

RARITAN VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES' REGULAR MEETING  
JUNE 2, 2020

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, June 2, 2020, via teleconference. Chairman Robert P. Wise called the Regular Board of Trustees meeting to order at 5:15 p.m., and made the following statement in compliance with the Open Public Meetings Act of the State of New Jersey:

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

II. Roll Call of Members

The roll call was taken as follows:

Present: Caren Bateman	Absent: Roger Jinks
Thomas Boon	Juan Torres
Paul J. Hirsch	
W. Timothy Howes	
Roger Locandro	
Andrew McNally	
Donald Rica	
Donna M. Simon	
Helena Swanicke	
Robert P. Wise	
Tracy DiFrancesco Zaikov	
Margaret Windrem	

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

A quorum was present.

III. Agenda Items

1. Approval of Special and Regular Meeting Minutes

On motion by Trustee Hirsch, seconded by Trustee McNally, the Special and Regular Meeting minutes of April 28, 2020 were approved by voice vote.

2. Committee Reports

A. Finance Committee

Trustee Margaret Windrem reported on the Treasurer's Report (Resolution #67-2020) for the period 04/01/20 to 04/30/20. On motion by Trustee Windrem, seconded by Trustee Hirsch, the Treasurers' Report was approved by voice vote.

Trustee Windrem then presented Consent Agenda Resolutions #68-2020 through #87A-2020. The Resolutions were moved by Trustee Windrem, seconded by Trustee Bateman, and approved by voice vote.

Trustee Windrem reported that the Board discussed the major cuts to higher education by the state and other budget uncertainties.

Resolution #68-2020 – Various Vouchers for Payment

BE IT RESOLVED, that the following April 2020 vouchers be approved for payment; and

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

Check #s	312728-313184	
ACH#s	1	
Total Checks		\$956,267.07
Total ACH		1,838.63
Total Vouchers		958,105.70
Construction and Architect Vouchers		233,696.70
Less Previously Approved		(135,368.28)
Total		<u>\$1,056,434.12</u>

Resolution #69-2020 Revised 2020/2021 Operating Budget

WHEREAS, the President and Executive staff of the College have reviewed the various budgetary requests in the preparation of the FY 2020/2021 Operating Budget for Raritan Valley Community College and presented same to the Finance Committee of the Board of Trustees of Raritan Valley Community College; and

WHEREAS, the Finance Committee has thoroughly examined and reviewed the proposed operating budget for the College for the fiscal year beginning July 1, 2020 and ending June 30, 2021; and

WHEREAS, the Finance Committee recommends adoption of the proposed budget to the Board of Trustees and deems the amounts requested as necessary to continue operating the College during 2020/2021.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College does hereby adopt a total operating expense budget for the fiscal year 2020/2021 of \$51,347,000; and

BE IT FURTHER RESOLVED, that the Secretary of the Board of Trustees is hereby instructed and authorized to prepare and deliver to each member of the Board of School Estimate of Raritan Valley Community College a copy of this Resolution duly certified by the Chairman and said Vice President of Finance & Facilities.

\_\_\_\_\_  
/s/ Robert P. Wise, Chairman

\_\_\_\_\_  
/s/ John Trojan, VP of Finance & Facilities

Resolution #70-2020 Revised Tuition and Fees Schedule

WHEREAS, the Board of Trustees of Raritan Valley Community College did, by Resolution #54-2020, authorize a schedule of tuition rates and fees for the Fall 2020 term; and

WHEREAS, economic conditions have been impacted significantly by the coronavirus covid-19 crisis causing management to re-evaluate the tuition and fee schedule.

