbooks, exam review books, and access to an online learning platform to provide students with the necessary tools to navigate the Cosmetology and Esthetics curricula effectively; 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, Cengage Learning has entered into a contract with TIPS Purchasing Cooperative for books, library, and educational materials (Contract #230904), of which RVCC is a member; and

WHEREAS, the purchase of books, audiobooks, DVDs, and other materials is needed for the regular operation of the Evelyn S. Field Library; and

WHEREAS, N.J.S.A. 18A:64A-25.5a(6) provides for the purchase of textbooks, copyrighted materials, student produced publications and services incidental thereto, library materials including without limitation to books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microfilms, pictorial or graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, filmstrips, video and magnetic tapes, other printed or published matter, and audiovisual and other materials of a similar nature, necessary binding and rebinding of library materials and specialized library services, without advertising for bids; and

WHEREAS, Raritan Valley Community College has spent \$50,831.14 with Cengage Learning during Fiscal Year 2025; and

WHEREAS, funding for these purchases is available from the Fiscal Year 2026 Cosmetology, Esthetics, and Library 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, 2025 through June 30, 2026, 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:

Cengage Learning, Inc.
10650 Toebben Drive
Independence, KY 41051
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 #185-FY25 BOARD OF TRUSTEES MEETING JUNE 24, 2025

Title: Cosmetology Equipment and Supplies 2025-2026 - Pay to Play

WHEREAS, purchasing the necessary equipment and supplies is essential to ensure that students have the tools needed to effectively navigate the Cosmetology and Esthetics curricula; and

WHEREAS, RVCC has spent \$22,554.62 to date with Circadia by Dr. Pugliese, Inc. during Fiscal Year 2025; and

WHEREAS, funding for these purchases is available from the Fiscal Year 2026 Cosmetology and Esthetics 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, 2025 through June 30, 2026, 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:

Circadia by Dr. Pugliese, Inc.
1025 James Drive
Leesport, PA 19533
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: New Classroom Computer Desks – Pay to Play

WHEREAS, the purchase and installation of computer desks is necessary for classroom S-202 in Somerset Hall as part of the College's commitment to refurbishing all instructional spaces over several years; and

WHEREAS, the Technology Services department has standardized the selection of this specific classroom furniture to streamline periodic maintenance and replacement; and

WHEREAS, two (2) quotes were obtained, with Commercial Furniture Interiors offering the College the most favorable proposal; and

WHEREAS, Commercial Furniture Interiors is an authorized distributor of Spectrum furniture products; and

WHEREAS, funding for this purchase is available from the 2025 Chapter 12 capital funds designated for Classroom Renovations; 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, 2025 through June 30, 2026, 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>Commercial Furniture Interiors, Inc. 1154 Route 22 West Mountainside, NJ 07092 <u>Amount Not to Exceed:</u> \$26,921.00</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 a purchase order as described hereinabove to Commercial Furniture Interiors, Inc.

Michael DePinto
Director of Purchasing

Title: Library Subscription Services 2025-2026 – Pay to Play

WHEREAS, the purchase of books, audiobooks, DVDs, and other materials is needed for the regular operation of the Evelyn S. Field Library; and

WHEREAS, the RVCC Library subscribes to various products through EBSCO Subscription Services, including all print periodicals and research subscription databases; and

WHEREAS, N.J.S.A. 18A:64A-25.5a(6) provides for the purchase of textbooks, copyrighted materials, student produced publications and services incidental thereto, library materials including without limitation to books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microfilms, pictorial or graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, filmstrips, video and magnetic tapes, other printed or published matter, and audiovisual and other materials of a similar nature, necessary binding and rebinding of library materials and specialized library services, without advertising for bids; and

WHEREAS, the RVCC Library has spent \$54,896.64 to date with EBSCO Subscription Services during Fiscal Year 2025; and

WHEREAS, funding for these purchases is available from the Fiscal Year 2026 Library 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, 2025 through June 30, 2026, 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>EBSCO Subscription Services P.O. Box 204661 Dallas, TX 75320-4661 <u>Amount:</u> Not to Exceed \$70,000.00</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 #187-FY25 BOARD OF TRUSTEES MEETING JUNE 24, 2025

Title: Science and Engineering Purchases 2025-2026 – Pay to Play

WHEREAS, the Science and Engineering Department requires the purchase of equipment, accessories, maintenance, and supplies for the 2025-2026 academic year; and

WHEREAS, the RVCC Library has spent \$33,934.26 to date with Fisher Scientific during Fiscal Year 2025 for orders that did not require approval from the Board of Trustees; and

WHEREAS, funding for these purchases is available from the Fiscal Year 2026 Science and Engineering 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, 2025 through June 30, 2026, 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>Fisher Scientific Company, LLC 300 Industry Drive Pittsburgh, PA 15275 <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 for the period of July 1, 2025, through June 30, 2026; and

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

Michael DePinto
Director of Purchasing

RESOLUTION #188-FY25 BOARD OF TRUSTEES MEETING JUNE 24, 2025

Title: SimCapture Software Subscription 2025-2030

WHEREAS, Raritan Valley Community College requires the purchase and implementation of the SimCapture software and hardware system for the Nursing Department to enhance instruction and improve the existing technology in the Nursing simulation lab; and

WHEREAS, SimCapture is a comprehensive software solution designed to capture and manage healthcare simulation-based training; 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 that were competitively bid; and

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

WHEREAS, the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC), composed of the membership of the county colleges in New Jersey, was formed to provide an instrument for the county colleges to combine purchasing power and realize savings to benefit the participating institutions; and

WHEREAS, Laerdal Medical Corporation has entered into an agreement with the Joint Purchasing Consortium (Contract #FY23JPC-26), of which RVCC is a member; and

WHEREAS, funding for this agreement will be provided through the Nursing operating budgets for Fiscal Years 2026, 2027, 2028, 2029, and 2030; and

WHEREAS, purchase orders will be issued as follows:

Laerdal Medical Corporation
167 Myers Corners Road
Wappingers Falls, NY 12590
Year 1: \$27,651.00 (Subscription fee plus hardware, services, and shipping.)
Year 2: \$18,105.00
Year 3: \$18,105.00
Year 4: \$18,105.00
Year 5: \$18,105.00
Total Five-Year Amount: \$100,071.00

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue purchase orders to Laerdal Medical Corporation as specified above.

Michael DePinto
Director of Purchasing

RESOLUTION #189-FY25

BOARD OF TRUSTEES MEETING

JUNE 24, 2025

Title: Installation of the SimCapture System Equipment

WHEREAS, Raritan Valley Community College requires the installation of the SimCapture software and hardware system for the Nursing Department to enhance instruction and upgrade the existing technology in the Nursing simulation lab; and

WHEREAS, SimCapture is a comprehensive software solution designed to capture and manage healthcare simulation-based training; 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 that were competitively bid; and

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

WHEREAS, the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC), composed of the membership of the county colleges in New Jersey, was formed to provide an instrument for the county colleges to combine purchasing power and realize savings to benefit the participating institutions; and

WHEREAS, Laerdal Medical Corporation has entered into an agreement with the Joint Purchasing Consortium (Contract #FY23JPC-26), of which RVCC is a member; and

WHEREAS, funding for these installation services will be provided through the Fiscal Year 2026 Perkins Grant and the 2025 Chapter 12 capital funds allocated for Classroom Renovations; and

WHEREAS, a purchase order will be issued as follows:

Laerdal Medical Corporation
167 Myers Corners Road
Wappingers Falls, NY 12590
Amount: \$64,562.52

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 Laerdal Medical Corporation.

