

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
MARCH 29, 2022

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, March 29, 2022 via Zoom Webinar. Chair Caren Bateman called the Regular Board of Trustees meeting to order at 5:00 p.m., and made the following statement in compliance with the Open Public Meetings Act of the State of New Jersey:

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

II. Roll Call of Members

The roll call was taken as follows:

| | | | |
|----------|--------------------------|---------|----------------|
| Present: | Caren Bateman | Absent: | Lauren Ciotola |
| | Thomas Borkowski | | Howard Opdyke |
| | Zenon Christodoulou | | |
| | W. Timothy Howes | | |
| | Roger Jinks | | |
| | Paul J. Hirsch | | |
| | Roger Locandro | | |
| | Nidhi Makhija | | |
| | Margaret Sullivan | | |
| | Helena Swanicke | | |
| | Juan Torres | | |
| | James Von Schilling | | |
| | Tracy DiFrancesco Zaikov | | |

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

A quorum was present.

III. Agenda Items

1. President's Report

The March 29, 2022 President's Report to the Board of Trustees was distributed via email to the Trustees. The full written report is provided below for the record.

Events

- Wednesday, April 6, 2022 Book Launch Event
- Thursday, April 7, 2022 Paul Robeson Youth Achievement Awards
- Thursday, April 21, 2022 RVCC Foundation Annual Scholarship Dinner
- Friday, April 22, 2022 Ceremonial Opening of the “Gibson Greenhouse” at RVCC
- Tuesday, April 26, 2022 RVCC Regular Board of Trustees Meeting
- Thursday, April 28, 2022 Essay Contest Awards Ceremony
- Friday, May 6, 2022 Occupational Therapy Assistants Program Pinning Ceremony
- Thursday, May 11, 2022 Academic Awards Ceremony
- Thursday, May 12, 2022 Nursing Program Pinning Ceremony

- Saturday, May 14, 2022 Annual Spring Commencement
- Monday, June 20, 2022 18th Annual RVCC Foundation Golf Classic

Attachments

- April 6, 2022 Book Launch Event Flyer
- April 7, 2022 Paul Robeson Youth Achievement Awards Flyer
- April 21, 2022 RVCC Foundation Annual Scholarship Dinner Flyer
- April 28, 2022 Essay Contest Awards Ceremony Flyer
- May 12, 2022 Nursing Program Pinning Ceremony Flyer
- June 20, 2022 RVCC Foundation Golf Class Flyer and Sponsorship Form
- Admissions & Recruitment Team Collaborative Events and Programs Listing
- Statement endorsed by the members of the New Jersey Presidents' Council in support of the Ukrainian people

Highlights from President's Messages

A huge thank you to everyone who participated in the Middle States Self Study process. This now over two-year project came to an initial end with the virtual team visit last week. I am delighted to report, as many of you know, that the team issued no “requirements” for RVCC regarding any standards and that is wonderful news. Indeed, almost all the recommendations noted by the team were the very same ones that our teams had noted in the original self-study report. Dean Patrice Marks deserves our thanks and our applause for her leadership in this project and for her prompt and whole responses to everything Middle States. Again, thank you to everyone who participated in this most important aspect of our institutional culture.

On March 21, 2022, President McDonough had the honor of accepting the *NJCCC Trustee Spotlight Award* on behalf of Dr. Paul Hirsch. Paul has served as a trustee for over thirty-six years and his contributions to this College are impossible to catalog. The community college is a uniquely American expression about hope and opportunity, values that are sustained by generations of trustees – engaged citizens who help their neighbors transform their lives. And no trustee has done more for our community or for our students than Dr. Hirsch. And no one has approached this task with such quiet humanity and dignity as Paul.

Some RVCC highlights that remind us about the successes of our colleagues and the achievements of our students:

- I am thrilled to announce that our student Sangeetha Punnam has been selected as a member of the 2022 All-USA Academic Team. Only 20 students nationwide are selected for this prestigious honor. All-USA Academic Team members are selected for their outstanding intellectual achievement, leadership, and community and campus engagement. The All-USA Academic Team is sponsored by Cengage with additional support provided by the American Association of Community Colleges (AACC) and Phi Theta Kappa. As an All-USA Academic Team member, Sangeetha will receive a \$5,000 scholarship, a special medallion, and will be featured in various media outlets. The awards will be presented to Sangeetha at Phi Theta Kappa's Presidents Breakfast held during the AACC Convention, scheduled for Monday, May 2, 2022, at 7 AM, in New York City, New York. Congratulations, Sangeetha.

The All-USA program is widely recognized as the most prestigious academic honor for students attending associate-degree granting institutions. Each college may nominate two students for showing intellectual rigor and demonstrating academic achievement, leadership, and civic growth. The program also recognizes students who extend their

community college education to better themselves, their schools, and their surrounding communities.

