

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
JUNE 25, 2019

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, June 25, 2019, at Raritan Valley Community College, Route 28 and Lamington Road, Branchburg Township, North Branch, New Jersey.

Chairman Robert P. Wise called the Regular Board of Trustees meeting to order at 5:30 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.”

Presentation – Middle States Commission on Higher Education (MSCHE) Annual Institutional Update

Dr. Patrice Marks, Dean of Liberal and Fine Arts and MSCHE Accreditation Liaison Officer, provided an update on the College's Self-Study and Compliance, as outlined below:

1. Submitted Annual Institutional Update (5/16/2019)
Team: Sarah Donnelly, Director of IR & Assessment; Theresa Mc Allister, Assistant Controller; Patrice Marks, ALO
2. Addressed two MSCHE 2017 Periodic Review Report recommendations: (5/16/2019):
 - i. Periodic assessment of the effectiveness of programs supporting the student experience linked to planning and decision-making (Standard IV)
 - ii. Program level and general education student learning outcomes that are interrelated with one another (Standard V)
3. Fall 2019: Embark on Self-Study and Compliance Report
 - i. Federal Compliance Regulations:
 1. Student Identity Verification in Distance and Correspondence Education
 2. Transfer of Credit Policies and Articulation Agreements
 3. Title IV Program Responsibilities
 4. Institutional Record of Student Complaints
 5. Required Information for Students and the Public
 6. Standing with State and Other Accrediting Agencies
 7. Contractual Arrangements
 8. Assignment of Credit Hours
 - ii. MSCHE Standards for Accreditation:
Standard I: Mission and Goals
Standard II: Ethics and Integrity
Standard III: Design and Delivery of the Student Learning Experience
Standard IV: Support of the Student Experience
Standard V: Educational Effectiveness
Standard VI: Planning, Resources, and Institutional Improvement
Standard VII: Governance, Leadership, and Administration

A link to webinars on all eight standards will be emailed to the Board. Standards that are Board-related will be highlighted. If time permits, Dean Marks encouraged the Board to familiarize themselves with all the standards to provide a more comprehensive lens through which to view the work in which faculty and staff will be involved over the next two years.

Chairman Robert Wise then presented the following resolution:

Resolution #96-2019 – Acknowledgement of Service – Eric Neira

WHEREAS, Eric Neira was elected by his peers and served as Alumni Representative to the Board of Trustees of Raritan Valley Community College for the 2018/2019 term; and

WHEREAS, Mr. Neira has concluded his service on the Board of Trustees of Raritan Valley Community College where he has served with dedication and distinction; and

WHEREAS, Mr. Neira served on the Board of Trustees Educational Programs and Services Committee and his ideas and suggestions enhanced educational opportunities for students and services to the community; and

WHEREAS, Mr. Neira engaged in the life of the College by attending programs on campus, meeting with students, and serving as an extraordinary ambassador for the College and helped make RVCC more student-centered; and

WHEREAS, Mr. Neira is a highly respected member of the College community and is a valued colleague and friend to Raritan Valley Community College;

NOW, THEREFORE, BE IT RESOLVED, that the RVCC Board of Trustees, President Michael J. McDonough, and the members of the College community, extend their deepest gratitude and best wishes to Eric Neira, further wish him well in all of his endeavors, and look forward to his continued contributions to RVCC in the future.

The Resolution was moved by Trustee Howes, seconded by Trustee Rica, and approved unanimously by voice vote. The Chairman and the President expressed their appreciation to Mr. Neira for his dedication to the Board and to the College community during his tenure as Alumni Trustee. Mr. Neira expressed his appreciation to the Board, the President, and to the entire College community and indicated that his service on the Board of Trustees has been very rewarding and an incredible learning experience.

Swearing-In New Board of Trustees Members

Philip Stern, College Counsel, then swore-in Thomas Boon, the new Alumni Representative to the Board of Trustees for 2019/2020. Thomas, a resident of Hillsborough, graduated from RVCC in May with degrees in degrees in Biology, Pre-Pharmacy and Pre-Medical Professional, receiving the Academic Award for Pre-Medicine. He will be transferring to the Ernest Mario School of Pharmacy at Rutgers University in the fall, and he plans to pursue a career in neuropharmacology.

While at RVCC, Thomas was selected as a “mentee” for the Sanofi Corporate Mentorship Program as well as an Ambassador for the program. He served as President of the Health Oriented Peer Educators (HOPE) Club and as President and Founder of the Raritan Valley Science Podcast (RV SciPod) Club. He also created a new College tradition last year with the creation of the “Stop Out Stigma” event. At this year’s event, over 150 participants from 16 different RVCC clubs worked together to help combat stigmas on campus.

On behalf of the Board of Trustees and the President, the Chairman welcomed Thomas Boon to the Board and indicated that they look forward working with him in his new capacity.

The Chairman indicated to the audience that during Public Session, speakers would be limited to two minutes and that the total time allotment for public comments would be 40 minutes. Individuals planning to speak were asked to provide their name in writing to the Board secretary prior to Public Session.

II. Roll Call of Members

The roll call was taken as follows:

Attendees: Caren Bateman
Thomas Boon

Absent: Roger Locandro
Andrew McNally

Roger Jinks
Paul J. Hirsch
W. Timothy Howes
Donald Rica
Juan Torres
Robert P. Wise
Tracy DiFrancesco Zaikov

Felecia Nace
Donna Simon
Margaret Windrem

Also in attendance: Michael J. McDonough, President; Richard Flaum, Esq., Labor Counsel; Philip Stern, Esq. Legal Counsel; and members of the faculty, administration, and staff

A quorum was present.

III. Agenda Items

1. Approval of Regular Meeting Minutes

On motion by Trustee Howes, seconded by Trustee Rica, the Regular minutes of May 21, 2019 were approved by voice vote. Trustee Torres respectfully abstained.

2. Chairman's Report

Chairman Robert Wise commented that the Educational Retreat, held earlier in the day, was valuable and a great start to reinforce best practices relating to good board governance. On behalf of the Board and the President, the Chairman expressed his appreciation to Bradley Ebersole from ACCT for being the facilitator for the session.

The Chairman, on behalf of the Board and the President, also expressed his appreciation to the Prosecutor and his staff for conducting a risk assessment and security overview of the College.

The Chairman reminded the Board that the next Regular Board of Trustees meeting is scheduled for Tuesday, August 20, 2019. There is no meeting scheduled in July.

Lastly, the Chairman reminded that Board that RVCC Foundation's 16th Annual Golf Event Classic is scheduled for July 8th, 2019 at the Stanton Ridge Golf & Country Club. The RVCC Foundation's annual Golf Classic generates funds for scholarships and program support to benefit RVCC students, faculty, and the community at large.

3. President's Report

President Michael McDonough commented that today sadly marked the anniversary of Senator Raymond Bateman passing and further expressed his sympathy to Trustee Caren Bateman and her family on behalf of the Board and the College community. The President remarked that Senator Bateman's legacy will live on through the countless lives he touched.

The President commented that he attended a series of meetings concerning Governor Murphy's vision for tuition-free community college. Discussions have focused on ways to make the Community College Opportunity Grant (CCOG) pilot program more robust to benefit as many students as possible.

President McDonough distributed a copy of his written report, as follows:

Highlights from President's Messages

▪A special thank you to Peppy Margolis. As many of you know, Peppy is retiring from her role as Director of Community Programs. In her fifteen years as the Director of the Institute for Holocaust and Genocide Studies, Peppy has left behind an impressive and urgent legacy of passion, advocacy, and education. We must sustain

and enhance this legacy, especially in an era when hate seems to dominate so much of our political and cultural exchanges.

