

REVISED
RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
SEPTEMBER 17, 2024

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, September 17, 2024, in person and via Zoom Webinar. Trustee Caren Bateman 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:	Roger Jinks
	Thomas Borkowski		Roger Locandro
	Zenon Christodoulou		Howard Opdyke
	Jinnee Min DeMarco		
	Nicholas Gallo		
	Michael Goldberg		
	Nidhi Makhija		
	Adam Shain		
	Margaret Sullivan		
	Helena Swanicke		
	Juan Torres		
	James Von Schilling		

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

A quorum was present.

III. Agenda Items

1. Approval of Meeting Minutes

The Regular meeting minutes of August 27, 2024 were moved by Trustee Roger Jinks, seconded by Trustee Helena Swanicke, and approved by voice vote. Trustee Jinnee Min DeMarco respectfully abstained.

2. President/Chair Reports

President Michael McDonough reported that the fall semester is underway and enrollment is strong. The President expressed his gratitude to faculty and staff as we begin a new academic year.

3. Committee Reports

A. Finance Committee

Trustee Bateman reported on the Treasurer’s Report (Resolution #34-FY25) for the period 8/01/24 through 8/31/24. On motion by Trustee Bateman, seconded by Trustee James Von Schilling, the Treasurer’s Report was approved by voice vote.

Trustee Bateman then presented Consent Agenda Resolutions #35-FY25 through #42-FY25. On motion by Trustee Bateman, seconded by Trustee Helena Swanicke, the resolutions were approved by voice vote.

RESOLUTION #35-FY25 – 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	359905 - 360377	
ACH#s		3
Total Checks		\$2,639,952.83
Total ACH		26,200.80
Total Vouchers		2,666,153.63
Construction and Architect Vouchers		951,711.10
Less Previously Approved		<u>(1,276,624.60)</u>
Total		<u>\$2,341,240.13</u>

RESOLUTION #36-FY25 BOARD OF TRUSTEES MEETING SEPTEMBER 17, 2024

Title: Fire Suppression Testing and Inspection Services 2024-2025 - Pay to Play

WHEREAS, Raritan Valley Community College requires testing and inspection services be performed on the various campus fire suppression systems for the period of July 1, 2024 through June 30, 2025; and

WHEREAS, RVCC has spent \$8,741.47 to date with Approved Fire Protection Company, Inc. during Fiscal Year 2025; 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>Approved Fire Protection Company, Inc. 114 Saint Nicholas Avenue South Plainfield, NJ 07080 <u>Amount: Not to Exceed \$41,500.00</u></p>

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue 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 #37-FY25 BOARD OF TRUSTEES MEETING SEPTEMBER 17, 2024

Title: Furniture for the Arts Building - Pay to Play (REVISED – Cost Increase)

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized the purchase and installation of Steelcase and Smith System furniture in several areas of the Arts Building for \$31,155.23 via Resolution #10-FY25; and

WHEREAS, after the August 27, 2024 meeting, it was discovered that the purchase of thirty-two (32) additional Steelcase chairs was required for these areas; 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, Steelcase, Inc. has entered into an agreement with the State of New Jersey for Office, Lounge, and Systems Furniture (Contract #81639 – CDA #12Z05189); and

WHEREAS, Smith System has entered into an agreement with the OMNIA Partners cooperative purchasing organization (Contract #07-120), of which RVCC is a member; and

WHEREAS, Dancker, LLC is an authorized distributor of both Steelcase and Smith System furniture; and

WHEREAS, funding for the thirty-two (32) additional Steelcase chairs is available from the 2024 Chapter 12 capital funds reserved for Arts Building Renovations; and

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

<p>Dancker, LLC 291 Evans Way Somerville NJ 08876 <u>Purchase Order Increase Amount: \$8,651.72</u> <u>Revised Purchase Order Amount: \$39,806.95</u></p>
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NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to increase the purchase order amount to Dancker, LLC, in the amount shown above. The new purchase order amount will be \$39,806.95.

Michael DePinto
Director of Purchasing

Title: Clean Room Design and Manufacturing Services (REVISED - Contract Increase)

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized Mecart Corp. to design and manufacture two (2) Class C Clean Rooms in the new Workforce Training Center Addition for \$582,324.00 via Resolution #5-FY24; and

WHEREAS, the Vice President of Finance and Facilities has determined that an additional \$120,000.00 worth of design and manufacturing services are needed in order to properly complete the project; 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, funding for these additional services is available through the Somerset County American Rescue Plan (ARP) Grant and the 2024 Chapter 12 capital funds reserved for the Workforce Addition; and

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

<p>Mecart Corp. 208 Old Fork Shoals Road Greenville, SC 29605 <u>Agreement Increase Amount Not to Exceed: \$120,000.00</u> <u>Revised Total Agreement Amount Not to Exceed: \$702,324.00</u></p>

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to increase the agreement amount and purchase order to Mecart Corp. in the amount shown above. The new total agreement amount will be \$702,324.00.

