

RARITAN VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES REGULAR MEETING  
JUNE 25, 2024

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, June 27, 2024, in person and via Zoom Webinar. Trustee James Von Schilling called the Regular Board of Trustees meeting to order at 4:00 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	Absent:	Mark Negron
	Thomas Borkowski		Juan Torres
	Zenon Christodoulou		
	Jinnee Min DeMarco		
	Michael Goldberg		
	Roger Jinks		
	Roger Locandro		
	Nidhi Makhija		
	Howard Opdyke		
	Adam Shain		
	Margaret Sullivan		
	Helena Swanicke		
	James Von Schilling		

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

A quorum was present.

III. Executive Session

An announcement was then made to enter into Executive Session. Trustee Von Schilling read into record the following statement – “In accordance with the provision of the Open Public Meetings Act of the State of New Jersey, I hereby entertain a motion to close the public meeting for the purpose of discussing the annual amendment to the President’s contract. No formal action would be taken during Executive Session and any action taken by the Board would be held public session.” Trustee Von Schilling further announced that the Regular Meeting public session would reopen in approximately forty-five minutes. A motion to enter into Executive Session was made by Trustee Roger Jinks, and seconded by Trustee Adam Shain, and approved by voice vote. The Board entered into Executive Session at 4:02 p.m.

The Public Session of the Regular meeting reopened at 4:45 p.m.

IV. Agenda Items

1. Approval of Meeting Minutes

The Regular meeting minutes of June 4, 2024 were moved by Trustee Roger Locandro, seconded by Trustee Roger Jinks, and approved by voice vote.

2. President/Chair Reports

3. Committee Reports

A. Finance Committee

Trustee Roger Locandro explained that the Finance Committee directly governs the college's finances. The Finance Committee thoughtfully reviews resolutions keeping in mind their fiduciary responsibility to the students of RVCC. Trustee Roger Locandro then reported on the Treasurer's Report (Resolution #185-FY24) for the period 5/01/24 through 5/31/24. On motion by Trustee Roger Jinks, seconded by Trustee Michael Goldberg, the Treasurer's Report was approved by voice vote.

Trustee Locandro then presented Consent Agenda Resolutions #185A-FY24 through #222B-FY24. On motion by Trustee Locandro, seconded by Trustee Jinnee DeMarco, the resolutions were approved by voice vote.

RESOLUTION #185A-FY24 – Various Vouchers for Payment

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

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

Check #s	357881 - 358488	
ACH#s	2	
Total Checks		\$1,971,339.65
Total ACH		23,954.27
Total Vouchers		1,995,293.92
Construction and Architect Vouchers		451,684.73
Less Previously Approved		<u>(350,453.09)</u>
Total		<u>\$2,096,525.56</u>

RESOLUTION #186-FY24      BOARD OF TRUSTEES MEETING      JUNE 4, 2024

**Title: Appropriate Surplus for Strategic Initiatives**

WHEREAS, Raritan Valley Community College financial results have been very strong the last few years resulting in a projected cumulative surplus in excess of \$12,700,000 for fiscal year 2024, much higher than the Middle States recommended level of reserves; and

WHEREAS, Management believes that in light of the current outlook for higher education enrollment it is critical for the College to pursue a number of bold initiatives across the institution to improve outreach, retention, and better distinguish the quality of our services and educational offerings; and

WHEREAS, Management has developed a process to solicit the best ideas from our stakeholders – faculty, staff, and students – that relate to developing new academic programs, student support systems, and deploying state of the art equipment and software; and

WHEREAS, Management (the Executive Staff) will thoroughly review all detail project proposals with respect to concept, efficacy, cost, and support of strategic goals and select the most compelling for funding up to two years.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes Management to designate within the financial records \$1,000,000 of the cumulative surplus for the strategic initiatives identified above.

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John Trojan, VP Finance & Facilities

RESOLUTION #187-FY24      BOARD OF TRUSTEES MEETING      JUNE 25, 2024

**Title: Annual Service for the Temperature Control Automation System 2024-2025**

WHEREAS, Raritan Valley Community College requires annual service and maintenance for the campus temperature control automated system for the one-year period of July 1, 2024 through June 30, 2025; and

WHEREAS, the Automated Logic system is proprietary and the controls are critical in maintaining heating and cooling to the campus buildings; and

WHEREAS, N.J.S.A. 18A:64A-25.5(3) provides for the purchase of any materials or supplies which are not available from more than one potential bidder, including without limitation materials or supplies which are patented or copyrighted, without advertising for bids; and

WHEREAS, funding for these services is available from the Fiscal Year 2025 Facilities and Grounds operating budget; and

WHEREAS, a purchase order will be issued as follows:

<p><b>Automated Logic Corporation</b> <b>100 Delawanna Avenue</b> <b>Suite 400</b> <b>Clifton, NJ 07014</b> <b>Amount: \$52,941.00</b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove to Automated Logic Corporation.

Michael DePinto  
Director of Purchasing

**Title: Ceiling Tiles - 2024-2025**

WHEREAS, Raritan Valley Community College has publicly advertised for bids to enter into an agreement for the purchase of an estimated 13,000 ceiling tiles for the period of July 1, 2024 through June 30, 2025; and

WHEREAS, the College will order ceiling tiles on an as-needed basis and the total quantity purchased may vary based on campus needs; and

WHEREAS, the Bid Opening is currently scheduled for Thursday, June 27, 2024, which is after the June 25, 2024 Board Meeting; and

WHEREAS, as of June 18, 2024, six (6) bids have been distributed to vendors; and

WHEREAS, in order to guarantee that this contract begins on time, the College administration would like to award this bid before the next regularly scheduled meeting of the Board of Trustees on Tuesday, August 27, 2024; and

WHEREAS, funding for these purchases is available from the Fiscal Year 2025 Facilities and Grounds operating budget as well as from associated Chapter 12 capital funds reserved for projects that require these ceiling tiles; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the College administration to make this award and report the pertinent information at the August 2024 Board Meeting.

Michael DePinto  
Director of Purchasing

**Title: Electrical Services for Electric Vehicle Charging Stations**

WHEREAS, Raritan Valley Community College advertised for bids to provide all of the electrical services associated with the installation of six (6) electric vehicle charging stations; and

WHEREAS, the Bid Opening is currently scheduled for Tuesday, July 23, 2024, which is after the June 25, 2024 Board Meeting; and

WHEREAS, as of June 24, 2024, twenty-seven (27) bids have been distributed to vendors; and

WHEREAS, in order to keep the project on schedule, the College administration would like to award this bid before the next regularly scheduled meeting of the Board of Trustees on Tuesday, August 27, 2024; and

WHEREAS, funding for these services is available from the Fiscal Year 2025 Facilities and Grounds operating budget; and

WHEREAS, JCP&L will reimburse the College with a percentage of the total outlay for all of the electrical services (labor and hardware) associated with the installation of six (6) electric vehicle charging stations through the JCP&L EV Driven Customer Program; 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 next regularly scheduled Board Meeting.

Michael DePinto  
Director of Purchasing

RESOLUTION #190-FY24      BOARD OF TRUSTEES MEETING      JUNE 25, 2024

**Title: Electrical Supplies - 2024-2026**

WHEREAS, Raritan Valley Community College has publicly advertised for bids to enter into a new agreement for the purchase of Electrical Supplies for the period of July 1, 2024 through June 30, 2026; and

WHEREAS, the Bid Opening is currently scheduled for Thursday, June 27, 2024, which is after the June 25, 2024 Board Meeting; and

WHEREAS, as of June 18, 2024, two (2) bids have been distributed to vendors; and

WHEREAS, in order to guarantee that this contract begins on time, the College administration would like to award this bid before the next regularly scheduled meeting of the Board of Trustees on Tuesday, August 27, 2024; and

WHEREAS, funding for these purchases is available from the Fiscal Year 2025 and 2026 Facilities and Grounds operating budgets; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the College administration to make this award and report the pertinent information at the August 2024 Board Meeting.