Michael DePinto
Director of Purchasing

RESOLUTION #190-FY25 BOARD OF TRUSTEES MEETING JUNE 24, 2025

Title: Cosmetology Student Kits 2025-2026

WHEREAS, Raritan Valley Community College advertised for bids for the purchase of custom kits necessary to ensure that Cosmetology and Esthetics students receive the tools needed to complete the MUSE Beauty Pro certification requirements; and

WHEREAS, all products and supplies in these student kits must be certified by MUSE Beauty Pro for proper completion of the certification requirements; and

WHEREAS, bidders were asked to submit unit pricing for each of the three (3) types of custom student kits purchased for the Cosmetology and Esthetics programs; and

WHEREAS, the proposals were based on the estimated number of each kit provided by the RVCC Director of Beauty Professional Programs; and

WHEREAS, bidders were advised that the actual quantity of each type of kit purchased may change according to the needs of each program; and

WHEREAS, two (2) bids were distributed to vendors, and one (1) bid was received and opened on Tuesday, June 10, 2025; and

WHEREAS, funding for these purchases is available from the Fiscal Year 2026 Cosmetology and Esthetics operating budgets; and

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

<p>MUSE Beauty Pro 762 Clementina Street San Francisco, CA 94103 <u>Amount: \$43,350.00</u></p>

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a contract and issue purchase orders as described above to MUSE Beauty Pro.

Michael DePinto
Director of Purchasing

RESOLUTION #191-FY25 BOARD OF TRUSTEES MEETING JUNE 24, 2025

Title: Purchase of Library Books and Materials 2025-2026 – Pay to Play

WHEREAS, the purchase of books, audiobooks, DVDs, and other materials is needed for the regular operation of the Evelyn S. Field Library; and

WHEREAS, N.J.S.A. 18A:64A-25.5a(6) provides for the purchase of textbooks, copyrighted materials, student produced publications and services incidental thereto, library materials including without limitation to books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microfilms, pictorial or graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, filmstrips, video and magnetic tapes, other printed or published matter, and audiovisual and other materials of a similar nature, necessary binding and rebinding of library materials and specialized library services, without advertising for bids; and

WHEREAS, the RVCC Library has spent \$13,000.94 to date with YBP Library Services during Fiscal Year 2025; and

WHEREAS, funding for these purchases is available from the Fiscal Year 2026 Library 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, 2025 through June 30, 2026, 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>YBP Library Services P.O. Box 277991 Atlanta, GA 30384 <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 a purchase order as described hereinabove for the period of July 1, 2025 through June 30, 2026; and

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

Michael DePinto
Director of Purchasing

RESOLUTION #192-FY25 BOARD OF TRUSTEES MEETING JUNE 24, 2025

Title: Equipment for the Mechatronics Program

WHEREAS, Raritan Valley Community College is developing bid specifications for the purchase and installation of the equipment necessary for the Mechatronics program; and

WHEREAS, to ensure that this equipment is received and installed in time for the start of the Fall 2025 semester, the College administration requests authorization to award this bid before the next regularly scheduled meeting of the Board of Trustees, currently set for Tuesday, August 26, 2025; and

WHEREAS, Somerset County has allocated \$300,000.00 in funding for the purchase of this equipment, with any remaining balance to be covered by the 2025 Chapter 12 capital funds designated for the Workforce Training Center; 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 present the relevant information at the next regularly scheduled Board meeting.

Michael DePinto
Director of Purchasing

RESOLUTION #193-FY25 BOARD OF TRUSTEES MEETING JUNE 24, 2025

**Title: Rental Chairs and Tents for the Spring 2025 Commencement Ceremony
(REVISED – CONTRACT INCREASE)**

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized the rental of chairs and tents, along with setup and breakdown services, for the Spring 2025 Commencement at a cost not to exceed \$31,420.80, via Resolution #146-FY25; and

WHEREAS, it was determined that the rental, setup, and breakdown of six hundred (600) additional chairs were required to accommodate all the graduates and guests; and

WHEREAS, funding for these additional rental chairs is available from the Fiscal Year 2025 Commencement budget; and

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

<p>Adams Party Rental 154 Turnbull Avenue Trenton, NJ 08610 <u>Purchase Order Increase Amount: \$4,240.20</u> <u>Revised Purchase Order Amount: \$35,661.00</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 Adams Party Rental, as specified above. The new purchase order amount will be \$35,661.00.

Michael DePinto
Director of Purchasing

RESOLUTION #194-FY25 BOARD OF TRUSTEES MEETING JUNE 24, 2025

Title: Food Services 2026-2028

WHEREAS, the cost of providing food services at Raritan Valley Community College has become a significant concern with respect to cost and customer satisfaction; and

WHEREAS, Five (5) RFP's were distributed to potential vendors and three (3) proposals were received; and

WHEREAS, all proposals were thoroughly reviewed by management and a representative committee of staff and students; and

WHEREAS, N.J.S.A. 18A:64A-25.28(h) permits the providing of food supplies and services, including food supplies and management contracts for student centers, dining rooms, and cafeterias, for a term not exceeding 30 years; and

WHEREAS, management recommends that the contract period be for an initial three-year term beginning July 1, 2025 and running through June 30, 2028 along with the offering of two additional three-year renewal options if performance is satisfactory; and

WHEREAS, the financial terms of the contract are net cost plus management fee, with a targeted total cost exposure not to exceed \$150,000 per year. Funding is through the Food Service department operating budget.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes College management to make this award as follows:

Pomptonian Food Service
155 Passaic Ave.
Fairfield NJ
Initial term: July 1, 2025 through June 30, 2028
Annual net cost not to exceed \$150,000

Michael DePinto
Director of Purchasing

RESOLUTION #195-FY25 BOARD OF TRUSTEES MEETING JUNE 24, 2025

Title: Acceptance of Perkins Career & Technology Education Grant Funds

WHEREAS, Raritan Valley Community College is committed to providing quality occupational programs and ensuring access to these programs for all students; and

WHEREAS, the purpose of the Carl D. Perkins Career and Technical Education (CTE) Improvement Act of 2006 is to develop more fully the academic and career and technical skills of postsecondary students enrolled in CTE by –

- (a) Developing and assisting students in meeting high standards, integrating academic and career and technical instruction;
- (b) Linking secondary and postsecondary education, increasing state and local flexibility, collecting and disseminating research and information on best practices;
- (c) Providing technical assistance and professional development, supporting partnerships among diverse stakeholders, and providing individuals with the knowledge and skills to keep the U.S. competitive; and

WHEREAS, the Board of Trustees has determined that funding for these project activities will enhance the quality of the College's educational offerings; and

WHEREAS, the Raritan Valley Community College Board of Trustees hereby accepts the application for Perkins Career and Technology Education federal grant funds of \$489,613.00 and rural grant funds of \$123,789.00 starting on July 1, 2025, and ending on June 30, 2026; and

WHEREAS, a formal acceptance of the Grant allocation by Board Resolution is required;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Raritan Valley Community College approves the acceptance of Perkins Career and Technology Education and further authorizes Dr. Michael McDonough, President of the College, to approve the Perkins Grant, including all general assurances, certifications, and any amendments thereto.

