

RARITAN VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES' REGULAR MEETING  
MAY 18, 2021

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, May 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.”

II. Roll Call of Members

The roll call was taken as follows:

Present: Caren Bateman  
Zenon Christodoulou  
Julia DeTommaso  
Paul J. Hirsch  
Roger Locandro  
Andrew McNally  
Helena Swanicke  
Juan Torres  
James Von Schilling  
Margaret Windrem  
Robert P. Wise

Absent: W. Timothy Howes  
Roger Jinks  
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. Executive Session

The Chairman then announced that in accordance with the provision of the Open Public Meetings Act of the State of New Jersey, he would hereby entertain a motion to close the public meeting for the purpose of discussing the President's Annual Evaluation/Contract. No formal action would be taken during Executive Session and any action taken by the Board and public comment would be held during public session. The Chairman further announced that the Regular Meeting public session would reopen at approximately 5:45 p.m. On motion by Trustee Windrem, seconded by Trustee Von Schilling, the Board entered into Executive Session.

The Regular meeting reopened to public session at 5:45 p.m.

2. Approval of Meeting Minutes

The Special and Regular Meeting minutes of April 20, 2021 were moved by Trustee Bateman, seconded by Trustee Christodoulou, and approved unanimously by voice vote.

3. Committee Reports

A. Audit Committee

Trustee Andrew McNally reported that the Committee met and unanimously recommends to the Board the following resolution:

Resolution #2021 Acceptance of Audit, RVCC Foundation for the Years Ended June 30, 2020 and 2019

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

WHEREAS, said firm has submitted a Comprehensive Annual Financial Report for the Fiscal Year ending June 30, 2020 and 2019 of the Raritan Valley Community College Foundation; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby accept the Comprehensive Annual Financial Report of the Raritan Valley Community College Foundation and that they be made a part of the Minutes of this meeting.

The resolution was moved by Trustee McNally, seconded by Trustee Hirsch, and approved unanimously by voice vote.

Trustee McNally reported that the Committee, as part of the College's risk assessment and management program, reviewed and approved a proposal from Suplee Clooney for a special review of the College's capital funding resources and the expenditure of those capital funds. The review will involve the College's Chapter 12 funds, minor capital funds, and other sources of capital funds. The review will also include the process and procedures for expending capital funds and the procurement process and procedures. This special audit is the first in a series of special risk assessment reviews, which the Audit Committee will oversee and provide updates to the full Board.

B. Strategic Planning Committee

Chairman Robert Wise reported that the Committee reviewed Pillars three and four of the new Strategic Plan, proposed wording for a new mission statement for the College, and accepted a tentative timeline for Board approval.

C. Educational Programs and Services Committee

Trustee Caren Bateman presented Consent Agenda Resolutions #32-2021 through #35-2021. The resolution was moved by Trustee Bateman, seconded by Trustee Von Schilling, and approved unanimously by voice vote.

President McDonough extended congratulations to our teaching colleagues on their promotions and thanked them for their dedicated service to our students and to our institution.

Trustee Bateman reported that the Committee also received an update on NJCCC initiatives.

Resolution #32-2021 Human Resources Action Report

1. Status Change- Administrator

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

Name	Title	Salary	Department	Start date
Carolyn White	Executive Director Enrollment Management	\$93,904	Enrollment Management	5/1/21

2. Status Change- Administrator- Educational Attainment

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

Name	Title	Salary	Department	Start date
*Jamal Kassim	Coordinator of Educational Records	\$54,499	Enrollment Services	4/16/21

\*Masters

3. Retirement

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

Name	Title	Department	Effective Date
Janet Thompson	Executive Director of Marketing	Marketing	8/31/21

4. Resignation

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

Name	Title	Department	Effective Date
Claudette Spencer	Assistant Professor-Nursing Medical/Surgical	Nursing	6/30/21

Resolution #33-2021 Faculty Promotions

WHEREAS, the Board of Trustees by Resolution #188-2021 dated January 26, 2021 did reappoint the following faculty members for the 2021-2022 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, 2021:

Faculty	Department	Current Rank	To
Marianne Baricevic	Science & Engineering	Associate Professor	Professor

Megan Dempsey	Library	Associate Professor	Professor
Linda Romaine	Health Science	Associate Professor	Professor
Lisa Tucker	English	Associate Professor	Professor
Paul Flor	Business & Public Service	Assistant Professor	Associate Professor
Darren McManus	Arts & Design	Assistant Professor	Associate Professor
Madhavi Shah	Science & Engineering	Assistant Professor	Associate Professor
Peter Stupak	Science & Engineering	Assistant Professor	Associate Professor
George Soliman	Mathematics & Computer Science	Instructor	Assistant Professor
Beau Younker	Health Science	Instructor	Assistant Professor