Michael DePinto
Director of Purchasing

Title: Power Washing Services 2024-2025 - Pay to Play

WHEREAS, Raritan Valley Community College requires power washing services for the cleaning of the campus building exteriors, courtyards, and walkways for the period of July 1, 2024 through June 30, 2025; and

WHEREAS, RVCC has spent \$11,500.00 to date with PSI Pressure Washing and Exterior Cleaning, LLC during Fiscal Year 2025; 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>PSI Pressure Washing and Exterior Cleaning, LLC 7 Northwood Drive Pittstown, NJ 08867 <u>Amount:</u> Not to Exceed \$41,500.00</p>

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

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

Michael DePinto
Director of Purchasing

RESOLUTION #40-FY25 BOARD OF TRUSTEES MEETING SEPTEMBER 17, 2024

**Title: Registered Nurse Custom Online Reviews for the National Council
Licensure Examination – Pay to Play**

WHEREAS, the purchase of seventy-six (76) registered nurse customized online reviews is needed to improve student confidence and scoring on the National Council Licensure Examination (NCLEX); and

WHEREAS, three (3) quotes were obtained with Assessment Technologies Institute (ATI) presenting the College with the most favorable proposal; and

WHEREAS, the ATI Customized Live NCLEX Review is a three-day live review led by an experienced nurse educator and designed to increase competency on topics that need additional instruction to pass the NCLEX; and

WHEREAS, the review is highly interactive and closely aligned with the NCLEX blueprint, allowing students to incorporate critical thinking and test-taking strategies as well as delegation and prioritization to hone their skills and prepare for the NCLEX; and

WHEREAS, an ATI specialist will review our student cohort performance on the ATI Predictor exam and customize the review to meet any deficits or areas in which our students need to improve upon in preparation for the NCLEX; and

WHEREAS, the approved Fiscal Year 2025 Perkins Grant funding includes the purchase of these customized NCLEX reviews; 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:

Assessment Technologies Institute, LLC
11161 Overbrook Road
Leawood, KS 66211
Amount: \$32,300.00

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 in the amount shown above to Assessment Technologies Institute, LLC.

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

Michael DePinto
Director of Purchasing

RESOLUTION #41-FY25 BOARD OF TRUSTEES MEETING SEPTEMBER 17, 2024

Title: Cosmetology Equipment and Supplies 2024-2025 - Pay to Play

WHEREAS, the Cosmetology program requires the purchase of the appropriate equipment and supplies needed to ensure that students are provided with the tools necessary to properly navigate both the Cosmetology and Esthetics curriculums; and

WHEREAS, RVCC has spent \$6,864.00 to date with Circadia by Dr. Pugliese, Inc. during Fiscal Year 2025; and

WHEREAS, funding for these purchases is available from the Fiscal Year 2025 Cosmetology and Esthetics operating budgets; 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:

Circadia by Dr. Pugliese, Inc.
1025 James Drive
Leesport, PA 19533
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 #42-FY25 BOARD OF TRUSTEES MEETING SEPTEMBER 17, 2024

Title: Emergency Notification System Agreement 2024-2027

WHEREAS, Raritan Valley Community College has identified the need to enter into an agreement for an emergency notification system that allows authorized College officials to send emergency alerts, safety information, and protective action messages to students, faculty, and staff to protect lives and well-being, safeguard assets and minimize campus disruption; and

WHEREAS, Rave Alert is the leading **FedRAMP-authorized** mass notification system enabling governments, organizations, institutions, and schools to quickly and reliably send information and emergency alerts via phone call, e-mail, text message, and desktop notifications; 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, Rave Mobile Safety has entered into a contract with the TIPS Purchasing Cooperative (Contract #220105), of which RVCC is a member; and

WHEREAS, funding for this agreement will be made available from the Fiscal Year 2025, 2026 and 2027 Security operating budgets; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a three (3) year agreement for the period of November 1, 2024 through October 31, 2027, and issue purchase orders to Rave Mobile Safety as follows:

<p>Rave Mobile Safety 492 Old Connecticut Path Framingham, MA 01701 <u>Year-1 Amount:</u> \$16,626.00 <u>Year-2 Amount:</u> \$16,626.00 <u>Year-3 Amount:</u> \$16,626.00 <u>Total Three-Year Amount:</u> \$49,878.00</p>
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Michael DePinto
Director of Purchasing

B. Educational Programs and Services Committee

Trustee James Von Schilling presented Consent Agenda Resolutions #43-FY25 through #45-FY25. The above-stated resolutions were moved by Trustee Von Schilling, seconded by Trustee Margaret Sullivan, and approved by voice vote.

