

RARITAN VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES' REGULAR MEETING  
AUGUST 21, 2018

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, June 19, 2018, at Raritan Valley Community College, Route 28 and Lamington Road, Branchburg Township, North Branch, New Jersey.

Chairman Robert P. Wise called the Regular Board of Trustees meeting to order at 5:15 p.m., and made the following statement in compliance with the Open Public Meetings Act of the State of New Jersey:

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

II. Roll Call of Members

The roll call was taken as follows:

Attendees: Caren Bateman

Paul J. Hirsch

W. Timothy Howes

Roger R. Locandro

Andrew J. McNally

Felecia Nace

Eric Neira

Donald Rica

Donna M. Simon

Juan Torres

Robert P. Wise

Tracy DiFrancesco Zaikov

Absent: Margaret Windrem

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

A quorum was present.

III. Agenda Items

1. Approval of Regular Meeting Minutes

On motion by Trustee Howes, seconded by Trustee Simon, the Regular Meeting minutes of June 19, 2018 were approved by voice vote.

2. Chairman's Report

Chairman Robert Wise welcomed back the Board of Trustees and entire College community and wished everyone a great fall semester.

Chairman Wise indicated that several of the committees met earlier in the day and that discussions focused on important issues that focused on fiscal challenges and the national trend of declining enrollment.

The Chairman congratulated Trustee Felecia Nace on behalf of the President and Board of Trustees on her new book released over the summer titled “Top-Down Confusion: Is Gray the New Pink in Education?”

### President's Report

President McDonough announced sad news that our long-time colleague Professor Chris Koep passed away on August 14, 2018. The President commented that Chris began teaching as a member of RVCC's Visual and Performing Arts faculty in fall, 1988. He had received his MFA from the Pratt Institute, studying under the influential American abstract expressionist George McNeil. During his tenure at RVCC, Chris was invited to numerous artist residencies, including the MacDowell Colony and Yaddo Colony. Chris's colleagues describe him as a passionate and dedicated teacher, and remember him as a compassionate and caring mentor and friend. His presence, his art, and his light will be missed in the rooms and hallways of the Arts Building. The President, members of the Board of Trustees, and members of the College community in attendance at the meeting then shared a moment of silence in memory of Chris.

The President's full written report, which highlights several achievements, is provided below. Congratulations to Professor Dennis Russo for his continuing work with student actors from the Matheny School. For the third consecutive summer, Dennis's theatre class and production will feature RVCC and Matheny actors. This year, Dennis will showcase his own one-act play *Personal Care Assistant*. Please go to [www.mycentraljersey.com/story/entertainment/theatre/2018/08/12/matheny-rvcc-personal-care-assistant/834127002/](http://www.mycentraljersey.com/story/entertainment/theatre/2018/08/12/matheny-rvcc-personal-care-assistant/834127002/) to learn more about this inspiring and innovative collaboration.

Nice to see RVCC's own Amie Gallagher interviewed for a *nj.com* article concerning the Perseid Meteor Shower.

Professor Lori Austin has authored a chapter in the soon-to-be-published *Mathematics Pathways: Case Studies, Scans of the Field and recommendations*. Lori's chapter is titled "Why Placement Bases on Algebra Doesn't Add Up," and explores how relying on a single placement score to assess student ability may lead to unnecessary remedial coursework.

RVCC's *Authentic Engineering Experience* strikes gain. Students Anthony Sibaja, Alec Mulder, and Alec Zarzor created "green" and sustainable firefly simulators out of bamboo sticks and introduced them to the public at the annual Firefly Festival at Duke Farms. Just one more example of the meaningful learning experiences that RVCC offers to students.

Go to [www.pageturnpro.com/NJBIZ/86140-Vanguard-Series-Leaders-in-Higher-Education/index.html#1](http://www.pageturnpro.com/NJBIZ/86140-Vanguard-Series-Leaders-in-Higher-Education/index.html#1) to read a well-deserved feature on RVCC's Director of Prison Program Sheila Meiman. Sheila is a passionate and dynamic leader, and we are a better and more inclusive institution because of her intentional leadership and because of her effective advocacy.