Michael DePinto  
Director of Purchasing

RESOLUTION #191-FY24      BOARD OF TRUSTEES MEETING      JUNE 25, 2024

**Title: Equipment Maintenance for Central Utility Plant 2024-2025**

WHEREAS, Raritan Valley Community College requires annual preventive maintenance and repairs for various equipment in the Central Utility Plant and other campus buildings; 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, funding for these services is available from the Fiscal Year 2025 Facilities and Grounds operating budget; and

WHEREAS, purchase orders will be issued as follows:

<b>Chillers</b>	<b>Trane Company</b>	<b>\$35,000.00</b>
<b>Boilers</b>	<b>Miller &amp; Chitty</b>	<b>\$30,000.00</b>
<b>Emergency Generators</b>	<b>Penncat Corporation</b>	<b>\$19,062.00</b>

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

Michael DePinto  
Director of Purchasing

RESOLUTION #192-FY24                      BOARD OF TRUSTEES MEETING                      JUNE 25, 2024

**Title: HVAC Preventive Maintenance and Repairs - 2024-2026**

WHEREAS, Raritan Valley Community College has publicly advertised for bids to enter into a new agreement for HVAC Preventive Maintenance and Repair services for the period of July 1, 2024 through June 30, 2026; and

WHEREAS, the Bid Opening is currently scheduled for Thursday, June 27, 2024, which is after the June 25, 2024 Board Meeting; and

WHEREAS, as of June 18, 2024, ten (10) bids have been distributed to vendors; and

WHEREAS, to guarantee that this contract begins on time, the College administration would like to award this bid before the next regularly scheduled meeting of the Board of Trustees on Tuesday, August 27, 2024; and

WHEREAS, funding for these services is available from the Fiscal Year 2025 and 2026 Facilities and Grounds operating budgets; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the College administration to make this award and report the pertinent information at the August 2024 Board Meeting.

Michael DePinto  
Director of Purchasing

**Title: Low Voltage Electrical Contracting 2024-2026**

WHEREAS, Raritan Valley Community College has publicly advertised for bids to enter into a new agreement for Low Voltage Electrical contracting, maintenance, and repair services for the period of July 1, 2024 through June 30, 2026; and

WHEREAS, the Bid Opening is currently scheduled for Wednesday, June 26, 2024, which is after the June 25, 2024 Board Meeting; and

WHEREAS, as of June 18, 2024, eight (8) bids have been distributed to vendors; and

WHEREAS, to guarantee that this contract begins on time, the College administration would like to award this bid before the next regularly scheduled meeting of the Board of Trustees on Tuesday, August 27, 2024; and

WHEREAS, funding for these services is available from the Fiscal Year 2025 and 2026 Facilities and Grounds operating budgets; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the College administration to make this award and report the pertinent information at the August 2024 Board Meeting.

Michael DePinto  
Director of Purchasing

**Title: Purchase of Electric Vehicle Charging Stations**

WHEREAS, Raritan Valley Community College requires the purchase of six (6) electric vehicle charging stations along with the necessary accessories, preventive maintenance plans, and network subscriptions; and

WHEREAS, two (2) charging stations are needed to replace the units currently located in front of the West Building, while two (2) charging stations each will be installed at Hunterdon Hall and the Workforce Training Center; and

WHEREAS, these purchases will be made either through the public bid process or by utilizing purchasing cooperative consortium agreements, of which RVCC is a member; and

WHEREAS, in order to keep the project on schedule, the College administration would like to make these purchases before the next regularly scheduled meeting of the Board of Trustees on Tuesday, August 27, 2024; and

WHEREAS, funding for these services is available from the Fiscal Year 2025 Facilities and Grounds operating budget; and

WHEREAS, the New Jersey Department of Environmental Protection has awarded the College with \$48,000.00 through the Electrical Vehicle Charging Grant to be reimbursed once the purchases of the

six (6) electric vehicle charging stations, accessories, preventive maintenance plans, and network subscriptions have been made; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the College administration to make these purchases and report the pertinent information at the next regularly scheduled Board Meeting.

Michael DePinto  
Director of Purchasing

RESOLUTION #195-FY24      BOARD OF TRUSTEES MEETING      JUNE 25, 2024

**Title: Architectural Design Services 2023-2024 - Pay to Play**

WHEREAS, Raritan Valley Community College requires architectural design services be performed in anticipation of various construction and renovation projects; and

WHEREAS, RVCC has spent \$15,084.70 to date with MKSD, LLC. during Fiscal Year 2024; and

WHEREAS, funding is available from the Fiscal Year 2024 Facilities and Grounds operating budget as well as from the associated Chapter 12 capital funds reserved for projects that require these 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, 2023 through June 30, 2024, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p><b>MKSD, LLC</b> <b>1209 Hausman Road</b> <b>Suite A</b> <b>Allentown, PA 18104</b> <b><u>Amount: Not to Exceed \$41,500.00</u></b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue 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

**Title: Campus Grounds Equipment Purchases, Maintenance and Repairs 2023-2024 – Pay to Play**

WHEREAS, the Facilities and Grounds department requires the purchase, maintenance, and repair of the equipment utilized to maintain the campus grounds; and

WHEREAS, RVCC has spent \$16,996.57 to date with Storr Tractor during Fiscal Year 2024; and

WHEREAS, the Athletics department additionally purchases similar equipment and services from Storr Tractor for the upkeep of the baseball, softball, and soccer fields; 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, 2023 through June 30, 2024, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p><b>Storr Tractor</b> <b>3191 U.S. Highway 22</b> <b>Branchburg, NJ 08876</b> <b><u>Amount:</u> Not to Exceed \$41,500.00</b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue 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

**Title: Cleaning and Regrouting of the Campus Pool - Pay to Play**

WHEREAS, Raritan Valley Community College requires cleaning and regrouting services be performed to the interior walls and floor of the campus pool; and

WHEREAS, three (3) quotes were requested (two quotes were received and one vendor declined) with Main Line Commercial Pools presenting the College with the most favorable pricing; and

WHEREAS, funding for these services is available from the Fiscal Year 2025 Facilities and Grounds operating budget; 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, 2024 through June 30, 2025, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p><b>Main Line Commercial Pools, Inc.</b> <b>441 Feheley Drive</b> <b>Kin of Prussia, PA 19406</b> <b><u>Amount: \$31,500.00</u></b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove to Main Line Commercial Pools, Inc.

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

Michael DePinto,  
Director of Purchasing

RESOLUTION #198-FY24                      BOARD OF TRUSTEES MEETING                      JUNE 25, 2024

**Title: Environmental Testing and Assessment Services 2023-2024 - Pay to Play**

WHEREAS, the Facilities and Grounds department requires environmental testing and assessment services be performed to protect the campus community from any potential environmental threats; and

WHEREAS, some of these services include air quality testing, hazardous material assessments, and stormwater pollution prevention plans and training; and

WHEREAS, RVCC has spent \$6,450.00 to date with Victor Holdings/Whitman during Fiscal Year 2024; and

WHEREAS, funding is available from the Fiscal Year 2024 Facilities and Grounds operating budget as well as from associated Chapter 12 capital funds reserved for projects that require these 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, 2023 through June 30, 2024, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p><b>Victor Holdings</b> <b>dba Whitman</b> <b>100 Franklin Square Drive</b> <b>Somerset, NJ 08873</b> <b><u>Amount: Not to Exceed \$41,500.00</u></b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue 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 #199-FY24                      BOARD OF TRUSTEES MEETING                      JUNE 25, 2024

**Title:   Glass Purchases and Repairs 2023-2024 - Pay to Play**

WHEREAS, the Facilities and Grounds department requires the purchase, installation, replacement, and repair of the various glass doors and windows on campus; and

WHEREAS, Raritan Valley Community College has spent \$31,730.00 with Roselle Glass during Fiscal Year 2024; and

WHEREAS, funding is available from the Fiscal Year 2024 Facilities and Grounds operating budget as well as from associated Chapter 12 capital funds reserved for projects that require these 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, 2023 through June 30, 2024, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

**Roselle Glass**  
**464 Chestnut Street**  
**Union, NJ 07083**  
**Amount: Not to Exceed \$41,500.00**

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; and

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

Michael DePinto  
Director of Purchasing

**RESOLUTION #200-FY24                      BOARD OF TRUSTEES MEETING                      JUNE 25, 2024**

**Title:   Pool Maintenance Services 2024-2025 - Pay to Play**

WHEREAS, Raritan Valley Community College requires preventive maintenance services be performed to the campus pool for the period of July 1, 2024 through June 30, 2025; and

WHEREAS, three (3) quotes were requested (one quote was received and two vendors declined) with Main Line Commercial Pools presenting the College with the most favorable pricing; and

WHEREAS, The Educational Services Commission of New Jersey (New Jersey State Approved Purchasing System #65MCESCCPS) has awarded a contract for Pool Equipment, Supplies, Repair, and Maintenance Services to Main Line Commercial Pools, Inc. via Contract #ESCNJ 21/22-39; and

WHEREAS, funding for these services is available from the Fiscal Year 2025 Facilities and Grounds operating budget; 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, 2024 through June 30, 2025, 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:

**Main Line Commercial Pools, Inc.**  
**441 Fehelley Drive**  
**Kin of Prussia, PA 19406**  
**Amount: \$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 to Main Line Commercial Pools, Inc.

