

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
JUNE 29, 2021

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, June 29 2021, via Zoom Webinar. Chairman Robert P. Wise called the Regular Board of Trustees meeting to order at 5:00 p.m., and made the following statement in compliance with the Open Public Meetings Act of the State of New Jersey:

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

Chairman Wise then presented the following resolutions:

Resolution #63-2021 Recognition of Service Julia DeTommaso

WHEREAS, Julia DeTommaso was elected by her peers and served as Alumni Representative to the Board of Trustees of Raritan Valley Community College for the 2020.2021 term; and

WHEREAS, Ms. DeTommaso has concluded her service on the Board of Trustees of Raritan Valley Community College where she has served with dedication and distinction; and

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

WHEREAS, during her tenure the College has made a number of advancements, including an innovative redesign of the Arts Center and a new, integrated student services center that provides a seamless student experience and a new “face” for the College entrance; the hiring of a Facilities Master Plan architect to continue bold plans for expanding the Workforce Training Center and for a new Allied Health Center; and new signage to further enhance the College’s brand; and

WHEREAS, Julia DeTommaso has supported the College’s reputation as one of the most “green” colleges in the United States and has endorsed Raritan Valley Community College’s efforts in the field of service learning; and

WHEREAS, Ms. DeTommaso helped the College work through challenging times and uncertainties while protecting the educational mission and dedication to the community of learners and providing a safe path forward for students and a safe workplace for faculty and staff in a time of unprecedented disruption; and

WHEREAS, Ms. DeTommaso 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 Julia DeTommaso, further wish her well in all of her endeavors, and look forward to her continued contributions to RVCC in the future.

Resolution #64-2021 Recognition of Service Andrew McNally

WHEREAS, Andrew McNally has announced his resignation to the Raritan Valley Community College Board of Trustees where he has served as a dedicated member since 2018; and

WHEREAS, Trustee McNally has made significant contributions toward the fiscal integrity of the College, serving in a leadership role as Chairman of the Audit Committee; and

WHEREAS, Trustee McNally has been a strong and steady voice in advocating for high standards, clear accountability, and the best stewardship of the public's resources; and

WHEREAS, during his tenure the College has made a number of advancements, including an innovative redesign of the Arts Center and a new, integrated student services center that provides a seamless student experience and a new "face" for the College entrance; the hiring of a Facilities Master Plan architect to continue bold plans for expanding the Workforce Training Center and for a new Allied Health Center; and new signage to further enhance the College's brand; and

WHEREAS, Trustee McNally has supported the College's reputation as one of the most "green" colleges in the United States and has endorsed Raritan Valley Community College's efforts in the field of service learning; and

WHEREAS, Trustee McNally helped the College work through challenging times and uncertainties while protecting the educational mission and dedication to the community of learners and providing a safe path forward for students and a safe workplace for faculty and staff in a time of unprecedented disruption; and

WHEREAS, Andrew McNally is a highly respected member of the College community and is an enthusiastic supporter, valued colleague, expert advisor, and friend to Raritan Valley Community College;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees, President Michael J. McDonough, and the College community extend their deepest gratitude to Andrew McNally and wish him well in all of his future endeavors.

Resolution #65-2021 Recognition of Service Margaret Windrem

WHEREAS, Margaret Windrem has announced her resignation to the Raritan Valley Community College Board of Trustees where she has served as a dedicated member since 2014; and

WHEREAS, Trustee Windrem has made significant contributions toward the fiscal integrity of the College, serving in leadership roles as Treasurer to the Board of Trustees, Chair of the Finance Committee, Chair of the Audit Committee, and as a member of the Board of School Estimate; and

WHEREAS, Trustee Windrem further offered her expertise and knowledge to the College with her service to the Foundation as a Board member where she played an instrumental role in securing significant funding for student scholarships and academic and cultural programs; and

WHEREAS, during her tenure the College has made a number of advancements, including an innovative redesign of the Arts Center and a new, integrated student services center that provides a seamless student experience and a new “face” for the College entrance; the hiring of a Facilities Master Plan architect to continue bold plans for expanding the Workforce Training Center and for a new Allied Health Center; and new signage to further enhance the College’s brand; and

WHEREAS, Trustee Windrem has supported the College’s reputation as one of the most “green” colleges in the United States and has endorsed Raritan Valley Community College’s efforts in the field of service learning; and

WHEREAS, Trustee Windrem helped the College work through challenging times and uncertainties while protecting the educational mission and dedication to the community of learners and providing a safe path forward for students and a safe workplace for faculty and staff in a time of unprecedented disruption; and

WHEREAS, Trustee Windrem has been a strong and steady voice in advocating for high standards, clear accountability, and the best stewardship of the public’s resources; and

WHEREAS, Margaret Windrem is a highly respected member of the College community and is an enthusiastic supporter, valued colleague, expert advisor, and friend to Raritan Valley Community College;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees, President Michael J. McDonough, and the College community extend their deepest gratitude to Margaret Windrem and wish her well in all of her future endeavors.

On behalf of the Board of Trustees, President McDonough, and the College community, Chairman Wise expressed his appreciation to Trustees DeTommaso, McNally, and Windrem for their tremendous contributions to the Board and to the College community and further wished them well in their future endeavors.

Swearing in – New Board of Trustees Member Thomas Borkowski

Then, Richard Flaum, College Counsel, swore in new Board of Trustees member Thomas Borkowski. Thomas Borkowski, a Clinton Township resident, was appointed to the RVCC Board by the Hunterdon County Board of County Commissioners. Mr. Borkowski currently works at Amboy Bank providing wealth advisory services. He also has worked as a CPA with KPMG in Short Hills and as a tax attorney in Pennington. He is a former two-term mayor of Clinton Township.

Chairman Wise welcomed Thomas Borkowski on behalf of the Board of Trustees and President McDonough and noted that he looks forward to working with him in his new capacity as a trustee.

II. Roll Call of Members

The roll call was taken as follows:

Present: Caren Bateman
Thomas Borkowski
Zenon Christodoulou
Julia DeTommaso
Paul J. Hirsch
W. Timothy Howes

Absent: Juan Torres

Roger Jinks
Roger Locandro
Helena Swanicke
James Von Schilling
Robert P. Wise
Tracy DiFrancesco Zaikov

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

A quorum was present.

III. Agenda Items

1. Approval of Meeting Minutes

The Regular Meeting minutes of May 18, 2021 were moved by Trustee Von Schilling, seconded by Trustee Bateman, and approved unanimously by voice vote. Trustees Borkowski and Jinks respectfully abstained.