RESOLUTION #43-FY25 BOARD OF TRUSTEES MEETING SEPTEMBER 17, 2024

Human Resources Action Report for September 17, 2024

1. New Adjunct Faculty

The following individuals are recommended as a new adjunct faculty for 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
Broennimann	Evan	Instructor	Arts & Design	\$1,104	9/1/24
Gilligan	Will	Instructor	Arts & Design	\$1,104	9/1/24
Trim	Cassidy	Instructor	RISE	\$1,104	9/1/24
Zbysynski	Emily	Instructor	English	\$1,104	9/1/24

2. New Hire- Administrator

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

Name	Title	Salary	Department	Start date
*Donna Nolan	Director of Advanced Manufacturing	\$75,360	Advanced Manufacturing	9/4/24
**Jonathan Pintauro	Academic Advisor	\$62,418	Advising & Transfer Services	9/23/24

*Budget Code 100-3492-5010-30/replacing C. Mercurius

**Budget Code 100-3520-5010-50/replacing B. Williams

3. Status Change- Support Staff

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

Name	Title	Salary	Department	Effective Date
Jamie Hyland	Facilities Services Coordinator	\$71,206	Facilities & Grounds	9/1/24

4. New Hire- Support Staff

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

Name	Title	Salary	Department	Start date
*Kara DeJesus	Department Assistant- Business & Public Service	\$45,661	Business & Public Service	9/3/24

*Budget code 100-3110-5310-10/replacing J. Hansen

5. Resignations

The following reflect employees who have resigned from the College.

Name	Title	Department	Effective Date
*Brett Schwarzenbek	Instructor-Mathematics/Nontenured	Math & Computer Science	8/31/24
Taina Curro	Instructor- English Composition & Spanish Literature	English	8/31/24

*Converted to Adjunct Faculty

RESOLUTION #44-FY25 BOARD OF TRUSTEES MEETING SEPTEMBER 17, 2024

UPDATE: Reappointment, Second Year and Beyond AY 2024-2025 Faculty

BE IT RESOLVED, that at the recommendation of the President, the following full-time tenure-track faculty reappointment was approved January 16, 2024 for AY 2024-2025 with a 3.5% contract increase. Revised salary reflects \$500 increase for education attainment of Doctorate degree.

Name	Title	Department	Effective Date	Salary
Beau Younker	Assistant Professor-OTA/Coordinator	Health Science Education	9/1/24	\$77,237

RESOLUTION #45-FY25 BOARD OF TRUSTEES MEETING SEPTEMBER 17, 2024

Reappointment, Full-Time Non-Tenure-Track Fall 2024 Faculty

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

Name	Title	Department	Start Date	Salary
*Kelsey Carter	Instructor- English	English	9/1/24	\$63,301 (prorated \$31,651)

*Budget Code 100-3160-5140-10/replacing T. Curro

Committee Chair James Von Schilling then reported that earlier in the day President McDonough shared a Fall enrollment update. As of September 17, 2024 headcount is up 3 students from 2023, down in by 60 F/T students and up 63 P/T students. Billed credits are down .37% which does not include CEP or early credits. The college is looking at marketing and technology strategies. The Provost, Karen Bearce spoke to the committee about dual enrollment focusing on answering Trustee Von Schillings questions regarding faculty, courses, and students. Provost Bearce also further explained the Concurrent Enrollment Program (CEP).

C. Governance, Policy, and President Evaluation Committee

Committee Chair Caren Bateman reported that the Campus Safety Report for the period August 13 - , September 11, 2024, was discussed by the Committee and was provided to the full Board of Trustees via SharePoint.

Trustee Bateman also shared that earlier in the day, the Committee shared that Trustees will be receiving the Annual Board Self-Evaluation next week and will have 10 days to complete and return the survey to the Board Secretary, Annette LaCanna. The President shared budget and fall enrollment updates.

The committee also discussed that the next Trustee retreat should include a short walking tour around campus.

V. Old/New Business

VI. Public Questions/Comments

Trustee Bateman 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.”

John Sichel, Professor of Music, gave an update on the Arts & Design Department at RVCC. The AFA Music Production track has seen an increase in enrollment from 15 to 23 students in the past year. He then gave an overview of the Music Production track. Prof. Sichel reported that in the Spring, the Music Department will offer a Master Class in performance coaching thanks to the Innovation Grant program.

VII. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 4:16 p.m.

Respectfully submitted,

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