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

Michael DePinto,  
Director of Purchasing

RESOLUTION #201-FY24                      BOARD OF TRUSTEES MEETING                      JUNE 25, 2024

**Title: Maintenance and Repair Services for Campus Pumps and Electric Motors 2023-2024 - Pay to Play**

WHEREAS, the Facilities and Grounds department requires the replacement, repair, and rebuild of the campus pumps and electric motors; and

WHEREAS, RVCC has spent \$19,373.76 to date with Universal Electric Motor Service during Fiscal Year 2024; and

WHEREAS, funding for these services is available from the Fiscal Year 2024 Facilities and Grounds operating budget; 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, 2023 through June 30, 2024, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p><b>Universal Electric Motor Service</b> <b>131 South Newman Street</b> <b>Hackensack, NJ 07601</b> <b><u>Amount:</u> Not to Exceed \$41,500.00</b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue 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

**Title: Security Panic Alarm Bars 2023-2024 - Pay to Play**

WHEREAS, the Facilities and Grounds department requires the purchase and installation of panic alarm bars to secure the perimeter doors of each campus building; and

WHEREAS, RVCC has spent \$23,242.47 to date with Weilgus and Sons New Jersey during Fiscal Year 2024; and

WHEREAS, funding for these purchases is available from the Fiscal Year 2024 Facilities and Grounds operating budget; 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, 2023 through June 30, 2024, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p><b>Weilgus and Sons New Jersey, Inc.</b> <b>1 Naylon Place</b> <b>Livingston, NJ 07039</b> <b><u>Amount:</u> Not to Exceed \$41,500.00</b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue 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

**Title: Contractor Payments for July and August 2024**

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

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

WHEREAS, there is no Board of Trustees meeting scheduled for the month of July 2024 but there may be invoices due for the months of July and August prior to the August Board meeting; and

WHEREAS, since the Prompt Payment Act (P.L. 2006, c.96, codified as N.J.S.A. 2A:30A-1 et seq.) was signed into law on September 1, 2006, owners are required to pay interest if payment is not made within thirty (30) calendar days after the billing date for work that has been approved and certified by the owner or the owner's authorized approving agent; and

WHEREAS, to comply with this legislation and ensure timely payment to our contractors and consultants:

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the College Administration to pay any general contractor, architect, engineer, or other consultant invoices for July and August 2024, and report the pertinent information at the August 2024 Board Meeting currently scheduled for Tuesday, August 27, 2024.

Michael DePinto  
Director of Purchasing

RESOLUTION #203-FY24      BOARD OF TRUSTEES MEETING      JUNE 25, 2024

**Title:   Equipment and Supplies for the Nursing Program 2023-2024 - Pay to Play**

WHEREAS, the purchase of the appropriate equipment and supplies is needed to ensure that students are provided with the tools necessary to properly navigate the Nursing, Medical Assistant, Occupational Therapy Assistant, and Allied Health program curriculums; and

WHEREAS, Raritan Valley Community College has spent \$18,800.50 with Pocket Nurse Medical Supplies during Fiscal Year 2024; 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, 2023 through June 30, 2024, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p><b>Pocket Nurse Medical Supplies</b> <b>610 Frankfort Road</b> <b>Monaca, PA 15061</b> <b><u>Amount:</u> Not to Exceed \$41,500.00</b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue 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 #204-FY24      BOARD OF TRUSTEES MEETING      JUNE 25, 2024

**Title: Purchase of Library Books and Materials 2024-2025 – Pay to Play**

WHEREAS, the purchase of books, audiobooks, 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 \$13,509.06 to date with Amazon during Fiscal Year 2024; and

WHEREAS, funding for these purchases is available from the Fiscal Year 2025 Library operating budget; 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, 2024 through June 30, 2025, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p><b>Amazon</b> <b>P.O. Box 035184</b> <b>Seattle, WA 98124</b> <b><u>Amount: Not to Exceed \$41,500.00</u></b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove for the period of July 1, 2024 through June 30, 2025; and

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

Michael DePinto  
Director of Purchasing

**Title: Purchase of Library Books and Materials 2024-2025 – Pay to Play**

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 \$15,664.03 to date with YBP Library Services during Fiscal Year 2024; and

WHEREAS, funding for these purchases is available from the Fiscal Year 2025 Library operating budget; 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, 2024 through June 30, 2025, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p><b>YBP Library Services</b> <b>P.O. Box 277991</b> <b>Atlanta, GA 30384</b> <b><u>Amount: Not to Exceed \$41,500.00</u></b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove for the period of July 1, 2024 through June 30, 2025; and

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

Michael DePinto  
Director of Purchasing

**Title: Library Subscription Services 2023-2024 – Pay to Play**

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

WHEREAS, the RVCC Library subscribes to numerous different products through EBSCO Subscription Services, including all print periodicals and research subscription databases; 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 \$56,832.92 to date with EBSCO Subscription Services during Fiscal Year 2024; and

WHEREAS, funding for these purchases is available from the Fiscal Year 2024 Library operating budget; 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, 2023 through June 30, 2024, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p><b>EBSCO Subscription Services</b> <b>P.O. Box 204661</b> <b>Dallas, TX 75320-4661</b> <b><u>Amount: Not to Exceed \$70,000.00</u></b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue 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

**Title: Science and Engineering Purchases 2024-2025 – Pay to Play**

WHEREAS, the Science and Engineering Department requires the purchase of equipment, accessories, maintenance, and supplies for the 2024-2025 academic year; 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, 2024 through June 30, 2025, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p><b>Fisher Scientific Company, LLC</b> <b>300 Industry Drive</b> <b>Pittsburgh, PA 15275</b> <b>Amount: Not to Exceed \$41,500.00</b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue purchase orders as described hereinabove for the period of July 1, 2024 through June 30, 2025; and

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

Michael DePinto  
Director of Purchasing

**Title: Cosmetology Student Kits 2024-2025**

WHEREAS, Raritan Valley Community College has publicly advertised for bids for the purchase of custom kits needed to ensure that Cosmetology and Esthetics students are provided with the tools necessary to complete the MUSE Beauty Pro certification requirements; and

WHEREAS, all products and supplies contained in these student kits must be certified by MUSE Beauty Pro for the proper completion of the certification requirements; and

WHEREAS, these kits will be utilized by the RVCC Beauty Professions program for the makeup portion of the courses; and

WHEREAS, instructors will explore and evaluate student proficiencies in accordance with the standards set forth by MUSE Beauty Pro, Raritan Valley Community College Beauty Professions, and the New Jersey State Board of Cosmetology and Hairstyling; and

WHEREAS, the Bid Opening is currently scheduled for Wednesday, June 26, 2024, which is after the June 25, 2024 Board Meeting; and

WHEREAS, as of June 18, 2024, four (4) bids have been distributed to vendors; and

WHEREAS, in order to guarantee that these kits are received in time for the start of the Fall 2024 Cosmetology and Esthetics courses, the College administration would like to award this bid before the next regularly scheduled meeting of the Board of Trustees on Tuesday, August 27, 2024; and

WHEREAS, funding for these purchases is available from the Fiscal Year 2025 Cosmetology and Esthetics operating budgets as well as from to-be-determined Grant monies; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the College administration to make this award and report the pertinent information at the August 2024 Board Meeting.

Michael DePinto  
Director of Purchasing

RESOLUTION #208-FY24                      BOARD OF TRUSTEES MEETING                      JUNE 25, 2024

**Title: 2024 Fall Digital Marketing Campaign**

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, continued investments in digital marketing campaigns and creative design are essential components in generating new student enrollment for the Fall 2024 semester, among high school students, adult learners, and college transfer students, as well as promoting the Community College Opportunity Grant for underserved populations which will have lasting benefits for many years to come; and

WHEREAS, students expect a more inclusive college experience requiring a website that reflects the diversity of the RVCC students; and

WHEREAS, based on the analysis of website usage, enrollment data and market research, FastForward Digital has submitted a proposal for the six (6) month period of July 1, 2024 through December 31, 2024, which combines new creatives with digital marketing and website strategies that reflect the changing College decision-making landscape as a result of national declines in community college enrollments; 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, funding for these services is available from the Fiscal Year 2025 Marketing and Publicity operating budget; 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, search-engine optimization and analytics, as follows:

**FastForward Digital, LLC**  
**eDesign Interactive**  
**163 Madison Avenue**  
**Suite 220-5**  
**Morristown, NJ 07960**  
**Six-Month Total: \$265,000.00**

Michael DePinto  
Director of Purchasing

RESOLUTION #209-FY24                      BOARD OF TRUSTEES MEETING                      JUNE 25, 2024  
**Title: Technology Equipment and Supplies 2023-2024 - Pay to Play**

WHEREAS, the purchase of various types of technological equipment and supplies is needed to ensure uninterrupted daily academic and administrative operations; and