- Congratulations to RVCC's Connie Looi, selected as a 2022 Coca-Cola Academic Team Gold Scholar. Connie competed against 2,000 community college students, earning points in the All-USA Academic Team competition. The Coca-Cola Scholars Foundation sponsors the Coca-Cola Academic Team program by recognizing 50 Gold, 50 Silver, and 50 Bronze Scholars. Congratulations, Connie.

Additional Items of Note

RVCC Student Receives National Recognition For Service to the Community

RVCC student Yash Goyal has been named a national Newman Civic Fellow by Campus Compact for his service to the community. Goyal is a second-year, Business Administration major. He plans to graduate from RVCC in May and transfer to a four-year university.

Campus Compact is a national coalition of colleges and universities working to advance the public purposes of higher education. The Newman Civic Fellowship recognizes students who stand out for their commitment to creating positive change in communities locally and around the world. Goyal is among a group of 173 student civic leaders who will comprise the organization's 2022-2023 cohort of Newman Civic Fellows. He will join students from 38 states, Washington, D.C., and Mexico to form the cohort.

Through the fellowship, Campus Compact will provide these students with a year of learning and networking opportunities emphasizing personal, professional, and civic growth. Each year, fellows participate in numerous virtual training and networking opportunities to help provide them with the skills and connections they need to create large-scale positive change. The cornerstone of the fellowship is the Annual Convening of Fellows, which offers intensive skill-building and networking over the course of two days. The fellowship also provides participants with pathways to apply for exclusive scholarship and post-graduate opportunities.

Yash Goyal is a true student leader. He is active in the College's Service Learning Program, Honors College, Environmental Club, Rotaract, Sanofi Corporate Mentorship Program, and the Phi Theta Kappa Honor Society. During the challenging times of the pandemic, he has tried to help and guide fellow students and create positive change in the local community. Some of his efforts have included volunteering at statewide beach clean-ups; removing invasive plant species in rain gardens; repairing deer enclosures; working to restore gardens for future planting; and writing articles on climate change, through the College's Center for Environmental Studies. Through his RVCC education and service, Yash strives to gain a greater understanding of the skills necessary to achieve professional success and make an impact on the world around him.

Goyal also serves as the student representative on the advisory board for the Morris and Dorothy Hirsch Research Library of The Holocaust, Genocide, and Racism at RVCC and volunteers at Rutgers University packing COVID-19 testing kits to be sent to neighboring communities.

The fellowship is named for the late Frank Newman, one of Campus Compact's founders, who was a tireless advocate for civic engagement in higher education. In the spirit of Dr. Newman's leadership, fellows are nominated by Campus Compact member presidents and chancellors, who are invited to select one outstanding student from their campus each year.

The Newman Civic Fellowship program is supported by the KPMG Foundation. Learn more at www.compact.org/newman-civic-fellowship. Additional information about each of the student leaders selected for this year's cohort is available at www.compact.org/newman-civic-fellowship/the-2022-2023-newman-civic-fellows.

English

Michael McKeown Bondhus published a poem in *Passengers Journal*. He was invited by the editor to read and discuss the poem in a public forum on Zoom.

Mathematics and Computer Science

During her Spring 2021 Sabbatical, Dr. Lynne Kowski created a fully Open Education Resource(OER) textbook for Statistics I, our highest enrolled math course. With the help of the Statistics Committee, her OER textbook is now fully integrated into CANVAS, resources include PowerPoints, homework problems, videos, and test review problems. RVCC students can now enroll in MATH 110 Statistics I and pay \$0 for textbook and resources. Her hard work provides an example for others in our department to follow.

Visual and Performing Arts

The Union Square Partnership, NYC, selected Ji Yong Kim's proposal for a year-long temporary asphalt mural in Union Square, NY. The mural is scheduled to be completed and unveiled by mid-May, 2022. Ji Yong, also took part in the group exhibition IN/BETWEEN 2022-TRANSCENDENTAL COORDINATES, sponsored by the NYFA Immigrant Artist Program. The exhibition is on display in the New York Live Arts Lobby on 19th Street in Manhattan.

Anna Keiserman received a \$5,000 grant from the Somerset County Cultural and Heritage Commission to help fund the music program's Mozaika Chamber Concert Series. Anna also secured an agreement with the Kawai piano company to bring loaner student pianos to the campus every year.

The artwork of Hee Jung Kim is included in a group exhibition at the Paris Koh Fine Arts Gallery in Fort Lee NJ. The exhibition opened on March 6th.

John Sichel's brief article, Making Music with Birds, was published on the Princeton Arts Alumni website in March. The article is a report on his work after receiving an RVCC Faculty Research Grant in May 2021. [A link is here: <https://www.ptonartsalumni.org/ocap-research-and-inquiry/making-music-with-birds>]



[Making Music with Birds — Princeton Arts Alumni](https://www.ptonartsalumni.org/ocap-research-and-inquiry/making-music-with-birds)

By John Sichel '81 “I am a composer and long-time birder who is fascinated with birdsong. In 2021, I received a research grant from Raritan Valley Community College to record birdsong and incorporate it into a work for the college choir. The grant enabled me to purchase a special parabolic micropho
www.ptonartsalumni.org

2. Chair’s Report

Chair Caren Bateman enthusiastically reported that the RVCC Foundation raised over \$134,000 on Giving Day (March 24, 2022) because of everyone’s collective efforts. Chair Bateman acknowledged the amazing pledge made by Frank and Patricia Russo (a \$50,000 match challenge.) Chair Bateman congratulated the Foundation staff for such a record-breaking event and expressed her gratitude to the Russo’s and to all the students, staff, and supporters who donated.