2. Committee Reports

A. Strategic Planning Committee

Trustee Tracy DiFrancesco Zaikov reported that the Committee reviewed the draft Strategic Plan and three potential draft mission statements. The full Board will review the final draft of the Strategic Plan and the recommended version of the mission statement at a Board Retreat on August 24, 2021. The final draft of the new Strategic Plan and the Mission Statement will be presented to the Board for their consideration and approval at the August 24, 2021 Regular Board of Trustees Meeting.

B. Educational Programs and Services Committee

Trustee Caren Bateman presented Consent Agenda Resolutions #66-2021 through #73-2021. The resolutions were moved by Trustee Bateman, seconded by Trustee Jinks, and approved by voice vote. Trustee Borkowski respectfully abstained.

President McDonough expressed his appreciation to the Board of Trustees for granting Professor Nora Thornber Faculty Emeritus status. The Board's action is a fitting recognition of her years of dedication to the students of Raritan Valley Community College. The President expressed his congratulations to Professor Emeritus Thornber and further commented that her leadership over the years is evidenced by her consistent success with the students and her contributions to both the College and the community.

Trustee Bateman reported that the Committee also received an update on the College's fall re-opening plans.

Resolution #66-2021 Human Resources Action Report

1. Returning- Adjunct Faculty

The following individuals are recommended as adjunct faculty for the Summer & Fall Semester 2021 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$998 to \$1023.

Last Name	First Name	Rank	Department	Per credit hour rate	Hire Date
D'Amore	Deborah	Assistant Professor	Communication and Languages	\$1,023	7/6/21
McInneshin	Michael	Assistant Professor	RISE	\$998	6/7/21
Ray	Amit	Instructor	Business & Public Service	\$1,001	9/1/21

2. New- Adjunct Faculty

The following individuals are recommended as adjunct faculty for the Summer & Fall Semester 2021 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$998 to \$1001.

Last Name	First Name	Rank	Department	Per credit hour rate	Hire Date
Burkum	Keith	Assistant Professor	RISE	\$998	6/7/21
Polidore	Kristi	Instructor	English	\$1,001	9/1/21
Reynolds	Michael	Instructor	Communication & Languages	\$1,001	9/1/21
Smith	William	Assistant Professor	RISE	\$998	6/7/21

3. Status Change- Administrator

The following individual is recommended for the indicated salary change specified:

Name	Title	Salary	Department	Start date
Kenneth Ryan	Programmer Analyst	\$64,794	Technology Services	6/1/21

4. New Hire- Support Staff

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

Name	Title	Salary	Department	Start date
*Jennifer East	Administrative Assistant II- Academic Affairs	\$48,000	Academic Affairs	6/21/2021

*Budget code 100-3011-5310-40 replacing E. Snarkey-Machnik

5. Administrator- Reduced Load

The following reflects a recommended change in the status of employment of the following employee:

Name	Title	Hours	Effective Date	Salary
Marguerite Gavakos	Assistant Registrar	28.5	8/1/21	\$53,920

6. Retirements

The following reflects employees who intend to retire from the college.

Name	Title	Department	Effective Date
Roberta Harmon	Admin Assistant II-Academic Support	Academic Support	8/31/21
Alan Liddell	Director of Theatre	Theatre	7/31/21

5. Resignation

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

Name	Title	Department	Effective Date
Slawomir Oleradzki	Grounds Worker	Facilities & Grounds	4/16/21

Resolution #67- 2021 Faculty Emeritus – Professor Nora Thornber

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, the Board of Trustees, upon the recommendation of the President, approved revised Faculty Emeritus benefits (Resolution #132-2019, dated June 25, 2019); 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, Professor Nora Thornber, who will retire June 30, 2021, has been recognized as an active contributor to the welfare of the students and to the College community;

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the President, the Board of Trustees acknowledges the distinguished service of Professor Nora Thornber to Raritan Valley Community College by extending the honorary title of Professor Emeritus, effective July 1, 2021, with all of the rights and privileges associated with this honor.

Resolution #68-2021 Appointment, Full-Time Tenure-Track Academic Year 2021-2022 Faculty

BE IT RESOLVED, that at the recommendation of the President, the following full-time tenure-track faculty appointment be approved for 2021-2022:

Name	Title	Department	Start Date	Salary
*Christine Chynoweth	Instructor, ASL	Communications & Languages	9/1/21	\$61,169
**Rebecca Claxton	Instructor-Mathematics	Math & Computer Science	9/1/21	\$59,324
***Ishimine Goins	Assistant Professor-English	English	9/1/21	\$66,517
****Janette Rodriguez	Assistant Professor/Program Manager-Medical Assistant	Health Science Education	9/1/21	\$68,703
*****Courtney Singleton	Assistant Professor-Anthropology	Humanities, Social Science & Education	9/1/21	\$64,912
*****Evan Walter	Instructor, Digital Media/Film	Communications & Languages	9/1/21	\$61,473

*Budget code 100-3140-5140-10/replacement temporary one-year S. Greco

**Budget code 100-3160-5140-10/replacement C. Geoffroy

***Budget code 100-3130-5130-10/replacement A. Rosenblithe

****Budget code 100-3172-5130-10/replacement M. Logan-Bieler

*****Budget code 100-3190-5130-10/replacement S. Kaufman

*****Budget code 100-3140-5140-10/replacement E. Duran

*****Budget code 100-3140-5140-10/replacement E. Duran

Resolution #69-2021 Reappointments, Faculty Temporary One Year 2021-2022

BE IT RESOLVED that at the recommendation of the President, the following full-time non-tenured faculty appointment be approved:

Last Name	First Name	Rank	Salary
DePinto	Dominick	Temporary Instructor- CEM Technology	\$65,962
Pirrota	Michael	Temporary Instructor- Psychology	\$61,317
Tugushev	Nikolay	Temporary Instructor- Philosophy	\$63,417

Resolution #70-2021 Reappointments, Unit Administrative Employees

BE IT RESOLVED, that upon recommendation of the President, the following unit Administrators are reappointed for the 2021/2022 fiscal year. *Salaries include a 2.5% contractual increase