WHEREAS, Raritan Valley Community College has spent \$16,630.74 with B&H Photo Video during Fiscal Year 2024; 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, 2023 through June 30, 2024, 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:

**B&H Photo Video**  
**420 Ninth Avenue**  
**New York, NY 10001**  
**Amount: Not to Exceed \$41,500.00**

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; and

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

Michael DePinto  
Director of Purchasing

**Title: Technology Equipment and Supplies 2023-2024 - Pay to Play**

WHEREAS, the purchase of various types of technological equipment and supplies is needed to ensure uninterrupted daily academic and administrative operations; and

WHEREAS, Raritan Valley Community College has spent \$34,048.51 with CDW-G during Fiscal Year 2024; 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, 2023 through June 30, 2024, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p><b>CDW-G</b> <b>2 Corporate Drive</b> <b>Suite 800</b> <b>Shelton, CT 06484-6249</b> <b><u>Amount:</u> Not to Exceed \$41,500.00</b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue 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

**Title: Technology Equipment and Supplies 2023-2024 - Pay to Play**

WHEREAS, the purchase of various types of technological equipment and supplies is needed to ensure uninterrupted daily academic and administrative operations; and

WHEREAS, Raritan Valley Community College has spent \$27,224.00 with Howard Technology Solutions during Fiscal Year 2024; 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, 2023 through June 30, 2024, 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:

**Howard Technology Solutions**  
**36 Howard Drive**  
**Ellsville, MS 39437**  
**Amount: Not to Exceed \$41,500.00**

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; and

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

Michael DePinto  
Director of Purchasing

RESOLUTION #212-FY24                      BOARD OF TRUSTEES MEETING                      JUNE 25, 2024

**Title: New Ethernet Switches for Campus Data Network - Pay to Play**

WHEREAS, Raritan Valley Community College depends on a reliable and secure campus data network for academic and administrative operations, and

WHEREAS, the existing Ethernet switches, which connect the campus buildings and provide connection to the internet, need to be replaced for technical currency and dependability; and

WHEREAS, the appropriate replacement equipment is required to provide a secure, high-speed, high-capacity data network throughout the campus, while being fully compatible with the existing data network equipment and software from Extreme Networks; and

WHEREAS, three (3) quotes were obtained with PhillyCom, Inc. presenting the College with the most favorable proposal; and

WHEREAS, this purchase would allow the College to obtain the latest generation of Ethernet switches to augment the campus’s existing equipment, and

WHEREAS, funding for this purchase is available from the College’s Fiscal Year 2024 Minor Capital Technology 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, 2024 through June 30, 2025, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p><b>PhillyCom, Inc.</b> <b>130 West Main Street</b> <b>Suite 144-302</b> <b>Collegeville, PA 19426</b> <b>Amount: \$20,334.00</b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove to PhillyCom, Inc.

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

Michael DePinto,  
Director of Purchasing

RESOLUTION #213-FY24      BOARD OF TRUSTEES MEETING      JUNE 25, 2024

**Title: Replacement of the Campus Wireless Data Network**

WHEREAS, Raritan Valley Community College depends on a reliable and secure campus wireless data network for academic and administrative operation, and

WHEREAS, the existing wireless network does not support the most recent wireless data communications protocols, is nearing its end-of-life, and needs to be replaced for technical currency and dependability; and

WHEREAS, the appropriate replacement equipment is required to provide a secure, high-speed, high-capacity wireless data network throughout the campus, while being fully compatible with the existing data network equipment and software from Extreme Networks; and

WHEREAS, three (3) quotes were obtained with PhillyCom, Inc. presenting the College with the most favorable proposal; and

WHEREAS, this purchase would allow the College to obtain the latest generation of wireless access points and management systems; and

WHEREAS, P.L. 2011, c.139 permits all governmental agencies including County Colleges to utilize contracts awarded by national or regional cooperatives or other states which were competitively bid; and

WHEREAS, Board Resolution #107-2013, dated August 20, 2013, authorized the use of such cooperative contracts; and

WHEREAS, the maintenance and support of Extreme Networks networking products is available through the Pennsylvania Educational Purchasing Program for Microcomputers (PEPPM), via Contract #533902-062; and

WHEREAS, PEPPM is a national purchasing cooperative serving education agencies and other public sector government agencies throughout the country, of which RVCC is a member; and

WHEREAS, 50% of this purchase will be funded by New Jersey State Higher Education Technology Infrastructure Grant and 50% will be funded by the College's Fiscal Year 2024 Minor Capital Technology funds; 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:

<p><b>PhillyCom, Inc.</b> <b>130 West Main Street</b> <b>Suite 144-302</b> <b>Collegeville, PA 19426</b> <b>Amount: \$261,628.00</b></p>
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Michael DePinto  
Director of Purchasing

RESOLUTION #214-FY24                      BOARD OF TRUSTEES MEETING                      JUNE 25, 2024

**Title: Annual License and Support Agreement for VMware Virtualization Server Software 2024-2025 - Pay to Play**

WHEREAS, Raritan Valley Community College requires the renewal of the VMware Server Virtualization Software License and Support agreement for the period of July 1, 2024 through June 30, 2025; 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 #EMLAS-21-004); 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, funding for this agreement is available from the Fiscal Year 2025 Technology Services operating budget; 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, 2024 through June 30, 2025, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p><b>Carahsoft Technology Corp.</b> <b>11493 Sunset Hills Road</b> <b>Suite 100</b> <b>Reston, VA 20190</b> <b><u>Amount: \$32,659.20</u></b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove to Carahsoft Technology Corp.

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

Michael DePinto  
Director of Purchasing

RESOLUTION #215-FY24                      BOARD OF TRUSTEES MEETING                      JUNE 25, 2024

**Title: Technology Help Desk Services 2024-2025**

WHEREAS, Raritan Valley Community College requires Technology Help Desk Services for the period of July 1, 2024 through June 30, 2025; and

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

WHEREAS, the current service agreement is set to expire on June 30, 2024; 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, Help Desk Support Services are available through the NJEDge.net technology purchasing consortium, administered by Anthology, Inc., via EdgeMarket Contract #**269MCPS-23-001-EM-ANT**; 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, funding for these services is available in the Fiscal Year 2025 Technology Services operating budget; and

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 as follows:

<p><b>Anthology, Inc.</b> <b>5201 Congress Avenue</b> <b>Boca Raton, FL 33487</b> <b><u>Amount: \$71,970.00</u></b></p>
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Michael DePinto,  
Director of Purchasing

RESOLUTION #216-FY24      BOARD OF TRUSTEES MEETING      JUNE 25, 2024

**Title: Annual License and Support Agreement for Ready Education Mobile App 2024-2025 - Pay to Play**

WHEREAS, Raritan Valley Community College requires the renewal of the Ready Education mobile application agreement for the period of June 1, 2024 through May 31, 2025; and

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

WHEREAS, RVCC selected the mobile application system from Ready Education 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 the learning management system (Canvas); and

WHEREAS, funding for this agreement is available from the Fiscal Year 2025 Technology Services operating budget; 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, 2024 through June 30, 2025, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p><b>Ready Education, Inc.</b> <b>100 Summit Drive</b> <b>Burlington, MA 01803</b> <b>Amount: \$33,571.13</b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove to Ready Education, Inc.; and

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

Michael DePinto,  
Director of Purchasing

RESOLUTION #217-FY24                      BOARD OF TRUSTEES MEETING                      JUNE 25, 2024

**Title: Annual Subscription and Support Agreement for Zoom Video Conferencing 2024-2025 - Pay to Play**

WHEREAS, due to the successful use of video conferencing for education and administration, the Raritan Valley Community College Executive Staff has made the determination to renew and revise a Zoom Educational Site license agreement for the period of July 21, 2024 through July 20, 2025; and

WHEREAS, Zoom helps schools improve student outcomes with secure video communication services for hybrid classrooms, faculty office hours, and administrative meetings; and

WHEREAS, P.L. 2011, c.139 permits all governmental agencies including County Colleges to utilize contracts awarded by national or regional cooperatives or other states which were competitively bid; and

WHEREAS, Board Resolution #107-2013, dated August 20, 2013, authorized the use of such cooperative contracts; and

WHEREAS, the purchase of the Zoom Educational Site License is available through the NJEDge.net technology purchasing consortium, administered by Zoom Video Communications, Inc. via Contract #EMLAS-18-004; and

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

WHEREAS, funding for this agreement is available from the Fiscal Year 2025 Technology Services operating budget; 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, 2024 through June 30, 2025, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p><b>Zoom Video Communications, Inc.</b> <b>55 Almaden Boulevard</b> <b>6<sup>th</sup> Floor</b> <b>San Jose, CA 95113</b> <b>Amount: \$29,696.40</b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a one-year agreement and issue a purchase order in the amount shown above to Zoom Video Communications, Inc.