NOW, THEREFORE, BE IT RESOLVED, that the following new schedule of Tuition and Fees will apply effective with the Fall 2020 semester:

## TUITION

Hunterdon/Somerset County Residents	\$ 168.00 per credit
Out-of-County Chargeback Residents	\$ 168.00 per credit
Out-of-County Residents (Board grants a waiver of \$60 per credit to students who provide verification of employment in Somerset or Hunterdon Counties)	\$ 228.00 per credit
Out-of-State Residents	\$ 228.00 per credit
Early College Program	\$ 200.00 for all courses taken at participating high schools;
Hunterdon/Somerset Senior Citizens Minimum Age 65. One course per semester on a space available basis. May register during the 5 business days prior to course start	No tuition assessed; \$50 enrollment service fee. Course books/materials extra cost. Audit status, no credit awarded.
NJ National Guard and Reserves	Free tuition up to 16 credits per term for individual only; fees Apply
Volunteer Emergency Medical Personnel and Firefighters	Free tuition up to \$600 per year and \$2,400 lifetime per family of volunteer; Fees Apply
September 11 Victims' Families	Free tuition for children and spouses of victims; Fees Apply
RISE (incarcerated students)	\$285.00 per credit

## FEES

General Services Fee (all students)	\$ 50 per credit hour
Nursing Fee	\$730 per semester
Occupational Therapy Assistant Fee	\$250 per semester
Honors College Fee	\$150 per semester
Automotive Program Fees:	
Specific automotive course	\$155 per credit
Uniform fee (one time, beginning of program)	\$120
Industry certification (aggregate one time)	\$180
International Student Processing Fee	\$200 per semester
First Time Application Fee	\$ 25
Late Registration Fee	\$ 50

Official Transcript Fee	\$ 10
Returned Check or Disallowed Credit Card Fee	\$ 25
Replacement Diploma Fee	\$ 15
Graduation Fee	\$ 35

**SPECIFIC WORKFORCE PROGRAM FEES**

Cosmetology - Foundations	\$ 7,322.00
Advanced	<u>6,639.00</u>
Total Program	<u>\$ 13,961.00</u>
Esthetics - Foundations	\$ 4,604.00
Advanced	<u>2,929.00</u>
Total Program	<u>\$ 7,533.00</u>
Make-Up Artistry (high school students only)	\$ 6,990.00
Machining Fundamentals	\$ 2,445.00
Manual Mill Operator	\$ 3,423.00
Engine Lathe Operator	\$ 3,423.00
CNC Production Technician	\$ 4,560.00

(A) The College may change existing fees or add new fees with 30 days notice prior to the start of each semester.

Resolution #71-2020 Recycling Enhancement Act (REA) Grant Funds

WHEREAS, the Raritan Valley Community College applied for a Recycling Enhancement Act (REA) NJSA 13:1E-96b.(5) grant for composting implementation and education through the New Jersey Department of Environmental Protection ; and

WHEREAS, the application for two interns to educate the campus community about the on-site composter and the food waste it accepts along with monitoring and documenting the food waste collected and composter performance with the results used to refine the organic collection bins and the education components; and

WHEREAS, the Board of Trustees has determined that funding for this project will enhance the sustainability of the College; and

WHEREAS, a formal acceptance of the New Jersey Department of Environmental Protection REA grant funding by Board Resolution is required;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College approves the grant funds from the New Jersey Department of Environmental Protection for the REA grant in the amount of \$6,095 and further authorizes Dr. Michael McDonough, President of the College, to approve REA grant documents.

Resolution #72-2020 Application for Perkins Career and 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 Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (Perkins V) reauthorizes Carl D. Perkins Career and Technical Education using data and accountability to develop the academic and career and technical skills of postsecondary students enrolled in Perkins eligible CTE programs by focusing on the Comprehensive Local Needs Assessment (CLNA) for CTE program improvement, integrating academic and career and technical instruction, linking secondary and postsecondary education, collecting and disseminating research and information on best practices, 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, a formal acceptance of the Perkins Grant application by Board Resolution is required;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College approves the application for Perkins Career and Technology Education grant funds of \$504,921 including a rural reserve allocation for colleges in rural areas or current allocation to be determined by the NJDOE in collaboration with the NJCCC and further authorizes Dr. Michael McDonough President of the College, to approve the Perkins Grant contract, general assurances, and certifications and any amendments thereto.