Last Name	First Name	Title	*Salary
Accomando	Jill	Assistant Director Children's Campus	\$67,584
Barefoot	Russell	Director of Student Life	\$81,991
Berry	Jennifer	Assistant Director of EOF	\$72,214
Bird	Marcia	Coordinator of Cosmetology	\$92,511
Brosnan	Marianne	Transfer Advisor	\$66,872
Buinis	Lonny	Instructional Designer	\$86,128
Carter	Brian	Network Administrator	\$70,988
Clemente	Eric	Print Shop Supervisor	\$58,852
Collins	Doneya	Director, EOF	\$91,608
Colon	Nicolette	Assistant Director of Accessibility & Inclusive Education	\$68,653
Cuellar	Maria	Head Teacher-Children's Campus	\$55,880
DeSanctis	Gregory	Director Advising & Counseling	\$90,414
Di Pietro	Joseph	Assistant Director Facilities/Energy Program Management	\$106,417
Diaz	Maria	Custodial Services Manager	\$70,627
Domanski	Peter	Technology Service Desk Tech-Senior	\$73,479
Drummer	Jacqueline	Director of Laboratory Service	\$81,629
Dunne	Janet	Development Associate	\$61,809
Enz Lewis	Elizabeth	Accounting Manager	\$78,958
Erwin	Jill	Theatre Manager	\$70,032
Estreicher	Jacqueline	Assistant Dean Curriculum	\$70,903
Faschan	Andrea	Academic Advisor	\$63,042
Fisher	Brenda	Director of K-12 Partnership	\$89,972
Flanagan	Aubrey	Manager Professional & Corporate Development	\$61,014
Gabrielski	Alicia	Academic Advisor	\$65,334
Gallagher	Amie	Director of Planetarium	\$75,668
Gavakos	Marguerite	Assistant Registrar	\$70,947
Georgiana	Dalton	Business System Analyst-Student Affairs	\$77,900
Gloster	Katisha	Testing Center Coordinator	\$59,349
Gonzalez	David	Technology Service Desk Technician-Senior	\$67,356
Griffin	Cathy	Director Child Care Center	\$99,320
Hall	Christopher	Database Administrator	\$120,827
Harnden	William	Regional Director, SBDC	\$91,550
Hawkins	Bashir	Financial Aid Coordinator	\$57,491
Hermo-Weaver	Alicia	Coordinator of Internships & Coop Education	\$71,515
Herro	Philip	Recruiting Coordinator/Coach	\$62,616
Hynes	Cynthia	Manager NC Allied Health & Workforce Operations	\$84,129
Kassim	Jamal	Coordinator of Educational Records	\$55,861
Kislan	Erin	Associate Director-Fin Aid	\$75,566
Kubick	Daniela	Manager Visual Communications	\$64,034
Laba	Linda	Financial Analyst	\$86,316
Lankay	Cristina	Electronic Media Coordinator	\$67,584
Larson	Nadine	Coordinator of Health Science Education	\$61,579
Liddell	Alan	Director of the Theatre	\$118,744

**Ludwigsen	Karen	Coordinator Nursing Skills Lab	\$64,019
Luger	Maureen	Purchasing Specialist	\$60,553
Maiorca	Troy	Systems Administrator	\$65,139
Manzini	Sandile	Program Manager High School/Youth	\$67,119
Meany	Kimberly	OTA Academic Field Coordinator	\$63,200
Meiman	Sheila	Director of RISE	\$90,064
Mercurius	Conrad	Manufacturing Coordinator	\$91,847
Mesonas	Leonard	Director of Financial Aid	\$108,274
Michaud	Paul	Director Transfer & Career Serv	\$134,243
Mombay	Nancy Fritz	Assistant Director of Admissions	\$70,671
Moog	Lori	Director Service Learning & Comm Outreach	\$96,163
Morrison-Santana	Deborah	RISE Hub Coordinator-Temporary 1 year	\$60,699
Noel	Paul	Assistant Director Recruitment & Communications	\$64,796
Nunez	Melanye	Academic Advisor	\$55,935
Oliver	Kelly	Multi Media Specialist/Web Edi	\$74,553
**O'Rourke	Catherine	Teacher, Children's Campus	\$48,819
Peters	Chad	Public Services Coordinator	\$64,932
Radvanski	John	Database & App Administrator	\$107,646
Ray	Jessica	Staff Scientist-Eco Res & Resto	\$53,054
Riche	Kevin	Director Security & Infrastructure	\$126,122
Rizzolo	Wendy	Teacher, Children's Campus	\$62,822
Ryan	Kevin	Athletic Coordinator	\$61,293
Ryan	Kenneth	Programmer Analyst	\$66,414
Sanders	Donyea	Director Academic Support Cent	\$67,269
Schapley	Darlene	Grants Coordinator	\$76,083
Schindler	Kevin	Planetarium Associate/Tech	\$54,259
Sherman	Eric	Manager of Web Development	\$73,159
Singh	Rikita	Director of Accessibility & Inclusive Education	\$80,004
Skербetz	Karly	Disability Services Coord	\$56,054
Smullen	Stephanie	Development Associate	\$61,027
Smythe	Holly	Instructional Designer	\$79,041
Stafford	Inieka	Director Health & Technological Career Programs	\$73,996
Stolzer	Donna	Director of Media Relations	\$89,093
Stollo	Philip	Helpdesk Coordinator	\$79,357
Su	Min	Associate Director, Institutional Research	\$77,487
Suarez	Crystalyn	Academic Advisor	\$61,704
Sullivan	Elizabeth	Coordinator, International & Veteran Services	\$70,252
Travaglino	Joanne	Program Manager HS Outreach & Academics	\$69,697
Trybulski	Diana	Coord for Scheduling	\$54,936
Van Der Veen	Wilhelmus	Director of Science Ed Institute	\$92,966
Van Doren	Mary	Coordinator Academic Services-RISE	\$69,431
Wadher	Sital	Sr Associate Academic Success	\$68,961
Walker	Alaysha	Assistant Director Student Life	\$79,486
Wang	Qianqian	Web Programmer	\$70,424

Weaver	Philip	Assistant Director Compliance & Facilities	\$101,063
Wheeler	John	Registrar	\$85,678
Wiedemann	John	Production Coordinator	\$65,004

**Salary based on 10 months

Resolution #71-2021 Reappointments, Non-Unit Administrative Employees

BE IT RESOLVED that upon recommendation of the President, the following non-unit Administrators are reappointed for the 2021/2022 fiscal year. *Salaries include a 2.5% contractual increase