3. Approval of Meeting Minutes

The Regular Meeting minutes of February 22, 2022 were moved by Trustee Sullivan, seconded by Trustee Hirsch, and approved unanimously by voice vote.

4. Committee Reports

A. Labor Relations Committee

Trustee Tracy DiFrancesco Zaikov reported that the Committee met earlier in the day to review one-year contract extensions with the Administrative Society and the Support Staff Federation. The Committee unanimously recommends to the full Board the following resolutions:

Resolution #203-2022 Ratify Administrators One-Year Contract Extension

WHEREAS, the Board of Trustees of Raritan Valley Community College previously ratified a contract with the Administrative Society for the three-year period July 1, 2019 through June 30, 2022 via resolution #16-2020; and

WHEREAS, during this period the covid-19 pandemic struck resulting in significant disruptions to the broad economy, the College's enrollment in particular, and an increased level of near-term uncertainty; and

WHEREAS, it is in the best interests of both the administrators and the College to extend the current contract for only a one-year term to provide an opportunity to better assess the strategic consequences of the pandemic and the resulting other economic factors; and

WHEREAS, Management recommends that all of the terms and conditions of the expiring contract will continue for the period July 1, 2022 through June 30, 2023 with the exception that all unit member salaries will increase by 3.0%; and

WHEREAS, in addition it is recommended that full-time administrator healthcare contributions remain at tier 3 rates with Direct 15 as the base plan and those enrolled in Direct 10 shall pay the full premium difference between the two plans. At contract expiration tier 3 shall sunset with future contributions based on tier 4 rates and Direct 10 becomes the base plan; and

WHEREAS, it is further recommended that no full-time administrative unit member will be laid off during the contract period.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College ratifies and approves the attached Memorandum of Agreement Management negotiated to modify the underlying collective bargaining agreements with the Administrative Society.

John Trojan, VP Finance & Facilities

The Resolution was moved by Trustee Zaikov, seconded by Trustee Von Schilling, and approved unanimously by vote.

Resolution #204-2022 Ratify Support Staff One-Year Contract Extension

WHEREAS, the Board of Trustees of Raritan Valley Community College previously ratified a contract with the Support Staff for the three-year period July 1, 2019 through June 30, 2022 via resolution #31-2020; and

WHEREAS, during this period the covid-19 pandemic struck resulting in significant disruptions to the broad economy, the College's enrollment in particular, and an increased level of near-term uncertainty; and

WHEREAS, it is in the best interests of both the support staff and the College to extend the current contract for only a one-year term to provide an opportunity to better assess the strategic consequences of the pandemic and the resulting other economic factors; and

WHEREAS, Management recommends that all of the terms and conditions of the expiring contract will continue for the period July 1, 2022 through June 30, 2023 with the exception that all unit member salaries will increase by 3.0%; and

WHEREAS, in addition it is recommended that full-time support staff healthcare contributions remain at tier 3 rates with Direct 15 as the base plan and those enrolled in Direct 10 shall pay the full premium difference between the two plans. At contract expiration tier 3 shall sunset with future contributions based on tier 4 rates and Direct 10 becomes the base plan; and

WHEREAS, it is further recommended that no full-time support staff unit member will be laid off during the contract period.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College ratifies and approves the attached Memorandum of Agreement Management negotiated to modify the underlying collective bargaining agreements with the Support Staff.

John Trojan, VP Finance & Facilities

The Resolution was moved by Trustee Hirsch, seconded by Trustee Von Schilling, and approved unanimously by vote.

B. Finance Committee

Trustee Roger Locandro reported on the Treasurer's Report (Resolution #205-2022) for the period 02/01/22 to 02/28/22. On motion by Trustee Locandro, seconded by Trustee Zaikov, the Treasurers' Report was approved by voice vote.

Trustee Roger Locandro then presented Consent Agenda Resolutions #206-2022 through #215-2022. The Resolutions were moved by Trustee Torres, seconded by Trustee Borkowski, and unanimously approved by voice vote.