Resolution #34-2021 Discontinue the Health Information Technology-Medical Coding, Certificate

WHEREAS, the Board of Trustees of Raritan Valley Community College has adopted the policies and procedures that govern new degree and certificate program approval, granting of degrees and certificates, and discontinuance of programs; and

WHEREAS, said policy permits the discontinuance of degree programs when it is determined they are no longer viable; and

WHEREAS, the Health Information Technology-Medical Coding, Certificate degree has been identified as a program that is not attracting sufficient applications, maintaining adequate student retention; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College at the recommendation of the President, shall discontinue the Health Information Technology-Medical Coding, Certificate degree and stop accepting students immediately.

BE IT FURTHER RESOLVED, the President is authorized to carry out the planned phase out of the program in order to minimize the impact on currently enrolled students.

Resolution #35-2021 Discontinue the Health Information Technology, Associate of Applied Science Degree

WHEREAS, the Board of Trustees of Raritan Valley Community College has adopted the policies and procedures that govern new degree and certificate program approval, granting of degrees and certificates, and discontinuance of programs; and

WHEREAS, said policy permits the discontinuance of degree programs when it is determined they are no longer viable; and

WHEREAS, the Health Information Technology, Associate of Applied Science degree has been identified as a program that is not attracting sufficient applications, maintaining adequate student retention; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College at the recommendation of the President, shall discontinue the Health Information Technology, Associate of Applied Science degree and stop accepting students immediately.

BE IT FURTHER RESOLVED, the President is authorized to carry out the planned phase out of the program in order to minimize the impact on currently enrolled students.

C. Finance Committee

Trustee Margaret Windrem reported on the Treasurer's Report (Resolution #36-2021) for the period 04/01/21 to 04/30/21. On motion by Trustee Windrem, seconded by Trustee McNally, the Treasurers' Report was approved by voice vote.

Trustee Windrem then presented Consent Agenda Resolutions #37-2021 through #59-2021. The Resolutions were moved by Trustee Windrem, seconded by Trustee Bateman, and approved by voice vote.

Trustee Windrem reported that the Committee received a report on the College's FY 2021 budget status and performance.

Resolution #37-2021 – Various Vouchers for Payment

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

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

Check #s	323427-324074	
ACH#s	2	
	Total Checks	\$1,181,522.71
	Total ACH	8,291.78
	Total Vouchers	1,189,814.49
	Construction and Architect Vouchers	--
	Less Previously Approved	--
	Total	<u>\$1,189,814.49</u>

Michael DePinto  
Director of Purchasing

Resolution #38-2021 Emergency 5kV Power Cable Replacement (MetroTek Electrical Services Company)

WHEREAS, during a recent power outage, certain underground electrical cables originating from the campus power plant failed, which prevented emergency lighting in corridors and stairwells located in Somerset and Hunterdon Halls from automatically switching on; and

WHEREAS, the failure of these lines presents a potential danger to campus occupants should the College lose power again, as emergency lighting in a number of areas would not be available to guide people to safety; and

WHEREAS, the College requires the emergency replacement of these 45-year old underground electrical phases of underground wiring; and

WHEREAS, in accordance with N.J.S.A. 18A: 64A-25.6, any purchase, contract, or agreement may be made, negotiated, or awarded by a county college without public advertising for bids, when an emergency affecting the health, safety, or welfare of occupants of college property requires the immediate delivery of the materials, or supplies, or the performance of the work required to rectify such conditions; and

WHEREAS, two (2) quotes were obtained with MetroTek Electrical Services presenting the College with the most favorable proposal; and

WHEREAS, the funding for this work is available through the Chapter 12 capital funds allocated for Infrastructure Upgrades; 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 to the following vendor:

MetroTek Electrical Services Company 2200 Northwood Avenue Suite #2 Easton, PA 18045 <u>Amount:</u> \$131,028.00
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Michael DePinto,  
Director of Purchasing

Resolution #39-2021 Equipment Maintenance for the Central Utility Plant (Various)

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

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

WHEREAS, the maintenance agreements and the equipment repairs from the manufacturers of the equipment ensure that the upgrade continues to operate smoothly; and