Resolution #73-2020 Electronic Signature Software – Pay to Play

WHEREAS, Raritan Valley Community College has identified the need to provide a safe and secure method of authorizing transactions while operating in the College's current remote online environment; and

WHEREAS, technological advances have made it possible to provide a secure software-as-a-service product to facilitate consent and authorization; and

WHEREAS, the DocuSign eSignature Enterprise Pro Edition software allows documents to be securely signed anywhere and on any device; and

WHEREAS, the College originally purchased the DocuSign software (2,000 virtual envelopes) in October 2019 for use in the Financial Aid department; and

WHEREAS, any electronic signature software used must be compatible with the College's initial purchase which was approved in the Capacity Building Grant for the Community College Opportunity Grant program; 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, 2020 through June 30, 2021, 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:

**DocuSign, Inc.**  
**221 Main Street**  
**Suite 1000**  
**San Francisco, CA 94105**

**Amount: \$26,600.00**

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a one-year agreement for the period of May 29, 2020 through May 28, 2021 and 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 #74-2020 Canvas Learning Management System**

WHEREAS, the renewal of the cloud subscription and support agreement for the Canvas Learning Management System is needed for the period of July 1, 2020 through June 30, 2021; and

WHEREAS, Academic management has determined that the current Canvas learning management system has proved successful in providing RVCC with the ability to provide quality instruction and expand offerings; and

WHEREAS, Academic management believes that the Canvas software product has provided a better student experience and will lead to increased on-line enrollment in the coming years; and

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

WHEREAS, a purchase order will be issued as follows:

**Instructure, Inc.**  
**6300 South 3000 East**  
**Suite 700**  
**Salt Lake City UT 84121**  
**Total: \$128,427.87**

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 Instructure, Inc.

Michael DePinto  
Director of Purchasing

**Resolution #75-2020 Digital Marketing Services – Fall 2020 Second Phase**

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

WHEREAS, the combined digital marketing campaign and website enhancements produced positive results, contributing to increases in attendance at recruitment events, inquiries for admissions information, applications, visitors to the Admissions pages of the RVCC website, and new visiting student enrollment for the Summer 1 session; and

WHEREAS, the Board of Trustees authorized eDesign Interactive, via Resolutions #178-2018, #89-2019, #184-2019 and #23-2020, to conduct digital marketing campaigns and develop website enhancements in order to promote enrollment; and

WHEREAS, continued investments in digital marketing campaigns and website monitoring enhancements are essential components in generating new student enrollment among recent high school graduates and adult learners for Fall 2020 and beyond; and

WHEREAS, based on the analysis of website usage, enrollment data and market research, eDesign Interactive has submitted a proposal which combines digital marketing with website maximization in the amount of \$159,000.00 for the period of July 1, 2020 through September 30, 2020; and

WHEREAS, \$159,000.00 in funds have been identified out of the Fiscal Year 2021 Public Relations Operating Budget to support marketing strategies; and

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

WHEREAS, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into an agreement and issue a purchase order for marketing services, including website content strategy and social media management, search engine optimization and analytics, market strategy, creative design, media placement, tracking and return on investment analysis, as follows:

<b>eDesign Interactive</b> <b>163 Madison Ave</b> <b>Suite 220-5</b> <b>Morristown, NJ 07960</b> <b><u>Three-Month Total: \$159,000.00</u></b>
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Michael DePinto  
Director of Purchasing

Resolution #76-2020 Equipment Maintenance for 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:

<b>Chillers</b>	<b>Trane Company</b>	<b>\$35,000.00</b>
<b>Cogeneration Engine</b>	<b>Northeast Energy Systems</b>	<b>\$35,000.00</b>
<b>Boilers</b>	<b>Miller &amp; Chitty</b>	<b>\$30,000.00</b>
<b>Heat Recovery</b>	<b>Broad USA</b>	<b>\$30,000.00</b>