Last Name	First Name	Title	*Salary
Belin	Jacki	Vice President Student Affairs & Outreach	\$187,680
DePinto	Michael	Director of Purchasing	\$84,031
Donnelly	Sarah	Director Institutional Research & Assessment	\$106,438
Fredericks	Jason	Dean for Student Affairs	\$115,815
Imbriglio	Sarah	Dean of STEM	\$142,796
Johnson	Mary Ann	Assistant Director Benefits & Payroll	\$92,453
Kelleher	Kelly	Human Resources Manager	\$70,913
Lestrangle	Nancy	Director of Information System	\$137,129
Lindstrom	Kelly	Business Systems Analyst	\$96,719
Loera	Audrey	Dean Academic Support & Educational Partnerships	\$142,796
Marion	Michael	Executive Director of Foundation	\$164,765
Marks	Patrice	Dean Language Fine Arts & Business Public Service, ALO	\$168,309
McAllister	Theresa	Assistant Controller	\$111,724
McCarthy	Lynnette	Executive Assistant/Research to Provost	\$67,520
O'Rourke	Brian	Executive Director, Facilities & Grounds	\$159,368
Pescinski	Robert	Executive Director of Tech Services	\$132,565
Pontarollo	Sheri	Executive Office Manager & Secretary to Board of Trustees	\$114,473
Preston	Deborah	Provost/ Vice President of Academic Affairs	\$191,127
Rekofsky	Frank	Coordinator of Emergency Management	\$59,262
Szkodny	Robert	Director Security & Emergency Management	\$101,108
Thompson	Janet	Executive Director of Marketing	\$125,719
Todd	Catherine	Payroll Manager	\$77,881
Trojan	John	Vice President of Finance and Facilities	\$199,215
Wallace	Cheryl	Executive Director of HR, Compliance & Security	\$138,951
White	Carolyn	Executive Director Enrollment Management	\$96,252
Willensky	Violet	Controller & Exe Dir of Finance	\$141,642

Resolution #72-2021 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 2021/2022 fiscal year. *Salaries include a 2.5% contractual increase

Last Name	First Name	Title	
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			*Salary
Arroyo	Rosemarie	Executive Assistant	\$87,951
Caldwell	Chandra	Admin Asst II-Student Services	\$55,843
DeBellis	Cynthia	Administrative Assistant II-STEM & HSE	\$52,668
Harmon	Roberta	Administrative Assistant II-Academic Support	\$56,035
Layton	Amy	Workforce Educator-Esthetics	\$53,183
Mango	Laurie	Workforce Educator-Cosmetology	\$62,673
Sclafani	Andrew	Human Resources Specialist	\$44,911
Seibert	Caroline	Pension & Benefits Specialist	\$56,522
Stevens	Jade	Workforce Educator-Cosmetology	\$53,169

Resolution #73-2021 Reappointments, Support Staff Employees

BE IT RESOLVED that upon recommendation of the President, the following unit Support Staff are reappointed for the 2021/2022 fiscal year. *Salaries include a 2.5% contractual increase

Last Name	First Name	Title	*Salary
Acharon	Daniela	Admissions Coordinator	\$50,332
Alcazar	Nini	Finance Assistant A/R	\$44,442
Alvarado Bolvito	Maira	Custodian	\$33,324
Alvarez	Maria	Testing Specialist	\$50,540
Bedoya	Jose	Custodian	\$35,561
Bogda	Carolyn	Laboratory Assistant II	\$51,435
Brown	Shelley	Administrative Assistant II-Childcare	\$45,238
Caceres De Rosales	Nuria	Custodian	\$35,561
Callejas	Samuel	Custodian-Lead	\$37,328
Carty	Evelyn	Department Assistant-Science & Engineering	\$54,081
Castillo Torres	Maria	Custodian	\$35,561
Christian	Monique	Department Assistant-English, Humanities & Social Science	\$42,372
Cizmar	Alice	Chemistry Lab Assist I	\$53,665
Decker	Sharon	Administrative Assistant	\$49,557
Demeter	Jeanne	Department Assistant -Health Science Education	\$44,237
Diaz	Alfredo	Maintenance Worker/Painter	\$40,803
Dubon	Pedro	Maintenance Worker-Shift Lead	\$44,102
Fania	Valerie	Grants Specialist	\$58,468
Farischon	Justin	Laboratory Assistant-Physics	\$40,482
Galeano	Maria	Custodian	\$35,561
Gatti	Kristin	Department Assistant-Tutoring	\$44,237
Gero	Donna	Laboratory Assistant	\$71,470
Gill	Allison	Administrative Assistant- SBDC	\$52,550
Giraldo	Jose	Grounds Worker	\$39,557

Guardado	Maria	Custodian	\$35,561
Hansen	Janice	Department Assistant - Business Administration	\$51,901
Hartzell	Sandra	Department Assistant, Arts & Design	\$52,628
Hyland	Jamie	Facility & Ground Service Rep	\$58,669
Khan	Kiswah	Admissions Specialist	\$51,220
Mason	Jennifer	Finance Specialist	\$50,427
Matias	Johnny	Maintenance Worker	\$42,206
Morales	Maria	Custodian-Lead	\$37,610
Moustakas	Nickolas	Lead Maintenance Mechanic	\$64,808
Mulroy	Abbe	Public Service Associate-Tech	\$47,219
Murphy	Terence	Chemistry Lab Prep/Lab Asst II	\$55,427
Navarro	Susana	Custodian	\$35,561
Paisley	Priscilla	Finance Assistant-A/P	\$43,042
Pereira	Marve Luz	Department Assistant-ACS	\$49,785
Petrillo	Kathleen	Enrollment Services Specialist	\$51,152
Pyzik	Christopher	Finance Specialist AP	\$49,306
Ramos Hernandez	Jorge	Custodian-Shift Lead	\$37,283
Raphel	Michael	Accounts Receivable Specialist	\$51,415
Rodolis	Richard	Financial Aid Specialist	\$46,611
Rodriguez	Ana	Custodian	\$35,561
Rosales Samper	Galileo	Custodian	\$35,561
Salas	Martha	Biology/Biotech Lab Prep Asst	\$57,454
Seas	Javier	General Service Worker	\$39,557
Sheikh	Maryam	Administrative Assistant	\$44,237
Simoncelli	Angelo	Lead Maintenance Mechanic	\$71,243
Skillman	Susanne	Department Assistant-Math & Computer Science	\$44,237
Snook	Judith	Enrollment Services Specialist	\$51,498
Strozeski	Charles	Internal Services Aide	\$61,199
Tenzer	Kathy	Library Technical Services Specialist	\$52,529
Torlish	Helena	Department Assistant - Communication/Languages	\$51,677
Vroom	Walter	Media Aide I	\$54,035
Williams	Rodney	Shipping & Receiving Clerk	\$53,000
Zuniga	Maria	Custodian	\$35,561
**Wicklund	Marie	Administrative Assistant-Student Life	\$49,554

**Salary based on 10 months

C. Finance Committee

Chairman Robert Wise reported on the Treasurer's Report (Resolution #75-2021) for the period 05/01/21 to 05/31/21. On motion by Chairman Wise, seconded by Trustee

Locandro, the Treasurers' Report was approved by voice vote. Trustee Borkowski respectfully abstained.