RVCC has signed new transfer agreements with Thomas Edison State University and La Salle University. The agreement with Thomas Edison allows eligible RVCC nursing students to enroll in Thomas Edison's RN-BSN or RN-BSN/MSN degree programs and transfer up to 90 credits toward their undergraduate degree at the university. They also may earn 12 credits toward their master's degree at Thomas Edison at the undergraduate tuition rate.

The agreement with La Salle provides a variety of scholarships for RVCC graduates, including merit scholarships ranging from \$4,000-\$11,000. It also offers a seamless transfer of credits for RVCC graduates who pursue a bachelor's degree at the Philadelphia-based university.

### Admission and Recruitment Events and Programs

Admissions Information Sessions & Campus Tours – This ongoing initiative continues to be popular and well attended. Prospective students and guests attend Admissions Information Sessions & Campus Tours on most Friday mornings and one Thursday evening each month. This is a collaboration with the Workforce Training Center, Athletics, and Rutgers during the event to showcase more of the College and transfer opportunities

Adult Information Sessions – This ongoing initiative is a collaboration with the Workforce Training Center to

provide prospective adult students with the opportunity to visit the campus and learn about RVCC. This collaboration also includes our University Partners.

**Instant Decision Days (IDD)** – This summer RVCC offered prospective students three Instant Decision Days (6/27/18, 7/24/18 and 8/14/18). This convenient, express enrollment service makes the college application process seamless. In addition, the application fee was waived. This was a collaborate initiative, which included Student Services, the Testing Center, Career & Transfer Services, the Library, and the Tutoring Center. The IDD’s were well- received and we received great feedback from parents and students that this event made the enrollment process easy and seamless.

**Call Campaigns** – This summer we had a team student workers reaching out to new and current students. This peer-to-peer initiative was well-received and the students enjoyed talking with current students about RVCC, their next steps in the enrollment process and all the opportunities to get involved in Student Leadership and other activities.

This past year, RVCC piloted a deer damage management program on campus, which was successful and without incident. The Environmental Sustainability Committee’s deer management program will continue again this coming year from September 8, 2018 through February 16, 2019. The overpopulation of white-tailed deer on the RVCC campus and in the surrounding area led to numerous motor vehicle/deer collisions on adjacent roadways and significant damage to local plant life. The intent is to keep the population of deer on campus in check through a managed bow hunt. A letter notifying the neighbors has been sent and Sustainability Coordinator Sue Dorward will notify the campus community.



Foundation

The Foundation reported that the 15<sup>th</sup> Annual Golf Classic fundraiser goal of \$169,719 exceeded their fundraising goal. The net total for the event will be reported once received. Thank you to all the volunteers for their role in making the event a tremendous success. We are enormously grateful and inspired by your personal commitment to help RVCC students and the community we serve.

3. Committee Reports

A. Finance Committee

Chairman Robert Wise reported on the Treasurer’s Report (Resolution #110-2018) for the period 06/01/18 to 07/31/18. On motion by Chairman Wise, seconded by Trustee Torres, the Treasurers’ Report was approved unanimously by voice vote.

Chairman Wise presented Consent Agenda Resolution #111-2018 and Resolutions #113-2018 through #132-2018. On motion by Chairman Wise, seconded by Trustee Hirsch, the above stated Consent Agenda resolutions were approved unanimously by voice vote. Amended Resolution #112-2018 was abstracted from the Consent Agenda voted on separately. On motion by Chairman Wise, seconded by Trustee Torres, Resolution #112-2018 was approved by voice vote.