<b>Science HVAC</b>	<b>D&amp;B Service Group</b>	<b>\$20,000.00</b>
<b>Emergency Generators</b>	<b>Penncat Corporation</b>	<b>\$15,000.00</b>

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 #77-2020 Repairs to the College Center Elevator

WHEREAS, the College community relies heavily on elevators to navigate through campus on a daily basis; and

WHEREAS, the jack assembly for College Center Elevator #1 needs to be replaced; and

WHEREAS, this deteriorating part has caused the elevator to fail drift tests and lose oil on a regular basis; and

WHEREAS, four (4) quotes were requested with Independence Elevator Company presenting the College with the only response; and

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

WHEREAS, Independence Elevator has entered into a contract with the State of New Jersey for Elevator Maintenance, Repair, Testing and Inspection Services (Contract #20-GNSV2-01122); and

WHEREAS, a purchase order will be issued as follows:

<p><b>Independence Elevator Company</b>  <b>1117 State Route 31</b>  <b>Suite 2</b>  <b>Lebanon, NJ 08833</b>  <b>Amount: \$61,020.00</b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove to Independence Elevator Company.

Michael DePinto  
Director of Purchasing

Resolution #78-2020 Fire Alarm Testing and Inspection Services 2020-2021 – Pay to Play

WHEREAS, Raritan Valley Community College requires Fire Alarm Testing and Inspection Services for the period of July 1, 2020 through June 30, 2021; 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, 2020 through June 30, 2021, 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:

**Fire and Security Technologies**  
**281 Potterstown Road**  
**Lebanon, NJ 08833**  
**Amount: \$21,290.00**

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

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

Michael DePinto  
Director of Purchasing

Resolution #79-2020 Offsite Hosting of the RVCC Website 2020-2021 – Pay to Play

WHEREAS, the Board of Trustees, via Resolution #87-2019, authorized Acquia, Inc. to host the College’s public Drupal Content Management System for the RVCC website; and

WHEREAS, Acquia’s cloud-based hosting platform has provided an extra level of security, ensuring that the College’s website is protected and available in the event of an emergency or disaster; and

WHEREAS, RVCC has a continuing need for hosting services which are vital for the protection of the College’s public website; and

WHEREAS, funding is available in the Fiscal Year 2021 Public Relations operating budget to finance a one-year agreement for the period of July 1, 2020 through June 30, 2021, 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, 2020 through June 30, 2021, 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:

**Acquia, Inc.**  
**53 State Street**  
**10<sup>th</sup> Floor**  
**Boston, MA 02109**  
**Amount: \$23,032.88**

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

Michael DePinto  
Director of Purchasing

Resolution #80-2020 Renewal of the Blackboard Ally Software Agreement 2020-2021 – Pay to Play

WHEREAS, Raritan Valley Community College requires the renewal of the Blackboard Ally software agreement for the period of July 1, 2020 through June 30, 2021; and

WHEREAS, Blackboard Ally is a software program utilized to supplement the College’s new 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, 2020 through June 30, 2021, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p><b>Blackboard, Inc.</b> <b>1111 19<sup>th</sup> Street NW</b> <b>Washington, DC 20036</b> <b><u>Amount: \$27,000.00</u></b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to 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 #81-2020 Technical Support Services for the RVCC Public Website 2020-2021 – Pay to Play

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized technical support for the College’s public website via Resolution #88-2019; and

WHEREAS, there is a continuing 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, L.L.C., a website development firm with expertise in the Drupal operating system, has been providing high quality, 24-7 website technical support and has made improvements to the security, analytics and user experience; 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:

**David DiGiovanni, LLC**  
**1527 Southern Avenue**  
**Kalamazoo, MI 49001**  
**Twelve-Month Total: \$24,000.00**

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into an agreement for the twelve-month period of July 1, 2020 through June 30, 2021 and 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 #82-2020 Renewal of VMware Virtualization Server Software License and Support Agreement