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

Michael DePinto  
Director of Purchasing

RESOLUTION #218-FY24                      BOARD OF TRUSTEES MEETING                      JUNE 25, 2024

**Title:   Annual Maintenance and Support Agreement for Extreme Networks Equipment  
2024-2025**

WHEREAS, Raritan Valley Community College requires a maintenance and support agreement for the Extreme Networks Data Networking Equipment for the one (1) year period of July 1, 2024 through June 30, 2025; 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, three (3) proposals were obtained, with PhillyCom, Inc. presenting the College with the most favorable pricing; and

WHEREAS, P.L. 2011, c.139 permits all governmental agencies including County Colleges to utilize contracts awarded by national or regional cooperatives or other states which were competitively bid; and

WHEREAS, Board Resolution #107-2013, dated August 20, 2013, authorized the use of such cooperative contracts; and

WHEREAS, the maintenance and support of Extreme Networks networking products is available through the Pennsylvania Educational Purchasing Program for Microcomputers (PEPPM), via Contract #533902-062; and

WHEREAS, PEPPM is a national purchasing cooperative serving education agencies and other public sector government agencies throughout the country, of which RVCC is a member; and

WHEREAS, funding for this agreement is available from the Fiscal Year 2025 Technology Services operating budget; 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:

<p><b>PhillyCom, Inc.</b> <b>130 West Main Street</b> <b>Suite 144-302</b> <b>Collegeville, PA 19426</b> <b><u>Amount:</u> \$92,828.31</b></p>
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Michael DePinto  
Director of Purchasing

RESOLUTION #219-FY24                      BOARD OF TRUSTEES MEETING                      JUNE 25, 2024

**Title: Annual Technology Staff Augmentation Services 2024-2025**

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, 2024; 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:

- Oracle Database Administrator
- Banner Programmer/Analyst
- Microsoft Engineer
- Systems/Linux Engineer
- Network Security Engineer

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, funding for this agreement is available from the Fiscal Year 2025 Technology Services operating budget; and

WHEREAS, a purchase order will be issued as follows:

<p><b>Pinakin IT Solutions, LLC</b> <b>1201 North Orange Street</b> <b>Suite #7407</b> <b>Wilmington, DE 19801</b> <b><u>Amount: \$330,000.00</u></b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into an agreement and issue a purchase order to Pinakin IT Solutions, LLC in the amount shown above for the twelve (12) month period of July 1, 2024 through June 30, 2025.

Michael DePinto,  
Director of Purchasing

RESOLUTION #220-FY24      BOARD OF TRUSTEES MEETING      JUNE 25, 2024

**Title:    Consulting Services for the Faculty Load and Compensation (FLAC) Improvement Project**

WHEREAS, Raritan Valley Community College currently utilizes the Ellucian Banner administrative software system to manage faculty load and compensation (FLAC) and generate faculty contracts; and

WHEREAS, the Banner system has been upgraded from version 8 to version 9, providing new capabilities; and

WHEREAS, the College requires support services for the review, analysis, training, and configuration of the Faculty Load and Compensation (FLAC) functional component within the current Banner 8 environment with a subsequent plan to implement FLAC in Banner 9; and

WHEREAS, Banner FLAC bridges the gap between modules to deliver a comprehensive path to assigning and compensating faculty workload; and

WHEREAS, Ultimate Consulting submitted a proposal to review and revise the College's current FLAC processes in order to utilize Banner 9, improve efficiency, and reduce staff effort; and

WHEREAS, as Raritan Valley Community College re-implements FLAC, Ultimate Consulting will provide follow-up support and ongoing troubleshooting as needed; 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, funding for this agreement is available from the Fiscal Year 2025 Technology Services operating budget; and

WHEREAS, a purchase order will be issued as follows:

**Ultimate Consulting IT, LLC**  
**P.O. Box 38**  
**Lebanon, GA 30146**  
**Amount: \$53,200.00**

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 Ultimate Consulting IT in the amount of \$53,200.00 for 380 hours of support.

Michael DePinto,  
Director of Purchasing

RESOLUTION #221-FY24

BOARD OF TRUSTEES MEETING

JUNE 25, 2024

**Title: Career and Technical Education Consultant Services 2024-2025**

WHEREAS, Raritan Valley Community College requires the employment of a consultant to provide contractual grant services for the successful implementation of the New Jersey Pathways to Career Opportunities – Centers for Workforce Innovation (CWI) grant; and

WHEREAS, these consulting services will assist in the expansion and improvement of the Career and Technical Education for workforce training programs; and

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

WHEREAS, a purchase order will be issued as follows:

**Castle Grace Services, LLC**  
**336 Black Point Road**  
**Neshanic Station, NJ 08853-0885**  
**Amount: \$72,000.00**

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Executive Director of Workforce Development to enter into a contract and issue a purchase order to Castle Grace Services, LLC in the amount shown above for the one (1) year period of July 1, 2024 through June 30, 2025.

Conrad Mercurius  
Executive Director of Workforce Development

**Title: Acceptance of Title II Funds for Integrated English Literacy and Civics Education Grant**

WHEREAS, Raritan Valley Community College is committed to providing quality basic skills and occupational programs and ensuring access to these programs for all students; and

WHEREAS, the purpose of the Adult Education and Family Literacy Act (AEFLA) is to create a partnership among the Federal Government, States, and localities to provide, on a voluntary basis, adult education and literacy activities, in order to—

- (a) Assist adults to become literate and obtain the knowledge and skills necessary for employment and economic self-sufficiency;
- (b) Assist adults who are parents or family members to obtain the education and skills that—
  - (1) Are necessary to becoming full partners in the educational development of their children; and
  - (2) Lead to sustainable improvements in the economic opportunities for their family;
- (c) Assist adults in attaining a secondary school diploma or its recognized equivalent and in the transition to postsecondary education and training, through career pathways; and
- (d) Assist immigrants and other individuals who are English language learners in—
  - (1) Improving their—
    - (i) Reading, writing, speaking, and comprehension skills in English; and
    - (ii) Mathematics skills; and
  - (2) Acquiring an understanding of the American system of Government, individual freedom, and the responsibilities of citizenship; and

WHEREAS, the purpose of this funding opportunity is to assist local program providers to develop educational programs and services for adult learners who:

- (a) have attained 16 years of age, are not enrolled or required to be enrolled in secondary school under state law; and
- (b) are basic skills deficient, do not possess a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education; or are an English language learner; and

Whereas, the Raritan Valley Community College Board of Trustees hereby certifies that permission has been granted to apply for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education discretionary grant program for the purposes described in the application, in the amount of \$119,180, starting on July 1, 2024 and ending on June 30, 2025; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College approves the acceptance of Title II funds and further authorizes Dr. Michael McDonough President of the College, to approve the Title II Funds for the Integrated English Literacy and Civics Education Grant, including all general assurances, and certifications and any amendments thereto.

**Title: Purchase and Installation of Furniture for the New Counseling Area**

WHEREAS, the purchase and installation of Steelcase furniture is needed for the new Counseling area; 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, all of the furniture purchased for this area will utilize purchasing cooperative consortium agreements, of which RVCC is a member; and

WHEREAS, the College administration will report the pertinent information regarding the exact purchasing cooperative consortium agreements being used and their contract numbers at the August 27, 2024 Board Meeting; and

WHEREAS, funding for this purchase is available from the Mental Health in Higher Education: Community Provider Partnerships and Professional Development Grant; and

WHEREAS, a purchase order will be issued as follows:

<p><b>Dancker, LLC</b> <b>291 Evans Way</b> <b>Somerville NJ 08876</b> <b>Total Amount Not to Exceed: \$55,000.00</b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director Purchasing to issue a purchase order as described hereinabove to Dancker, LLC.

Michael DePinto  
Director of Purchasing

RESOLUTION #222B-FY24                      BOARD OF TRUSTEES MEETING                      JUNE 25, 2024

**Title: PSE&G Energy Efficiency Grant – Project Launch**

WHEREAS, Much of Raritan Valley Community College’s campus mechanical system infrastructure – HVAC and electrical distribution – is quite old and represents a significant portion of its deferred maintenance backlog; and

WHEREAS, the Board of Trustees recognized the importance of addressing these concerns and by resolution #117-FY24 agreed to participate in a PSE&G Engineered Solutions Energy Solutions Program (ESESP) backed by the state of New Jersey; and

WHEREAS, PSE&G’s consulting engineers had identified approximately \$6.7 million of project costs affecting most campus buildings which are estimated to generate annual utility savings (gas and electric) in excess of \$570,000; and

WHEREAS, the PSE&G program would provide 52% of the total cost, or \$3.5 million, and require the College to pay back the remainder of \$3.2 million over 5 years without any interest accruing; and

WHEREAS, College Management believes that the annual utility savings and reductions of maintenance and repairs to much older equipment would offset the College's share of project costs and provide longer-term benefits with annual operating budget savings and lower capital replacement needs; and

WHEREAS, all of the preliminary planning for Phase 1 lighting has been completed enabling the College to solicit bids for purchase and installation of equipment within the next 30 days; and

WHEREAS, it would be least disruptive to College operations if work could begin before waiting for approval at the next board meeting near the end of August.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes College management to enter into a contract for Phase 1 of the PSE&G grant program for an amount not to exceed \$1 million with the stipulation that results be reported back to the Board at its next meeting.