- Many thanks to Qianqian Wang, Eric Sherman, Kelly Oliver, and our marketing team for making it possible to live stream our Nurses Pinning Ceremony and the 2019 Commencement. Over six hundred people from around the world viewed both events live.
- Sincere congratulations to Professor Kathy Suk. On May 7, 2019, the founding cohort of the Ed.D. program in Organizational Leadership at Stockton University were graduated. Well done, Kathy. We're glad you're bringing that experience and that knowledge back to RVCC.
- As a one-time resident of London, I'm happy to support Professor Dan Aronson's recent guest column in the *Courier News*. "Why Congestion Pricing Is a Wise investment for Society" reminds us that user fees would fund a vastly improved public transit infrastructure.
- I want to congratulate everyone associated with RVCC's Small Business Development Center. As a result of ASBDC accreditation, Rutgers assessed and ranked New Jersey's twelve regional centers. I'm happy to report that RVCC's NJSBDC was ranked #1 in the New Jersey network, scoring exceptionally high in performance categories such as long-term clients, high impact clients, new business startups, and capital infusion.
- Congratulations to all the RVCC faculty and staff associated with the first year of our membership in The National Society of Leadership and Success. RVCC hosted over forty individual events, secured a \$1000 grant to fund student participation, engaged in Chapter Best Practices, and organized an induction ceremony. About 306 RVCC students completed all induction requirements.
- Professor Lauren H. Braun-Strumfels has received a Fulbright U.S. Scholar Program award to Italy, allowing her to continue her research in U.S. history and American Studies. Congratulations, Lauren.
- Congratulations to Provost Preston on being named to the Board of Trustees for *Safe+Sound Somerset*, an organization that provides a range of services to the survivors and their families of domestic abuse.
- On June 4, 2018, The House of Representatives passed the American Dream and Promise Act of 2019, legislation that provides a pathway to citizenship for the Dreamers and for individuals who have temporary protected status. All major higher education groups and associations support his act. The Senate, however, is unlikely to take any action to further the bill.

Items of Note

Support Team and Mentor Program

Fourteen RVCC students attended a three-day training at TCNJ from June 11 to 13, 2019 and received a National Certification to be Peer Educators. This certification is the first step in their training process. Mental Health Counselor Gina Kuijlaars and Academic Advisor Crystalyn Espinal chaperoned the trip. These students are part of a larger new student organization called STAMP (Support Team And Mentor Program) that will focus on training students in Bystander Intervention techniques and peer mentorship. Their training will also include a program on Mental Health First Aid, which is scheduled for July. There are currently 25 students who have signed up to be part of this new initiative to promote health and wellness on campus.

Project Graduation

On Friday, May 21, 2019. RVCC was host to 170 North Plainfield students along with 25 volunteers as part of Project Graduation. Students were entertained with a hypnotist show, laser tag, the pool, and a DJ overnight. This is the first time RVCC has hosted North Plainfield High School's project graduation and we hope this will be a regular event. George Eversmann, Director of Athletics, was present to ensure the program went off without a hitch.

English Department

Ronald Tyson presented a paper at the national convention of the Popular Culture Association in Washington on April 20. Professor Tyson's presentation was titled "*Black Lightning, Afrofuturist Imaginings, and the Problems of Revising the Black Superhero*," and is part of a longer manuscript he is developing on black super-powered heroes in print, cinema, and television. Professor Tyson presented excerpts from another section of his larger work-in-progress at the recent CTLS Summer Institute held at RVCC on May 16. This presentation was titled "Is *Black Panther* Really All That?"

Honors College Capstone Course Projects

Twenty-one students from Raritan Valley Community College's Honors College presented their independent "Capstone Course" projects during a full-day symposium, held May 7 at the College.

Project topics ran the gamut of subjects—from "Analyzing the Frequency Spectrum of Guitar Strings," to "Financial Literacy for Life: Important Considerations," to "Nature & Nurture: Genetic & Environmental Causes of Alzheimer's," to "The Creative Writing Portfolio," to "Censorship on the Rise," to "Cults and the Abuse that Sustain Them," to "Emotional Impact of Deaf Children Raised with Hearing vs. Deaf Parents," to "The Comedy of Pain: Finding Humor in the Suffering of Others."

The Capstone Course is designed to guide sophomore Honors College students from all disciplines through the stages of researching and writing a major research paper or project, or developing an artistic pursuit. The students are mentored by faculty members and present their work at the end of the semester.

Launched in 2011, RVCC's Honors College serves highly qualified high school graduates who are entering college for the first time. Honors College students benefit from being in small classes with similarly academically motivated students. Students in the program are taught by a select group of faculty. The Honors College features a cohort-based program with smaller, seminar-style courses that have an interdisciplinary focus and afford students the opportunity to develop a close working relationship with their professors.

Library

Assistant Professor Alyssa Valenti, Electronic Resources & Web Services Librarian, has been elected as President-Elect of the NJ Chapter of the Association of College and Research Libraries. She will serve as President-Elect in 2019-2020 and chapter President in 2020-2021. Alyssa also was appointed to a 2-year term on the ACRL Membership Committee.

On Thursday, June 13, Associate Professor Megan Dempsey, Library Chair, along with Greg Fallon, Associate Dean of Learning Resources at Passaic County Community College, hosted at RVCC over 100 faculty, librarians, and administrators from NJ colleges and universities for the NJ Open Educational Resources Summit. Throughout the day, student and faculty presenters educated each other about the OER initiatives happening on their campuses and the creative ways they have eliminated costly textbooks by replacing them with free and open alternative course materials. This Summit helped prepare attendees to implement or advance OER at their own institutions in anticipation of the legislated affordable textbooks plans that NJ institutions of higher education will be required to submit to the Department of Education. The Evelyn S. Field Library's annual summer reading program is in full swing. This year's theme is 'Reading is Worth a Fortune!' The program began eight years ago to encourage students, staff, and the community to read during the summer months. Made possible by prize donations from local area businesses, the program is open to all members of the RVCC community and the local public.

Suzanne Kosempel, adjunct librarian, has been regularly updating the Library's Resources for Undocumented Students webpage with information for undocumented students and Dreamers on scholarships, as well as helpful resources on life as an undocumented student, legal aid, paths to citizenship, fellowships/internships,

and health insurance. The Library's guide supplements the RVCC Dreamers page that links to the NJ site for financial aid for Dreamers.

Science and Engineering

RVCC student James Lemieux, an Environmental Science major, won the Sustainable Raritan River Initiative's Citizen Action award for his work revegetating stream corridors on campus and in Manville, NJ this past spring. Jamie took incredible initiative on RVCC's project – from preparing the grant proposal to ordering 350 trees and shrubs to organizing several planning sessions with student volunteers. Due to the great job he did, Jamie was recruited to implement Manville's revegetation project as well. Jamie was presented with the award at the annual Sustainable Raritan River Conference and Awards Ceremony held on June 7, 2019 at Rutgers University.

Visual and Performing Arts

Adjunct Steve Hudson just completed recording a new album for saxophonist Mark DeJong in Banff, Canada. He will be performing in Brooklyn, NY on Thursday June 20 at Pete's Candy Store with David Freeman Trio, In July, Steve will perform at the Rockaway Jazz Festival with Claire Daly 4'tet. All performance information is available at www.SteveHudsonMusic.com.