Resolution #111-2018 – Various Vouchers for Payment

BE IT RESOLVED, that the following May 2018 vouchers be approved for payment; and

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

Check #s	290610-262394	
ACH#s	7	
	Total Checks	\$3,457,967.59
	Total ACH	28,741.11
	Total Vouchers	1,486,708.70
	Construction and Architect Vouchers	85,066.56
	Less Previously Approved	(40,961.70)
	Total	<u>\$3,530,813.56</u>

Resolution #112-2018 Print Shop Tilt-Up Building

WHEREAS, Raritan Valley Community College has advertised for bids for the construction of a tilt-up building for the Print Shop; and

WHEREAS, the Bid Opening is scheduled for Tuesday, August 28, 2018, which is after the August 2018 Board Meeting; and

WHEREAS, as of August 14, 2018, three (3) bids have been distributed to vendors; and

WHEREAS, the College administration estimates that the cost of the construction will not exceed \$300,000.00; and

WHEREAS, in order to keep the project on schedule the College administration would like to award this purchase prior to the next regularly scheduled meeting of the Board of Trustees on Tuesday, September 25, 2018; 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 September 2018 Board Meeting.

Michael DePinto

Director of Purchasing

Resolution #113-2018 Steelcase Chairs for the Classroom Renovation Projects

WHEREAS, the purchase and installation of one-hundred twenty (120) Steelcase multipurpose chairs are needed for the classroom renovation projects being performed in Hunterdon Hall and the West Building; 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, Arbee Associates is an authorized distributor of Steelcase furniture; and

WHEREAS, Steelcase, Inc. has entered into a contract with E&I Cooperative Services (E&I Contract #07Z00800), of which RVCC is a member; and

WHEREAS, a purchase order will be issued as follows:

Arbee Associates 1531 South Washington Avenue Piscataway, NJ 08854 <u>Amount:</u> \$38,655.40
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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 Arbee Associates.

Michael DePinto  
Director of Purchasing

Resolution #114-2018 Mobile Training for the Classroom Renovation Projects

WHEREAS, the purchase and installation of one-hundred (100) Invincible mobile training tables are needed for the classroom renovation projects being performed in Hunterdon Hall and the West Building; 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, IMF Solutions, LLC (d/b/a Invincible Furniture) has entered into an agreement with the National Cooperative Purchasing Alliance (NCPA Contract #07-33), of which RVCC is a member; and

WHEREAS, a purchase order will be issued as follows:

IMF Solutions, LLC 842 South 26 <sup>th</sup> Street Manitowoc, WI 54221 <u>Amount:</u> \$57,503.00
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove to IMF Solutions.

Michael DePinto  
Director of Purchasing

Resolution #115-2018 Forbo Flooring for the Classrooms Renovations Projects – Pay to Play

WHEREAS, the purchase and installation of Forbo Flotex flooring tiles is needed for the classroom renovation projects being performed in Hunterdon Hall and the West Building; and

WHEREAS, the RVCC Facilities and Grounds department have evaluated numerous flooring products over the past few years and determined that particular Forbo products wear very well and require little maintenance; 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, Forbo Flooring, Inc. has entered into a contract with the State of New Jersey for Carpet and Flooring Supply and Install (State Contract #81749); 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, 2018 through June 30, 2019, 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:

Forbo Flooring, Inc. 8 Maplewood Drive Hazleton, PA 18202 <u>Amount:</u> \$21,828.52
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove; and

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

Michael DePinto  
Director of Purchasing

Resolution #116-2018 Whiteboards and Lecterns for the Classroom Renovation Projects – Pay to Play

WHEREAS, the purchase and installation of thirty-five (35) Steelcase whiteboards and six (6) Inspiration Plus Lecterns are needed for the classroom renovation projects being performed in Hunterdon Hall and the West Building; 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, 2018 through June 30, 2019, 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:

Dancker, Sellew and Douglas 291 Evans Way Somerville, NJ 08876 <u>Amount:</u> \$28,795.28
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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 #117-2018 Enterprise License Agreement for Adobe Software – Pay to Play

WHEREAS, the curricula for many academic programs rely on the maintenance of Adobe software at the most current release levels; and