WHEREAS, Raritan Valley Community College requires the renewal of the VMware Server Virtualization Software License and Support agreement for the period of July 1, 2020 through June 30, 2021; 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

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, 2020 through June 30, 2021, 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:

**Carahsoft Technology Corp.**  
**1860 Michael Faraday Drive**  
**Suite 100**  
**Reston, VA 20190**  
**Amount: \$20,227.50**

Michael DePinto  
Director of Purchasing

Resolution #83-2020 Renewal of Maintenance and Support Agreement for 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, 2020 through June 30, 2021; 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 issue a purchase order as follows:

**PhillyCom, Inc.**  
**3801 Germantown Pike**  
**Suite 201F**  
**Collegeville, PA 19426**  
**Amount: \$177,321.40**

Michael DePinto  
Director of Purchasing

Resolution #84-2020 Renewal of the Oracle Exadata System Software and Hardware License and Support Agreement

WHEREAS, Raritan Valley Community College requires the renewal of the Oracle License and Support agreement for the period of July 1, 2020 through June 30, 2021; 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, Board Resolution #107-2013, dated August 20, 2013, authorized the use of such cooperative contracts; and

WHEREAS, Mythics, Inc. has entered into a contract with the OMNIA Partners cooperative purchasing organization (Contract #R190801), 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:

<p><b>Mythics, Inc.</b> <b>1439 North Great Neck Road</b> <b>Suite 201</b> <b>Virginia Beach, VA 23454</b> <b><u>Amount: \$120,720.74</u></b></p>
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Michael DePinto  
Director of Purchasing

Resolution #85-2020 Renewal of Cisco Support Agreement

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, 2020 through June 30, 2021; and

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

WHEREAS, the software monitors the activity on the data network and allows RVCC to detect and prevent malicious activity, such as computer viruses and access to dangerous web sites; 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:

<p><b>New Era Technology, Inc.</b> <b>535 U.S. Highway 46</b> <b>Little Falls, NJ 07424</b></p>
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**Amount: \$43,883.44**

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 #86-2020 Renewal of Annual Maintenance and Support for Evisions Software Systems

WHEREAS, Raritan Valley Community College requires the renewal of the Evisions Software Systems annual maintenance and support agreement for the period of July 1, 2020 through June 30, 2021; and

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

- Argos Report Writer
- FormFusion Print Formatting
- IntelleCheck Accounts Payable Check Management
- IntelleCheck 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, 2020 through June 30, 2021, 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: \$25,723.00**

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue purchase orders and approve payments as described hereinabove to Evisions, Inc.

Michael DePinto  
Director of Purchasing

Resolution #87-2020 Renewal of Microsoft Enrollment for Education Solutions

WHEREAS, the renewal of the Microsoft Enrollment for Education Solutions (EES) agreement is needed for the period of July 1, 2020 through June 30, 2021; and

WHEREAS, the agreement provides a site license for the Microsoft Office and Office 365 products as well as licenses and support for the Microsoft Windows and SharePoint servers; and

WHEREAS, RVCC relies on Microsoft desktop and systems software to deliver Academic and Administrative applications making continued use of this software critical to the daily operation of the College; 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 licensing and support of the Microsoft Licensing Solution Providers Services is available through the NJEDge.net technology purchasing consortium, administered by the Software House International (SHI) via Contract #269EMCPS-19-001; and

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

WHEREAS, a purchase order will be issued as follows:

<p><b>Software House International (SHI)</b> <b>290 Davidson Avenue</b> <b>Somerset, NJ 08873</b> <b><u>Amount: \$51,165.67</u></b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove to Software House Internal (SHI).