William Crosbie attended the Unreal Academy for Enterprise On June 7-9, 2019 in Raleigh, North Carolina. The second annual training session from Epic Games, the makers of Unreal Engine, was to highlight how realtime rendering can be used in business sectors other than video game production. A sample of different fields represented among the attendees were automotive, the energy sector, broadcast and real time visual effects, manufacturing, architecture and interior design, health care, and aerospace engineering. Loretta Fois performed at the 2019 SoloDuo Dance Festival at Dixon Place in New York in May 2019. She also began her Creative and Expressive Arts Training CAGS (Certificate in Advanced Graduate Studies) at Salve Regina University, Newport, RI.

On May 26, John Sichel's arrangement and orchestration of Anthony Scamrolin's *Whispers of Love* was performed by the National Orchestra of Lviv, Ukraine, conducted by Sandor Karolyi. Vladimir Tsy-pin was the violin soloist.

Adjunct Eldad Timur plays weekly with the Flying South Latin Jazz Trio in Jersey City. Once a month he plays in a fusion jazz trio in Asbury Park and also features in the house band at the Jazz Loft in Stony Brook, Long Island. Eldad also performs his original music once a month with his chamber group at Eonta Gallery in Jersey City.

RVCC Foundation

The RVCC Foundation hosted a "Perspective Dinner" on June 19, 2019 in which fifteen participants of diverse backgrounds attended, including representatives from Lab Corp., J&J, ExxonMobil, and NJ Manufacturers.

4. Committee Reports

A. Finance Committee

Chairman Robert Wise reported on the Treasurer's Report (Resolution #97-2019) for the period 05/01/19 to 05/31/19. On motion by Chairman Wise, seconded by Trustee Bateman, the Treasurers' Report was unanimously approved by voice vote.

Chairman Wise then presented Consent Agenda Resolutions #98-2019 through #123-2019. On motion by Chairman Wise, seconded by Trustee Bateman, the above stated Consent Agenda resolutions were approved by voice vote. Resolutions #124-2019 and #125-2019 were withdrawn.

Resolution #98-2019 – Various Vouchers for Payment

BE IT RESOLVED, that the following May2019 vouchers be approved for payment; and

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

Check #s	301795-302666	
ACH#s	2	
Total Checks		\$1,255,199.50
Total ACH		15,227.15
Total Vouchers		1,270,426.65
Construction and Architect Vouchers		54,124.14
Less Previously Approved		(55,800.00)
Total		<u>\$1,268,750.79</u>

Resolution #99-2019 Annual Services for Temperature Control Automation System 2019-2020

WHEREAS, Raritan Valley Community College requires annual service for the campus temperature control automated system for the period July 1, 2019 through June 30, 2020; and

WHEREAS, the Automated Logic system is proprietary and the controls are critical to maintain heating and cooling; 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, a purchase order will be issued as follows:

Automated Logic Corporation 100 Delawanna Avenue Suite 400 Clifton, NJ 07014 <u>Amount:</u> \$60,462.00

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 #100-2019 RVCC Arts Building Additions

WHEREAS, the College advertised for bids for the construction of two (2) one-story additions of approximately 6,300 square feet and 2,750 square feet respectively, as well as exterior and interior alterations to the existing 38,000 square foot single-story Arts Building; and

WHEREAS, twenty-two (22) bids were distributed to vendors and five (5) bids were received and opened on Friday, June 21, 2019; and

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

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

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

Michael DePinto
Director of Purchasing

Resolution #101-2019 Campus Wide Copiers 2019-2023

WHEREAS, in order to support college operations, multi-function copiers capable of scanning, faxing and being networked are needed in academic and administrative departments; and

WHEREAS, our current copier agreement with United Business Services and Hewlett Packard Financial Services expires on June 30, 2019; and

WHEREAS, PL. 2011, c. 139, was enacted to permit County Colleges to utilize contracts awarded by national or regional cooperatives that were competitively bid; and

WHEREAS, Resolution # 107-2013 authorizes the college to purchase from these contracts, and

WHEREAS, the Pennsylvania Educational Purchasing Program for Microcomputers (PEPPM) has contracts for Canon copiers (Contract #527586-001); and

WHEREAS, United Business Systems, a dealer for Canon copiers, has presented the College administration with a proposal for 43 new Black and White copiers and 3 new Color copiers which will result in annual savings of \$16,644.00 below our current costs and overall savings of \$66,576.00 over the 48-month life of the lease; and

WHEREAS, the proposal is for cost per copies as follows: \$0.0047 for black and white copies, and \$0.04 for color copies; and

WHEREAS, the monthly cost of the new agreements are shown below:

Canon Financial Services, Inc. 14904 Collections Center Drive Chicago, IL 60693 <u>Monthly Amount:</u> \$6,180.00
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United Business Systems 302 Route 46 East Fairfield, NJ 07004 <u>Monthly Amount:</u> \$7,672.00
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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 enter into a 48-month agreement covering the period of July 1, 2019 through June 30, 2023 with the vendors indicated above.

Michael DePinto
Director of Purchasing

Resolution #102-2019 Contractor Payments for July and August 2019

WHEREAS, Raritan Valley Community College regularly engages the services of General Contractors, Architects, Engineers and other consultants in connection with the College's capital projects; and

WHEREAS, RVCC's standard procedure is to obtain authorization to pay these invoices from the Board of Trustees at each monthly meeting; and

WHEREAS, there is no Board of Trustees meeting scheduled for the month of July 2019 but there may be invoices due for the months of July and August prior to 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 2019, and report the pertinent information at the August 2019 Board Meeting scheduled for Tuesday, August 20, 2019.

Michael DePinto
Director of Purchasing

Resolution #103-2019 Custodial Supplies 2019-2021

WHEREAS, Raritan Valley Community College requires the frequent purchase of custodial supplies in order to maintain normal daily operations; and

WHEREAS, the College has spent \$92,109.71 to date towards custodial supplies with several vendors during Fiscal Year 2019; and

WHEREAS, in an effort to decrease the spending and inventory levels of custodial supplies, RVCC management has explored different methods which would allow for the more efficient purchase of custodial supplies; and

WHEREAS, W.B. Mason has presented the College with a proposal to purchase custodial supplies at discounted prices from them for the two (2) year period of July 1, 2019 through June 30, 2021; and

WHEREAS, W.B. Mason's guarantee of two-day delivery will allow the RVCC Housekeeping staff to reduce the current custodial supply inventory levels as the long processing and delivery times associated with other custodial supply vendors will now be eliminated; and

WHEREAS, additionally the replacement of the approximately 775 existing paper towel, hand soap, cleaning chemical and toilet paper dispensers currently on campus has been included in the W.B. Mason proposal at no cost to RVCC; and

WHEREAS, the College would realize a total savings of over \$27,500.00 between the purchase and installation costs associated with obtaining new dispensers; 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 Educational Services Commission of New Jersey (New Jersey State Approved Purchasing System #65MCESCCPS) has awarded a contract for Custodial Supplies to W.B. Mason via Contract #ESCNJ 17/18-47; and

WHEREAS, a purchase order will be issued as follows:

W.B. Mason 21 Commerce Drive Cranbury, NJ 08512

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 W.B. Mason for the period July 1, 2019 through June 30, 2021.

Michael DePinto
Director of Purchasing

Resolution #104-2019 Equipment Maintenance for the Central Utility Plant

WHEREAS, Raritan Valley Community College requires annual preventive maintenance and repairs for various equipment in the Central Utility Plant and the Science Building; and

WHEREAS, the majority of this equipment was purchased in 2006 when the College upgraded the Central Utility Plant and installed heavy duty equipment which was proprietary in nature; and

WHEREAS, the maintenance agreements and the equipment repairs from the manufacturers of the equipment ensure that the upgrade continues to operate 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, purchase orders for the current fiscal year will be issued as follows:

Chillers	Trane Company	\$35,000.00
Cogeneration Engine	Northeast Energy Systems	\$35,000.00
Boilers	Miller & Chitty	\$30,000.00
Heat Recovery	Broad USA	\$30,000.00
Science HVAC	Daikin Applied (McQuay)	\$15,000.00
Emergency Generators	Penncat Corporation	\$10,000.00

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.