RESOLUTION #196-FY25

BOARD OF TRUSTEES MEETING

JUNE 24, 2025

Title: Technology Help Desk Services 2025-2026

WHEREAS, Raritan Valley Community College requires Technology Help Desk Services for the period of July 1, 2025, through June 30, 2026; and

WHEREAS, the College relies on efficient and reliable technology help desk services as currently contracted with Anthology, Inc. (formerly Blackboard) through NJEDge.net; 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, IT Help Desk Support Services are available through the NJEDge.net technology purchasing consortium, administered by Anthology, Inc., under EdgeMarket Contract #269EMCPS-21032301-EM-ANT; and

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

WHEREAS, funding for these services is allocated in the Fiscal Year 2026 Technology Services operating budget; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into an agreement and issue a purchase order as follows:

<p>Anthology, Inc. 5201 Congress Avenue Boca Raton, FL 33487 <u>Amount: \$63,720.00</u></p>

Michael DePinto
Director of Purchasing

RESOLUTION #197-FY25

BOARD OF TRUSTEES MEETING

JUNE 24, 2025

Title: Touchscreen Monitors for the Workforce Training Center - Pay to Play

WHEREAS, the purchase of five (5) Promethean ActivPanel 10 Premium 86" interactive touchscreen monitors and related accessories is needed for the Workforce Training Center; and

WHEREAS, three (3) quotes were obtained, with CDW-G presenting the College with the most favorable proposal; and

WHEREAS, funding for this purchase is available from the 2025 Chapter 12 capital funds designated for the Workforce Training 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, 2025 through June 30, 2026, 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>CDW-G 2 Corporate Drive Suite 800 Shelton, CT 06484-6249 <u>Amount: \$25,407.95</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 CDW-G; and

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

Michael DePinto
Director of Purchasing

RESOLUTION #198-FY25 BOARD OF TRUSTEES MEETING JUNE 24, 2025

Title: Technical Support Services for the RVCC Public Website 2025-2026 – Pay to Play

WHEREAS, the Board of Trustees of Raritan Valley Community College has authorized technical support services for the College's public website via Resolution #21-FY25; and

WHEREAS, there is an ongoing need for technical support for the website, including security updates, strategic consulting, creative design, CMS custom development, HTML or CSS edits, and PHP and JavaScript development; and

WHEREAS, David DiGiovanni, LLC, a website development firm specializing in the Drupal operating system, has been delivering high-quality, round-the-clock technical website support and has enhanced the security, analytics, and user experience; and

WHEREAS, funding is available in the Fiscal Year 2026 Marketing and Publicity Operating Budget to support technical website support services; 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, 2025 through June 30, 2026, 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>David DiGiovanni, LLC 703 Weaver Circle Kalamazoo, MI 49006 <u>Amount: \$24,000.00</u></p>

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into an agreement for the twelve-month period of July 1, 2025, through June 30, 2026, and issue a purchase order as described hereinabove to David DiGiovanni, LLC; and

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

Michael DePinto
Director of Purchasing

RESOLUTION #199-FY25 BOARD OF TRUSTEES MEETING JUNE 24, 2025

Title: Computers for the Existing Workforce Student Computer Labs

WHEREAS, the purchase of forty (40) Dell Pro 14 Plus (PB14250) BTX Base laptop computers is necessary to replace the computers currently located in three (3) existing student computer labs at the Workforce Training Center (Rooms WT125, WT128A, and WT129A); and

WHEREAS, curricula in many academic departments rely on current, flexible, and dependable computer equipment in student labs; and

WHEREAS, sufficient equipment is necessary to provide students access to the software used for instruction and research, as well as our data network and the internet; and

WHEREAS, the computers in these labs are over five (5) years old and nearing the end of their useful lives; and

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

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

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

WHEREAS, Dell has a contract 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 2026 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: \$43,523.60

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.

Michael DePinto
Director of Purchasing

RESOLUTION #200-FY25 BOARD OF TRUSTEES MEETING JUNE 24, 2025

Title: Computers for the Workforce Addition Student Computer Labs

WHEREAS, the acquisition of sixty-three (63) Dell Pro 14 Plus (PB14250) BTX Base laptop computers is necessary for the three (3) new computer labs (Rooms WT151, WT153, and WT155) created as part of the Workforce Addition project; and

WHEREAS, curricula in many academic departments rely on current, flexible, and dependable computer equipment in student labs; and

WHEREAS, sufficient equipment is necessary to provide students access to the software used for instruction and research, as well as our data network and the internet; and

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

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

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

WHEREAS, Dell has a contract 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 2025 Chapter 12 capital funds designated for the Workforce Training Center; and

WHEREAS, a purchase order will be issued as follows:

Dell Marketing L.P.
1 Dell Way
Round Rock, TX 78682-0001
Amount: \$68,549.67

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.

Michael DePinto
Director of Purchasing

Title: Annual Maintenance and Support Agreement for Evisions Software Systems 2025-2028

WHEREAS, RVCC requires the renewal of the existing Evisions software systems' annual maintenance and support agreement, which is set to expire on June 30, 2025; and

WHEREAS, the College currently utilizes the following Evisions administrative software systems:

- Argos Report Writer
- FormFusion Print Formatting
- IntelCheck Accounts Payable and Payroll Check Management

WHEREAS, Evisions, Inc. has submitted a maintenance and support proposal for the three-year period of July 1, 2025, through June 30, 2028, which will limit annual cost increases to 4%; and

WHEREAS, in accordance with N.J.S.A 18A:64A-25.5(19), a county college may purchase goods or services for the use, support, or maintenance of proprietary computer hardware, software peripherals, and system development without advertising for bids; and

WHEREAS, Evisions has submitted documentation indicating that it is the sole authorized provider for the upgrade, support, and maintenance services essential for these systems; and

WHEREAS, funding for this agreement is available from the Fiscal Year 2026, 2027, and 2028 Technology Services operating budgets; and

WHEREAS, purchase orders will be issued as follows:

<p>Evisions, Inc. 440 Exchange Suite 200 Irvine, CA 92602 <u>Fiscal Year 2026: \$38,716.00</u> <u>Fiscal Year 2027: \$40,263.00</u> <u>Fiscal Year 2028: \$41,873.00</u> <u>Three-Year Total Amount: \$120,852.00</u></p>

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into an agreement for the period of July 1, 2025, through June 30, 2028, and issue purchase orders as described hereinabove to Evisions, Inc.

Michael DePinto
Director of Purchasing

Title: Enterprise License Agreement for Adobe Software 2025-2026 – Pay to Play

WHEREAS, the curricula for many academic programs depend on keeping Adobe software updated to the latest release levels; and

WHEREAS, Adobe has discontinued perpetual licensing and replaced it with subscription licensing; and

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

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

WHEREAS, GovConnection, Inc. has an exclusive contract to provide Adobe contractual license programs for the Northeast Regional Computing Program (NERCOMP); and

WHEREAS, NERCOMP is a purchasing consortium made up of Information Technology professionals from universities and colleges in the Northeastern United States, of which RVCC is a member; and

WHEREAS, funding for this agreement is available from the Fiscal Year 2026 Technology Services 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, 2025 through June 30, 2026, 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>GovConnection, Inc. 732 Milford Road Merrimack, NH 03054 <u>Amount: \$35,668.60</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 GovConnection, Inc. for the period of September 28, 2025, through July 14, 2026.

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

Michael DePinto
Director of Purchasing

RESOLUTION #203-FY25 BOARD OF TRUSTEES MEETING JUNE 24, 2025

Title: Audio Visual Equipment for the Arts Building – Pay to Play

WHEREAS, the purchase, programming, and installation of new audio visual equipment is necessary to complete four (4) classroom relocations in the Arts Building; and

WHEREAS, this includes purchasing new equipment for Room A27, moving the equipment from Room A25 to Room A09, relocating the equipment in W205 to Room A25, and purchasing and installing new equipment in Room W205 once these relocations are complete; and

WHEREAS, three (3) quotes were obtained, with Key Code Media, Inc. presenting the College with the most favorable proposal; 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, Key Code Media, Inc. has entered into an agreement with the OMNIA Partners cooperative purchasing organization (Contract #2019.001407), of which RVCC is a member; and

WHEREAS, purchase orders will be issued to Key Code Media for each of the following areas:

- A09 - \$5,770.45
- A25 - \$5,272.00
- A27 - \$13,853.86
- W205 - \$8,045.73

WHEREAS, funding for this purchase is available from the 2025 Chapter 12 capital funds allocated for the Classroom Renovations; 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, 2025 through June 30, 2026, 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>Key Code Media, Inc. 270 South Flower Street Burbank, CA 91502 <u>Total Amount:</u> \$32,942.04</p>
--

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue four (4) purchase orders to Key Code Media, Inc. as specified above.

