

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
OCTOBER 29, 2024

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, October 29, 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:	Thomas Borkowski
	Zenon Christodoulou		Nidhi Makhija
	Jinnee Min DeMarco		
	Nicholas Gallo		
	Michael Goldberg		
	Roger Jinks		
	Roger Locandro		
	Howard Opdyke		
	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. Executive Session

An announcement was then made to enter into Executive Session. Trustee Caren Bateman 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 the Annual Board Self Evaluation. No formal action would be taken during Executive Session and any action taken by the Board would be held public session.” Trustee Bateman 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 Locandro, and seconded by Trustee Shain, and approved by voice vote. The Board entered into Executive Session at 4:08 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 September 17, 2024 were moved by Trustee Bateman, seconded by Trustee Margaret Sullivan, and approved by voice vote. Trustee Howard Opdyke respectfully abstained.

2. President/Chair Reports

President Michael McDonough thanked Senator Zwicker for the opportunity to apply to use \$1M in leftover ARP money for a brand-new capital project, the Center for Community Education and Engagement. The President thanked everyone responsible for the very successful Fall Open House which was attended by 518 people. The President then spoke about the upcoming Malcolm Bernard HBCU college fair on November 22nd at 8:30 am. Approximately one thousand Central Jersey high school students will be on campus learning about historically black colleges and universities.

3. Committee Reports

A. Finance Committee

Trustee Bateman reported on the Treasurer’s Report (Resolution #46-FY25) for the period 9/01/24 through 9/30/24. On motion by Trustee Locandro, seconded by Trustee James Von Schilling, the Treasurer’s Report was approved by voice vote.

Trustee Bateman then presented Consent Agenda Resolutions #47-FY25 through #61-FY25. On motion by Trustee Locandro, seconded by Trustee Roger Jinks, 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	360378 - 360872	
ACH#s		2
Total Checks		\$3,079,559.46
Total ACH		35,285.34
Total Vouchers		3,114,844.80
Construction and Architect Vouchers		41,085.25
Less Previously Approved		<u>(951,711.10)</u>
Total		<u>\$2,204,218.95</u>

RESOLUTION #48-FY25 BOARD OF TRUSTEES MEETING OCTOBER 29, 2024

Title: Annual Service for the Temperature Control Automation System 2024-2025 (REVISED – Contract Increase)

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized management to enter into an annual service and maintenance agreement with Automated Logic Corporation for an amount not to exceed \$52,941.00, via Resolution #187-FY24; and

WHEREAS, these services are needed to safeguard the campus temperature control automated system for the one-year period of July 1, 2024 through June 30, 2025; and

WHEREAS, the Executive Director of Facilities and Grounds has determined that an additional monthly service visit is needed for the remaining ten (10) months of the agreement to prevent the College from falling behind on the maintenance of the control systems; and

WHEREAS, Automated Logic has submitted a proposal to provide these services for the ten (10) month period of September 1, 2024 through June 30, 2025, for the additional monthly amount of \$3,851.00; 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, the Automated Logic system is proprietary, and the controls are critical in maintaining heating and cooling in the campus buildings; and

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

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

<p>Automated Logic Corporation 100 Delawanna Avenue Suite 400 Clifton, NJ 07014 <u>Purchase Order Increase Amount: \$38,510.00</u> <u>Revised Purchase Order Amount: \$91,451.00</u></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to increase the purchase order amount to Automated Logic Corporation in the amount shown above. The new purchase order amount will be \$91,451.00.

Michael DePinto
Director of Purchasing

RESOLUTION #49-FY25 BOARD OF TRUSTEES MEETING OCTOBER 29, 2024

Title: Landscaping and Waterproofing Services 2024-25 - Pay to Play

WHEREAS, the Facilities and Grounds department requires annual landscaping and waterproofing services at various locations on campus; and

WHEREAS, RVCC has spent \$19,520.00 to date with C. Neary Landscaping 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>C. Neary Landscaping 653 Route 579 Pittstown, NJ 08867 <u>Amount: Not to Exceed \$41,500.00</u></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue 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 #50-FY25 BOARD OF TRUSTEES MEETING OCTOBER 29, 2024

Title: Office Furniture and Shortcut Chairs - Pay to Play

WHEREAS, the purchase and installation of Steelcase office furniture is needed for the Director of K-12 Partnerships, while thirty-four (34) Steelcase shortcut chairs are needed for Hunterdon Hall Classroom H-211; 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 E&I Cooperative Services (E&I Contract #EI00140), of which RVCC is a member; and

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

WHEREAS, funding for this purchase is available from the College's Fiscal Year 2025 Minor Capital funds; and

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

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

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

Dancker, LLC
291 Evans Way
Somerville NJ 08876
Total Amount: \$24,565.19

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

Michael DePinto
Director of Purchasing

RESOLUTION #51-FY25 BOARD OF TRUSTEES MEETING OCTOBER 29, 2024

Title: Purchase of Electric Vehicle Charging Stations – Pay to Play

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, three (3) quotes were obtained with Encore Energy Group presenting the College with the most favorable proposal; 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

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:

Encore Energy Group
24 Commerce Road - Unit M
Fairfield, NJ 07004
Amount: \$27,438.00

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 Encore Energy Group.