Michael DePinto
Director of Purchasing

Resolution #105-2019 Extension of the Security Services Agreement

WHEREAS, the contract with U.S. Security Associates, Inc. for Security Services expired on July 31, 2017; and

WHEREAS, Raritan Valley Community College advertised for bids for a new Security Services agreement on Wednesday, November 1, 2017; and

WHEREAS, one (1) bid response was opened and read on Tuesday, November 28, 2017 with one (1) bid being disqualified from consideration due to being received after the publicly advertised date and time set for the receipt of proposals; and

WHEREAS, the Board of Trustees of Raritan Valley Community College rejected the resolution recommendation made by the College at the December 5, 2017 meeting; and

WHEREAS, the RVCC administration has not publicly rebid for these services as the College explores how to appropriately proceed with security services in the future; and

WHEREAS, during this time period U.S. Security Associates has agreed to extend the contract for three months at the current rate of approximately \$68,000.00 per month; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to extend the current contract for the three-month period of July 1, 2019 through September 30, 2019 with:

U.S. Security Associates, Inc. 1000 Route 9 North Woodbridge, NJ 07095
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Michael DePinto
Director of Purchasing

Resolution #106-2019 Purchase of Laptop Computers for the Workforce Development Training Programs

WHEREAS, the purchase of fifteen (15) Dell Latitude 7490 laptop computers with extended warranties is needed for the continued advancement of the Workforce Development Training curriculum; and

WHEREAS, Workforce Development has the opportunity and the demand for off-campus computer-based training which requires easily transportable laptop computers; and

WHEREAS, this equipment must be fully compatible with the existing campus computer equipment; and

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

WHEREAS, Dell is under contract with the NASPO ValuePoint cooperative purchasing program of which the State of New Jersey is a member (Contract #89967); and

WHEREAS, a purchase order will be issued as follows:

Dell Marketing L.P. 1 Dell Way Round Rock, TX 78682-0001 <u>Amount:</u> \$21,830.55
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove to Dell Marketing L.P.

Michael DePinto
Director of Purchasing

Resolution #107-2019 Renewal of Cisco Support Agreement 2019-2020

WHEREAS, Raritan Valley Community College requires the renewal of the Cisco Router and Firewall software licenses and associated equipment support agreement for the period of July 1, 2019 through June 30, 2020; and

WHEREAS, this agreement provides critical data network protection for College administrative and academic applications; and

WHEREAS, the Cisco Router and Firewall software enables College employees to investigate and remediate data network security problems; and

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

WHEREAS, Cisco Systems, Inc. is under contract with the NASPO ValuePoint cooperative purchasing program of which the State of New Jersey is a member (Contract #87720); and

WHEREAS, the Cisco Router and Firewall software licenses and equipment support services are available through Cisco's authorized reseller New Era Technology, Inc; and

WHEREAS, a purchase order will be issued as follows:

New Era Technology, Inc. 535 U.S. Highway 46 Little Falls, NJ 07424 <u>Amount:</u> \$41,567.84

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 New Era Technology, Inc.

Michael DePinto
Director of Purchasing

Resolution #108-2019 Renewal of the License and Support Agreement for the Oracle Exadata Hardware and Software 2019-2020

WHEREAS, Raritan Valley Community College requires the renewal of the Oracle License and Support agreement for the period of July 1, 2019 through June 30, 2020; and

WHEREAS, Oracle is the database management software used to contain all of the data from the College's Banner System; and

WHEREAS, the Oracle Exadata hardware is essential to run this software; and

WHEREAS, this licensing agreement allows RVCC to use Oracle software for applications providing the College with tools to diagnose problems, improve system performance, support the Exadata Hardware and provide real-time data backup and recovery; 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, Mythics, Inc. has entered into a contract with the OMNIA Partners cooperative purchasing organization (Contract #R141801), of which RVCC is a member; and

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 follows:

Mythics, Inc.
1439 North Great Neck Road
Suite 201
Virginia Beach, VA 23454
Amount: \$116,077.64

Michael DePinto
Director of Purchasing

Resolution #109-2019 Renewal of Maintenance and Support Agreement for the Extreme Networks Equipment
WHEREAS, the renewal of the maintenance and support agreement for the Extreme Networks Data Networking Equipment is needed for the period of July 1, 2019 through June 30, 2020; and

WHEREAS, this equipment constitutes our campus data network and is essential to all academic and administrative computing as well as internet access; and

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

WHEREAS, Extreme Networks, Inc. is under contract with the NASPO ValuePoint cooperative purchasing program of which the State of New Jersey is a member (Contract #87722); and

WHEREAS, maintenance, support and service will be needed during this fiscal year and is only available from Extreme Networks through their authorized reseller PhillyCom, Inc; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to procure the required services from PhillyCom, Inc. and to issue all pertinent purchase orders not to exceed \$180,000.00.

PhillyCom, Inc.
3801 Germantown Pike
Suite 201F
Collegeville, PA 19426
Amount: Not to Exceed \$180,000.00

Michael DePinto
Director of Purchasing

Resolution #110-2019 Renewal of VMware Virtualization Server Software License and Support Agreement 2019-2020

WHEREAS, Raritan Valley Community College requires the renewal of the VMware Server Virtualization Software License and Support agreement for the period of June 30, 2019 through June 29, 2020; and

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

WHEREAS, virtualization allows RVCC to reduce hardware costs while improving 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 of the VMware Virtualization Server Software is available through the NJEDge.net technology purchasing consortium administered by the Carahsoft Technology Corporation (Contract #00278834); and

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

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 follows:

Carahsoft Technology Corp. 1860 Michael Faraday Drive Suite 100 Reston, VA 20190 <u>Amount:</u> \$22,548.00

Michael DePinto
Director of Purchasing

Resolution #111-2019 Replacement of Personal Computers in the Student Computer Labs

WHEREAS, the purchase of one-hundred ten (110) new personal computers is needed to replace the existing computers in three (3) student computer labs whose warranties have expired as they near the end of their useful lives; and

WHEREAS, extended warranties would additionally need to be purchased for each computer in order to cover any required future repairs; and

WHEREAS, it is critical to provide reliable, up-to-date personal computers in our student computer labs; and

WHEREAS, this equipment must be fully compatible with the existing campus computer equipment; and

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

WHEREAS, Dell is under contract with the NASPO ValuePoint cooperative purchasing program of which the State of New Jersey is a member (Contract #89967); and

WHEREAS, a purchase order will be issued as follows:

Dell Marketing L.P. 1 Dell Way Round Rock, TX 78682-0001 <u>Amount:</u> \$109,127.70

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 #112-2019 Technology Help Desk Services 2019-2020

WHEREAS, Raritan Valley Community College requires Technology Help Desk Services for the period of July 1, 2019 through June 30, 2020; and

WHEREAS, the College relies on efficient and reliable technology help desk services as currently contracted with Blackboard, Inc. through NJEDge.net; and

WHEREAS, this agreement is set to expire on June 30, 2019; 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, Technology and Help Desk Services are available through the NJEDge.net technology purchasing consortium Edge Pro solutions administered by Blackboard, Inc.; and