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

Michael DePinto
Director of Purchasing

RESOLUTION #204-FY25 BOARD OF TRUSTEES MEETING JUNE 24, 2025

Title: Audio Visual Equipment for the Bateman Student Center

WHEREAS, the purchase, programming, and installation of new audio visual equipment in the Bateman Student Center is essential to meet the College's standards for campus technology; and

WHEREAS, three (3) quotes were obtained, with Key Code Media, Inc. presenting the College with the most favorable proposal; 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, Key Code Media, Inc. has entered into an agreement with the OMNIA Partners cooperative purchasing organization (Contract #2019.001407), of which RVCC is a member; and

WHEREAS, funding for this purchase is available from the 2025 Chapter 12 capital funds; and

WHEREAS, a purchase order will be issued as follows:

<p>Key Code Media, Inc. 270 South Flower Street Burbank, CA 91502 <u>Amount: \$97,127.09</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 to Key Code Media, Inc. as described hereinabove.

Michael DePinto
Director of Purchasing

RESOLUTION #205-FY25 BOARD OF TRUSTEES MEETING JUNE 24, 2025

Title: Audio Visual Equipment for the Workforce Training Center

WHEREAS, the purchase and installation of new audio visual equipment in eleven (11) Workforce Training Center rooms is necessary to meet the College's standards for campus technology; and

WHEREAS, three (3) quotes were obtained, with Key Code Media, Inc. presenting the College with the most favorable proposal; 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, Key Code Media, Inc. has entered into an agreement with the OMNIA Partners cooperative purchasing organization (Contract #2019.001407), of which RVCC is a member; and

WHEREAS, purchase orders will be issued to Key Code Media for each of the following areas:

- Engine/Transmission - \$6,135.22
- Electric Vehicle - \$1,672.82

- Student Lounge - \$1,974.04
- W147 - \$8,045.73
- W148 (Virtual Welding) - \$8,045.73
- WF149 (Manufacturing Showcase) - \$13,535.94
- WF150 (BioTech) - \$7,997.08
- WF151 - \$13,700.26
- WF153 (Classroom) - \$8,126.07
- WF155 - \$8,126.07
- Workforce Conference Room - \$15,804.07

WHEREAS, funding for this purchase is available from the 2025 Chapter 12 capital funds allocated for the Workforce Training Center; and

WHEREAS, a purchase order will be issued as follows:

<p>Key Code Media, Inc. 270 South Flower Street Burbank, CA 91502 <u>Total Amount: \$93,163.03</u></p>

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue eleven (11) purchase orders to Key Code Media, Inc. as specified above.

Michael DePinto
Director of Purchasing

RESOLUTION #206-FY25 BOARD OF TRUSTEES MEETING JUNE 24, 2025

Title: Offsite Hosting of the RVCC Website 2025-2027 – Pay to Play

WHEREAS, Raritan Valley Community College requires the services of a firm to host the website's Drupal content management system, which is vital to the protection of the College's public website; and

WHEREAS, an outside cloud-based hosting platform will provide extra security, ensuring that the College's website is protected and available in the event of an emergency or disaster; and

WHEREAS, two (2) quotes were requested, with Pantheon Systems, Inc. providing the College with the only response; and

WHEREAS, funding is available from both the Fiscal Year 2026 and 2027 Marketing and Publicity operating budgets to finance a two (2) year agreement for the period of July 1, 2025, through June 30, 2027, for a fully managed cloud environment, support, and software tools; 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, 2025 through June 30, 2026, 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>Pantheon Systems, Inc. 717 California Street San Francisco, CA 94108 <u>Amount Year 1: \$15,510.66</u> <u>Amount Year 2: \$15,510.65</u> <u>Two-Year Total: \$31,021.31</u></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the college administration to enter into a two (2) year agreement and issue purchase orders to Pantheon Systems, Inc. for the amounts specified above.

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

Michael DePinto
Director of Purchasing

RESOLUTION #207-FY25 BOARD OF TRUSTEES MEETING JUNE 24, 2025

Title: Annual License and Support Agreement for VMware Virtualization Server Software 2025-2026

WHEREAS, Raritan Valley Community College needs to renew the VMware Server Virtualization Software License and Support agreement for the period from July 1, 2025, to June 30, 2026; and

WHEREAS, this agreement provides virtual servers for the College's administrative and academic applications; and

WHEREAS, virtualization enables RVCC to lower hardware costs while enhancing reliability, flexibility, and redundancy; 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 licensing and support for the VMware Virtualization Server Software is available through the NJEDge.net technology purchasing consortium, administered by Software House International (SHI) via Contract #269EMCPS-21-001-EM-SHI; and

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

WHEREAS, funding for this agreement is available from the Fiscal Year 2026 Technology Services operating budget; and

WHEREAS, a purchase order will be issued as follows:

Software House International (SHI)
290 Davidson Avenue
Somerset, NJ 08873
Amount: \$47,620.16

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove to Software House International for the period of July 1, 2025, through June 30, 2026.

Michael DePinto
Director of Purchasing

RESOLUTION #208-FY25 BOARD OF TRUSTEES MEETING JUNE 24, 2025

Title: Self-Service Modern Campus Platform 2025-2026 – Pay to Play

WHEREAS, students, faculty, and staff rely on dependable online services and information; and

WHEREAS, the Board of Trustees authorized the selection of the OneCampus modern campus platform system from The rSmart Group, via Resolution #128-2018; and

WHEREAS, The rSmart Group has since been acquired by TransACT Communications; and

WHEREAS, this tool is used by students, faculty, and staff for functions such as course searching and registration, roster information, grade entry, time entry, and messaging; and

WHEREAS, the utilization of the OneCampus system has been highly successful since its implementation seven years ago; and

WHEREAS, TransACT Communications has provided documentation indicating that it is the exclusive source provider for the OneCampus self-service modern platform system; and

WHEREAS, funding for this agreement is available from the Fiscal Year 2026 Technology Services 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, 2025 through June 30, 2026, 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:

TransACT Communications, LLC
DBA The rSmart Group
19217 36th Avenue West – Suite 213
Lynnwood, MA 98036
Amount: \$36,900.00

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

TransACT Communications for the twelve-month period of September 1, 2025, through August 31, 2026; and

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

Michael DePinto,
Director of Purchasing

RESOLUTION #209-FY25
24, 2025

BOARD OF TRUSTEES MEETING

JUNE

Title: Annual Subscription and Support Agreement for Zoom Video Conferencing 2025-2026 - Pay to Play

WHEREAS, Raritan Valley Community College needs to renew the Zoom Educational Site license and support agreement for the period of July 21, 2025, through July 20, 2026; and

WHEREAS, Zoom assists schools in enhancing student outcomes by providing secure video communication services for hybrid classrooms, faculty office hours, and administrative meetings; and

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

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

WHEREAS, the purchase of video and web conferencing licenses and support is available through the NJEDge.net technology purchasing consortium, administered by Zoom Video Communications, Inc., via Contract #EMLAS-18-004; and

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

WHEREAS, funding for this agreement is available from the Fiscal Year 2026 Technology Services 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, 2025 through June 30, 2026, 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>Zoom Video Communications, Inc. 55 Almaden Boulevard 6th Floor San Jose, CA 95113 <u>Amount:</u> Not to Exceed \$35,000.00</p>

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a one-year agreement and issue a purchase order in the amount shown above to Zoom Video Communications, Inc.