Michael DePinto  
Director of Purchasing

Resolution #87A-2020 Campus Works On-Line Consulting Services

WHEREAS, the Board of Trustees recognizes the significant impact of the coronavirus covid-19 pandemic on the operations of the College and the delivery of instruction to students; and

WHEREAS, Although Academic management has developed a comprehensive plan to adjust instructional modalities for the Fall 2020 term from predominantly in person to on-line and combinations thereof; and

WHEREAS, Management has determined that it needs to do make additional changes to make the offerings more robust and provide training to faculty, elements that would benefit from an external and more experienced consultant; and

WHEREAS, While management had solicited proposals from several reputable consultants, only Campus Works was able to provide readily available support that meets the College's accelerated timetable.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College endorses Management's recommendation to engage Campus Works to provide support services related to the College's on-line instruction activities.

<p>Campus Works, Inc. 1767 Lakewood Ranch Blvd.</p>
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John Trojan, VP Finance & Facilities

**B. Educational Programs and Services Committee**

Trustee Caren Bateman presented Consent Agenda Resolutions #61-2020 through #66-2020. On motion by Trustee Bateman, seconded by Trustee DiFrancesco Zaikov, the above stated Consent Agenda resolutions were approved by voice vote.

Resolution #88-2020 Human Resources Action Report

The Board resolves that the following personnel actions be taken:

1. Status Change- Administrator-Educational Attainment

The following individuals are recommended for the indicated salary change specified for educational attainment:

<b>Name</b>	<b>Title</b>	<b>Salary</b>	<b>Department</b>	<b>Start date</b>
*Marianne Brosnan	Transfer Advisor	\$63,650	Advising & Counseling	5/16/20
**Alicia Gabrielski	Academic Advisor	\$62,185	Advising & Counseling	5/16/20

\*Doctorate

\*\*Masters

Resolution #89-2020 Promotions for 2020/2021 Academic Year

WHEREAS, the Board of Trustees by Resolution #9-2020 dated January 28, 2020 did reappoint the following faculty members for the 2020-2021 academic year; and

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

WHEREAS, the President has reviewed these recommendations;

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the President, the following faculty members be promoted to the academic rank as indicated, effective July 1, 2020:

<u>Faculty Name</u>	<u>Department</u>	<u>Current Title</u>	<u>To</u>
Anne Marie Anderson	Business & Public Service	Associate Professor	Professor
Boualem Bendjilali	Mathematics & Computer Science	Associate Professor	Professor
David Chase	English	Associate Professor	Professor
Jay Kelly	Science & Engineering	Associate Professor	Professor
Laurie Reynolds	Communication & Languages	Associate Professor	Professor
Brandyn Heppard	Humanities, Social Science, Social Work & Education	Assistant Professor	Associate Professor
Carl Lindskoog	Humanities, Social Science, Social Work & Education	Assistant Professor	Associate Professor



Jennifer Pearce-Morris	Humanities, Social Science, Social Work & Education	Assistant Professor	Associate Professor
Virginia Smith	Arts & Design	Assistant Professor	Associate Professor
Steven Caruso	Arts & Design	Instructor	Assistant Professor
Rebecca Case	Communication & Languages	Instructor	Assistant Professor
Philip Martin	Communication & Languages	Instructor	Assistant Professor
Jeffrey Warren	Advising & Counseling	Counselor II	Counselor III

Resolution #90-2020 Salary Alignment Corrections

BE IT RESOLVED, that upon recommendation of the President, the following unit Administrators are reappointed for the 2019/2020 fiscal year.

\*\*Formatting Error- correction to Reappointments updated salaries as per March 2020 resolution with negotiated increase FY20.