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

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 follows:

NJEDge.net 218 Central Avenue Suite 3902 Newark, NJ 07103-3918 <u>Amount:</u> \$63,720.00

Michael DePinto,
Director of Purchasing

Resolution #113-2019 Technology Staff Augmentation Services 2019-2020

WHEREAS, Raritan Valley Community College relies on efficient and reliable information technology services from managed services providers; and

WHEREAS, the College's current managed services contract with Sanguine Informatics is set to expire on August 31, 2019; and

WHEREAS, RVCC has a continued need to augment the current staff which can be accomplished most effectively with remote help; and

WHEREAS, PinakinIT Solutions has submitted a proposal to provide the following services:

- Banner/Oracle Database Administrator
- Microsoft Systems Administrator
- Linux Systems Administrator/Engineer
- Network Management Services

WHEREAS, in accordance with N.J.S.A. 18A:64A-25.5(1), a county college without advertising for bids may purchase professional services; and

WHEREAS, a purchase order will be issued as follows:

Pinakin IT Solutions, LLC 1201 North Orange Street Suite 7407 Wilmington, DE 19801 <u>Amount:</u> \$208,000.00
--

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a contract and issue a purchase order to Pinakin IT Solutions, LLC in the amount shown above for the 12-month period of September 1, 2019 through August 31, 2020.

Michael DePinto,
Director of Purchasing

Resolution #114-2019 Flooring for Classroom Renovations – Pay to Play

WHEREAS, the purchase and installation of 6,048 square feet of Kinetex flooring is needed for the Enrollment Center and classroom renovation projects; and

WHEREAS, this flooring will be installed in Somerset Hall Rooms S015, S017 and S130 as well as Hunterdon Hall Rooms H330 and H333; and

WHEREAS, Kinetex is an advanced textile composite that combines key attributes of soft-surface floor covering with the long-wearing performance characteristics of hard-surface flooring; 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, 2019 through June 30, 2020, 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:

Engineered Floors, LLC DBA J&J Flooring Group P.O. Box 2207 Dalton, GA 30722 <u>Amount:</u> \$19,650.75

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove; and

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

Michael DePinto
Director of Purchasing

Resolution #115-2019 Leasing of Passenger Vans for the Athletics Department – Pay to Play

WHEREAS, in an effort to decrease spending for intercollegiate athletics transportation, the RVCC Athletics department has explored the leasing of five (5) 15-passenger vans to be utilized by the various Athletic teams for the duration of the 2019-2020 academic year; and

WHEREAS, the College has spent \$62,829.35 to date towards intercollegiate athletics transportation from third-party vendors during Fiscal Year 2019; and

WHEREAS, Merchants Automotive Group, Inc. has presented the Athletics department with a proposal to directly invoice the College \$3,825.00 per month for five (5) 15-passenger Ford Transit Vans over the nine (9) month lease period of August 21, 2019 through May 21, 2020; and

WHEREAS, each vehicle will be allotted a 12,000 mile allowance over the course of the lease period with a cost of \$0.19 for each excess mile; 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, 2019 through June 30, 2020, 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:

Merchants Automotive Group, Inc. 1278 Hooksett Road Hooksett, NH 03106 <u>Monthly Lease Amount per Vehicle:</u> \$765.00 <u>Monthly Lease Amount for 5 Vehicles:</u> \$3,825.00 <u>Total 9-Month Lease Amount for 5 Vehicles:</u> \$34,425.00
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove; and

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

Michael DePinto
Director of Purchasing

Resolution #116-2019 Renewal of Annual Maintenance and Support Agreement for Evisions Software Systems 2019-2020 – Pay to Play

WHEREAS, Raritan Valley Community College requires the renewal of the Evisions Software Systems annual maintenance and support agreement for the period of July 1, 2019 through June 30, 2020; and

WHEREAS, the College currently utilizes the following software systems from Evisions, Inc.:

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

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

WHEREAS, maintenance, support and service will be needed during the fiscal year for these software systems and is only available from Evisions, Inc.; 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, 2019 through June 30, 2020, 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:

Evisions, Inc. 440 Exchange, Suite 200 Irvine, CA 92602 Amount: \$19,995.00
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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 and approve payments as described hereinabove to Evisions, Inc.

Michael DePinto
Director of Purchasing

Resolution #117-2019 Renewal of Blackboard Ally Software Agreement 2019-2020 – Pay to Play

WHEREAS, Raritan Valley Community College requires the renewal of the Blackboard Ally software agreement for the period of July 1, 2019 through June 30, 2020; and

WHEREAS, Blackboard Ally is a software program utilized to supplement the College's Canvas learning management system for online courses; and

WHEREAS, this software analyzes all online documents and course content for accessibility and the creation of accessible copies as needed; and

WHEREAS, faculty members are alerted by the software as to which content needs to be changed or corrected; and

WHEREAS, the Director of Purchasing has determined and certified in writing that the value of the services 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, 2019 through June 30, 2020, 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:

Blackboard, Inc.
1111 19th Street NW
Washington, DC 20036
Amount: \$27,810.00

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 in the amount shown above to Blackboard, Inc.

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

Michael DePinto
Director of Purchasing

Resolution #118-2019 Replacement of the Arts Building Windows – Pay to Play

WHEREAS, the College requires the purchase and installation of new windows in four (4) locations of the Arts Building; and

WHEREAS, three (3) quotes were obtained with Roselle Glass Company presenting the College with the most favorable proposal; and

WHEREAS, the Director of Purchasing has determined and certified in writing that the value of the services 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, 2019 through June 30, 2020, 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:

Roselle Glass Company
464 Chestnut Street
Union, NJ 07083
Amount: \$30,020.00

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 in the amount shown above to Roselle Glass Company.

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

Michael DePinto
Director of Purchasing

Resolution #119-2019 Water Line Relocation for the Arts Building Addition Project – Pay to Play

WHEREAS, the College requires the relocation of the domestic and fire water service lines in preparation of the upcoming Arts Building Addition project; and

WHEREAS, three (3) quotes were obtained with Schilke Construction Company presenting the College with the most favorable proposal; and

WHEREAS, the Director of Purchasing has determined and certified in writing that the value of the services 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, 2019 through June 30, 2020, 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:

Schilke Construction Company, Inc. 301 Valley Road Hillsborough, NJ 08844 <u>Amount:</u> \$32,750.00

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 above to Schilke Construction Company, Inc.

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

Michael DePinto,
Director of Purchasing

Resolution #120-2019 New Classroom Desks

WHEREAS, the purchase and installation of new tables is needed for several classrooms in Somerset and Hunterdon Halls as part of our commitment to refurbish all instructional spaces over several years; 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, Arbee Associates is an authorized distributor of Invincible furniture; and

WHEREAS, IMF solutions, Inc. – manufacturer of Invincible tables -- has entered into a contract with the State of New Jersey Division of Purchase and Property; and

WHEREAS, a purchase order will be issued as follows:

IMF Solutions, Inc. Arbee Associates 1531 South Washington Avenue Piscataway, NJ 08854 <u>Amount:</u> not to exceed \$33,000.00

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove to IMF Solutions.

Michael DePinto
Director of Purchasing

Resolution #121-2019 New Classroom Seating

WHEREAS, the purchase and installation of new chairs is needed for several classrooms in Somerset and Hunterdon Halls as part of our commitment to refurbish all instructional spaces over several years; 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, Arbee Associates is an authorized distributor of Steelcase furniture; and

WHEREAS, Steelcase, Inc. has entered into a contract with the State of New Jersey Division of Purchase and Property; and

WHEREAS, a purchase order will be issued as follows:

Arbee Associates 1531 South Washington Avenue Piscataway, NJ 08854 <u>Amount:</u> not to exceed \$70,000.00
--

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove to Arbee Associates.