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

Michael DePinto
Director of Purchasing

RESOLUTION #52-FY25 BOARD OF TRUSTEES MEETING OCTOBER 29, 2024

Title: Ceiling Tiles 2024-2025

WHEREAS, the Facilities and Grounds department requires the purchase of ceiling tiles for the various construction, expansion, and renovation projects on campus; and

WHEREAS, Raritan Valley Community College advertised for bids requesting that vendors submit unit pricing for an estimated 13,000 ceiling tiles for the period of July 1, 2024 through June 30, 2025; and

WHEREAS, this estimated quantity of 13,000 ceiling tiles was determined by the Facilities and Grounds department; and

WHEREAS, bidders were advised that the actual number of ceiling tiles purchased may vary based on the needs of the College; and

WHEREAS, fourteen (14) bids were distributed to vendors, and three (3) bids were received and opened on Thursday, October 3, 2024; and

WHEREAS, funding 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 services; and

WHEREAS, the lowest responsible bidder and related information are presented below:

<p>In-Line Architectural Glass and Metal, Inc. 35 Plymouth Street Fairfield, NJ 07004 <u>Unit Price: \$15.48 per Ceiling Tile</u> <u>Estimated Total: \$201,240.00 (13,000 Ceiling Tiles x \$15.48 Each)</u></p>

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a contract and issue purchase orders as described above to In-Line Architectural Glass and Metal, Inc.

Michael DePinto
Director of Purchasing

RESOLUTION #53-FY25 BOARD OF TRUSTEES MEETING OCTOBER 29, 2024

Title: Energy Upgrades – Lighting – Phase 1

WHEREAS, Raritan Valley Community College advertised for the purchase and installation of energy-efficient lighting to replace the existing aging equipment located throughout the campus buildings; and

WHEREAS, twenty (20) bids were distributed to vendors, and one (1) bid was received and opened on Tuesday, September 24, 2024; and

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

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized management to enter into an agreement for Phase 1 of the PSE&G Energy Efficiency Grant program for an amount not to exceed one million dollars via Resolution #222B-FY24; 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 five 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, the lowest responsible bidder and related information are presented below:

<p>Tri-State Light and Energy, Inc. 409 Joyce Kilmer Avenue - Suite 201 New Brunswick, NJ 08901 <u>Amount:</u> \$667,777.00</p>

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a contract and issue a purchase order as described above to Tri-State Light and Energy, Inc.

Michael DePinto
Director of Purchasing

RESOLUTION #54-FY25 BOARD OF TRUSTEES MEETING OCTOBER 29, 2024

Title: Maintenance and Repair Services for Campus Pumps and Electric Motors 2024-2025 - Pay to Play

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

WHEREAS, Raritan Valley Community College spent \$25,975.76 with Universal Electric Motor Service during Fiscal Year 2024; 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>Universal Electric Motor Service, Inc. 131 South Newman Street Hackensack, NJ 07601 <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 #55-FY25 BOARD OF TRUSTEES MEETING OCTOBER 29, 2024

Title: Ophthalmic Automatic Lens Edging Equipment - Pay to Play

WHEREAS, the Ophthalmic Science department requires the purchase of automatic lens edging equipment to aid in the instruction of students for the fabrication of eyeglasses; and

WHEREAS, the current machines are old and becoming obsolete, with very few opticians in the industry still using this type of equipment; and

WHEREAS, the machines consistently malfunction and are inconsistent due to their age leading to very expensive repair costs and distractions to both students and instructors; and

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

WHEREAS, the approved Fiscal Year 2025 Perkins Rural Grant funding includes the purchase of automatic lens edger equipment via Budget Line #R1500; 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:

Coburn Technologies, Inc.
83 Gerber Road
South Windsor, CT 06074
Amount: \$18,875.00

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 Coburn Technologies, Inc.