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

Michael DePinto
Director of Purchasing

RESOLUTION #210-FY25

BOARD OF TRUSTEES MEETING

JUNE 24, 2025

Title: Workforce Addition Network Switches - Pay to Play

WHEREAS, the purchase of three (3) network switches, along with five years of support and XIQ, is necessary to provide internet access and connect the new areas created by the Workforce Training Center Addition project to the other campus buildings; and

WHEREAS, suitable equipment is necessary to establish a secure, high-speed, high-capacity data network throughout the campus while ensuring complete compatibility with the existing data network equipment and software from Extreme Networks; and

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

WHEREAS, this purchase would allow the College to acquire the latest generation of network switches for the new Workforce Addition areas, enhancing the campus's existing equipment, and

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

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

WHEREAS, the maintenance and support of Extreme Networks networking products is available through the Pennsylvania Educational Purchasing Program for Microcomputers (PEPPM), via Contract #533902-062; and

WHEREAS, PEPPM is a national purchasing cooperative serving education agencies and other public sector government agencies throughout the country, of which RVCC is a member; and

WHEREAS, funding for this purchase is available from the 2025 Chapter 12 capital funds allocated for the Workforce Training 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, 2025 through June 30, 2026, 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:

PhillyCom, Inc.
130 West Main Street
Suite 144-302
Collegeville, PA 19426
Amount: \$35,220.00

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 PhillyCom, Inc.

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

Michael DePinto,
Director of Purchasing

RESOLUTION #210-FY25

BOARD OF TRUSTEES MEETING

JUNE 24, 2025

Title: Workforce Addition Network Switches - Pay to Play

WHEREAS, the purchase of three (3) network switches, along with five years of support and XIQ, is necessary to provide internet access and connect the new areas created by the Workforce Training Center Addition project to the other campus buildings; and

WHEREAS, suitable equipment is necessary to establish a secure, high-speed, high-capacity data network throughout the campus while ensuring complete compatibility with the existing data network equipment and software from Extreme Networks; and

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

WHEREAS, this purchase would allow the College to acquire the latest generation of network switches for the new Workforce Addition areas, enhancing the campus's existing equipment, and

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

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

WHEREAS, the maintenance and support of Extreme Networks networking products is available through the Pennsylvania Educational Purchasing Program for Microcomputers (PEPPM), via Contract #533902-062; and

WHEREAS, PEPPM is a national purchasing cooperative serving education agencies and other public sector government agencies throughout the country, of which RVCC is a member; and

WHEREAS, funding for this purchase is available from the 2025 Chapter 12 capital funds allocated for the Workforce Training 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, 2025 through June 30, 2026, 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:

PhillyCom, Inc.
130 West Main Street
Suite 144-302
Collegeville, PA 19426
Amount: \$35,220.00

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 PhillyCom, Inc.

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

Michael DePinto,
Director of Purchasing

C. Educational Programs and Services Committee

Trustee James Von Schilling presented Consent Agenda Resolutions #213-FY25 through #221-FY25. Trustee Von Schilling moved the above-stated resolutions, which were seconded by Trustee Helena Swanicke and approved by voice vote.

Trustee Von Schilling reported that earlier in the day, the Committee discussed topics, goals, and strategies to cover in AY 2025-2026.

RESOLUTION #213-FY25 BOARD OF TRUSTEES MEETING JUNE 24, 2025

Title: Human Resources Action Report for June 24, 2025

1. New Adjunct Faculty

The following individuals are recommended as a new adjunct faculty for Summer or Fall 2025 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$1,104 to \$1,258.

Last Name	First Name	Rank	Discipline	Per contact hour rate	Hire Date
Husseini	Musa	Instructor	Math & Computer Science	\$1,143	9/1/25
Peng	Chen	Instructor	Arts & Design	\$1,143	9/1/25
Pfarr	Theresa	Assistant Professor	Arts & Design	\$1,134	6/2/25
Reddy	Nirup	Instructor	Business & Public Service	\$1,104	6/2/25
Von Brandis	Annette	Assistant Professor	Arts & Design	\$1,174	9/1/25

2. Returning Adjunct Faculty

The following individuals are recommended as returning adjunct faculty for Fall 2025 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$1,143 to \$1,258.

Last Name	First Name	Rank	Discipline	Per contact hour rate	Hire Date
Goel	Nandita	Associate Professor	Math & Computer Science	\$1,208	9/1/25
Weir	Bonnie	Instructor	Business & Public Service	\$1,143	9/1/25

3. New Hire- Administrator

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

Name	Title	Salary	Department	Start date
*Madelyne Figueredo	Assistant Controller	\$93,000	Budget & Finance	6/16/25
**John Gillette	Division Dean- Business, Communication & Public Service	\$130,000	Academic Affairs	7/7/25
***Stanley Valles	Director of Campus Safety & Emergency Management	\$122,500	Campus Safety	7/25/25

*Budget Code 100-4100-5010-60/replacing T. McAllister

**Budget Code 100-3014-5010-40/new

***Budget Code 100-4800-5010-60/replacing R. Szkodny

4. New Hire- Support Staff

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

Name	Title	Hourly Rate	Department	Start date
*Lori Fol	Data Entry Application Processor	\$23.47 (\$44,623)	Enrollment Management	6/2/25
**Pamela Luckenbaugh	Testing Specialist	\$26.29 (\$51,272)	Testing Center	6/16/25
***Noelia Velez	Human Resources Specialist	\$26.29 (\$51,272)	Human Resources	6/2/25

*Budget code 100-2210-5310-60/replacing part time lines

**Budget code 100-3590-5310-50/replacing H. Floyd

***Budget code 100-2100-5310-60/replacing S. Jarrett

5. Retirements

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

Name	Title	Department	Effective Date
Cynthia Hynes	Manager NC Allied Heath & Workforce Ops	Workforce Development	8/29/25

RESOLUTION #214-FY25

BOARD OF TRUSTEES MEETING

JUNE 24,2025

Title: Appointment, Full-Time Tenure-Track AY 2025-2026 Faculty

BE IT RESOLVED, that at the recommendation of the President, the following full-time tenure-track faculty appointment be approved for AY 2025-2026.

Name	Title	Department	Start Date	Salary
*Corey Spencer	Instructor- English	English	9/1/25	\$69,292

*Budget Code 100-3130-5140-10/replacing M. Brazier

Title: REVISED: Reappointments, Unit Administrative Employees

BE IT RESOLVED, that upon recommendation of the President, the following unit Administrators are reappointed for the 2025/2026 fiscal year. *Salaries include a 3.5% contractual increase