John Trojan  
VP Finance & Facilities

**B. Strategy and Vision Committee**

The April 30, 2024 meeting minutes were not approved because a quorum was not present for the Strategy and Vision Meeting. President McDonough provided a review of Pillars 3 and 4 of the Strategic Plan. The President noted that the strategy set with the strategic plan will establish the College's vision forward, serving as a foundation for our future.

**C. Educational Programs and Services Committee**

Trustee James Von Schilling presented Consent Agenda Resolutions #223-FY24 through #230-FY24. Trustee Von Schilling noted that Resolution #230-FY24 acknowledged the distinguished service of Lynne Kowski to Raritan Valley Community College by extending the honorary title of Professor Emeritus, effective September 1, 2024. The above-stated resolutions were moved by Trustee Von Schilling, seconded by Trustee Margaret Sullivan, and approved by voice vote.

RESOLUTION #223-FY24                      BOARD OF TRUSTEES MEETING                      JUNE 25, 2024

**Human Resources Action Report for\_ June 25, 2024**

**1. New Adjunct Faculty**

The following individuals are recommended as a new adjunct faculty for Summer and/or Fall 2024 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$1,067 to \$1,215.

Last Name	First Name	Rank	Discipline	Per contact hour rate	Hire Date
Bonner	Teresa	Assistant Professor	RISE	\$1,096	6/10/24
DeLisle	Jonathan	Instructor	RISE	\$1,067	6/10/24
Jackson	Kenyetta	Assistant Professor	RISE	\$1,134	8/28/24
Thayer	Michael	Assistant Professor	RISE	\$1,096	6/10/24

2. Returning Adjunct Faculty

The following individual is recommended as a returning adjunct faculty for Summer and/or Fall 2024 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$1,104 to \$1,215.

Last Name	First Name	Rank	Discipline	Per contact hour rate	Hire Date
Zamora	Ricardo	Associate Professor	Communication & Languages	\$1,167	7/8/24

3. New Hire- Administrator

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

Name	Title	Salary	Department	Start date
*Alisa Douglas	Student Enrollment Center Coordinator	\$57,349	Enrollment Management	6/10/24

\*Budget Code 100-2210-5010-60/replacing K. Khan

4. Status Change- Administrator

The following reflect recommended change for the indicated Administrator position at the annualized salary specified:

Name	Title	Salary	Department	Effective Date
Brian Carter	Data Network & Cybersecurity Manager	\$83,245	Technology Services	6/1/24
Rikita Singh	Executive Director of Student Support	\$95,300	Student Affairs	6/1/24
Andrew Sclafani	Human Resources Recruiter	\$60,610	Human Resources	6/16/24

5. New Hire- Support Staff

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

Name	Title	Salary	Department	Start date
*Ian Osbourne	RISE-Inventory Control Specialist	\$46,838	RISE	6/10/24
**Eugenia Solorzano	Custodian	\$36,042	Housekeeping	6/17/24

\*Budget code 100-3191-5310-10/new

\*\*Budget code 100-4210-5310-70/replacing J. Bedoya

RESOLUTION #224-FY24

BOARD OF TRUSTEES MEETING

JUNE 25, 2024

**Appointment, Full-Time Tenure-Track AY 2024-2025 Faculty**

BE IT RESOLVED, that at the recommendation of the President, the following full-time tenure-track faculty appointment be approved for AY 2024-2025.

Name	Title	Department	Start Date	Salary
*Robert Cacciatore	Assistant Professor-Criminal Justice	Business & Public Service	9/1/24	\$73,237
**Nicole Casciola	Instructor-Paralegal	Business & Public Service	9/1/24	\$67,934
***Michaela Granger	Instructor-History	Humanities, SS & Education	9/1/24	\$65,144
****Dawn Sweet	Assistant Professor-Speech/Communication	Communication & Languages	9/1/24	\$73,237

\*Budget Code 100-3110-5130-10/replacing B. Donnelly

\*\*Budget Code 100-3140-5140-10/replacing non-tenure line

\*\*\*Budget Code 100-3190-5140-10/replacing K. Reilly

\*\*\*\*Budget Code 100-3140-5130-10/replacing R. Treut

RESOLUTION #225-FY24

BOARD OF TRUSTEES MEETING

JUNE 25, 2024

#### Reappointment, Full-Time Non-Tenure-Track AY 2024-2025 Faculty

BE IT RESOLVED, that at the recommendation of the President, the following full-time non-tenure-track faculty appointment be approved for AY 2024-2025.

Name	Title	Department	Start Date	Salary
*Sharon Smith	Instructor-Chemistry	Science & Engineering	9/1/24	\$67,602

\*Budget Code 100-3180-5140-10/replacing C. Abeywickrama

RESOLUTION #226-FY24

BOARD OF TRUSTEES MEETING

JUNE 25, 2024

#### Reappointments, Unit Administrative Employees

BE IT RESOLVED, that upon recommendation of the President, the following unit Administrators are reappointed for the 2024/2025 fiscal year. \*Salaries include a 3.5% contractual increase

Last Name	First Name	Title	*Salary
Accomando	Jill	Assistant Director, Children's Campus	\$76,113
Alali	Zainab	Director, Biotechnology & Aseptic Manufacturing	\$93,150
Amparbin	Michelle	Career Services Advisor	\$62,169
Bacote	Blanca	Financial Aid Associate	\$56,365
Bergman	Michael	Associate Dean, Academic Innovation & Digital Learning	\$104,018
Berry	Jennifer	Assistant Director of EOF	\$79,677
Bocalan	Peaches	Assistant Director Recruitment & Communication	\$69,750
Boshell	Frances	Director of Student Life	\$96,472

Bresky	Sara	Assistant Director - CAIE	\$69,523
Brosnan	Marianne	Transfer Advisor	\$73,784
Burchfield	Richard	Director of Marketing	\$87,520
Cadet	Sherley	Director of Testing Services	\$75,814
Carter	Brian	Data Network & Cybersecurity Manager	\$86,159
Clemente	Eric	Print Shop Supervisor	\$64,936
Collins	Donyea	Director, EOF	\$101,076
Cook	Amy	Instructional Designer	\$74,129
Cuellar	Maria	Head Teacher-Children's Campus	\$61,655
DeSanctis	Gregory	Director Honors College/Alum Outreach	\$110,471
Di Pietro	Joseph	AD Facilities/Energy Prog Man	\$117,417
Diaz	Maria	Custodial Services Manager	\$77,927
Dieckmann	Diana	Coordinator for Scheduling	\$60,614
Domanski	Peter	Technician Service Desk Tech-Senior	\$81,074
Douglas	Alisa	Student Enrollment Center Coordinator	\$57,349**
Drummer	Jacqueline	Director of Laboratory Service	\$109,218
Dunne	Janet	Development Associate	\$68,197
East	Jennifer	Coordinator of Nursing Admissions & Clinical Partnerships	\$63,686
Enz Lewis	Elizabeth	Accounting Manager	\$87,119
Erwin	Jill	Director Theater and Conference Services	\$92,682
Estreicher	Jacqueline	Assistant Dean Curriculum	\$78,232
Faschan	Andrea	Program Manager, High School Outreach & Academies	\$82,593
Floyd	Alexander	EOF Engagement Coordinator	\$55,446
Fox-Breland	Allison	Assistant Registrar	\$71,863
Frazier	Donyea	Director Academic Support Cent	\$75,321
Gabrielski	Alicia	Academic Advisor	\$72,087
Gallagher	Amie	Director of Planetarium	\$83,489
Gatti	Kristin	Assistant Director-Tutoring Center	\$65,995
Ge	Louisa	Web Developer	\$62,843
Goel	Seema	Head Teacher-Childcare	\$56,161
Gonzalez	David	Technician Service Desk Tech-Senior	\$74,318
Hall	Christopher	Database Administrator	\$133,316
Hall-Edward	Tierra	Assistant Director of Counseling Services	\$69,309
Hawkins	Bashir	Senior Financial Aid & Enrollment Manager	\$69,778
Hermo-Weaver	Alicia	Manager of Career Success & Exp Learning	\$84,508
Herro	Philip	Assistant Director of Athletics	\$75,996
Hibo	Nancy Fritz	Assistant Director of Admissions	\$77,976
Hogan	David	Assistant Director - Testing Center	\$63,922
Hynes	Cynthia	Manager NC Allied Health & Workforce Ops	\$92,825