WHEREAS, Adobe has discontinued perpetual licensing and replaced it with subscription licensing; 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, Software House International (SHI) is under exclusive contract with the North East Regional Computing Program (NERCOMP) which is a consortium of colleges and universities 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, 2018 through June 30, 2019, 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:

WHEREAS, a purchase order will be issued as follows:

Software House International (SHI) 4 Crocker Hill Road Paxton, MA 01612 <u>Amount:</u> \$34,902.00
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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 #118-2018 Sidewalk Concrete Repairs – Pay to Play

WHEREAS, the College requires the repair of approximately 2,000 square feet of concrete sidewalk at various locations around campus; and

WHEREAS, four (4) quotes were requested, two (2) quotes were received and two (2) companies declined to provide a quote with C. Lombardi Construction presenting the College with the most favorable pricing; and

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

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

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 2018 through June 30, 2019, 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:

C. Lombardi Construction, LLC 40 Grover Lane West Caldwell, NJ 07006 <u>Amount: \$34,325.00</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 in the amount shown above to C. Lombardi Construction.

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

Michael DePinto  
Director of Purchasing

Resolution #119-2018 New Learning Management System (Revised)

WHEREAS, the Board of Trustees approved the award of a 27-month subscription agreement with Instructure, Inc. for their Canvas Learning Management system via resolution #184-2017 in December 2017; and

WHEREAS, the original resolution amount approved by the Board of Trustees was \$284,243.87; and

WHEREAS, it was discovered that the cost of the initial implementation services provided by Instructure had not been included in the original approved resolution amount; and

WHEREAS, the cost of these initial implementation services was \$43,700.00; 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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the revised total agreement amount shown below:

Instructure, Inc. 6330 South 3000 East Suite 700 Salt Lake City, UT 84121 <u>REVISED 27-Month Agreement Amount: \$327,943.87</u>
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Michael DePinto  
Director of Purchasing

Resolution #120-2018 Epoxy Coating of the Broad Heat Recovery System – Pay to Play

WHEREAS, the College requires the epoxy coating of the condenser and absorption units of the Broad Heat Recovery System located in the Central Utility Plant; and

WHEREAS, the goal of the epoxy coating process is to extend the life of the machinery; and

WHEREAS, the Broad heat recovery unit was purchased in 2006 when the College upgraded the Central Utility Plant and installed heavy duty equipment which was proprietary in nature; 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, 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, 2018 through June 30, 2019, 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:

Broad USA, Inc. 401 Hackensack Avenue Suite 503 Hackensack, NJ 07601 <u>Amount: \$21,240.00</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 #121-2018 Electrical Supplies 2018-2019

WHEREAS, the Facilities and Grounds Department require the purchase of Electrical Supplies for the proper functioning of the College Campus; and

WHEREAS, it was decided to advertise for bids for Electrical Supplies for the twenty-three (23) month period of August 1, 2018 through June 30, 2020; and

WHEREAS, bidders were asked to submit pricing for a list of commonly purchased items determined by the Facilities and Grounds department; and

WHEREAS, the quantity of supplies purchased may vary based on campus needs; and

WHEREAS, four (4) bids were distributed to vendors and two (2) bids were received and opened on Thursday, July 19, 2018; and

WHEREAS, the lowest responsible bidder was:

Jewel Electric Supply, LLC 455 Third Street Jersey City, NJ 07302 <u>Amount Year 1:</u> \$18,231.16 <u>Amount Year 2:</u> \$18,231.16 <u>Twenty-Three Month Total:</u> \$36,462.32
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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 Jewel Electric Supply, LLC.

Michael DePinto  
Director of Purchasing

Resolution #122-2018 HVAC Preventive Maintenance 2018-2020

WHEREAS, preventive maintenance services and repairs are required for the proper functioning of the many pieces of equipment which comprise the campus HVAC system; and

WHEREAS, it was decided to advertise for bids for HVAC Preventive Maintenance Services for the twenty-three (23) month period of August 1, 2018 through June 30, 2020; and

WHEREAS, ten (10) bid packages were distributed and seven (7) proposals were opened and read on Thursday, July 19, 2018; and

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

Echelon Services, LLC 159 Merriam Avenue Newton, NJ 07860 <u>Amount Year 1:</u> \$128,013.50 <u>Amount Year 2:</u> \$129,013.50 <u>Twenty-Three Month Total:</u> \$257,027.00
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a two-year agreement and issue purchase orders in the amounts shown above to Echelon Services, LLC.