Chairman Wise then presented Consent Agenda Resolutions #76-2021 through #78-2021 and Resolutions #80-2021 through #100-2021. Resolution #79-2021 (Modular Wall Systems for Enrollment) was withdrawn. The Resolutions were moved by Chairman Wise, seconded by Trustee Locandro, and approved by voice vote. Trustee Borkowski respectfully abstained.

Resolution #75-2021 – Various Vouchers for Payment

BE IT RESOLVED, that the following May 2021 vouchers be approved for payment; and

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

Check #s	324075-324541	
ACH#s	2	
	Total Checks	\$1,083,495.93
	Total ACH	16,983.12
	Total Vouchers	1,100,479.05
	Construction and Architect Vouchers	973.75
	Less Previously Approved	--
	Total	<u>\$1,101,452.80</u>

Resolution #76-2021 Contractor Payments for July and August 2021

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 2021 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 2021, and report the

pertinent information at the August 2021 Board Meeting scheduled for Tuesday, August 24, 2021.

Michael DePinto
Director of Purchasing

Resolution #77-2021 Adjustment to the Public Bidding Threshold for County Colleges

WHEREAS, N.J.S.A. 18A:64A-25.3 established the bidding threshold at \$25,000.00; and

WHEREAS, N.J.S.A. 18A-64A-25.3(b) gives authority to the Governor and the State Department of the Treasury to adjust the bid threshold in direct proportion to the rise or fall of the Consumer Price Index for all urban consumers in the New York, Northeastern New Jersey and Philadelphia areas as reported by the U.S. Department of Labor; and

WHEREAS, this adjustment is performed every two (2) years; and

WHEREAS, from January 7, 2004 through July 1, 2019, the State Treasurer has adjusted the bid threshold for County Colleges from \$25,000.00 to \$36,400.00; and

WHEREAS, on July 1, 2021, the State Treasurer will exercise their authority to adjust the bid threshold for County Colleges from \$36,400.00 to \$37,500.00.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College permits the bid threshold to be adjusted to \$37,500.00 for College procurements requiring bidding in accordance with N.J.S.A 18A:64A-25.3.

Michael DePinto
Director of Purchasing

Resolution #78-2021 Additions and Alterations at the RVCC Arts Building (REVISED – Price Increase)

WHEREAS, the Board of Trustees of Raritan Valley Community College approved the award of a contract to the successful bidder in the amount of \$4,361,000 via resolution #7-2020 to construct two additions to the Arts building; and

WHEREAS, while construction began in March 2020 it had to be stopped in July after the State of New Jersey effectively withdrew funding due to the unfolding significant impact of the covid-19 pandemic on its budget; and

WHEREAS, while State support was restored as of October 1, 2020, actual funding was not approved by the counties until June 2021; and

WHEREAS, as the pandemic unfolded numerous issues developed throughout the country that led to significant increases in many construction material costs, extended delivery times, and an unwillingness by suppliers to commit to pricing beyond a very limited time frame; and

WHEREAS, while College management wants to continue the project subject to a potential increase of \$1,000,000 confirmed by several architectural and construction professionals and which can be accommodated in the total capital plan, it cannot

precisely identify at this time specific incremental awards until the actual construction process rolls out and material prices are quoted by suppliers.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes College management to continue the Arts building project and use its best efforts to keep the potential cost increase to no more than \$1,000,000. Further Board approval would be required for any higher expected costs.

John Trojan
VP Finance & Facilities

Resolution #80-2021 Purchase and Installation of a New Aboveground Gasoline Storage Tank (REVISED - Price Increase)

WHEREAS, the Board of Trustees of Raritan Valley Community College approved R.J. Walsh Associates, Inc. to complete the installation of a new 1,000-gallon aboveground gasoline storage tank, via Resolution #43-2021, for an amount not to exceed \$35,190.00; and

WHEREAS, it was discovered that the cost of the gasoline storage tank as well as the required associated commodities had increased by \$2,004.60 from the original proposal amount; and

WHEREAS, RVCC additionally opted to have R.J. Walsh provide engineering drawings for permits to be stamped by a New Jersey Professional Engineer, for an additional \$1,540.00; and

WHEREAS, funding for this additional work is available from the College’s Fiscal Year 2021 Minor Capital funds; and

WHEREAS, the College requests to increase the amount of the purchase order to R.J. Walsh Associates by \$3,544.60; 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, R.J. Walsh Associates, Inc. has entered into a contract with the State of New Jersey for the Purchase, Installation, Removal and Repair of Aboveground Fuel Tanks and related equipment (State Contract #42268); and

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

<p>R.J. Walsh Associates, Inc. P.O. Box 119 Allentown, NJ 08501 <u>Purchase Order Increase Amount: \$3,544.60</u> <u>Revised Purchase Order Amount Not to Exceed: \$38,734.60</u></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to increase the purchase order

to R.J. Walsh Associates, Inc. in the amount shown above. The new total for this purchase order will be \$38,734.60.

Michael DePinto
Director of Purchasing

Resolution #81-2021 Custodial Supplies 2021-2022

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

WHEREAS, in an effort to decrease the spending and inventory levels of custodial supplies, RVCC management 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, 2021 through June 30, 2023; and

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

<p>W.B. Mason 21 Commerce Drive Cranbury, NJ 08512</p>

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue purchase orders as described hereinabove to W.B. Mason for the period July 1, 2021 through June 30, 2023.

Michael DePinto
Director of Purchasing

Resolution #82-2021 Replacement of Arts Building Windows – Pay to Play

WHEREAS, the College requires the purchase and installation of new windows in ten (10) 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 funding for this work is being allocated through the Arts Building Renovations capital fund; 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, 2021 through June 30, 2022, 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>Roselle Glass Company 464 Chestnut Street Union, NJ 07083 Amount: \$30,645.00</p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order 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 #83-2021 Paving Improvements to the Campus Loop Road

WHEREAS, Raritan Valley Community College is currently in the process of developing specifications for a Paving Improvements to the Campus Loop Road bid; and

WHEREAS, the College currently anticipates publicly advertising for bids during the week first week of July 2021; and

WHEREAS, the scope of the work will include the milling of existing pavement, the installation of new surface and pavement markings at several locations along the Campus Loop Road; and

WHEREAS, the College administration estimates the cost of the project to be approximately \$250,000.00; and

WHEREAS, in order to keep the project on schedule the College administration would like to award this bid prior to the next regularly scheduled meeting of the Board of Trustees on Tuesday, August 24, 2021; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the College administration to make this award and report the pertinent information at the August 2021 Board Meeting.