Khan	Kiswah	Coordinator of Student Engagement	\$62,165
Kislan	Erin	Associate Director-Fin Aid	\$83,376
Kononiuk	Julia	Learning Spec./IDD Program Manager	\$62,178
Korculanic	Kristen	Transfer Articulation & Graduation Assoc.	\$61,830
Kubick	Daniela	Manager Visual Communications	\$70,652
Kuijlaars	Gina	Director Advising & Counseling	\$100,367
Laba	Linda	Financial Analyst	\$95,238
Lamperti	Lisa	Coordinator, Nursing Skills Lab	\$63,922
Lankay	Cristina	Electronic Media Coordinator	\$74,570
Layton	Amy	Director, Beauty Professional Programs	\$87,975
Luger	Maureen	Purchasing & Contracts Manager	\$74,272
Manzini	Sandile	Prog Manager High School/Youth	\$90,250
Markey	Andrea	ACTS Coordinator	\$55,578
Meany	Kimberly	OTA Academic Fieldwork Coordinator	\$76,706
Mesonas	Leonard	Director of Financial Aid	\$119,465
Moog	Lori	Director of Service Learning & Community Outreach	\$106,103
Morrison-Santana	Deborah	Assistant Director - RISE	\$73,670
Moschella	Wayne	Coordinator Auto Skills Lab	\$64,547
Nunez	Melanye	Academic Advisor	\$61,716
Oliver	Kelly	Multi Media Specialist/Web Edi	\$82,260
O'Rourke	Catherine	Teacher, Children's Campus	\$53,866**
Pavlow	Joseph	Athletic Director	\$84,430
Pennino	Joshua	Academic Advisor	\$61,628
Peters	Chad	Public Services Coordinator	\$71,644
Ponton	Ana	Academic Advisor	\$63,546
Reid	Tremayne	Director Multimedia & Web Supp Services	\$108,907
Riche	Kevin	Director Security & Infrastructure	\$139,159
Ryan	Kevin	Athletic Coordinator	\$67,629
Ryan	Kenneth	Programmer Analyst	\$73,278
Saylor	Takecia	Director of Grants	\$94,006
Scharf	Bonnie	Literacy Success Coach	\$63,686
Schaub	Dennis	Library Director	\$98,400
Schindler	Kevin	Planetarium Associate/Tech	\$61,524
Shah	Hetali	Instructional Designer	\$57,866***
Sheikh	Maryam	Coordinator for Workforce Training Programs	\$56,099
Singh	Rikita	Executive Director of Student Support	\$98,636
Stafford	Inieka	Director Health & Technical Career Partnerships	\$88,101
Stolzer	Donna	Director of Media Relations	\$98,302
Strollo	Philip	End-User Computing Supp. Manager	\$96,316
Su	Min	Associate Director, Inst Research	\$88,441
Suarez	Crystalyn	Transfer Coordinator	\$74,891

Sullivan	Elizabeth	Manager Veteran & International Student Services	\$77,514
Tedesco	Colleen	Academic Coordinator-RISE	\$67,145
Van Der Veen	Wilhelmus	Director of Science Ed Institute	\$102,575
Van Doren	Mary	Director of Prison Program	\$94,268
Verma	Kamaljeet	Accounts Receivable Manager	\$62,673
Wadher	Sital	Director of K-12 Partnerships	\$96,732
Walker	Alaysha	Assistant Director Student Life	\$87,702
Wang	Qianqian	Senior Web Developer	\$85,474
Weaver	Philip	Assistant Director of Compliance & Facilities	\$117,166
Wheeler	John	Registrar	\$97,714
Wiedemann	John	Production Coordinator	\$77,079
Williams	Brian	Academic Advisor	\$64,274
Wilner	Benjamin	Coordinator, Center for Accessibility & Inclusive Education	\$59,356
Wright	Gwendolyn	Director Child Care Center	\$87,386

\*\*Salary based on 10 months

\*\*\* new hire after 5/1- no change in salary

RESOLUTION #227-FY24

BOARD OF TRUSTEES MEETING

JUNE 25, 2024

### Reappointments, Non-Unit Administrative Employees

BE IT RESOLVED that upon recommendation of the President, the following non-unit Administrators are reappointed for the 2024/2025 fiscal year. \*Salaries include a 3.5% increase

Last Name	First Name	Title	*Salary
Bearce	Karen	Provost/VP Academic Affairs	\$203,533
Fredericks	Jason	Vice President of Student Affairs	\$170,775
Marion	Michael	Executive Director of Foundation	\$181,796
Mercurius	Conrad	Executive Director, Workforce Development	\$144,900
Pescinski	Robert	Executive Director of Technology Services	\$156,863
Trojan	John	Vice President of Finance and Facilities	\$219,806
Wallace	Cheryl	Vice President of Human Resources & Administration	\$173,419
Imbriglio	Sarah	Dean of STEM	\$157,556
Loera	Audrey	Dean of Academic Partnerships	\$157,556
Marks	Patrice	Dean LFA & BPS, ALC & ALO	\$185,706
McAllister	Theresa	Controller & Executive Director of Finance	\$144,900
O'Rourke	Brian	Executive Director, Facilities & Grounds	\$140,672**
Radvanski	John	Director of Information System	\$134,390
DePinto	Michael	Director of Purchasing	\$105,970
Donnelly	Sarah	Director Inst Research & Assessment	\$117,439
Garcia	Cesar	Security Manager	\$78,660
Georgiana	Dalton	Senior Business Systems Analyst	\$100,913

Johnson	Mary Ann	Assistant Director of Benefits & Administration	\$102,010
LaCanna	Annette	Executive Assistant to President	\$83,835
Paz-Amor	Windy	Director Diversity Equity & Inclusion	\$100,406
Rincon-Piuri	Ana	Business Systems Analyst	\$81,413
Sclafani	Andrew	Human Resources Recruiter	\$62,731
Szkodny	Robert	Director Security & Emergency Management	\$111,559
Todd	Catherine	Payroll Manager	\$85,931

\*\*Salary based on 10 months\_\*\*\* new hire after 5/1- no change in salary

RESOLUTION #228-FY24

BOARD OF TRUSTEES MEETING

JUNE 25, 2024

**Reappointments, Non-Unit Support Staff Employees**

BE IT RESOLVED, that upon recommendation of the President, the following non-unit Support Staff are reappointed for the 2024/2025 fiscal year. \*Salaries include a 3.5% increase

Last Name	First Name	Title	*Salary
Arroyo	Rosemarie	Executive Assistant	\$97,648
Bayachek	Katherine	Workforce Educator-Cosmetology	\$60,211
Caldwell	Chandra	Admin Assist III-Student Services	\$67,776
Carroll	Shannia	Human Resources Specialist	\$51,579
Curet	Ariel	Workforce Educator - Advanced Manufacturing	\$60,030
DeBellis	Cynthia	Admin Assistant III-STEM	\$64,941
Land	Dorothy	Admin Asst III-Academic Support	\$55,618
Mango	Laurie	Workforce Educator-Cosmetology	\$69,150
Perez Cepeda	Linette	Admin Assist III Academic Affairs	\$55,618
Reed	Jade	Workforce Educator-Esthetics	\$60,211
Seibert	Caroline	Sr. Human Resources Specialist	\$71,285
Tarbox	Larissa	Exec Asst to Provost/VP Academic Affairs	\$69,630

RESOLUTION #229-FY24

BOARD OF TRUSTEES MEETING

JUNE 25, 2024

**Reappointments, Support Staff Employees**

BE IT RESOLVED that upon recommendation of the President, the following unit Support Staff are reappointed for the 2024/2025 fiscal year. \*Salaries include a 3.5% contractual increase

Last Name	First Name	Title	*Salary
Alcazar	Nini	Grants Specialist	\$60,417
Alvarado Bolvito	Maira	Custodian	\$40,446
Bogda	Carolyn	Laboratory Assistant II	\$57,159
Brown	Shelley	Admin Assist II-Childcare	\$53,380