Resolution #206-2022 – Various Vouchers for Payment

BE IT RESOLVED, that the following February 2022 vouchers be approved for payment; and

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

| | | |
|-------------------------------------|---------------|-----------------------|
| Check #s | 335899-337079 | |
| ACH#s | 2 | |
| Total Checks | | \$2,730,680.41 |
| Total ACH | | 21,980.63 |
| Total Vouchers | | 2,752,661.04 |
| Construction and Architect Vouchers | | 428,108.75 |
| Less Previously Approved | | (351,563.18) |
| Total | | <u>\$2,829,206.61</u> |

Resolution #207-2022 Tuition and Fees

WHEREAS, the Board of Trustees of Raritan Valley Community College did, by Resolution #70-2020, authorize a schedule of tuition rates and fees for the Fall 2020 term; and

WHEREAS, the Board of Trustees did not authorize any changes to the tuition and fee schedule for Fall 2021 because of the impact of the covid-19 pandemic.

NOW, THEREFORE, BE IT RESOLVED, that the following new schedule of Tuition and Fees will apply effective with the Fall 2022 semester:

TUITION

| | |
|---|---|
| Hunterdon/Somerset County Residents | \$ 174.00 per credit |
| Out-of-County Chargeback Residents | \$ 174.00 per credit |
| Out-of-County Residents (Board grants a waiver of \$80 per credit to students who provide verification of employment in Somerset or Hunterdon Counties) | \$ 254.00 per credit |
| Out-of-State Residents | \$ 254.00 per credit |
| Early College Program | \$ 220.00 for all courses taken at participating high schools; |
| Hunterdon/Somerset Senior Citizens Minimum Age 65. One course per semester on a space available basis. May register during the 5 business days prior to course start | No tuition assessed; \$50 General Services fee. Course books/materials extra cost. Audit status, no credit awarded. |
| NJ National Guard and Reserves | Free tuition up to 16 credits per term for individual only; fees Apply |
| Volunteer Emergency Medical Personnel and Firefighters | Free tuition up to \$600 per year and \$2,400 lifetime per family of volunteer; Fees Apply |
| September 11 Victims' Families | Free tuition for children and spouses of victims; Fees Apply |
| RISE (incarcerated students) | \$295.00 per credit |

FEES

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|--|-----------------------|
| General Services Fee (all students) | \$ 50 per credit hour |
| Nursing Fee | \$830 per semester |
| Occupational Therapy Assistant Fee | \$250 per semester |
| Applied Music Program fee | \$400 per semester |
| Honors College Fee | \$150 per semester |
| Automotive Program Fees: | |
| Specific automotive course | \$155 per credit |
| Uniform fee (one time, beginning of program) | \$120 |
| Industry certification (aggregate one time) | \$180 |
| International Student Processing Fee | \$200 per semester |
| Late Registration Fee | \$ 50 |
| Official Transcript Fee | \$ 10 |
| Returned Check or Disallowed Credit Card Fee | \$ 25 |
| Replacement Diploma Fee | \$ 15 |
| Graduation Fee | \$ 35 |

SPECIFIC WORKFORCE PROGRAM FEES

| | |
|---|-----------------------------|
| Cosmetology - Foundations (MUD Beauty Essentials extra) | \$ 7,611.00 (\$8,323 w/MUD) |
| Advanced | <u>6,880.00</u> |
| Total Program | <u>\$ 14,491.00</u> |
| Esthetics - Foundations | \$ 4,793.00 |
| Advanced | <u>3,034.00</u> |
| Total Program | <u>\$ 7,827.00</u> |
| Machining Fundamentals | \$ 2,641.00 |
| Manual Mill Operator | \$ 3,697.00 |
| Engine Lathe Operator | \$ 3,697.00 |
| CNC Production Technician | \$ 4,990.00 |

(A) The College may change existing fees or add new fees with 30 days notice prior to the start of each semester.

Resolution #208-2022 Appoint Public Agency Compliance Officer

WHEREAS, New Jersey Public Law 1975, Chapter 127, Section 1, et seq., requires that a public entity annually designate an officer or employee to facilitate the implementation and compliance with the affirmative action requirements of New Jersey public contracting law; and

WHEREAS, Raritan Valley Community College (RVCC) through its Purchasing Department supervises the drafting of numerous contracts held out for public bid which includes specific affirmative action compliance language required by the state.

NOW, THEREFORE, BE IT RESOLVED, that John Trojan, Vice President Finance & Facilities, be hereby appointed the College's Public Agency Compliance Officer by the Board of Trustees of RVCC.

Michael DePinto
Director of Purchasing

Resolution #209-2022 Emergency Remediation Services at the Bateman Student Center
(REVISED – Price Increase)

WHEREAS, the Board of Trustees of Raritan Valley Community College approved Consolidated Environmental to perform emergency microbial remediation services at the Bateman Student Center via Resolution #193-2022 for an amount not to exceed \$22,970.00; and

WHEREAS, it was discovered that additional microbial remediation services were required due to evidence of additional mold on the kitchen area walls which was not detected by the environmental consultant during their initial visit; and

WHEREAS, the College requests to increase the amount of the purchase order to Consolidated Environmental by \$8,300.00; and

WHEREAS, funding for these additional services is being allocated through the Fiscal Year 2022 Facilities and Grounds operating budget; and

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

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| <p>Consolidated Environmental, Inc. 26 Law Drive Suite B Fairfield, NJ 07004 <u>Purchase Order Increase Amount: \$8,300.00</u> <u>Revised Purchase Order Amount Not to Exceed: \$31,270.00</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 to Consolidated Environmental, Inc. in the amount shown above. The new total for this purchase order will be \$31,270.00.