Michael DePinto
Director of Purchasing

Resolution #122-2019 New Classroom Computer Desks & Whiteboards

WHEREAS, the purchase and installation of computer desks is needed for one classroom and whiteboards for several classrooms in Somerset and Hunterdon Halls as part of our commitment to refurbish all instructional spaces over several years; 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, Dancker is an authorized distributor of Spectrum and Steelcase furniture products; and

WHEREAS, both Spectrum and Steelcase have entered into a contract with the State of New Jersey Division of Purchase and Property; and

WHEREAS, a purchase order will be issued as follows:

Dancker 291 Evans Way Somerville, NJ 08878 <u>Amount:</u> not to exceed \$60,000.00
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove to Dancker.

Michael DePinto
Director of Purchasing

Resolution #123-2019 Additional Library Purchasing Consortium

WHEREAS, the Raritan Valley Community College Library would like to take advantage of purchasing discounts for subscriptions, databases and other resource materials greater than or not currently available from its existing consortium VALE; 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, the library has identified the Westchester Academic Libraries Director’s Organization (WALDO) as an appropriate, no membership fee consortium to achieve these objectives.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to complete all required documents required to become a member of this consortium.

Michael DePinto
Director of Purchasing

B. Educational Programs and Services Committee

Trustee Timothy Howes presented Consent Agenda Resolutions #126-2019 and Resolutions #128-2019 through Resolution #133-2019. On motion by Trustee Howes, seconded by Trustee Bateman, the above stated Consent Agenda resolutions were approved unanimously by voice vote. Trustee Howes then presented Resolution #127-2019. The Resolution was moved by Trustee Howes, seconded by Trustee Rica, and approved by voice vote. Trustee Bateman respectfully abstained.

Resolution #126-2019 Human Resources Action Report

The Board resolves that the following personnel actions be taken:

Human Resources Action Report for June 25, 2019

1. Status Change- Administrator

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

Name	Title	Salary	Department	Start date
Cynthia Hynes	Manager Non-Credit Allied Health & Workforce Operations	\$76,702	Workforce Development	7/1/19

2. Status Change- Support Staff

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

Name	Title	Salary	Department	Start date
Cynthia Coulbourne	Department Assistant	\$45,285	English & Social Sciences, Humanities, Education	6/1/19

3. New Hire- Support Staff

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

Name	Title	Salary	Department	Start date
*Maryam Sheikh	Administrative Assistant	\$42,105	Workforce Development	6/3/19

*Budget Code 100-3400-5310-30/ Replacement C. Harrigan

4. Resignation

The following reflects an employee who intends to resign from the college.

Name	Title	Department	Effective Date
Elizabeth Coccia	Manager Professional Development	Workforce Development	7/8/19

Resolution #127-2019 Reappointments, Administrative Employees

BE IT RESOLVED, that upon recommendation of the President, the following unit Administrators are reappointed for the 2019/2020 fiscal year. *No change in salary

LAST_NAME	FIRST_NAME	Title	*Salary
Accomando	Jill	Assistant Director Children's Campus	\$62,759
Bailey	Christina	Director of Testing Services	\$67,294
Barefoot	Russell	Director of Student Life	\$76,137
Batandolo	Kimberly	Coordinator for Scheduling	\$59,566
Berry	Jennifer	Assistant Director of EOF	\$67,059
Bird	Marcia	Coordinator of Cosmetology	\$85,906
Brosnan	Marianne	Transfer Advisor	\$60,634
Buinis	Lonny	Instructional Designer	\$79,979
Carter	Brian	Network Administrator	\$65,920
Clemente	Eric	Print Shop Supervisor	\$54,651
Coffaro	Joanne	Director Workforce Training Center	\$81,815
Collins	Donyea	Director, EOF	\$85,067
Colon	Nicolette	Assistant Director Disability Services	\$63,751
DeSanctis	Gregory	Director Advising & Counseling	\$83,959
Di Pietro	Joseph	AD Facilities/Energy Program Management	\$98,819
Diaz	Maria	Custodial Services Manager	\$65,583
Domanski	Peter	Technology Service Desk Tech-Senior	\$68,233
Drummer	Jacqueline	Director of Laboratory Service	\$75,801
Dunhamn	Ralph	Program Manager High School/Youth	\$81,773
Dunne	Janet	Development Coordinator	\$52,178
Enz Lewis	Elizabeth	Accounting Manager	\$72,100
Erwin	Jill	Theatre Manager	\$63,842
Espinal	Crystalyn	Academic Advisor	\$57,299
Estreicher	Jacqueline	Assistant Dean Curriculum & Assessment	\$65,841
Eversmann	George	Director of Athletics	\$79,560
Faschan	Andrea	Academic Advisor	\$58,540
Fisher	Brenda	Director of K-12 Partnership	\$83,548
Gabrielski	Alicia	Academic Advisor	\$59,449
Gallagher	Amie	Director of Planetarium	\$70,264
Gavakos	Marguerite	Assistant Registrar	\$65,882
Gloster	Katisha	Testing Center Coordinator	\$55,111
Gonzalez	David	Technology Service Desk Tech-Senior	\$62,546
Griffin	Cathy	Director Child Care Center	\$92,229
Hall	Christopher	Database Administrator	\$112,200
Harnden	William	Regional Director, SBDC	\$85,014
Hawkins	Bashir	Financial Aid Coordinator	\$53,386
Henderson	Ivalis	Academic Recruiter	\$55,785
Henriquez	Maribi	First Year Advisor	\$57,476

Hermo-Weaver	Alicia	Coordinator of Internship & Coop Education	\$66,409
Herro	Philip	Recruiting Coordinator/Coach	\$58,145
Hynes	Cynthia	Manager NC Allied Health & Workforce Operations	\$76,702
Jokogbola	Adebola	Systems Administrator	\$64,794
Kassim	Jamal	Coordinator of Educational Records	\$50,683
Kislan	Erin	Associate Director-Financial Aid	\$70,171
Kubick	Daniela	Manager Visual Communications	\$59,461
Laba	Linda	Financial Analyst	\$80,153
Lankay	Cristina	Electronic Media Coordinator	\$62,759
Larson	Nadine	Coordinator of Health Science Education	\$57,182
Lattin	Karen	Senior Programmer Analyst	\$111,445
Liddell	Alan	Director of the Theatre	\$110,265
**Ludwigsen	Karen	Coordinator Nursing Skills Lab	\$59,449
Luger	Maureen	Purchasing Specialist	\$56,229
Machnik	Michael	Executive Director of Instructional Design & Prod	\$108,442
Meany	Kimberly	OTA Academic Field Coordinator	\$58,688
Meiman	Sheila	Director of Prison Program	\$69,449
Mercurius	Conrad	Manufacturing Coordinator	\$75,771
Mesonas	Leonard	Director of Financial Aid	\$100,543
Michaud	Paul	Director of Transfer & Career Services	\$124,659
Mombay	Nancy Fritz	Assist Director of Admissions	\$65,624
Moog	Lori	Director Service Learn & Communication Outreach	\$89,298
Oliver	Kelly	Multi Media Specialist/Web Education	\$69,230
**O'Rourke	Catherine	Teacher, Children's Campus	\$45,333
Peters	Chad	Public Services Coordinator	\$60,296
Pickerell	Darlene	Grants Coordinator	\$69,187
Radvanski	John	Database & App Administrator	\$99,960
Repmann	Shane	Academic Advisor	\$58,920
Riche	Kevin	Director Security & Infrastructure	\$117,117
Rizzolo	Wendy	Teacher, Children's Campus	\$58,337
Rodriguez	Carmen	Disability Services Coordinator	\$53,172
Ryan	Kevin	Athletic Coordinator	\$55,727
Sanders	Donyea	Director Academic Support Cent	\$62,465
Schindler	Kevin	Planetarium Associate/Tech	\$50,385
Schnall	Wendy	Career Services Advisor	\$61,224
Sherman	Eric	Manager of Web Development	\$67,936
Singh	Rikita	Director of Disabilities Services	\$72,828
Smullen	Stephanie	Development Associate	\$56,670
Smythe	Holly	Instructional Designer	\$73,397
Stafford	Inieka	Coordinator of Allied Health	\$58,680
Stolzer	Donna	Director of Media Relations	\$82,732
Stollo	Philip	Helpdesk Coordinator	\$73,691
Su	Min	Associate Director, Institutional Research	\$71,954
Sullivan	Elizabeth	Coordinator International & Veteran Services	\$65,236