Michael DePinto
Director of Purchasing

Resolution #84-2021 Reupholstering Services for the Cafeteria Seating (REVISED – Price Increase)

WHEREAS, the Board of Trustees of Raritan Valley Community College approved Garwood Upholstery to provide reupholstering services to repair the existing RVCC Cafeteria seating, via Resolution #44-2021, for an amount not to exceed \$21,900.00; and

WHEREAS, it was discovered that the fabric originally selected by the College is no longer available, so a new half vinyl fabric was selected for an additional amount; and

WHEREAS, the funding for this additional charge is being allocated through the special Cafeteria Renovations capital fund provided by CulinArt; and

WHEREAS, the College requests to increase the amount of the purchase order to Garwood Upholstery by \$2,545.00; and

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

<p>Garwood Upholstery 469 South Avenue East Suite B Westfield, NJ 07090 <u>Purchase Order Increase Amount: \$2,545.00</u> <u>Revised Purchase Order Amount Not to Exceed: \$24,445.00</u></p>

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to increase the purchase order to Garwood Upholstery in the amount shown above. The new total for this purchase order will be \$24,445.00.

Michael DePinto
Director of Purchasing

Resolution #85-2021 Campus Internet and Ethernet Services 2021-2023

WHEREAS, NJEDGE.net is the statewide consortium handling New Jersey College internet connectivity, who provides high speed internet access to RVCC; 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, 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, estimated expenditures to NJEDge.net for Fiscal Year 2022 and Fiscal Year 2023 are estimated to not exceed \$112,209.00 per year; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue purchase orders for Fiscal Year 2022 and Fiscal Year 2023 as follows:

<p>NJEDge.net 625 Broad Street Suite 260 Newark, NJ 07102-4418 <u>Fiscal Year 2020 Amount: \$112,209.00</u> <u>Fiscal Year 2021 Amount: \$112,209.00</u></p>
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Michael DePinto
Director of Purchasing

Resolution #86-2021 Electronic Signature Software 2021-2022

WHEREAS, Raritan Valley Community College has identified the need to provide a safe and secure electronic method of authorizing documents and transactions; and

WHEREAS, RVCC originally purchased the DocuSign eSignature Enterprise Pro Edition software in October 2019 for use in the Financial Aid department; and

WHEREAS, due to the effectiveness of this software, campus usage increased exponentially as virtual transactions in unanticipated departments caused the College to rapidly exhaust its original allowance of virtual envelopes and support services; and

WHEREAS, the DocuSign eSignature Enterprise Pro Edition software allows documents to be electronically signed anywhere and on any device, providing a safe and secure method of authorizing documents and transactions; and

WHEREAS, funding for this purchase is available through the Federal CARES Act grant; and

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

WHEREAS, a purchase order will be issued as follows:

<p>DocuSign, Inc. 221 Main Street Suite 1000 San Francisco, CA 94105 <u>Amount: \$90,000.00</u></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a one-year agreement for the period of May 7, 2021 through May 6, 2022 with DocuSign, Inc. and issue a purchase order as described hereinabove.

Michael DePinto
Director of Purchasing

Resolution #87-2021 Cisco Support Agreement 2021-2022

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, 2021 through June 30, 2022; 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 #21-TELE-01506); 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>New Era Technology, Inc. 535 U.S. Highway 46 Little Falls, NJ 07424 <u>Amount:</u> \$47,055.08</p>

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

Michael DePinto
Director of Purchasing

Resolution #88-2021 Migration of Ellucian Banner Administrative System to the Cloud

WHEREAS, RVCC currently utilizes the Banner administrative software system, which is a product of the Ellucian Company L.P.; and

WHEREAS, services are required from Ellucian and College staff for the support, upgrade and maintenance of the Banner system; and

WHEREAS, the Banner system supports the Student, Finance, Financial Aid, Faculty and Advisor, Self Service, Human Resources, Elevate and Document Management modules; and

WHEREAS, significant benefits are available by migrating the Banner system from on-campus servers and storage to Ellucian managed servers and storage in the Amazon Web Services cloud; and

WHEREAS, these benefits include a reduced need for servers and storage in the on-campus data center, enhanced data security, disaster recovery, and full upgrades and patches managed by Ellucian with significantly decreased work by College staff; 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, purchase orders will be issued as follows:

<p>Ellucian Company L.P. 4 County View Road Malvern, PA. 19355-1408 <u>Fiscal Year 2022: Not to Exceed \$564,881.00</u> <u>Fiscal Year 2023: Not to Exceed \$734,985.00</u> <u>Fiscal Year 2024: Not to Exceed \$680,736.00</u> <u>Fiscal Year 2025: Not to Exceed \$702,157.00</u> <u>Fiscal Year 2026: Not to Exceed \$724,271.00</u> <u>Five-Year Total Amount: Not to Exceed \$3,407,030.00</u></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into an agreement and issue purchase orders in the amounts shown hereinabove to Ellucian Company L.P.

Michael DePinto
Director of Purchasing

Resolution #89-2021 Ellucian Software Maintenance Replacement for the Cloud Project

WHEREAS, RVCC currently utilizes the Banner administrative software system, which is a product of the Ellucian Company L.P.; and

WHEREAS, the Banner system supports the Student, Finance, Financial Aid, Faculty and Advisor, Self Service, Human Resources, and Document Management modules; and

WHEREAS, software maintenance payments are currently made in arrears; and

WHEREAS, fees for the Ellucian hosted and managed Banner administrative system, include software maintenance; and

WHEREAS, software maintenance for the period of January 1, 2021 through June 30, 2021 is required to be paid prior to the start of the cloud migration project; and

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

WHEREAS, a purchase order will be issued as follows:

<p>Ellucian Company L.P. 4 County View Road Malvern, PA. 19355-1408 <u>Amount: \$145,995.00</u></p>

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order and approve payments as described hereinabove to Ellucian Company, L.P.

Michael DePinto
Director of Purchasing

Resolution #90-2021 Oracle License and Support Agreement 2021-2022

WHEREAS, Raritan Valley Community College requires the renewal of the Oracle License and Support agreement for the period of July 1, 2021 through June 30, 2022; and

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

WHEREAS, this licensing contract allows RVCC to use Oracle for applications other than Banner, providing the College with tools to diagnose problems, improve system performance and afford unlimited processor licensing for our servers; 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 of New Jersey by the Division of Purchase and Property; and

WHEREAS, Oracle America, Inc. is under contract with the NASPO ValuePoint cooperative purchasing program of which the State of New Jersey is a member (Contract #42967); and

WHEREAS, a purchase order will be issued as follows:

<p>Oracle America, Inc. 500 Oracle Parkway</p>
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Redwood Shores, CA 94065
Amount: \$189,888.56

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 Oracle America, Inc.