Michael DePinto,
Director of Purchasing

Resolution #210-2022 Sidewalk for RVCC Parking Lots 2 and 3

WHEREAS, Raritan Valley Community College advertised for bids for the installation of a sidewalk to connect the West Building to the Workforce Training Center through Parking Lots 2 and 3; and

WHEREAS, in order to keep the project on schedule, the Board of Trustees of Raritan Valley Community College authorized the award of the Sidewalk for RVCC Parking Lots 2 and 3 bid at the February 2022 Board Meeting via Resolution #192-2022; and

WHEREAS, the College Administration stated that the pertinent information for this bid would be reported once the bid process had been completed; and

WHEREAS, nineteen (19) bids were distributed to vendors and eight (8) bids were received and opened on Thursday, March 3, 2022; and

WHEREAS, the funding for this work is available through the Chapter 12 capital funds allocated for Circulation Improvements – Additional Sidewalks, Landscaping; and

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

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| <p>AA Berms, LLC 106 Mill Street Belleville, NJ 07109 <u>Amount: \$96,000.00</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 enter into a contract and issue a purchase order as described above to AA Berms, LLC.

Michael DePinto
Director of Purchasing

Resolution #211-2022 Belts and Filters for Facilities – Pay to Play

WHEREAS, the Facilities and Grounds department requires the purchase of replacement belts and filters for the maintenance of the various campus HVAC units to ensure they remain safe and operational; and

WHEREAS, RVCC has spent \$16,004.82 to date with Blejwas Associates during Fiscal Year 2022; and

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

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

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 2021 through June 30, 2022, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

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| <p>Blejwas Associates, Inc. 221 Evans Way Suite A Branchburg, NJ 08876 <u>Amount: Not to Exceed \$35,000.00</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 #212-2022 Workforce Training Center Digital Marketing Campaign – Pay to Play
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, targeted digital marketing campaigns have produced positive results for Workforce Training Center programs in the past; and

WHEREAS, continued investments in digital marketing campaigns and creative designs are essential components in generating new student enrollment in industry-valued credentialing programs for Fall 2022, and will have lasting benefits for many years to come; and

WHEREAS, based on the analysis of reach, SEO, and program design elements, FastForward Digital has submitted a proposal for the period of April 1, 2022 through October 1, 2022, which promotes workforce training programs, professional development and professional certifications; and

WHEREAS, the funding for these services is available through the Office of the Secretary of Higher Education, On-Ramps to College grant (Budget Line #130); and

WHEREAS, continued investments in highly targeted digital marketing campaigns allow the College to better serve underrepresented populations; and

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

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

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 2021 through June 30, 2022, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

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| <p>FastForward Digital, LLC eDesign Interactive 163 Madison Avenue Suite 220-5 Morristown, NJ 07960 <u>Amount: \$20,000.00</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 enter into an agreement and issue a purchase order for marketing services, including creative design, media placement, search-engine-optimization and analytics 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 #213-2022 Career Coaching for Workforce and Academic Programs – Pay to Play
WHEREAS, Career Coaching services are needed for all RVCC Workforce Delivery and Academic programs for the period of June 1, 2022 through May 31, 2023; and

WHEREAS, career coaching is an invaluable tool in helping students narrow the scope of their career interests; and

WHEREAS, career information enhances the College’s website and supports the goals of the Guided Pathways program; and

WHEREAS, career guidance, resume writing and job opportunity information are essential resources for all students as they plan their careers; and

WHEREAS, career trends and occupational data are vital in supporting program analysis; and

WHEREAS, funding for these services is available from the FY22 Public Relations 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, 2021 through June 30, 2022, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

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| <p>Economic Modeling, LLC (EMSI) 232 North Almon Street Moscow, ID 83843 <u>Amount: \$18,000.00</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 a purchase order as described hereinabove; and

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

Michael DePinto
Director of Purchasing

Resolution #214-2022 Apple iMac Computers for the Graphic Design and Visual Arts Programs – Pay to Play

WHEREAS, the purchase of twenty (20) iMac desktop computers with 24-inch Retina displays and AppleCare+ extended three-year service agreements are required for the RVCC Graphic Design and Visual Arts Programs; and

WHEREAS, three (3) quotes were obtained with CDW-G 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 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, CDW-G has entered into a contract with E&I Cooperative Services (E&I Contract #CNR01439), of which RVCC is a member; and

WHEREAS, the approved Fiscal Year 2022 Perkins Grant budget includes the purchase of the iMac desktop computers via Budget Line #380; and

WHEREAS, funding is available in the Fiscal Year 2022 Technology Services operating budget for the purchase of the AppleCare+ extended three-year service agreements; and

WHEREAS, a purchase order will be issued as follows:

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| <p>CDW-G 2 Corporate Drive Suite 800 Shelton, CT 06484-6249 <u>Amount: \$41,245.20</u></p> |
|---|

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 the CDW-G.