Last Name	First Name	Title	*Salary
Accomando	Jill	Assistant Director, Children's Campus	\$78,777
Alali	Zainab	Director, Workforce Development - Biotechnology & Aseptic Manufacturing	\$96,410
Amparbin	Michelle	Coordinator of the Adult Learning Experience	\$70,780
Angradi	Kristen	Transfer Articulation & Graduation Associate	\$63,994
Bacote	Blanca	Financial Aid Associate	\$58,338
Bergman	Michael	Associate Dean, Academic Innovation & Digital Learning	\$107,659
Berry	Jennifer	Assistant Director of EOF	\$82,466
Bocalan	Peaches	Director of Admissions	\$79,410
Boshell	Frances	Director of Student Life	\$99,849
Bresky	Sara	Assistant Director - CAIE	\$71,956
Brosnan	Marianne	Transfer Advisor	\$76,366
Burchfield	Richard	Director of Marketing	\$90,583
Cadet	Sherley	Director of Testing Services	\$81,607
Carter	Brian	Data Network & Cybersecurity Manager	\$89,175
Clemente	Eric	Print Shop Supervisor	\$67,209
Collins	Donyea	Director, EOF	\$104,614
Cook	Amy	Instructional Designer	\$76,724
Cuellar	Maria	Head Teacher-Children's Campus	\$63,813
DeSanctis	Gregory	Director Honors College/Alum Outreach	\$114,337
Di Pietro	Joseph	Assistant Director Facilities/Energy Prog Man	\$121,527
Diaz	Maria	Custodial Services Manager	\$80,654
Dieckmann	Diana	Academic Scheduling Manager	\$69,009
Domanski	Peter	Senior Help Desk Technician	\$83,912
Douglas	Alisa	Student Enrollment Center Coordinator	\$59,356
Drummer	Jacqueline	Director of Laboratory Service	\$113,041
Dunne	Janet	Development Associate	\$70,584
East	Jennifer	Academic Advisor	\$65,915
Enz Lewis	Elizabeth	Accounting Manager	\$90,168
Erwin	Jill	Director Theater and Conf Services	\$95,926
Estreicher	Jacqueline	Assistant Dean Curriculum	\$80,970
Faschan	Andrea	Program Manager, High School Outreach & Academies	\$85,484
Floyd	Hannah	Assistant Director - Testing Center	\$71,761
Floyd	Alexander	EOF Engagement Coordinator	\$57,387
Fox-Breland	Allison	Director of Enrollment	\$81,816
Frazier	Donyea	Director Academic Support Cent	\$84,194
Gallagher	Amie	Director of Planetarium	\$86,411
Gallen	Maire	Manager of Adult & Continuing Education	\$71,759
Gatti	Kristin	Assistant Director-Tutoring Center	\$68,305

Ge	Louisa	Web Developer	\$65,043
Goel	Seema	Head Teacher-Childcare	\$58,127
Gonzalez	David	Technical Service Desk Tech-Senior	\$76,919
Hall	Christopher	Database Administrator	\$137,982
Hall-Edward	Tierra	Director of Counseling Services	\$78,907
Hawkins	Bashir	Senior Financial Aid & Enrollment Manager	\$72,220
Hermo-Weaver	Alicia	Manager of Career Success & Experimental Learning	\$87,466
Herro	Philip	Assistant Director of Athletics	\$78,656
Hibo	Nancy Fritz	Assist Director of Admissions	\$80,705
Hynes	Cynthia	Manager NC Allied Heath & Workforce Ops	\$96,074
Khan	Kiswah	Coordinator of Student Engagement	\$64,341
Kislan	Erin	Associate Director-Financial Aid	\$86,294
Kononiuk	Julia	Learning Spec./IDD Program Manager	\$64,354
Kubick	Daniela	Manager Visual Communications	\$73,125
Kuijlaars	Gina	Director Advising & Counseling	\$103,880
Laba	Linda	Financial Analyst	\$98,571
Lankay	Cristina	Electronic Media Coordinator	\$77,180
Layton	Amy	Director, Beauty Professional Programs	\$91,054
Luger	Maureen	Purchasing & Contracts Manager	\$76,872
Markey	Andrea	ACTS Coordinator	\$57,523
Meany	Kimberly	OTA Academic Fieldwork Coordinator	\$79,391
Mesonas	Leonard	Director of Financial Aid	\$123,646
Moog	Lori	Director Service Learning & Community Outreach	\$109,817
Morrison-Santana	Deborah	Assistant Director - RISE	\$76,248
Moschella	Wayne	Coordinator Auto Skills Lab	\$66,806
Nunez	Melanye	Dual Enrollment Coordinator	\$63,876
Oliver	Kelly	Multi Media Specialist/Web Editor	\$85,139
**O'Rourke	Catherine	Teacher, Children's Campus	\$55,751
Paterno	Frank	Grants Manager	\$71,760
Pavlow	Joseph	Athletic Director	\$87,385
Pennino	Joshua	Academic Advisor	\$63,785
Peters	Chad	Public Services Coordinator	\$74,152
Pintauro	Jonathan	Academic Advisor	\$64,603
Ponton	Ana	Academic Advisor	\$65,770
Reid	Tremayne	Director Multimedia & Web Support Services	\$112,719
Riche	Kevin	Director Security & Infrastructure	\$144,030
Ryan	Kevin	Athletic Coordinator	\$69,996
Ryan	Kenneth	Administrative Technology Solutions Integrator	\$83,427
Saylor	Takecia	Director of Grants	\$97,296
Schaub	Dennis	Library Director	\$101,844
Schindler	Kevin	Planetarium Associate/Technician	\$63,677
Shah	Hetali	Instructional Designer	\$59,891
Sheikh	Maryam	Coordinator for Workforce Training Programs	\$58,062
Singh	Rikita	Executive Director of Student Support	\$102,088
***Stafford	Inieka	Director Academic Pathways-Health Technology Programs	\$91,185

Stewart	Jessi	Coordinator Nursing Skills Lab	\$65,520
Stolzer	Donna	Director of Media Relations	\$101,743
Strollo	Philip	End-User Computing Support Manager	\$99,687
Su	Min	Associate Director, Institutional Research	\$91,536
Suarez	Crystalyn	Transfer Coordinator	\$77,512
Sullivan	Elizabeth	Manager Veteran & International Student Service	\$80,227
Tsakalakos	Theresa	Academic Coordinator-RISE	\$71,759
Van Der Veen	Wilhelmus	Director of Science Ed Institute	\$106,165
Van Doren	Mary	Director of Prison Program	\$97,567
Verma	Kamaljeet	Accounts Receivable Manager	\$64,867
Wadher	Sital	Director of K-12 Partnerships	\$100,118
Walker	Alaysha	Assistant Director Student Life	\$90,772
Wang	Qianqian	Senior Web Developer	\$88,466
Weaver	Philip	Assistant Director Compliance & Facilities	\$121,267
Wheeler	John	Registrar	\$101,134
Wiedemann	John	Production Coordinator	\$79,777
Williams	Brian	Assistant Director of Advising & Transfer Services	\$73,176
Wilner	Benjamin	Coordinator, Center for Accessibility & Inclusive Education	\$61,433
Wright	Gwendolyn	Director of Children's Campus	\$90,445

**Salary based on 10 months

*** Title Change

RESOLUTION #216-FY25

BOARD OF TRUSTEES MEETING

JUNE 24,2025

Title: Reappointments, Non-Unit Administrative Employees

BE IT RESOLVED that upon recommendation of the President, the following non-unit Administrators are reappointed for the 2025/2026 fiscal year. *Salaries include a 3.5% increase

Last Name	First Name	Title	*Salary
Altemose	Rodney	Associate Vice President for Strategic Enrollment Management	\$139,725
Bayachek	Katherine	Workforce Educator - Cosmetology	\$62,318
Bearce	Karen	Provost/VP Academic Affairs	\$210,657
Cotton	Alayna	Workforce Educator - Make Up Artistry	\$58,414
Curet	Ariel	Workforce Educator - Advanced Manufacturing	\$62,131
DePinto	Michael	Director of Purchasing	\$109,679
Donnelly	Sarah	Director Institutional Research & Assessment	\$121,549
Fredericks	Jason	Vice President of Student Affairs	\$176,752
Georgiana	Dalton	Senior Business Systems Analyst	\$104,445
Imbriglio	Sarah	Dean of STEM	\$163,070
Johnson	Mary Ann	Assistant Director of Benefits & Administration	\$105,580
Lacanna	Annette	Executive Assistant to President	\$86,769
Loera	Audrey	Dean Academic Support & Education Partnership	\$163,070
Mango	Laurie	Workforce Educator - Cosmetology	\$71,570
Marion	Michael	Exec Director of Foundation	\$188,159
Marks	Patrice	Dean LFA & BPS, ALC & ALO	\$192,206