Travaglini	Joanne	Program Manager HS Outreach & Academies	\$64,721
Van Der Veen	Wilhelmus	Director of Science Education Institute	\$86,329
Van Doren	Mary	Coordinator Academic Services-Prison	\$64,474
Vaughan	Karen	Director of Conference Service	\$71,451
Wadher	Sital	Coordinator Student Pathways & Success	\$64,037
Walker	Alaysha	Assistant Director Student Life	\$73,811
Walters	Anne	Academic Advisor	\$67,692
Wang	Qianqian	Web Programmer	\$65,395
Weaver	Philip	Assistant Director Compliance & Facilities	\$93,847
Wheeler	John	Registrar	\$79,560
Wiedemann	John	Production Coordinator	\$60,363
Williams	Jache	Director First Year Experience	\$75,493

**Salary based on 10 months

Resolution #128-2019 Reappointments, Non-Unit Administrative Employees

BE IT RESOLVED that upon recommendation of the President, the following non-unit Administrators are reappointed for the 2019/2020 fiscal year. *No change in salary

LAST_NAME	FIRST_NAME	Title	*Salary
Belin	Jacki	VP Student Affairs & Outreach	\$174,279
DePinto	Michael	Director of Purchasing	\$78,030
Donnelly	Sarah	Director Inst Research & Assessment	\$98,838
Fredericks	Jason	Dean of Student Affairs	\$97,769
Imbriglio	Sarah	Dean of STEM & HSE	\$132,600
Johnson	Mary Ann	Assistant Director Benefits & Payroll	\$85,852
Kelleher	Kelly	Human Resources Manager	\$65,850
Lestrangle	Nancy	Director of Information System	\$127,338
Lindstrom	Kelly	Business Systems Analyst	\$89,814
Loera	Audrey	Dean Academic Support & Edu Partnership	\$132,600
Marion	Michael	Executive Director of Foundation	\$153,000
Marks	Patrice	Dean LFA & BPS, ALO	\$148,975
McAllister	Theresa	Assistant Controller	\$103,746
O'Rourke	Brian	Executive Director Facilities & Grounds	\$147,989
Pescinski	Robert	Executive Director of Technology Services	\$123,100
Preston	Deborah	Provost/VP Academic Affairs	\$177,480
Szkodny	Robert	Director Security & Emergency Management	\$93,889
Thompson	Janet	Executive Director of Marketing	\$116,742
Todd	Catherine	Payroll Manager	\$72,320
Trojan	John	VP of Finance and Facilities	\$184,991
Wallace	Cheryl	Executive Director of HR, Compliance & Security	\$129,030
White	Carolyn	Executive Director Enrollment Management	\$81,255
Willensky	Violet	Controller & Executive Director of Finance	\$131,529

Resolution #129-2019 Reappointments, Support Staff Employees

BE IT RESOLVED that upon recommendation of the President, the following unit Support Staff are reappointed for the 2019/2020 fiscal year. *No change in salary

Last Name	First Name	Title	*Salary
Acharon	Daniela	Admissions Coordinator	\$46,738
Alcazar	Nini	Finance Assistant A/R	\$40,365
Alvarez	Maria	Testing Specialist	\$45,741
Barisano	Paul	Financial Aid Specialist	\$45,958
Bedoya	Jose	Custodian	\$32,172
Bogda	Carolyn	Laboratory Assistant II	\$47,191
Caceres De Rosales	Nuria	Custodian	\$32,172
Callejas	Santos	Custodian-Lead	\$33,813
Carty	Evelyn	Department Assistant-Science & Engineering	\$49,649
Castillo Torres	Maria	Custodian	\$32,172
Cizmar	Alice	Chemistry Lab Assist I	\$49,833
Coulbourne	Cynthia	Department Assistant- English, Social Science & Education	\$45,285
Decker	Sharon	Administrative Assistant	\$46,019
Denton	Yshanda	Testing Specialist	\$46,776
Diaz	Rosa	Custodian	\$32,172
Diaz	Alfredo	Maintenance Worker/Painter	\$37,060
Dubon	Pedro	Maintenance Worker-Shift Lead	\$40,103
Fania	Valerie	Grants Specialist	\$54,294
Farischon	Justin	Laboratory Assistant-Physics	\$36,688
Galeano	Maria	Custodian	\$32,172
Gero	Donna	Laboratory Assistant	\$66,367
Gill	Allison	Administrative Assistant-SBDC	\$48,261
Giraldo	Jose	Grounds Worker	\$35,883
Guardado	Maria	Custodian	\$32,172
Hansen	Janice	Department Assistant- Business & Public Service	\$48,195
Hartzell	Sandra	Department Assistant- VAPA	\$48,299
Hyland	Jamie	Facility & Ground Service Rep	\$53,909
Khan	Kiswah	Admissions Specialist	\$47,563
Lopez Recinos	David	Custodian	\$32,682
Marhevka	Donna Marie	Administrative Assistant- Counseling	\$61,857
Mason	Jennifer	Finance Specialist	\$45,922
Matias	Johnny	Maintenance Worker	\$38,343
Morales	Maria	Custodian	\$32,172
Moustakas	Nickolas	Lead Maintenance Mechanic	\$60,180
Mulroy	Abbe	Public Service Associate-Tech	\$42,943
Murphy	Terence	Chemistry Lab Prep/Lab Assistant II	\$50,899
Navarro	Susana	Custodian	\$32,172
Nunez	Melanye	Financial Aid Specialist	\$43,820
Oleradzki	Slawomir	Grounds Worker	\$34,353
Paisley	Priscilla	Finance Assistant-A/P	\$39,969
Pereira	Marve Luz	Finance Assistant- Student A/R	\$41,956
Petrillo	Kathleen	Enrollment Services Specialist	\$46,928
Pyzik	Christopher	Finance Specialist AP	\$45,285