Michael DePinto
Director of Purchasing

Resolution #215-2022 Rental Chairs and Tents for the Spring 2022 Commencement Ceremony – Pay to Play

WHEREAS, the rental of chairs and tents, as well as set-up and breakdown services, are needed for the Spring 2022 Commencement ceremony scheduled for Saturday, May 14, 2022; and

WHEREAS, five (5) quotes were requested with Adams Party Rental presenting the College with the only response; and

WHEREAS, due to very high demand and smaller than normal inventory, the College was forced to issue a purchase order to Adams Party Rental before obtaining Board approval in order to ensure that all of the required rental items could be secured for Commencement; and

WHEREAS, Adams Party Rental could not guarantee that everything the College needed would be available if we waited until after the March Board meeting to issue a purchase order; and

WHEREAS, funding for the rental chairs and tents was allocated through the Fiscal Year 2022 Commencement 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, 2021 through June 30, 2022, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

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|--|
| <p>Adams Party Rental 154 Turnbull Avenue Trenton, NJ 08610 <u>Amount: \$18,817.52</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 a purchase order as described hereinabove; and

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

Michael DePinto
Director of Purchasing

C. Educational Programs and Services Committee

Trustee James Von Schilling presented Consent Agenda Resolutions #216-2022, #217-2022, and #219-2022. Resolutions #218-2022 and #220-2022 were removed from the Consent Agenda for a brief explanation and were voted on separately. Consent Agenda resolutions were moved by Trustee Zaikov, seconded by Trustee Hirsch, and approved unanimously by voice vote. Resolution #218-2022 was moved by Trustee Zaikov, seconded by Trustee Swanicke, and approved unanimously by voice vote. Resolution #22-2022 was moved by Trustee Von Schilling, seconded by Trustee Zaikov, and approved unanimously by voice vote.

Trustee Von Schilling reported that the Committee received updates on the Administrative Society and Support Staff Federation requests for a one-year extension, on the Middle States Team Report and the remaining self-study process, and on the Center of Workforce Innovation in Advanced Manufacturing.

President McDonough thanked the Board of Trustees for granting Barbara Luby Counselor Emeritus status. On behalf of the Board of Trustees and the College community, the President expressed his congratulations to Ms. Luby on the well-deserved honor. The Board's action to designate Ms. Luby as Counselor Emeritus is a fitting recognition of her years of

dedication and consistent success with students and her contributions to both the College and to the community.

Resolution #216-2022 Human Resources Action Report

The Board resolves that the following personnel actions be taken:

1. New Adjunct Faculty

The following individuals are recommended as new adjunct faculty for the Spring Semester 2022 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$1,001 to \$1067.

| Last Name | First Name | Rank | Discipline | Per contact hour rate | Hire Date |
|-----------|------------|---------------------|---|-----------------------|-----------|
| Apgar | Blair | Instructor | Returning & Incarcerated Student Education (RISE) | \$1,001 | 2/22/2022 |
| Dave | Mandar | Assistant Professor | Science & Engineering | \$1,023 | 1/19/2022 |
| Holzapfel | Nicole | Instructor | Returning & Incarcerated Student Education (RISE) | \$1,001 | 2/22/2022 |
| Jules | Adolphine | Instructor | Returning & Incarcerated Student Education (RISE) | \$1,001 | 2/22/2022 |
| Marte | Hamlet | Assistant Professor | Returning & Incarcerated Student Education (RISE) | \$1023 | 2/22/2022 |
| Vermeeren | Kathleen | Instructor | Returning & Incarcerated Student Education (RISE) | \$1,001 | 2/22/2022 |

2. New Hire- Staff

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

| Name | Title | Grade | Salary | Department | Start date |
|-------------|--------------------------------|-------|----------|-----------------------|------------|
| *Jon Eppler | Laboratory Assistant-Chemistry | F | \$40,000 | Science & Engineering | 5/25/2022 |

*Budget code 100-3180-5310-10/replacing A. Cizmar

3. Status Change- Administrator

The following individuals are recommended for the indicated job change specified:

| Name | Title | Salary | Department | Start date |
|--------------------|---|-----------|----------------------------|------------|
| *Michelle Amparbin | Career Services Advisor | \$56,346 | Transfer & Career Services | 3/16/2022 |
| **Katisha Gloster | Program Manager-HS Outreach & Academics | \$79,800 | K-12 Partnerships | 4/1/2022 |
| Conrad Mercurius | Director, Center for Advanced Manufacturing | \$101,857 | Workforce Development & | 3/1/2022 |

| | | | | |
|--|--|--|------------------|--|
| | | | Career Education | |
|--|--|--|------------------|--|