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

Michael DePinto
Director of Purchasing

RESOLUTION #56-FY25 BOARD OF TRUSTEES MEETING OCTOBER 29, 2024

Title: Accuplacer Placement Test Units 2024-2025 - Pay to Play

WHEREAS, the Testing Center department requires the purchase of Accuplacer Testing Units for placement, college-readiness, and diagnostic testing; and

WHEREAS, all first-time incoming students who do not place into college-level English and Math courses through SAT or ACT scores are placed through Accuplacer testing; and

WHEREAS, all ESL placements are identified through Accuplacer testing; and

WHEREAS, Accuplacer is the instrument designated for all New Jersey community colleges; and

WHEREAS, Accuplacer Testing Units can only be obtained from The College Board; and

WHEREAS, the College has spent \$10,250.00 to date with The College Board during Fiscal Year 2025; and

WHEREAS, funding for these services is available from the Fiscal Year 2025 Testing Center 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:

The College Board
P.O. Box 7500

London, KY 40742
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 #57-FY25 BOARD OF TRUSTEES MEETING OCTOBER 29, 2024

Title: Transportation Services 2024-2025 – Pay to Play

WHEREAS, various College departments such as Athletics, the Honors College, Humanities, Student Activities, Visual and Performing Arts, and others require that transportation be arranged for athletic events and student trips; and

WHEREAS, Raritan Valley Community College has spent \$4,368.70 to date with A-1 Limousine during Fiscal Year 2025; 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:

A-1 Limousine
2 Emmons Drive
Princeton, NJ 08540
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 #58-FY-25 BOARD OF TRUSTEES MEETING OCTOBER 29, 2024

Title: Equipment and Supplies for RVCC Athletics Teams 2024-2025 - Pay to Play

WHEREAS, the purchase of equipment and supplies for all of the RVCC athletic teams is needed throughout each fiscal year; and

WHEREAS, RVCC has spent \$5,334.07 to date with BSN Sports during Fiscal Year 2025; and

WHEREAS, funding for these purchases is available from the Fiscal Year 2025 Intercollegiate Athletics 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>BSN Sports, LLC P.O. Box 7726 Dallas, TX 75209 <u>Amount: Not to Exceed \$41,500.00</u></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue 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 #59-FY25 BOARD OF TRUSTEES MEETING OCTOBER 29, 2024

**Title: Audio Visual Equipment Installation, Service and Maintenance 2024-2025 –
 Pay to Play**

WHEREAS, Raritan Valley Community College requires the installation, service, and maintenance of the various types of audio-visual equipment found on campus in order to ensure uninterrupted daily academic and administrative operations; and

WHEREAS, the College has spent \$19,150.00 to date with AC Video Solutions during Fiscal Year 2025; and

WHEREAS, funding is available from the College's Fiscal Year 2025 Minor Capital Technology funds 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, 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>AC Video Solutions, LLC 78 Davey Drive West Orange, NJ 07052 <u>Amount: Not to Exceed \$41,500.00</u></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue 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 #60-FY25 BOARD OF TRUSTEES MEETING OCTOBER 29, 2024
Title: Student Communications Technology 2024-2025 – Pay to Play

WHEREAS, the Board of Trustees of Raritan Valley Community College has supported the development of an artificial intelligence-enabled mobile messaging system from AdmitHub, which responds around-the-clock to questions asked by prospective and current students, with the goal being to improve communications and support the College’s strategic enrollment management objectives; and

WHEREAS, the AI system, which launched in April 2019, has been successful in increasing application rates, optimizing staff resources dedicated to enrolling and advising students, and enhancing outreach to underserved communities; and

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

WHEREAS, AdmitHub has provided documentation indicating that it is the sole source provider in the field of artificial intelligence (AI) enabled mobile messaging for higher education; and

WHEREAS, the funding for this purchase is available from the Fiscal Year 2025 Enrollment Management Operating Budget; and

WHEREAS, a purchase order will be issued as follows:

<p>AdmitHub, PBC Dbu Mainstay 38 Chauncy Street</p>
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Boston, MA NJ 02111

Amount: \$43,003.80

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a one-year agreement for the period of November 30, 2024 through November 29, 2025, and issue a purchase order as described hereinabove to AdmitHub, PBC.