Caceres De Rosales	Nuria	Custodian	\$43,419
Callejas	Samuel	Grounds Worker	\$45,564
Castillo Torres	Maria	Custodian	\$43,419
Chaves	Claudia	Teaching Assistant (Grant-Funded)	\$48,491
Christian	Monique	Dept Asst English Humanities & Soc Sci	\$51,426
Coque	Marco	Custodian-Lead	\$43,250
Cruz Calles	Cruz	Custodian	\$40,258
Demeter	Jeanne	Dept Assist-Health Science Education	\$48,810
Diaz	Alfredo	Maintenance Worker/Painter	\$49,987
Diaz	Enma	Custodian	\$36,501
Dubon	Pedro	Maintenance Worker-Shift Lead	\$50,246
Eppler	Jon	Chemistry Lab Assistant I	\$42,849
Farischon	Justin	Laboratory Assist-Physics	\$52,420
Finnerty	Karen	MLT Laboratory Assistant	\$41,855
Floyd	Hannah	Testing Specialist	\$49,342
Galeano	Maria	Custodian	\$43,419
Galeano Bohorquez	Edilma	Custodian	\$38,349
Giraldo	Jose	Grounds Worker	\$43,905
Guardado	Maria	Custodian	\$43,419
Hansen	Janice	Dept Assistant- Business Administration	\$57,762
Hyland	Jamie	Facility & Ground Service Rep	\$64,733
Kislan	Steven	Testing Specialist	\$48,713
Lett	Jennifer	Financial Aid Specialist I	\$47,066
Mangee	Morgan	Laboratory Assistant I-Biology	\$43,612
Mason	Jennifer	Finance Specialist	\$55,640
Matias	Johnny	Maintenance Worker	\$50,246
Morales	Maria	Custodian-Lead	\$45,905
Moustakas	Nickolas	Lead Maintenance Mechanic	\$72,525
Murphy	Terence	Chem Lab Prep/Lab Asst II	\$61,156
Navarro	Susana	Custodian	\$43,419
Osbourne	Ian	RISE Inventory-Control Specialist	\$46,838**
Paisley	Priscilla	Finance Assistant-A/P	\$48,508
Patel	Niyati	Help Desk Technician	\$46,713
Paz	Leyla	Senior Enrollment Services Specialist	\$52,785
Pereira	Marve Luz	Dept Assist-Sci & Engineering	\$55,190
Pyzik	Christopher	Finance Specialist AP	\$54,764
Rodas	Brenda	Enrollment Services Specialist	\$51,772
Rodriguez	Ana	Custodian	\$43,419
Rodriguez Garcia	Mariana	Administrative Assistant - Cosmetology	\$45,972
Rodriguez Henriquez	Ermis	Custodian	\$38,349
Rosales Samper	Galileo	Custodian	\$43,419

Salas	Martha	Laboratory Asst. III - Biology Molecular	\$70,268
Sanchez Lopez	Alvaro	Custodian	\$38,349
Sanchez-Lopez	Lucia	Custodian	\$38,001
Schmieder	Allyson	Staff Scientist - Grant Funded	\$42,848**
Seas	Javier	Shipping & Receiving Clerk	\$46,110
Simoncelli	Angelo	Lead Maintenance Mechanic	\$78,917
Skillman	Susanne	Dept Assistant Math/Computer Science	\$49,793
Solorazano	Eugenia	Custodian	\$36,042**
Strozeski	Charles	Internal Services Aide	\$67,731
Tenzer	Kathy	Library Technical Services Specialist	\$58,218
Torlish	Helena	Dept Assist-Comm/Languages	\$57,626
Tortora	Robert J	Custodian	\$39,691
Varkoly	June	Help Desk Technician	\$46,230
Villalobos	Priscilla	Finance Assistant- Student A/R	\$42,674
Vroom	Walter	Media Aide I	\$60,117
Wicklund	Marie	Administrative Assistant-Student Life	\$65,357

RESOLUTION #230-FY24 BOARD OF TRUSTEES MEETING JUNE 25, 2024

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

WHEREAS, the Board of Trustees, upon the recommendation of the President, approved revised Faculty Emeritus benefits (Resolution #218-2022, dated March 29, 2022); and

WHEREAS, as part of the procedure for awarding Emeritus rank at Raritan Valley Community College, a Professor/Counselor Emeritus Selection Committee was formed to review eligibility requirements and to determine if meritorious performance has been met in teaching, contributions to the College, and to the professional and geographic community; and

WHEREAS, the Chairperson of the Professor/Counselor Emeritus Selection Committee has notified the President in writing on the Committee's affirmation; and

WHEREAS, Lynne Kowski, who will retire on August 31, 2024, has been recognized as an active contributor to the welfare of the students and to the College community;

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the President, the Board of Trustees acknowledges the distinguished service of Lynne Kowski to Raritan Valley Community College by extending the honorary title of Professor Emeritus, effective September 1, 2024, with all of the rights and privileges associated with this honor.

Committee Chair James Von Schilling then reported that earlier in the day, President McDonough shared enrollment data as of June 25, 2024 compared to June 27, 2023. Enrollment is down by 41 students equaling 738 credits billed, which is a 2.9% decline from last year. The President indicated

that there are emerging trends that the College must be aware of and respond to such as demographics, international enrollment, and the economy

D. Governance, Policy, and President Evaluation Committee

Trustee Caren Bateman reported that the Campus Safety Report for the period May 21 to June 19, 2024 was discussed by the Committee and was provided to the full Board of Trustees via SharePoint.

The Board met in Executive Session to discuss the President's tenth amendment to his contract, which followed the annual President's Evaluation in May that was uniformly enthusiastic and positive and met and exceeded the Board's high expectations. Trustee Bateman expressed her appreciation for the President's service to the college and reiterated that RVCC is fortunate to have such an accomplished and well-regarded President. The Committee 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 #231-FY24):

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, 2024 through and including May 31, 2030.

2. COMPENSATION

- (a) The PRESIDENT's salary for the period June 1, 2024 to May 31, 2025 shall be \$317,000.
- (b) The PRESIDENT's annual employer contribution to the President's 403(b) account shall be increased commencing June 1, 2024 by \$5,000.
- (c) The PRESIDENT's annual performance award shall remain in effect.

Resolution #231-FY24 was moved by Trustee Bateman, seconded by Trustee Shain, and approved unanimously by voice vote.

Resolution #232-FY24, Appointment of Board of Trustees Legal Counsel, was brought forward for a vote. Trustee Locandro expressed his concerns regarding the new contract stating that the Board of Trustees has a fiduciary duty to the College and its students. He stated that the new contract, with triple the fees, is not fiscally responsible and goes against Middle States standards. Trustee Locandro questioned the decision to change firms, and added that there are no examples of negative experiences with the current counsel and that the new firm does not have prior higher-ed experience. Trustees Borkowski and Jinks also expressed their concern with the new contract. Trustee Jinks asked the Governance Committee to explain the rationale for choosing a new firm. Trustee Chair Christodoulou explained the Committee's process in choosing a qualified firm with no perceived conflicts. Trustee Jinks reiterated that he was unaware of conflicts with the college's current legal representation.

After the discussion concluded, Trustee Von Schilling requested a roll call vote. The Resolution was approved by an 8-4 vote with one abstention.

RESOLUTION #232-FY24                      BOARD OF TRUSTEES MEETING                      June 25, 2024  
**Title: Appointment of Board of Trustees Legal Counsel**

WHEREAS, Raritan Valley Community College requires legal representation services with respect to Board of Trustees governance, labor relations, and other contractual matters; and

WHEREAS, the Board’s Governance Committee recently conducted a Request for Proposal process for these services using a fair and open process in accordance with New Jersey’s Pay to Play Law, P.L. 2004, c.19; and

WHEREAS, nine firms submitted proposals and three were interviewed by the Governance Committee.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Raritan Valley Community College that:

The Chairman of the Board of Trustees of Raritan Valley Community College is hereby authorized to retain the firm of Norris, McLaughlin, PA, 400 Crossing Blvd., Bridgewater NJ 08807 for the Board of Trustees governance, labor relations, and other contractual matters for the two-year period beginning July 1, 2024 and ending June 30, 2026. The agreed upon rates are \$275 per hour for members, \$225 per hour for associates, and \$125 per hour for paralegals.

John Trojan  
Vice President of Finance and Facilities

V. Old/New Business

VI. Public Questions/Comments

Trustee Von Schilling 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.”

Evan Walter, Film and Digital Media Professor gave an update on his Media Studies project focusing on the PA Bootcamp as well as the inaugural 90-Second Film Fest. The PA Bootcamp afforded students a chance to participate in a two-day intensive job training to learn how to be a Production Assistant. This job training is industry-specific and designed to teach students the basic skills and protocols for being a PA and includes resume review and job placement.

The inaugural 90-Second Film Fest took place on April 4, 2024, at Raritan Valley Community College. The festival showcased 90-second films made by RVCC students and celebrated their work. Mr. Walter reported that the 90-Second Film Fest was a success and the NJ Film Commission was highly impressed.

VII. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 5:26 p.m.

Respectfully submitted,

Annette LaCanna  
Manager, Executive Office and  
Secretary to the RVCC Board of Trustees