Last Name	First Name	Title	**2019-2020 Salary
DeSanctis	Gregory	Director Advising & Counseling	\$86,058
Di Pietro	Joseph	AD Facilities/Energy Program Management	\$101,289
Diaz	Maria	Custodial Services Manager	\$67,223
Domanski	Peter	Technology Service Desk Tech-Senior	\$69,939
Drummer	Jacqueline	Director of Laboratory Service	\$77,696
Dunne	Janet	Development Associate	\$58,830
Enz Lewis	Elizabeth	Accounting Manager	\$75,153
Erwin	Jill	Theatre Manager	\$65,438
Espinal	Crystalyn	Academic Advisor	\$58,731
Estreicher	Jacqueline	Assistant Dean Curriculum & Assessment	\$67,487
Eversmann	George	Director of Athletics	\$81,549
Faschan	Andrea	Academic Advisor	\$60,004
Fisher	Brenda	Director of K-12 Partnership	\$85,637
Gabrielski	Alicia	Academic Advisor	\$60,935
Gallagher	Amie	Director of Planetarium	\$72,021
Gavakos	Marguerite	Assistant Registrar	\$67,529
Gloster	Katisha	Testing Center Coordinator	\$56,489
Gonzalez	David	Technology Service Desk Tech-Senior	\$64,110
Griffin	Cathy	Director Child Care Center	\$94,535
Hall	Christopher	Database Administrator	\$115,005
Harnden	William	Regional Director, SBDC	\$87,139
Hawkins	Bashir	Financial Aid Coordinator	\$54,721
Henriquez	Maribi	First Year Advisor	\$58,913
Hermo-Weaver	Alicia	Coordinator of Internship & Coop Education	\$68,069
Herro	Philip	Recruiting Coordinator/Coach	\$59,599
Hynes	Cynthia	Manager NC Allied Health & Workforce Operations	\$80,075

Kassim	Jamal	Coordinator of Educational Records	\$51,950
Kislan	Erin	Associate Director-Financial Aid	\$71,925
Kubick	Daniela	Manager Visual Communications	\$60,948
Laba	Linda	Financial Analyst	\$82,157
Lankay	Cristina	Electronic Media Coordinator	\$64,328
Larson	Nadine	Coordinator of Health Science Education	\$58,612
Lattin	Karen	Senior Programmer Analyst	\$114,231
Liddell	Alan	Director of the Theatre	\$113,022
**Ludwigsen	Karen	Coordinator Nursing Skills Lab	\$60,935
Luger	Maureen	Purchasing Specialist	\$57,635
Machnik	Michael	Executive Director of Instructional Design & Prod	\$111,153

\*\*Salary based on 10 months

C. Governance Committee

Trustee Paul Hirsch reported on the Campus Safety Report for the period April 13, 2020 to May 25, 2020. The report was provided to full Board of Trustees via SharePoint in advance of the meeting.

The President’s Annual Evaluation survey will be emailed to the Board of Trustees on June 6 with a deadline of June 11 to complete. The President’s self-evaluation will be attached in the email. Trustee Margaret Windrem graciously agreed to oversee the evaluation process once again.

The Governance Subcommittee members (Paul Hirsch, Thomas Boon, Andrew McNally, Juan Torres, Margaret Windrem, and Robert Wise) will review proposals received for College legal counsel and make a recommendation to the full Board of Trustees at their June 30, 2020 Regular meeting.

IV. Old/New Business

President McDonough and his leadership team were commended for their handling of the College's unprecedented challenges of the COVID-19 pandemic affecting the RVCC community. It was noted that during the COVID-19 virus, Trustees receive not only a weekly message, but a daily report about news that may affect the lives of students and staff. President McDonough expressed his appreciation to the Board of Trustees for their continued support and to the College community for all of their work and commitment to our students.

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.”

Megan Dempsey, Instructional Services Librarian and chair of the Open Educational Resources Steering Committee, shared news about great work being done at RVCC to make education more equitable and attainable for our students. For several years, Megan has been working with many groups on campus to increase awareness of open educational resources, which are free instructional materials that can be downloaded, edited and shared. These resources, including full textbooks, are openly licensed which eliminates both cost and copyright restrictions on how the materials are used. This initiative saves students hundreds of dollars each semester. Since the summer of 2018, RVCC students have saved more than \$780,000 in textbook costs by taking courses using open educational resources. Michael Marion of the RVCC Foundation, and before him Ronnie Weyl, have been instrumental in this program by securing donations to fund this program. Megan indicated she is confident that by the end of 2020, the College will save students over a million dollars in textbook costs.

VII Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 5:30 p.m.

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