Michael DePinto
Director of Purchasing

Resolution #91-2021 Replacement of Personal Computers in Student Multi-Media Labs

WHEREAS, the purchase of fifty-three (53) new Dell Precision 3650 Tower desktop computers are needed to replace the existing computers in the two (2) West Building student multi-media computer labs located in Rooms W205 and W210, whose warranties have expired as they near the end of their useful lives; and

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

WHEREAS, these computers must have enhanced capabilities for the running of the latest multi-media software; and

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

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

WHEREAS, three (3) quotes were obtained with Dell presenting the College with the most favorable proposal; 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 #19-TELE-00656); and

WHEREAS, a purchase order will be issued as follows:

Dell Marketing L.P.
1 Dell Way
Round Rock, TX 78682-0001
Amount: \$86,134.01

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 #92-2021 Replacement of Personal Computers in Student Computer Labs

WHEREAS, the purchase of forty-seven (47) new Dell OptiPlex 5090 Small Form Factor desktop computers are needed to replace the existing computers in the West Building Room W214 and Arts Building Room A32 student computer labs, whose warranties have expired as they near the end of their useful lives; and

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

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

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

WHEREAS, three (3) quotes were obtained with Dell presenting the College with the most favorable proposal; 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 #19-TELE-00656); and

WHEREAS, a purchase order will be issued as follows:

<p>Dell Marketing L.P. 1 Dell Way Round Rock, TX 78682-0001 Amount: \$45,841.92</p>

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

Michael DePinto
Director of Purchasing

Resolution #93-2021 Replacement of Servers in the Data Center

WHEREAS, Raritan Valley Community College depends on reliable and secure data center equipment for academic and administrative operation; and

WHEREAS, the usage of the application servers has significantly increased over the past two years, and

WHEREAS, the current servers are approaching the end of their useful life; and

WHEREAS, new servers will provide increased capacity and performance with reduced annual maintenance costs, and

WHEREAS, the purchase of five (5) Dell PowerEdge R640 Servers is critical for the continued security of all software and data from the RVCC academic and administrative systems; and

WHEREAS, three (3) quotes were obtained with SHI International presenting the College with the most favorable proposal; 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, Dell is under contract with the NASPO ValuePoint cooperative purchasing program, of which the State of New Jersey is a member (Contract #19-TELE-00656); and

WHEREAS, these servers are available from SHI International who is an authorized reseller of Dell products; and

WHEREAS, a purchase order will be issued as follows:

<p>SHI International Corp. 290 Davidson Avenue Somerset, NJ 08873 <u>Amount: \$70,615.00</u></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove to SHI International Corp.

Michael DePinto,
Director of Purchasing

Resolution #94-2021 Replacement of Storage Equipment in the Data Center

WHEREAS, Raritan Valley Community College depends on reliable and secure data center equipment for academic and administrative operation; and

WHEREAS, the usage of the data storage equipment has significantly increased over the past two years, and

WHEREAS, the current data storage equipment is approaching the end of its useful life; and

WHEREAS, new equipment will provide increased capacity with reduced annual maintenance costs, and

WHEREAS, the purchase of a Dell EMC PowerStore 1000T storage system and associated data storage equipment, is critical for the continued security of all software and data from the RVCC academic and administrative systems; and

WHEREAS, three (3) quotes were obtained with SHI International presenting the College with the most favorable proposal; 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, Dell is under contract with the NASPO ValuePoint cooperative purchasing program, of which the State of New Jersey is a member (Contract #19-TELE-00656); and

WHEREAS, these servers are available from SHI International who is an authorized reseller of Dell products; and

WHEREAS, a purchase order will be issued as follows:

<p>SHI International Corp. 290 Davidson Avenue Somerset, NJ 08873 Amount: \$107,280.21</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 SHI International Corp.

Michael DePinto,
Director of Purchasing

Resolution #95-2021 Self-Service Modern Campus Platform 2021-2022

WHEREAS, students, faculty and staff depend on reliable online services and information; and

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

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

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

WHEREAS, utilization of the OneCampus system has been very successful since its implementation two years ago; 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, 2021 through June 30, 2022, 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>TransACT Communications, LLC DBA The rSmart Group 5105 200th Street SW Suite 200 Lynnwood, MA 98036 <u>Amount:</u> \$33,950.00</p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove for the 12-month period of September 1, 2021 through August 31, 2022; and

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

Michael DePinto,
Director of Purchasing

Resolution #96-2021 Technology Help Desk Services 2021-2022

WHEREAS, Raritan Valley Community College requires Technology Help Desk Services for the period of July 1, 2021 through June 30, 2022; 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, 2021; 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:

NJ Edge.net, Inc.
625 Broad Street
Suite 260
Newark, NJ 07102-4418
Amount: \$63,720.00

Michael DePinto,
Director of Purchasing

Resolution #97-2021 Technology Staff Augmentation Services 2021-2022 (Revised Price Increase)

WHEREAS, the Board of Trustees approved the renewal of the Technology Staff Augmentation Services agreement with Pinakin IT Solutions, LLC for the period of July 1, 2021 through June 30, 2022 via Resolution #56-2021;

WHEREAS, the original resolution amount approved by the Board of Trustees on May 18, 2021 was \$224,396.00; and

WHEREAS, the College's long-time senior programmer analyst retired at the end of 2020, causing a critical need to employ a temporary remote programmer analyst to service the Banner and Argos systems and assist the recently hired new programmer analyst; and

WHEREAS, acting as the current Technology staff augmentation service provider, Pinakin IT Solutions submitted proposals to RVCC for a temporary remote programmer analyst for the period of July 1, 2021 through December 31, 2021; and

WHEREAS, the estimated amount of these additional services is \$24,600.00; and

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, additional purchase orders will be issued as follows:

Pinakin IT Solutions, LLC
1201 North Orange Street
Suite #7407
Wilmington, DE 19801
Agreement Increase Amount: \$24,600.00
REVISED Agreement Amount: \$248,996.00

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue purchase orders for the additional temporary programmer analyst services to Pinakin IT Solutions, LLC to total the amount shown above for the period of July 1, 2021 through December 31, 2021.