Michael DePinto  
Director of Purchasing

Resolution #123-2018 Purchase of Library Books and Materials

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

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:

Amazon P.O. Box 9020 Des Moines, IA 50368 <u>Amount</u> : \$32,000.00
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Michael DePinto  
Director of Purchasing

Resolution #124-2018 Transportation for RVCC Athletic Teams 2018-2020

WHEREAS, Raritan Valley Community College advertised for bids for round-trip transportation services for the College's various athletic teams; and

WHEREAS, transportation services for the RVCC Athletic teams will include 22, 36, 48 and 55-Passenger Buses as well as 8-10 and 12-Passenger Vans; and

WHEREAS, the annual cost of such transportation services will exceed the bid threshold; and

WHEREAS, five (5) bids were distributed to vendors and three (3) bids were received and opened on Thursday, August 2, 2018; and

WHEREAS, the term of this agreement shall cover the twenty-three (23) month period of August 1, 2018 through June 30, 2020; and

WHEREAS, the lowest responsible bidder was:

A-1 Limousine, Inc. 2 Emmons Drive Princeton, NJ 08540 <u>Amount Year 1</u> : \$65,315.00 <u>Amount Year 2</u> : \$65,315.00 <u>Twenty-Three Month Total</u> : \$130,630.00
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a two-year agreement and issue purchase orders in the amounts shown above to A-1 Limousine.

Michael DePinto  
Director of Purchasing

Resolution #125-2018 Traffic Suppression Initiatives

WHEREAS, the College engaged Van Cleef Engineering to analyze traffic patterns to reduce bottlenecks during peak exiting times during a normal school day; and

WHEREAS, Van Cleef proposed a number of solutions which management took under advisement; and

WHEREAS, RVCC management has elected to complete the following initiatives at this time:

- Construction of five (5) new speed humps to be installed at various locations on the Campus Loop Drive.
- Widening and striping of the Lamington Road exit to allow for the creation of an additional right turn lane.
- Additional traffic signs to be installed at the Lamington Road exit as well as at various locations on the Campus Loop Road.
- Designation of additional street markings along the Campus Loop Road.

WHEREAS, N.J.S.A 18A:64A-25.5(b) provides an exemption to the requirement for advertising for bids if a contract is entered into with the State of New Jersey, or a County thereof; and

WHEREAS, Pave-Rite has entered into a contract with Somerset County (Contract #CC-0028-14); and

WHEREAS, a purchase order will be issued as follows:

Pave-Rite, Inc. 40 Radel Avenue Bridgewater, NJ 08807 <u>Amount:</u> \$81,006.70
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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 Pave-Rite, Inc.

Michael DePinto  
Director of Purchasing

Resolution #126-2018 Replacement of Personal Computers in the Student Computer Labs

WHEREAS, the purchase of one-hundred thirty (130) new personal computers is needed for three (3) student computer labs; and

WHEREAS, the warranties for the existing computers have expired as they near the end of their useful lives; and

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

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

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

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

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

WHEREAS, a purchase order will be issued as follows:

Dell Marketing L.P. 1 Dell Way Round Rock, TX 78682-0001 <u>Amount:</u> \$121,605.00
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove to Dell Marketing L.P.

Michael DePinto  
Director of Purchasing

Resolution #127-2018 Renewal of Cisco Support Agreement

WHEREAS, Raritan Valley Community College requires the renewal of the Cisco Router and Firewall software licenses and associated equipment support agreement for the period of July 1, 2018 through June 30, 2019; and

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

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

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

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

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

WHEREAS, a purchase order will be issued as follows:

New Era Technology, Inc. 535 U.S. Highway 46 Little Falls, NJ 07424 <u>Amount:</u> \$42,064.07
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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 New Era Technology, Inc.