Ramos Hernandez	Jorge	Custodian-Shift Lead	\$33,771
Raphel	Michael	Accounts Receivable Specialist	\$46,840
Rodriguez	Ana	Custodian	\$32,172
Romero Marquez	Sintia	Custodian	\$32,172
Rosales Samper	Galileo	Custodian	\$32,172
Ryan	Kenneth	Help Desk Technician	\$45,707
Salas	Martha	Biology/Biotech Lab Prep Assistant	\$53,352
Seas	Javier	General Service Worker	\$35,883
Sefack	Robert	Help Desk Technician	\$43,773
Sheikh	Maryam	Administrative Assistant	\$42,105
Siefring	Georgi	Department Assistant-Health Science Education	\$43,372
Simoncelli	Angelo	Lead Maintenance Mechanic	\$65,556
Snook	Judith	Enrollment Services Specialist	\$47,821
Strozeski	Charles	Internal Services Aide	\$56,229
Tenzer	Kathy	Library Technical Services Specialist	\$47,929
Torlish	Helena	Department Assistant- Communications & Languages	\$47,987
Vroom	Walter	Media Aide I	\$50,177
Williams	Rodney	Shipping And Receiving Clerk	\$49,216
Zuniga	Maria	Custodian	\$32,172
**Wicklund	Marie	Administrative Assistant-Student Life	\$46,016

**Salary based on 10 months

Resolution #130-2019 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 2019/2020 fiscal year. *No change in salary

Last Name	First Name	Title	*Salary
Arroyo	Rosemarie	Executive Assistant	\$81,671
Harmon	Roberta	Administrative Assistant II-Academic Support	\$52,034
Lopez	Yolanda	Human Resources Specialist	\$53,690
Mango	Laurie	Workforce Educator-Cosmetology	\$57,369
McCarthy	Lynnette	Executive Assistant/Research to Provost	\$62,699
Pontarollo	Sheri	Office Manager - Executive Offices	\$97,590
Rogers	Chandra	Administrative Assistant II-Student Services	\$51,285
Seibert	Caroline	Pension & Benefits Specialist	\$52,010
Snarkey Machnik	Elaine	Administrative Assistant II-Academic Affairs	\$54,698
Stevens	Jade	Workforce Educator-Cosmetology	\$49,373
Walkoviak	Richard	Workforce Educator-Automotive	\$54,653

Resolution #131-2019 Professor Emeritus – Revised Rights and Privileges

WHEREAS, the Raritan Valley Community College Board of Trustees approved Resolution #96-86, dated May 27, 1986, to recognize distinguished service to the College on the part of faculty at retirement; and

WHEREAS, the following criteria were adopted to evaluate retiring faculty for Professor Emeritus status (*Professor/Counselor Policy and Procedures, revised June 18, 2019 attached*):

- 1) Retirement from Raritan Valley Community College

- 2) A minimum of fifteen (15) consecutive years of service as teaching faculty, librarian, or counselor
- 3) Retiring at the rank of Associate or Full Professor/Counselor III or Counselor IV at the time of retirement or dies while still employed
- 4) Maintenance of highest ethical standards in relationships with students, colleagues, and superiors
- 5) Meritorious performance at the College and contributions to the professional and geographical community; and

WHEREAS, the Professor/Counselors Emeritus Selection Committee has made a recommendation to the President to grant individuals awarded Faculty Emeritus the following revised benefits (italicized below):

- 1) Be listed in the online College Catalog
- 2) Be on the mailing/emailing list for events and activities, both academic and non-academic
- 3) Be invited to participate in public ceremonies – commencement, academic processions, convocation
- 4) Attendance at commencement ceremonies, *with free cap and gown and placement at the front of the line of march*
- 5) Have a faculty identification card which provides free use of the library, computing facilities, athletic facilities, *and access to email*. Faculty identification card allows for continued discount on RVCCArts and Planetarium pricing.
- 6) Have the option to attend and to speak at all faculty and Forum meetings as non-voting members
- 7) Have the opportunity to teach as an adjunct at the Faculty Overload rate of pay
- 8) 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 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; and

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 Faculty Emeritus honor.

Resolution #132-2019 Professor Emeritus – Award of Emeritus Rank

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

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

WHEREAS, Professors Mark Cozin, J. Anthony Strong, and Susan Williams, who retired July 1, 2019, 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 services of Professors Cozin, Strong, and Williams to Raritan Valley Community College by extending the honorary title of Professor Emeritus, effective July 1, 2019, with all of the rights and privileges associated with this honor.

Resolution #133-2019 Artists and Fees

WHEREAS, 2020-2021 is the 37th Season at the College Theatre; and

WHEREAS, the College Theatre provides continuing entertainment and cultural events as a service to the College and the community; and

WHEREAS, it is necessary, in order to fulfill that obligation, to book appropriate acts and artists one season in advance of the performances; and

WHEREAS, the College Theatre, in fulfillment of its obligation, has entered into negotiations with several performing artists and/or agents for the 2020-2021 season;

WHEREAS, compensation for artists and attractions requires Board approval;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College (the College) enter certain artist and attraction contracts for the 2020-2021 season, compensation not to exceed \$250,000, as permitted pursuant to the N.J.S.A. 18A:64A-25.5, subject only however, to final review of the contract provisions by counsel to the College; and

BE IT FURTHER RESOLVED, that the President of the College, or his designee, is hereby authorized to execute and deliver the above-named contracts by and on behalf of Raritan Valley Community College with such amendments or modifications as counsel to the College may suggest and as are acceptable to the Artists and their representatives and, in the event of scheduling problems, to reschedule or change any of the above-mentioned performances to times convenient to the College and the Artists.

IV. Executive Session

An announcement was then made to enter into Executive Session. Chairman Wise 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 labor relations. The Public Meeting will be reopened following closed discussions and the matters discussed in closed session will be made public when action is taken on those matters.” The motion was moved by Trustee Hirsch, and seconded by Trustee Bateman. The Board entered into Executive Session at 5:58 p.m. No formal action was taken during Executive Session.

The Public Meeting reopened to the public at 6:12 p.m.

C. Labor Relations Committee

Chairman Robert Wise reported that Committee met earlier and that updates on negotiations will be made to the Board as it progresses.

D. Governance Committee

Trustee Paul Hirsch reported that as required by the State of New Jersey, the Campus Safety Report for the period May 13, 2019 to June 12, 2019 was provided to the Committee and to the full Board of Trustees via SharePoint.

The Somerset County Prosecutor’s Office completed its risk and safety assessment of the College and presented it to the Board earlier in the day.

Trustee Paul Hirsch then presented the following resolution for the full Board’s consideration. approved by the Committee:

Resolution #134-2019 Risk Assessment and Security Report

WHEREAS, the Raritan Valley Community College (RVCC) Board of Trustees is determined to make RVCC one of the safest colleges in the nation; and

WHEREAS, the Board of Trustees did, by Resolution #30A-2018 on March 27, 2018, state its firm commitment to making RVCC among the safest colleges; and

WHEREAS, RVCC has already implemented a variety of measures to improve campus safety and continues to diligently explore new methods to further improve campus safety; and

WHEREAS, in order to further enhance campus safety, the Somerset County Prosecutor's Office (SCPO) in collaboration with the Hunterdon County Prosecutor's Office (HCPO) was recently tasked with conducting a risk assessment and security overview of the Raritan Valley Community College (RVCC); and

WHEREAS, the assessment of RVCC has been completed; and

WHEREAS, the President and Board of Trustees acknowledge receipt of the report and offer their appreciation to the Prosecutor and his staff;

NOW, THEREFORE BE IT RESOLVED, that the President and the Board of Trustees will promptly review the assessment and recommendations and consider how the College may implement the recommended actions and strategies.

The Resolution was moved by Trustee Hirsch, seconded by Trustee Rica, and unanimously approved by voice vote.

IV. Old Business

None

V. New Business

None

VI. Public Questions/Comments.

Chairman Wise 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. The total time allotment for public comments will be no more than 40 minutes."

A few faculty members commented on contract negotiations.

VII. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 6:25 p.m.

Respectfully submitted,
Sheri Lang Pontarollo
Manager, Executive Office and
Secretary to the RVCC Board of Trustees