Michael DePinto,
Director of Purchasing

Resolution #98-2021 Telephone Services Agreement

WHEREAS, the Board of Trustees of Raritan Valley Community College approved the award of a cloud-based telephone and web-based video services agreement to ShoreTel, Inc. for the period of May 1, 2017 through May 31, 2022, via Resolution #70-2017, for the annual amount of \$140,496.00, or \$11,708.00 per month; and

WHEREAS, Resolution #53A-2017 was originally submitted to the Board in error awarding the agreement to Comm Solutions, who was the lead company but required the agreement to be broken up between ShoreTel, who was responsible for the software and connectivity solutions, and CSI Leasing, who administered the financing for the equipment; and

WHEREAS, ShoreTel, Inc. has since been acquired by Mitel Cloud Services, Inc.; and

WHEREAS, over the course of the agreement the monthly Mitel service amounts have steadily increased with payments now ranging between \$13,000.00 and \$17,000.00 per month; and

WHEREAS, the increase in charges is primarily due to the College's adding of telephones for classrooms and student service areas including Financial Aid, Admissions, and Advising and Counseling; and

WHEREAS, additionally there were a few instances which required a modification to the licenses for certain phone numbers to allow increases in conference calls; and

WHEREAS, a purchase order will be issued as follows:

<p>Mitel Cloud Services, Inc. 1146 North Alma School Road Mesa, AZ 85201 <u>Revised Monthly Amount Not to Exceed: \$17,000.00 per Month</u> <u>Total 11-Month Amount Not to Exceed: \$187,000.00</u></p>

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order for the final 11-month agreement period of July 1, 2021 through May 31, 2022 to Mitel Cloud Solutions, Inc. for the revised amounts shown hereinabove.

Michael DePinto
Director of Purchasing

Resolution #99-2021 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 21st 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 \$485,731 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 #100-2021 Athletic Training and Sports Medicine Services 2021-2023

WHEREAS, Raritan Valley Community College provides Athletic Training and Sports Medicine services for all student athletes participating on RVCC intercollegiate varsity athletic teams; and

WHEREAS, Raritan Valley Community College advertised for bids for Athletic Training and Sports Medicine Services for the period of July 1, 2021 through June 30, 2023; and

WHEREAS, three (3) bid packages were distributed to vendors and one (1) proposal was received and opened on Wednesday, June 16, 2021; and

WHEREAS, the proposal was evaluated on the following criteria:

- Experience Level of Staff in Athletic Training and Sports Medicine.
- Location of Trainers and referred Physicians in reference to the Main RVCC Campus.
- Cost of Services.

WHEREAS, the low bidder meeting all requirements and qualifications is:

<p>Hunterdon Medical Center 2100 Wescott Drive Flemington, NJ 08822 <u>Amount Year 1:</u> \$30,000.00 <u>Amount Year 2:</u> \$30,000.00 <u>Two-Year Total:</u> \$60,000.00</p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a two-year agreement and issue purchase orders in the amounts shown above to Hunterdon Medical Center.

Michael DePinto,
Director of Purchasing

D. Governance Committee

Trustee Paul Hirsch reported that the Campus Safety Report for the period May 10, 2021 to June 20, 2021 was discussed by the Committee and was provided to the full Board of Trustees via SharePoint. The Committee also received an update on the College's plans for a return to in-person instruction for the fall semester. The College will continue to balance the public health and safety of the campus with the needs of staff and students, adapting to changes in public health guidance or mandates.

The Committee discussed Trustees Andrew McNally's and Margaret Windrem's recent resignations and commented that not only will they be missed tremendously by the Board, but also the Governance Committee will greatly miss their knowledge and expertise.

The Committee received a report concerning the FY 2021 budget. The College will continue to adopt strategies to deal with the significant financial and enrollment challenges that the institution still faces. A report on the College's summer and fall enrollment and on statewide and national enrollment trends was also provided.

Trustees were provided with an opportunity to meet with the Facilities Master Plan architects, MKSD, and were presented with three potential site plans, design renderings, and campus improvements. It was an excellent presentation, providing the Board with an enhanced understanding of the campus and strategic direction of the College.

The Committee reviewed and unanimously recommends for approval to the full Board the following resolutions:

Resolution #102-2021 Appointments, RVCC Foundation Board of Directors

BE IT RESOLVED, that the Committee on Trusteeship of the RVCC Foundation Board of Directors has recommended the following individuals to the Chairman of the RVCC Board of Trustees for their appointments to the RVCC Foundation Board of Directors as part of its Emerging Class:

Jomil London is a Summa Cum Laude RVCC grad, Rutgers biomedical engineering degree holder, and now enrolled in Rutgers Law School. She is Project Manager at Nutra-Med Packaging Inc., and is a resident of Somerset, New Jersey.

Cooper Irving is a Business Administration major and member of the RVCC Class of '22, who has his sights on Rutgers University, with interests in Supply Chain Management or Business Analytics and Information Technology—and eventually, the FBI. He is a resident of Hunterdon County.

Jimena Torres is an Engineering Science major and member of the RVCC Class of '22. She plans to continue along a path of engineering “to contribute to innovations that bring

joy to people's lives.” Jimena also distinguished herself as a volunteer at last week’s RVCC Foundation Golf Classic. She is a resident of Somerset County.

BE IT FURTHER RESOLVED, that the Chairman of the Board of Trustees recommends their appointments to the full Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College hereby approves the appointment of Jomil London, Cooper Irving, and Jimena Torres to the RVCC Foundation Board of Directors.

Resolution #103-2021 Rescind Declaration of Financial Exigency

WHEREAS, the Raritan Valley Community College Board of Trustees did by resolution #121-2020 declare a financial exigency in June 2020 because of the unfolding of the covid-19 pandemic, the significant reduction in state funding, and extensive enrollment declines; and

WHEREAS, emergency Federal funding was awarded at several points later during FY 2020 and 2021 and state operating aid was restored, both providing relief to operating budget shortfalls; and

WHEREAS, Management has determined that the serious conditions leading to the exigency no longer exist in the College’s near term outlook.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College rescinds its previous declaration of a financial exigency effective immediately.

John Trojan, VP Finance & Facilities

The resolutions were moved by Trustee Hirsch, seconded by Trustee Bateman, and approved by voice vote. Trustee Borkowski respectfully abstained.

IV. Old/New Business

President Michael McDonough expressed his appreciation to the Board of Trustees for their support in granting management the authority to implement several compensation-related options while experiencing significant financial challenges related to reduced external funding and lower enrollment levels, which were all related to the COVID-19 crisis. It was reported that management implemented a number of steps to develop a balanced budget without needing to lay off any full-time employees. The President further expressed his appreciation to the full-time faculty, administration, and staff for their support by taking furloughs to contribute toward the reduction of the College’s operating expenses. Though significant financial challenges still confront the College, it has been determined that the conditions leading to the exigency no longer exist in the immediate future.

V. 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.”

Professor Pattiann Kletz, president of the Faculty Federation, expressed her appreciation for the rescinding of the declaration of financial exigency.

VI

Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 6:30 p.m.

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