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

WHEREAS, purchase orders for the current fiscal year will be issued as follows:

Chillers	Trane Company	\$35,000.00
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Cogeneration Engine	Northeast Energy Systems	\$35,000.00
Boilers	Miller & Chitty	\$30,000.00
Heat Recovery	Broad USA	\$30,000.00
Science HVAC	D&B Service Group	\$20,000.00
Emergency Generators	Penncat Corporation	\$15,000.00

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

Michael DePinto  
 Director of Purchasing

Resolution #40-2021 Site Work at the New Campus Greenhouse (REVISED – Price Increase) (Pave-Rite)

WHEREAS, the Board of Trustees of Raritan Valley Community College approved Pave-Rite, Inc. to complete trenching and related site work needed in preparation of the new RVCC campus greenhouse, via Resolution #195-2021, for an amount not to exceed \$27,575.00; and

WHEREAS, the scope of this grant-funded work included the following:

- Trench excavation of 100 linear feet needed for utilities.
- Grading and leveling of the planned greenhouse pad location.
- Installation of the greenhouse concrete pad and footings.
- Grading and leveling of the area around the positioned greenhouse structure.

WHEREAS, it was discovered that the areas around the greenhouse needed to be regraded in order to help with additional drainage improvements for the greenhouse; and

WHEREAS, the College requests to increase the amount of the purchase order to Pave-Rite by \$1,160.00; and

WHEREAS, funding for this additional work will be provided through monies allocated by the Center of Environmental Studies for the construction of the new RVCC greenhouse; and

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

Pave-Rite, Inc. 40 Radel Avenue Bridgewater, NJ 08807 <u>Purchase Order Increase Amount: \$1,160.00</u> <u>Revised Purchase Order Amount Not to Exceed: \$28,735.00</u>
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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 Pave-Rite, Inc. in the amount shown above. The new total for this purchase order will be \$28,735.00.

Michael DePinto  
Director of Purchasing

Resolution #41-2021 Electrical Supplies 2020-2021 – Pay to Play (Cooper Electric)

WHEREAS, the Facilities and Grounds Department require the purchase of electrical supplies to maintain the proper functioning of the College Campus; and

WHEREAS, RVCC has spent \$18,295.47 to date with Cooper Electric during Fiscal Year 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:

Cooper Electric 933 Cedar Bridge Avenue Brick, NJ 08723 <u>Amount:</u> Not to Exceed \$30,000.00
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue purchase orders as described hereinabove; and

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

Michael DePinto  
Director of Purchasing

Resolution #42-2021 Fire Alarm Testing and Inspection Services 2021-2022 – Pay to Play (Fire and Security Technologies)

WHEREAS, Raritan Valley Community College requires Fire Alarm Testing and Inspection Services for the period of July 1, 2021 through June 30, 2022; 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:

Fire and Security Technologies 281 Potterstown Road Lebanon, NJ 08833 <u>Amount:</u> \$21,290.00
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove; and

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

Michael DePinto  
Director of Purchasing

Resolution #43-2021 Purchase and Installation of a New Aboveground Gasoline Storage Tank – Pay to Play (RJ Walsh Associates)

WHEREAS, the College requires the purchase and installation of a new 1,000-gallon aboveground gasoline storage tank; and

WHEREAS, three (3) quotes were requested (two (2) quotes were received and one (1) contractor did not respond) with R.J. Walsh Associates presenting the College with the most favorable pricing; and

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

WHEREAS, the Director of Purchasing has determined and certified in writing that the value of the acquisition will exceed \$17,500.00; and

WHEREAS, such award of contract shall be made in compliance with New Jersey’s Pay to Play Law as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 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:

R.J. Walsh Associates, Inc. P.O. Box 119 Allentown, NJ 08501 <u>Amount:</u> \$35,190.00
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes Director of Purchasing to issue purchase orders as described hereinabove; and

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

Michael DePinto  
Director of Purchasing

Resolution #44-2021 Reupholstering Services for the Cafeteria Seating – Pay to Play (Garwood Upholstery)

WHEREAS, the purchase of materials and reupholstering services are required to repair the existing RVCC Cafeteria seating; and

WHEREAS, four (4) quotes were requested (two (2) quotes were received and two (2) vendors did not provide a quote) with Garwood Upholstery presenting the College with the most favorable pricing; and

WHEREAS, the funding for this purchase is being allocated through the special Cafeteria Renovations capital fund provided by CulinArt; 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:

Garwood Upholstery 469 South Avenue East Suite B Westfield, NJ 07090 <u>Amount: \$21,900.00</u>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove; and

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

Michael DePinto  
Director of Purchasing

Resolution #45-2021 2021 Digital Marketing Services Phase 2 (FastForward Digital)

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 Board of Trustees authorized FastForward Digital /eDesign Interactive to conduct a digital marketing campaign and develop website enhancements in order to promote 2021 enrollment via Resolution #179-2020; and

WHEREAS, despite the impact of the pandemic, the combined digital marketing campaign and website enhancements produced positive results, contributing to increases in website visits from digital advertising campaigns, visits to the “Apply Online” website page and new student enrollment for the Summer sessions; and

WHEREAS, continued investments in digital marketing campaigns and creative design are essential components in generating new student enrollment for Fall 2021 and beyond, among high school students, adult learners and college transfer students, as well as promoting the Community College Opportunity Grant to underserved populations; and

WHEREAS, based on the analysis of website usage, enrollment data and market research, FastForward Digital has submitted a proposal for the period of July 1, 2021 through December 31, 2021, which combines new creatives with digital marketing and website strategies that reflect the changing College decision-making landscape as a result of COVID-19; and

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

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

FastForward Digital, LLC eDesign Interactive 163 Madison Avenue - Suite 220-5 Morristown, NJ 07960 <u>Six-Month Total: \$205,000.00</u>
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Michael DePinto  
Director of Purchasing

Resolution #46-2021 Technical Support Services for the RVCC Public Website – Pay to Play (David DiGiovanni)

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized technical support for the College’s public website via Resolution #81-2020; 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 technical website support and has made improvements to the security, analytics and user experience; and

WHEREAS, funding is available in the Fiscal Year 2022 Public Relations Operating Budget to support these technical website support services; and

WHEREAS, the Director of Purchasing has determined and certified in writing that the value of the acquisition will exceed \$17,500.00; and

WHEREAS, such award of contract shall be made in compliance with New Jersey's Pay to Play Law as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 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:

David DiGiovanni, LLC 1527 Southern Avenue Kalamazoo, MI 49001 <u>Twelve-Month Total</u> : \$24,000.00
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into an agreement for the twelve-month period of July 1, 2021 through June 30, 2022 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 #47-2021 Offsite Hosting of the RVCC Website – Pay to Play (Acquia)

WHEREAS, the Board of Trustees, via Resolution #79-2020, 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 2022 Public Relations operating budget to finance a one-year agreement for the period of July 1, 2021 through June 30, 2022, 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, 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:

Acquia, Inc. 53 State Street 10 <sup>th</sup> Floor Boston, MA 02109 <u>Amount: \$23,500.00</u>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the college administration to enter into a one-year agreement and issue a purchase order in the amount shown above to Acquia, Inc.

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

Michael DePinto  
Director of Purchasing

Resolution #48-2021 Blackboard Ally Software Agreement 2021-2024 (Blackboard)

WHEREAS, Raritan Valley Community College requires the renewal of the Blackboard Ally software agreement for the period of July 1, 2021 through June 30, 2024; 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, 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, Blackboard has entered into an agreement with the National Cooperative Purchasing Alliance (NCPA Contract #01-92), of which RVCC is a member; and

WHEREAS, purchase orders will be issued as follows:

Blackboard, Inc. 1111 19 <sup>th</sup> Street NW Washington, DC 20036 <u>Year 1:</u> \$28,050.00 <u>Year 2:</u> \$28,050.00 <u>Year 3:</u> \$28,050.00 <u>Total 3-Year Amount:</u> \$84,150.00
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue purchase orders as described above to Blackboard, Inc.

Michael DePinto  
Director of Purchasing

Resolution #49-2021 Canvas Learning Management System 2021-2023 (Instructure)

WHEREAS, the renewal of the cloud subscription and support agreement for the Canvas Learning Management System is needed for the period of July 1, 2021 through March 31, 2023; 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, 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, Instructure, Inc. has entered into a contract with the OMNIA Partners cooperative purchasing organization (Contract #R201402), of which RVCC is a member; and

WHEREAS, purchase orders will be issued as follows:

Instructure, Inc. 6330 South 3000 East
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Suite 700  
Salt Lake City UT 84121  
July 1, 2021 – June 30, 2022 Amount: \$131,707.74  
July 1, 2022 – March 31, 2023 Amount: \$101,324.37  
Total 21-Month Amount: \$233,032.11

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 above to Instructure, Inc.