*Education Attainment- salary change

**Budget code 100-3310-5010-20/replacing J. Travaglini

4. Resignation

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

| Name | Title | Department | Effective Date |
|-----------------|--------------------------|---------------|----------------|
| Richard Rodolis | Financial Aid Specialist | Financial Aid | 3/25/2022 |

5. Retirement

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

| Name | Title | Department | Effective Date |
|---------------|-------------------------------|-------------------|----------------|
| Brenda Fisher | Director of K-12 Partnerships | K-12 Partnerships | 3/31/2022 |
| Wendy Rizzolo | Head Teacher | Children's Campus | 5/26/2022 |

Resolution #217-2022 Appointment, Full-Time Tenure Track AY 2022-2023 Faculty

BE IT RESOLVED, that at the recommendation of the President, the following full-time tenure-track faculty appointment be approved for AY 2022-2023.

| Name | Title | Department | Start Date | Salary |
|-------------|--|--------------------------|------------|----------|
| *Sarah Cuss | Instructor- Nursing Medical/Surgical | Health Science Education | 9/1/22 | \$60,747 |

*Budget code 100-3170-5140-10/ replacing temporary line

Resolution #218-2022 Updated Faculty/Counselor Emeritus Guidelines

WHEREAS, the Raritan Valley Community College Board of Trustees approved Resolution #96-86, dated May 27, 1986, to recognize distinguished service to the College on the part of faculty at retirement; and

WHEREAS, the Board of Trustees approved Resolution #132-2019, dated June 25, 2019, to adopt a revised Professor/Counselor Policy and Procedures; and

WHEREAS, the following policies and processes were adopted by the COF to evaluate retiring faculty for Professor Emeritus status and to provide clarity to this important honor (Professor/Counselor Selection Policy and Procedures, Endorsed by COF, February 22, 2022):

A. Eligibility Criteria:

1. Faculty who are retiring from Raritan Valley Community College, have a minimum of fifteen (15) consecutive years of service as teaching faculty, librarian, or counselor, and hold the rank of Associate or Full Professor/Counselor III or Counselor IV.
2. Faculty who have passed away while still employed at Raritan Valley Community College, have fifteen (15) consecutive years of service as teaching faculty, librarian, or counselor, and hold the rank of Associate or Full Professor/Counselor III or Counselor IV.

B. Performance Criteria:

1. The performance criteria will be consistent with the criteria outlined in the faculty contract which includes evidence of teaching or counseling effectiveness, professional development, college and community contributions.
2. The candidate should have provided sustained and positive performance at the College as well as maintained the highest professional standards in relationships with students, colleagues, and supervisors.

C. Notification of Intent for Consideration:

1. The retiring faculty member must notify, in writing, their Department Chairperson/Department Supervisor by April 1 of the academic year of their retirement. Retiring faculty may submit an accompanying letter of no more than two pages highlighting the major accomplishments and achievements of their tenure at RVCC to support consideration of Emeritus status.
2. If a faculty member has passed away, the Department Chairperson/Department Supervisor will consult with the Department about recommending Emeritus status within six months.

D. Process for Review and Recommendation:

1. The Department Chairperson/Department Supervisor will review the faculty member's Professional File and shall convene a Departmental Committee of tenured faculty or counselors. The Departmental Committee will have access to the faculty member's Professional File. The committee, whose deliberations are confidential, will write a letter explaining the decision to recommend or not recommend the candidate.
2. The Department Chairperson/Department Supervisor will forward the Departmental Committee's recommendation to the Chair of the Faculty Professor/Counselor Emeritus Committee by May 1.
3. The Chair of the Faculty Professor/Counselor Emeritus Committee will convene the committee to review the recommendation of the Departmental Committee. The committee will have access to the faculty member's Professional File. The committee, whose deliberations are confidential, will make a decision to recommend or not recommend the candidate.
4. The Chair of Faculty Professor/Counselor Emeritus Committee will forward the committee's recommendation of each candidate to the College President by June 1.
5. The College President will make the final decision and recommend successful candidate(s) to the Board of Trustees, requesting timely action.

6. The College President will notify candidates whether they have been awarded the rank of Emeritus.
7. Following Board approval, each new Emeritus Professor/Counselor will be documented in the Board minutes.

E. Emeritus Status Benefits:

1. Inclusion in the online College Catalog
2. Inclusion on mailing/emailing list for events and activities, both academic and non-academic
3. Invitation to participate in public ceremonies – commencement, academic processions, convocation. Participation in commencement ceremonies will include a free cap and gown and placement at the front of the line of march
4. Invitation to participate in activities and Faculty Interest Groups sponsored by The Center for Teaching, Learning, and Scholarship
5. A faculty identification card which provides free use of the library, computing facilities, athletic facilities, and access to email. The faculty identification card allows for continued discount on RVCCArts and Planetarium pricing.
6. Invitation to attend and speak at the General Membership meetings of the Forum and Council of Faculty as a non-voting member
7. Compensation at the Faculty Overload rate if hired to teach as an adjunct faculty member
8. Enrollment in up to two (2) courses per semester with free tuition on a space available basis. If a course requires the payment of a fee to a third-party vendor or payment of a fee or supplies, the Faculty Emeritus member will be responsible for the payment of the fee at the rate charged to the College. The Faculty Emeritus member will pay for the cost of the books.