Michael DePinto

Director of Purchasing

Resolution #128-2018 Self-Service Modern Campus Platform 2018-2019 – Pay to Play

WHEREAS, the current Lion’s Den portal based on the Ellucian Luminis platform is no longer supported by Ellucian; and

WHEREAS, the current platform has become increasingly unreliable and is not compatible with the upcoming upgrade of our administrative system, Banner 9; 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, three (3) portal systems were evaluated by the RVCC Technology Services department; and

WHEREAS, the determination was made that the rSmart OneCampus Modern Campus Platform offered the most favorable proposal to the College due to its superior functionality, ease of use, reliability and cost effectiveness over alternative systems offered by Ellucian and Unified; 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, 2018 through June 30, 2019, 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:

rSmart Headquarters 4040 E. Camelback Road Phoenix, AZ 85018 <u>Amount:</u> \$33,696.00
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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 for the 12-month period of September 1, 2018 through August 31, 2019; and

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

Michael DePinto,  
Director of Purchasing

Resolution #129-2018 Data Network Support Services 2018-2019

WHEREAS, the College’s wired and wireless data network has been enhanced in recent years for increased speed, capacity, security and usage monitoring; and

WHEREAS, in order to optimize use and security of the network, in addition to the prompt remediation of network issues, the College will need to augment the current small staff; and

WHEREAS, the previous data network service contract with Campus Consortium expired on June 30, 2018; 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, Extreme Networks' professional support services are available through their authorized dealer PhillyCom, Inc.; and

WHEREAS, PhillyCom, Inc. will provide RVCC with Extreme Networks' certified engineers to assist the current College staff, in addition to providing 24x7x365 monitoring of all data network equipment and functions; and

WHEREAS, a purchase order will be issued as follows:

PhillyCom, Inc. 3801 Germantown Pike Suite 201F Collegeville, PA 19426 <u>Amount: \$124,800.00</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 enter into a contract and issue a purchase order to PhillyCom, Inc. in the amount shown above for the 12-month period of September 1, 2018 through August 31, 2019.

Michael DePinto,  
Director of Purchasing

Resolution #130-2018 Technology Staff Augmentation Services Contract 2018-2019 (Sanguine Informatics, LLC)

WHEREAS, the College's previous managed services contract with Campus Consortium expired on June 30, 2018; and

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

WHEREAS, Sanguine Informatics has submitted a proposal to provide the following services:

- Microsoft Systems Administrator
- Linux Systems Administrator/Engineer
- Banner/Oracle Database Administrator
- 24-7 Network Operations Center Monitoring

WHEREAS, crucial assistance will additionally be provided for system upgrades including the upcoming upgrade of the College's Ellucian administrative system to Banner 9; 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, a purchase order will be issued as follows:

Sanguine Informatics, LLC 10685-B Hazelhurst Drive #21911
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Houston, TX 77043  
Amount: \$186,615.00

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a contract and issue a purchase order to Sanguine Informatics, LLC in the amount shown above for the 12-month period of September 1, 2018 through August 31, 2019.

Michael DePinto,  
Director of Purchasing

Resolution #131-2018 Extension of the Security Services Agreement (U.S. Security Associates, Inc.)

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to extend the current contract for the six-month period of July 1, 2018 through December 31, 2018 with:

U.S. Security Associates, Inc.  
1000 Route 9 North  
Woodbridge, NJ 07095

Michael DePinto  
Director of Purchasing

Resolution #132-2018 EAB Community College Executive Forum Membership

WHEREAS, Management frequently requires information as to a variety of academic trends, best practices and diagnostic tools to improve the quality and effectiveness of instructional operations and programs; and

WHEREAS, previous approaches to obtaining such information and support had been piecemeal consulting or attendance at conferences altogether at a cost approximating this proposed agreement; and

WHEREAS, Management recommends after looking at a number of alternative providers and services that EAB Global, Inc. become a partner with the College.



NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College awards a contract in the amount of \$25,000 each year plus normal increments to EAB Global, Inc., 2445 M Street NW, Washington DC 20037 for the three-year period 8/31/18 through 8/30/21.

John Trojan, VP Finance & Facilities

**B. Educational Programs and Services Committee**

Trustee Timothy Howes presented Consent Agenda Resolutions #133-2018 and #135-2018. On motion by Trustee Howes, seconded by Trustee Bateman, the above stated Consent Agenda Resolutions were approved unanimously by voice vote.

Trustee Howes reported that the Committee discussed enrollment and the College's theatre program. Trustee Howes commented that it is a vibrant program and that administration did a great job to keep moving forwards in its sustainability. Trustee Howes noted that the committee also discussed the upcoming Gala celebration and the College's yearlong tribute marking the College's 50 year anniversary. Trustee Howes encouraged all trustee to attend the Gala scheduled for Thursday, October 25<sup>th</sup> at the Palace in Somerset.

**Resolution #133-2018 Human Resources Action Report**

The Board resolves that the following personnel actions be taken:

**Human Resources Action Report for August 21, 2018**

**1. Returning- Adjunct Faculty**

The following individual(s) are recommended as adjunct faculty for the Summer/Fall Semester 2018 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$930 to \$991.

<b>Last Name</b>	<b>First Name</b>	<b>Rank</b>	<b>Department</b>	<b>Per credit hour rate</b>	<b>Hire Date</b>
Chebli	Joseph	Instructor	Science & Engineering	\$930	8/29/18

**2. New- Adjunct Faculty**

The following individual(s) are recommended as adjunct faculty for the Summer/Fall Semester 2018 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$930 to \$991.

<b>Last Name</b>	<b>First Name</b>	<b>Rank</b>	<b>Department</b>	<b>Per credit hour rate</b>	<b>Hire Date</b>
Abel	Mary	Instructor	Communication & Languages	\$930	8/29/18
Baptiste	Jeanne	Instructor	English	\$930	8/29/18
Brody	Jeanne	Assistant Professor	Visual & Performing Arts	\$950	8/29/18
Burger	Robert	Assistant Professor	Visual & Performing Arts	\$950	8/29/18
Casale	Frank	Assistant Professor	English	\$950	8/29/18
Edwards	Erin	Instructor	Science & Engineering	\$930	8/29/18
Fuentes	Elvis	Instructor	Visual & Performing Arts	\$930	8/29/18
Hoffmann	Kate	Assistant	Visual & Performing Arts	\$950	6/11/18

		Professor			
Johnson	Karl	Assistant Professor	Social Sciences & Education	\$950	8/29/18
Mohan	Selena	Instructor	Math & Computer Science	\$930	8/29/18
Montilus	Lionel	Instructor	Science & Engineering	\$930	8/29/18
Sager	Robert	Assistant Professor	English	\$950	8/29/18
Segura	Ryan	Instructor	English	\$930	8/29/18
Shields	Brian	Instructor	English	\$930	8/29/18
Silverman	Nanette	Assistant Professor	Social Sciences & Education	\$950	8/29/18
Stewart	Linda	Instructor	Social Sciences & Education	\$930	8/29/18
Teeters	Cynthia	Assistant Professor	Visual & Performing Arts	\$950	8/29/18
Van De Moore	Gregory	Instructor	Math & Computer Science	\$930	8/29/18
Young	RAsheda	Assistant Professor	English	\$950	8/29/18

### 3 .New Hire- Administrator

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

<b>Name</b>	<b>Title</b>	<b>Salary</b>	<b>Department</b>	<b>Start date</b>
*Crystalyn Espinal	Academic Advisor	\$57,299	Advising & Counseling	7/30/18