Michael DePinto  
Director of Purchasing

Resolution #50-2021 Ready Education Mobile Application (Ready Education)

WHEREAS, Raritan Valley Community College requires the renewal of the Ready Education mobile application agreement for the period of June 1, 2021 through May 31, 2022; and

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

WHEREAS, RVCC selected the mobile application system from Ready Education last year to replace the Kryptos-based mobile application the College had been using; and

WHEREAS, the Ready Education mobile application is used by students, faculty and staff for functions such as posting announcements and questions, course search and access, class roster information, checking grades and accessing our learning management system (Canvas); 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:

Ready Education, Inc.  
1259 Rue Berri  
Suite 700  
Montreal, QC H2L 4C7  
Amount: \$29,000.00

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

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

Michael DePinto  
Director of Purchasing

Resolution #51-2021 Renewal of the Annual Maintenance and Support for Evisions Software Systems (Evisions)

WHEREAS, RVCC requires the renewal of the Evisions software systems annual maintenance and support agreement for the period of July 1, 2021 through June 30, 2022; and

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

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

WHEREAS, 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, 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:

Evisions, Inc. 440 Exchange - Suite 200 Irvine, CA 92602 Amount: \$33,094.00
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove; and



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

Michael DePinto  
Director of Purchasing

Resolution #52-2021 Renewal of the Maintenance and Support Agreement for the Extreme Networks Equipment (PhillyCom)

WHEREAS, the renewal of the maintenance and support agreement for the Extreme Networks Data Networking Equipment is needed for the period of July 1, 2021 through June 30, 2022; 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 <u>Amount:</u> \$85,482.00
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Michael DePinto  
Director of Purchasing

Resolution #53-2021 Renewal of the Oracle Exadata System Software and Hardware License and Support Agreement(Mythics)

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, 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:

Mythics, Inc. 4525 Main Street Suite 1500 Virginia Beach, VA 23462 <u>Amount:</u> \$137,413.78
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Michael DePinto  
Director of Purchasing

Resolution #54-2021 Renewal of the VMware Virtualization Software License and Agreement (Carahsoft Technology)

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

Carahsoft Technology Corp. 1860 Michael Faraday Drive Suite 100 Reston, VA 20190 <u>Amount:</u> \$36,378.22
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue purchase orders as described hereinabove; and

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

Michael DePinto  
Director of Purchasing

Resolution #55-2021 Panopto Lecture Capture and Video Management Software Agreement 2021-2022 - Pay to Play (Panopto)

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

WHEREAS, Panopto is a software program utilized for classroom recording, streaming and as a supplement to the College's Canvas learning management system for online courses; and

WHEREAS, this software allows faculty to record class segments and sessions for distance learning to make them accessible as needed; and

WHEREAS, this software additionally allows for the live streaming of events such as commencement; 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>Panopto, Inc. 600 River Avenue Suite 100 Pittsburgh, PA 15212 <u>Amount</u>: \$18,270.00</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; and

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

Michael DePinto  
Director of Purchasing

Resolution #56-2021 Technology Staff Augmentation Services 2021-2022 (Pinakin IT Solutions)

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

WHEREAS, the College's current managed services contract with Pinakin IT Solutions is set to expire on June 30, 2021; and

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

WHEREAS, the agreement with Pinakin IT Solutions includes the following services:

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

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

WHEREAS, a purchase order will be issued as follows:

Pinakin IT Solutions, LLC  
1201 North Orange Street  
Suite #7407  
Wilmington, DE 19801  
Amount: \$224,396.00

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 and issue a purchase order to Pinakin IT Solutions, LLC in the amount shown above for the 12-month period of July 1, 2021 through June 30, 2022.

Michael DePinto  
Director of Purchasing

Resolution #57-2021 Library Materials and Supplies 2021-2022 – Pay to Play (Amazon)  
WHEREAS, the purchase of books, audio books, DVD's and other materials are needed for the regular operation of the Evelyn S. Field Library; and

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

WHEREAS, the RVCC Library has spent \$9,976.19 to date with Amazon during Fiscal Year 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, 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:

Amazon  
P.O. Box 530958  
Atlanta, GA 30353  
Amount: Not to Exceed \$30,000.00

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

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

Michael DePinto  
Director of Purchasing

Resolution #58-2021 Purchase of Library Books and Materials 2021-2022 – Pay to Play (YBP Library Services)

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

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

WHEREAS, the RVCC Library has spent \$15,774.95 to date with YBP Library Services during Fiscal Year 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, 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:

YBP Library Services P.O. Box 277991 Atlanta, GA 30384 <u>Amount</u> : Not to Exceed \$40,000.00
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove; and

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

Michael DePinto  
Director of Purchasing

Resolution #59-2021 Science and Engineering Purchases 2021-2022 – Pay to Play (Fisher Scientific)

WHEREAS, the Science and Engineering Department requires the purchase of equipment, accessories, maintenance and supplies for the 2021-2022 academic year; and

WHEREAS, RVCC spent \$12,094.40 to date with Fisher Scientific during Fiscal Year 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, 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:

Fisher Scientific Company, LLC 300 Industry Drive Pittsburgh, PA 15275 <u>Amount</u> : Not to Exceed \$35,000.00
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue purchase orders as described hereinabove; and

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

Michael DePinto  
Director of Purchasing

D. Governance Committee

Trustee Paul Hirsch reported that the Campus Safety Report for the period April 8, 2021 to May 9, 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 administration of vaccinations by the Somerset County Public Safety/Health Department. It was further reported that starting July 12, 2021, all offices will return to full capacity, serving our students and visitors. While restrictions are being lifted around the State, RVCC will continue to have certain protective measures in place. It was further reported that a pharmacy will be on campus to provide the first dose of the Pfizer COVID Vaccine for RVCC employees and students. Appointments are required.

The Board met in Executive Session to review the Survey Monkey results for the President's annual evaluation and to discuss his annual contract. After review, the Board met with the President to share and discuss the outstanding results. It was reported that the evaluation was uniformly enthusiastic and positive, with excellent comments

throughout the entire evaluation. It was noted that the President met and exceeded the Board's high expectations and that the President's self-evaluation and trustee evaluation was the best to date. The Trustees especially commended his management of the College during the COVID-19 crisis. Chairman Wise will prepare a letter addressed to President McDonough detailing the Board's enthusiastic comments made throughout the evaluation and overwhelming support of his leadership of RVCC.

The Committee then unanimously recommended to the full Board of Trustees that the following revisions and/or amendments be made to the Employment Agreement with President Michael J. McDonough, Ph.D. dated April 22, 2014 (Resolution #62-2021):

1. TERM OF EMPLOYMENT

(a) The term of the PRESIDENT's employment under this Agreement shall be extended and continue unless sooner terminated, from June 1, 2021 through and including May 31, 2026.

2. COMPENSATION

(a) The PRESIDENT's salary for the period June 1, 2021 to May 31, 2022 shall be \$275,000.

(b) The PRESIDENT's housing allowance shall be increased commencing June 1, 2021 by \$250 per month.

(c) The PRESIDENT's annual employer contribution to the President's 403(b) account shall be increased commencing June 1, 2021 by \$5,000.

(d) The PRESIDENT shall receive a one time performance award of \$10,000 on June 1, 2021.

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

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

The Board expressed their gratitude to Trustee Windrem for overseeing the President's evaluation process again this year.

RVCC's Board of School Estimate virtual meeting is scheduled for Wednesday, May 19<sup>th</sup> at 9 a.m. to consider the RVCC's County allocation and minor capital allocations. Members of the Board of School Estimate are as follows:

Hunterdon County Deputy Commissioner Director Susan Soloway  
Hunterdon County Commissioner Shaun Van Doren  
Somerset County Commissioner Melonie Marano  
Somerset County Commissioner Douglas Singleterry  
RVCC Board of Trustees Chairman Robert Wise  
RVCC Board of Trustees Member/Treasurer Margaret Windrem

The President indicated that our improved process with the Commissioners reflects the Board's insistence on a transparent and collaborative budget process, an ever-evolving process that balances the complexities of the institutional budget: tuition and fees, county and state support, and other revenue streams. The President noted that he would provide



an update on the results of the meeting to the full Board following the Board of School Estimate meeting.

The next retreat, scheduled for Tuesday, June 29, 2021, will provide trustees with an opportunity to meet with the Facilities Master Plan architects, MKSD, and to further discuss potential student housing.

The Committee was provided a brief update on pillars 3 and 4 of the new Strategic Plan, wording for a proposed revised mission statement, and timeline for Board approval. The Strategic Planning Committee met earlier to review Pillars 3 and 4 in more detail and the proposed new mission statement and will provide an update to the full Board of Trustees.

IV. Old/New Business

There was not at the time.

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.”

There were no comments at the time.

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