McAllister	Theresa	Controller & Executive Director of Finance	\$149,972
Mercurius	Conrad	Executive Director, Workforce Development	\$149,972
**O'Rourke	Brian	Executive Director, Facilities & Grounds	\$145,596
Paz-Amor	Windy	Director of Institutional Engagement	\$103,920
Radvanski	John	Director of Information System	\$139,094
Reed	Jade	Workforce Educator - Esthetics	\$62,318
Rincon-Piuri	Ana	Business Systems Analyst	\$84,262
Sclafani	Andrew	Human Resources Recruiter	\$64,927
Smith	Darren	Executive Director of Institutional Effectiveness	\$130,410
Stapleton	Drue	Division Dean - Health Sciences	\$134,550
Todd	Catherine	Payroll Manager	\$88,939
Trojan	John	Vice President of Finance and Facilities	\$227,499
Wallace	Cheryl	Vice President of Human Resources & Administration	\$179,489

**Salary represents reduced load 20%

Title: Reappointments, Non-Unit Support Staff Employees

BE IT RESOLVED, that upon recommendation of the President, the following non-unit Support Staff are reappointed for the 2025/2026 fiscal year. *Hourly rate includes a 3.5% increase

Last Name	First Name	Title	*Hourly Rate	
Arroyo	Rosemarie	Executive Assistant	\$51.83	\$101,066
Brady	Janet	Payroll & Accounting Specialist	\$29.94	\$58,374
Caldwell	Chandra	Admin Assist III-Student Service	\$35.97	\$70,148
DeBellis	Cynthia	Admin Assistant III-STEM	\$34.47	\$67,214
Land	Dorothy	Admin Asst III-Academic Support	\$29.52	\$57,565
Luna Florencio	Mixtzy	Administrative Assistant - Workforce Development	\$24.50	\$47,780
Perez Cepeda	Linette	Admin Assist III Academic Affairs	\$29.52	\$57,565
Seibert	Caroline	Sr. Human Resources Specialist	\$38.23	\$74,556
Tarbox	Larissa	Exec Asst to Provost/VP Academic Affairs	\$36.96	\$72,067
Velez	Noelia	Human Resources Specialist	\$27.21	\$53,067

Title: Reappointments, Unit Support Staff Employees

BE IT RESOLVED that upon recommendation of the President, the following unit Support Staff are reappointed for the 2025/2026 fiscal year. *Hourly rate includes a 3.5% contractual increase

Last Name	First Name	Title	*Hourly Rate	
Alcazar	Nini	Grants Specialist	\$32.07	\$62,532
**Alvarado Bolvito	Maira	Custodian	\$21.97	\$42,845
**Brown	Shelley	Admin Assist II-Children's Campus	\$28.84	\$56,232
Caceres De Rosales	Nuria	Custodian	\$23.05	\$44,939
Callejas	Samuel	Grounds Worker	\$24.18	\$47,159
Castillo Torres	Maria	Custodian	\$23.05	\$44,939
Chaves	Claudia	Teaching Assistant- Grant-Funded	\$25.74	\$50,188
Christian	Monique	Department Assistant - English & HSSE	\$27.30	\$53,226
Coque	Marco	Custodian-Lead	\$22.96	\$44,764
Cruz Calles	Cruz	Custodian	\$21.37	\$41,667
DeJesus	Kara	Department Assistant - Business & Public Service	\$24.24	\$47,259
**Demeter	Jeanne	Department Assistant - Health Science Education	\$26.41	\$51,502
Diaz	Enma	Custodian	\$19.37	\$37,779
**Diaz	Alfredo	Maintenance Worker/Painter	\$26.58	\$51,840
Dubon	Pedro	Maintenance Worker-Shift Lead	\$27.80	\$54,210
Eppler	Jon	Chemistry Lab Assistant I	\$22.74	\$44,349
Farischon	Justin	Laboratory Assist-Physics	\$27.82	\$54,255
Fol	Lori	Data Entry Application Processor	\$23.68	\$46,185
Galeano Bohorquez	Edilma	Custodian	\$20.35	\$39,691

Giraldo	Jose	Senior Grounds Worker	\$25.63	\$49,986
Guardado	Maria	Custodian	\$23.05	\$44,939
High	Gianni	MLT Laboratory Assistant	\$21.47	\$41,860
Hyland	Jamie	Facilities Services Coordinator	\$37.79	\$73,698
Issa	Engy	Admissions Coordinator	\$29.85	\$58,206
Kandl	Jonathan	General Service Worker	\$20.76	\$40,484
Kislan	Steven	Testing Specialist	\$25.86	\$50,418
Lett	Jennifer	Financial Aid Specialist I	\$24.98	\$48,713
Mason	Jennifer	Finance Specialist	\$29.53	\$57,587
Matias	Johnny	Maintenance Worker	\$26.67	\$52,005
Morales	Maria	Custodian-Lead	\$24.36	\$47,512
Moustakas	Nickolas	Lead Maintenance Mechanic	\$38.49	\$75,063
Murphy	Terence	Chemistry Lab Prep/Lab Asst II	\$32.46	\$63,296
Navarro	Susana	Custodian	\$23.05	\$44,939
Osbourne	Ian	RISE Inventory-Control Specialist	\$24.86	\$48,477
Paisley	Priscilla	Finance Specialist I - A/P	\$28.32	\$55,227
Patel	Niyati	Help Desk Technician	\$24.79	\$48,348
Paz	Leyla	Senior Enrollment Services Specialist	\$28.02	\$54,632
Pyzik	Christopher	Finance Specialist II - A/P	\$32.49	\$63,346
Rodas	Brenda	Enrollment Services Specialist	\$27.48	\$53,584
Rodriguez	Ana	Custodian	\$23.05	\$44,939
Rodriguez Garcia	Mariana	Administrative Assistant - Cosmetology	\$24.40	\$47,581
Rodriguez Henriquez	Ermis	Custodian	\$20.35	\$39,691
Rosales Samper	Galileo	Custodian	\$23.05	\$44,939
Salas	Martha	Laboratory Asst. III - Biology Molecular	\$37.30	\$72,727
Sanchez Lopez	Alvaro	Custodian	\$20.35	\$39,691
Sanchez-Lopez	Lucia	Custodian	\$20.17	\$39,331
Schmieder	Allyson	Staff Scientist - Grant Funded	\$22.74	\$44,348
Seas	Javier	Shipping & Receiving Clerk	\$24.47	\$47,724
Simoncelli	Angelo	Lead Maintenance Mechanic	\$41.89	\$81,679
Skillman	Susanne	Department Assistant Math & Computer Science	\$26.43	\$51,536
Solorzano	Eugenia	Custodian	\$19.13	\$37,303
Surot	Ilustre	Student Account Specialist - A/R	\$27.21	\$53,067
Tenenbaum	Lauren	Department Assistant - Arts & Design	\$24.29	\$47,375
Tenzer	Kathy	Library Technical Service Specialist	\$30.90	\$60,256
Torlish	Helena	Department Assistant - Communication/Languages	\$30.59	\$59,643
Tortora	Robert J	Custodian	\$21.07	\$41,080
Vandal	Holly	Laboratory Assistant - Biology	\$22.11	\$43,118
Varkoly	June	Help Desk Technician	\$24.54	\$47,848
Villalobos	Priscilla	Student Account Specialist - A/R	\$24.91	\$48,584
Vroom	Walter	Media Aide I	\$31.91	\$62,221
Wicklund	Marie	Administrative Assistant-Student Life	\$34.69	\$67,644

****rate includes longevity adjustment**

WHEREAS, the following policies and processes were adopted by the COF to evaluate retiring adjunct faculty for Adjunct Professor Emeritus status and to provide clarity to this important honor (Adjunct Professor Selection Policy and Procedures, Endorsed by COF, April 25, 2023 and revised on September 5, 2023, Resolution #33-FY24). Updates are bolded and italicized:

A. Eligibility Criteria:

1. Adjunct Faculty who are retiring from Raritan Valley Community College, have a minimum of thirty (30) semesters of service, including summer sessions, and hold the rank of Adjunct Associate or Adjunct Full Professor.
2. Adjunct Faculty who have passed away while still employed at Raritan Valley Community College, have a minimum of thirty (30) semesters of service, including summer sessions, and hold the rank of Adjunct Associate or Adjunct Full Professor.