\*Budget code 100-3520-5010-50/replacement J. Wheeler

### 4. Status Change- Administrator

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

<b>Name</b>	<b>Title</b>	<b>Salary</b>	<b>Department</b>	<b>Start date</b>
*Elizabeth Coccia	Manager of Corporate & Professional Development	\$64,473	Workforce Development	8/1/18

\*Budget Code 665-8710-5010-90/Lateral/replacement J. Coffaro

### Resolution #134-2018 Correction on Reappointments (Support Staff Employees)

BE IT RESOLVED that upon recommendation of the President, the following unit Support Staff are reappointed for the 2018/2019 fiscal year. \*Salaries include a 2% contractual increase if hired prior to 5/1.

<b>Last Name</b>	<b>First Name</b>	<b>Title</b>	<b>*Salary</b>
Dubon	Pedro	Maintenance Worker-Shift Lead	\$40,103
Fania	Valerie	Grants Specialist	\$54,294
Gero	Donna	Laboratory Assistant	\$66,367
Salas	Martha	Biology/Biotech Lab Prep Assistant	\$53,352
Zarate	Bonnie	Enrollment Services Specialist	\$46,395

\*Salaries include corrected longevity Bonus

### Resolution 135-2018 Artists and Fees

WHEREAS, 2019-2020 is the 36th Season at the College Theatre; and

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

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

WHEREAS, the College Theatre, in fulfillment of its obligation, has entered into negotiations with several performing artists and/or agents for the 2019-2020 season;

WHEREAS, compensation for artists and attractions requires Board approval;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College (the College) enter certain artist and attraction contracts for the 2019-2020 season, compensation not to exceed \$325,000, as permitted pursuant to the N.J.S.A. 18A:64A-25.5, subject only however, to final review of the contract provisions by counsel to the College; and

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

C. Governance Committee

Trustee Paul Hirsch reported that the Committee covered many issues during their meeting, as follows:

The annual Board self-evaluation will commence in the fall 2018. The Survey Monkey instrument will be reviewed at the September Committee meeting and then sent out to the full Board of Trustees before the October Board of Trustees meeting for their completion. The Committee recommended that Trustee Windrem oversee the process as she has graciously done in the past.

The Governance Committee will begin the process of selecting the nominating subcommittee for the slate of officers for 2019 at its next meeting. The nominating subcommittee will then review the current list of officers and announce at a Regular Board meeting instructions on nominations. The 2019 slate of officers will be recommended by the Subcommittee and voted on by the full Board of Trustees at the annual Reorganization meeting

As required by the State of New Jersey, the Committee also reviewed the Campus Safety Report for the periods June 18, 2018 through July 31, 2018 and August 1, 2018 through August 19, 2018.

The Committee reviewed and discussed six sub-areas of security focused on Communication (Mass Notification and Training), Security Cameras, Door Locking, Campus ID's, and Mental Health & Behavior, and Campus Public Safety, which will be discussed on a monthly basis by the President and the Committee, and with the full Board regularly. The Committee will also receive a report on the College's cyber security.

A Board of Trustees Educational Retreat is scheduled for Tuesday, October 30, 2018. Topics will include campus safety and student housing.

The Committee received an enrollment and litigation update.

The Committee reviewed and approved proposed revisions to the Bylaws and distributed a First Reading to the full Board of Trustees. A Second Reading and a resolution to approve the proposed changes will be on the September Board of Trustees agenda for the Board's consideration.

Details of the 50<sup>th</sup> Anniversary Gala, scheduled for October 25, 2018, were shared with the Committee. An announcement was made asking Trustees for their full participation and support. Trustee Hirsch reported that a trustee table will be reserved for those attending and also that a provision was made to pay for the Alumni Representative's ticket to the Gala.

IV. Old Business

None

V. New Business

None

VI. Public Questions/Comments.

Chairman Wise read the following statement into record:

“The Board will take any comments from the public at this time. The Board will not respond to comments made and speakers are limited to two minutes.”

There were no public comments at that time.

VII. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 5:55 p.m.

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