Michael DePinto
Director of Purchasing

RESOLUTION #61-FY25 BOARD OF TRUSTEES MEETING OCTOBER 29, 2024

Title: Anthology Ally Software Agreement 2024-2027

WHEREAS, Raritan Valley Community College requires the renewal of the Anthology Ally software agreement for the period of July 1, 2024 through June 30, 2027; and

WHEREAS, Blackboard Ally is a software program utilized to supplement the College's Canvas learning management system for online courses; and

WHEREAS, this software analyzes all online documents and course content for accessibility and the creation of accessible copies as needed; and

WHEREAS, faculty members are alerted by the software as to which content needs to be changed or corrected; and

WHEREAS, P.L. 2011, c.139 permits all governmental agencies including County Colleges to utilize contracts awarded by 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 purchase of this software is available through the NJEDge.net technology purchasing consortium, administered by Anthology, Inc., via EdgeMarket Contract #**269EMCPS-21032301-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 this agreement will be made available from the Fiscal Years 2025, 2026, and 2027 Academic Innovation and Digital Learning 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 and issue purchase orders as follows:

Anthology, Inc.
5201 Congress Avenue
Boca Raton, FL 33487
Year 1: \$28,611.00
Year 2: \$29,183.22
Year 3: \$29,766.88
Total 3-Year Amount: \$87,561.10

B. Educational Programs and Services Committee

Trustee James Von Schilling presented Consent Agenda Resolutions #62-FY25 through #63-FY25. The above-stated resolutions were moved by Trustee Von Schilling, seconded by Trustee Margaret Sullivan, and approved by voice vote.

RESOLUTION #62-FY25 BOARD OF TRUSTEES MEETING OCTOBER 29, 2024

Human Resources Action Report for October 29, 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
Hoosein	Sadique	Instructor	Math & Computer Science	\$1,104	9/1/24
Ke	Xi	Instructor	Business & Public Service	\$1,104	9/1/24
Montella	Dante	Instructor	Business & Public Service	\$1,104	9/1/24
Paul	Jennifer	Instructor	Science & Engineering	\$1,104	9/1/24
Prince	Jonathan	Instructor	Science & Engineering	\$1,104	9/1/24
Richmond	Maquay	Instructor	RISE	\$1,104	9/1/24
Malaak	Nora	Instructor	Science & Engineering	\$1,104	8/28/24

2. New Hire- Administrator

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

Name	Title	Salary	Department	Start date
*Rodney Altemose	Associate Vice President of Strategic Enrollment Management	\$135,000	Enrollment Management	10/1/24
**Frank Paterno	Grants Manager	\$69,333	Grants	11/4/24

*Budget Code 100-2210-5010-60/replacing C. White

**Budget Code 100-3315-5010-20/replacing D. Pickerell

3. Status Change- Support Staff

The following reflect recommended revised annualized salary for the indicated Support Staff position for the Educational Attainment of \$750 specified:

Name	Title	Salary	Department	Effective Date
Caroline Seibert	Senior Human Resources Specialist	\$72,035	Human Resources	9/16/24

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
Mixtzy Luna Florencio	Administrative Assistant- Workforce Development	\$46,164	Workforce Development	10/17/24

*Budget code 100-3400-5310-30/replacing Temporary Line

5. Resignations

The following reflect employees who have resigned from the College.

Name	Title	Department	Effective Date
Bonnie Scharf	Literacy Success Coach	Workforce/Title II	9/30/24
Colleen Tedesco	Academic Coordinator-RISE	RISE	10/18/24

6. Retirements

The following reflect an employee who intend to retire from the College.

Name	Title	Department	Effective Date
Alicia Gabrielski	Academic Advisor	Advising & Transfer Services	12/31/24

RESOLUTION #63-FY25 BOARD OF TRUSTEES MEETING OCTOBER 29, 2024

Appointment, Full-Time Non-Tenure-Track Spring 2025 Faculty

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

Name	Title	Department	Start Date	Salary
*Eric Specian	Instructor- English	English	1/1/25	\$64,468 (prorated to \$32,234)

*Budget Code 100-3160-5140-10/replacing K. Carter

Committee Chair James Von Schilling then reported that earlier in the day President McDonough shared a Fall enrollment update. Chair Von Schilling also shared that the Director of Honors College, Greg DeSanctis, provided an overview of the Honors program which started in 2011 to bring high-achieving students together. The program creates a sense of community and strength of belonging while helping to drive enrollment. The program has a co-curricula component providing several trips to Gettysburg, to the NY Museum of Natural History, and to Washington D.C.

C. Governance, Policy, and President Evaluation Committee

Committee Chair Caren Bateman reported that the Campus Safety Report for the period September 12 through October 24, 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 discussed the results of the Annual Board Self-Evaluation. Trustee Bateman remarked that the results showed that Trustees either agree or strongly agree that the Board is doing a good job. She also stated that the self-evaluation showed the Board’s strengths as well as areas to work on. The President shared budget and fall enrollment updates.

The committee also discussed that the next Trustee retreat will take place in January and will include a review of trusteeship and 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.”

English Department Chair Ronald Tyson discussed the role of English composition instruction in Workforce Development. He explained how soft skills in the workplace motivate work ethic, effective communication skills and cultural awareness.

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