B. Performance Criteria:

1. The candidate should have provided sustained and positive performance at the College as well as maintained the highest professional standards in relationships with students, colleagues, and supervisors.

C. Notification of Intent for Consideration:

1. The retiring adjunct faculty member must notify, in writing, their Department Chairperson, ***copying Human Resources***, by April 1 or November 1 of the semester of their retirement. Retiring adjunct faculty will submit an accompanying letter of no more than two pages highlighting the major accomplishments and achievements during their service at RVCC to support consideration of Adjunct Professor Emeritus status. ***The letter must include date of retirement.***
2. If a faculty member has passed away, the Department Chairperson will consult with the Department about recommending Adjunct Professor Emeritus status within six months.

D. Process for Review and Recommendation:

1. The Department Chairperson will review the letter submitted by the adjunct faculty member. If needed, the Department Chairperson will consult with departmental faculty or the Division Dean.
2. The Department Chairperson will forward the recommendation to the Chair of the Faculty Professor/Counselor Emeritus Committee by May 1 or December 1.
3. The Chair of the Faculty Professor/Counselor Emeritus Committee will convene the committee to review the recommendation of the Department Chairperson. The committee, whose deliberations are confidential, will make a decision to recommend or not recommend the candidate.
4. The Chair of Faculty Professor/Counselor Emeritus Committee will forward the committee's recommendation of each candidate to the College President by June 1 or January 1.
5. The College President will make the final decision and recommend successful candidate(s) to the Board of Trustees, requesting timely action.

6. The College President will notify candidates whether they have been awarded the rank of Adjunct Professor Emeritus.
7. Following Board approval, each new Adjunct Professor Emeritus will be documented in the Board minutes.

E. Emeritus Status Benefits:

1. Inclusion in the online College Catalog
2. Inclusion on mailing/emailing list for events and activities, both academic and non-academic
3. Invitation to participate in activities and Faculty Interest Groups sponsored by The Center for Teaching, Learning, and Scholarship
4. A faculty identification card which provides free use of the library, computing facilities, athletic facilities, and access to email. The faculty identification card allows for continued discount on RVCCArts and Planetarium pricing.
5. Invitation to attend and to speak at the General Membership meetings of the Forum and Council of Faculty as a non-voting member
6. Enrollment in up to two (2) courses per semester with free tuition on a space available basis. If a course requires the payment of a fee to a third-party vendor or payment of a fee or supplies, the Adjunct Faculty Emeritus member will be responsible for the payment of the fee at the rate charged to the College. The Adjunct Faculty Emeritus member will pay for the cost of the books.
7. payment of a fee or supplies, the Faculty Emeritus member will be responsible for the payment of the fee at the rate charged to the College. The Faculty Emeritus member will pay for the cost of the books.

WHEREAS, the President has reviewed and recommends the benefits aforementioned to the Board of Trustees;
NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College approves privileges associated with the Adjunct Faculty Emeritus honor.

RESOLUTION #220-FY25

BOARD OF TRUSTEES MEETING

JUNE 24, 2025

WHEREAS, the Board of Trustees of Raritan Valley Community College established the honorary title of "Adjunct Professor Emeritus" (April 25, 2023) 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 Adjunct Professor Emeritus benefits (Resolution #33-FY24, dated September 5, 2023); and

WHEREAS, as part of the procedure for awarding Emeritus rank at Raritan Valley Community College, an Adjunct Professor 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 Adjunct Professor Emeritus Selection Committee has notified the President in writing of the Committee's affirmation; and

WHEREAS, Lawrence Kramer, who will retire on August 30, 2025, 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 Kramer to Raritan Valley Community College by extending the honorary title of Adjunct Professor Emeritus, effective September 1, 2025, with all of the rights and privileges associated with this honor.

RESOLUTION #221-FY25

BOARD OF TRUSTEES MEETING

JUNE 24, 2025

WHEREAS, the Board of Trustees of Raritan Valley Community College established the honorary title of "Adjunct Professor Emeritus" (April 25, 2023) 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 Adjunct Professor Emeritus benefits (Resolution #33-FY24, dated September 5, 2023); and

WHEREAS, as part of the procedure for awarding Emeritus rank at Raritan Valley Community College, an Adjunct Professor 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 Adjunct Professor Emeritus Selection Committee has notified the President in writing of the Committee's affirmation; and

WHEREAS, Ann Tilak, who will retire on June 1, 2025, 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 Ann Tilak to Raritan Valley Community College by extending the honorary title of Adjunct Professor Emeritus, effective July 1, 2025, with all of the rights and privileges associated with this honor.

D. Governance, Policy, and President Evaluation Committee

Trustee Swanicke reported that the Campus Safety Report for the period May 9 through June 13, 2025, was discussed by the Committee and was provided to the full Board of Trustees via SharePoint.

Trustee Swanicke presented Resolutions #222-FY25 and #223-FY25. Trustee Swanicke moved the above-stated resolutions, which were seconded by Trustee Roger Jinks and approved by voice vote.

RESOLUTION #222-FY25

BOARD OF TRUSTEES MEETING

JUNE 24, 2025

WHEREAS, the Board of Trustees of Raritan Valley Community College, after reviewing and evaluating the services, accomplishments, and successes of the President, Michael J. McDonough, Ph.D.; and

WHEREAS, the successes and accomplishments were more fully set forth in the Evaluation Report and Recommendations submitted to the Board of Trustees by the Governance Committee; and

WHEREAS, the Board and President McDonough reviewed the Report and Recommendations;

NOW, THEREFORE BE IT RESOLVED, that the following revisions and/or amendments be made to the Employment Agreement with President, Michael J. McDonough, Ph.D., dated April 22, 2014:

1. TERM OF EMPLOYMENT:

- (a) The term of the PRESIDENT's employment under this Agreement shall be extended and continue unless sooner terminated, from June 1, 2025 through and including May 31, 2031.

2. COMPENSATION:

- (a) The PRESIDENT's salary for the period June 1, 2025, to May 31, 2026, shall be \$328,095 (a 3.5% increase).
- (b) The PRESIDENT's annual employer contribution to the President's 403(b) account shall be increased, commencing June 1, 2025, by \$5,000.
- (c) The PRESIDENT's annual performance award shall remain in effect.

All of the other terms and conditions and provisions set forth in the Employment Agreement dated April 22, 2014, and subsequent revisions and/or amendments, are not otherwise amended or revised and remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have duly executed and delivered this Agreement as of the date hereinabove set forth.

Raritan Valley Community
College Board of Trustees

RESOLUTION #223-FY25 BOARD OF TRUSTEES MEETING JUNE 24, 2025

WHEREAS, the Board of Trustees of Raritan Valley Community College governs the institution through policy; and

WHEREAS, governance policies are the subject of deliberate study and review;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College hereby adopts the attached amended Board Policy Directive on Institutional Engagement.

V. Old/New Business

VI. Public Questions/Comments

Trustee Swanicke 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.”

Alyssa Valenti, Electronic Resources & Web Services Librarian, discussed the vast array of resources available in the RVCC Library. She reminded that all resources are available to Trustees, as well.

VII. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 4:43 p.m.

Respectfully submitted,

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