WHEREAS, the President has reviewed and recommends the benefits aforementioned to the Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College approves privileges associated with the Faculty Emeritus honor.

Resolution #219-2022 Counselor Emeritus – Barbara Luby

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 #-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, Barbara Luby, who will retire March 31, 2022, 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 Barbara Luby to Raritan Valley Community College by extending the honorary title of Counselor Emeritus, effective April 1, 2022 with all of the rights and privileges associated with this honor.

Resolution #220-2022 New Certificate of Completion in Supply Chain Management

WHEREAS, the College has identified certain academic programs for which there is student demand; and

WHEREAS, it is feasible to introduce a new Certificate of Completion in Supply Chain Management;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the establishment of a new Certificate of Completion in Supply Chain Management.

C. Governance, Policy, and President Evaluation Committee

Trustee Paul Hirsch reported that the Committee unanimously recommends to the full Board the following resolution:

Resolution #221-2022 Acknowledgement of Service – Middle States

WHEREAS, the President of Raritan Valley Community College called for volunteers for the purpose of forming the Middle States Commission on Higher Education Self Study Steering Committee; and

WHEREAS, these individuals put together teams of faculty, administrators, and staff which will conduct a comprehensive self-examination of the College; and

WHEREAS, the Board of Trustees and President McDonough are grateful for the committee's willingness to chair and to serve on the Steering Committee and further recognize the time and service these individuals spent in formulating research questions and creating a Self Study Design; and

WHEREAS, the volunteers have demonstrated a commitment to the College Community through their leadership in the self-study; and

WHEREAS, the Steering Committee has completed the Middle States Design Document in an exemplary manner;

NOW, THEREFORE, the Raritan Valley Community College Board of Trustees and the President Michael J. McDonough extend their gratitude and appreciation to the volunteers for their dedication, service and leadership.

Steering Committee:

Dr. Patrice Marks- ALO

Dr. Ellen Lindemann- Self-Study Co-Chair, Professor of Economics

Standard I Co-Chairs:

Jacqueline Drummer- Director of Laboratory Services

Dr. Ellen Lindemann- Self-Study Co-Chair, Professor of Economics

Standard II Co-Chairs:

Melanie R.B. Morris, Esq. – Professor of Business Law

Dr. Rikita Singh – Director of the Center for Accessibility and Inclusive Education (formerly Disability Services)

Standard III Co-Chairs:

Dr. Lori Austin – Dept Chair, Mathematics & Computer Science

Dr. Kathy Suk – Associate Professor of Education

Standard IV Co-Chairs:

Jason Fredericks – Dean of Student Affairs

Alicia Hermo Weaver- Coordinator of Internships & Cooperative Education

Standard V Co-Chairs:

Dr. Susan Arvay – Associate Professor of English; SS co-editor

Dr. Marianne Baricevic – Dept Chair, Science and Engineering

Standard VI Co-Chairs:

Anne Marie Anderson, CPA- Professor of Accounting

Melanie R.B. Morris, Esq. – Professor of Business Law

Standard VII Co-Chairs:

Dr. Karen Gaffney- Professor of English

Donyea Collins- Director of EOF

Justin Felix – Editor, Associate Professor of English

Lynnette McCarthy - Evidence Inventory Coordinator, Executive Assistant to the Provost and VPAA

Sandra Faragalla- Student

Andrew Kazim- Student

The President commented that this group, working for over two years and in conditions made more difficult by the pandemic, made certain that RVCC navigated this stressful process and, more importantly, they crafted a document that made clear how well the institution services its students. The President expressed his appreciation to all the individuals involved, to the Board of Trustees, and to Dean Patrice Marks for her leadership in this project.

There being no further comments and/or questions, Resolution #221-2022 was moved by Trustee Hirsch, seconded by Trustee Zaikov, and approved unanimously by voice vote.

The Campus Safety Report for the period February 15, 2022 to March 21, 2022 was discussed by the Committee and was provided to the full Board of Trustees via SharePoint.

As required every two years by state statute, the College's legal services Request for Proposal process will begin and will be consistent with past practice. The process will conclude in June and a recommendation will be made to the full Board at the June 28, 2022 Regular meeting.

The President's annual evaluation Survey Monkey instrument, along with his self-evaluation, will be sent to the full Board on April 7, 2022 with a return date of April 14, 2022. The final results of the evaluation will be made available to the President and the full Board at the April Board meeting. Trustee Hirsch commented that the President's annual evaluation is an important process for both the Board of Trustees and the President.

The Committee discussed considerations for the eventual return of in-person meetings in the future.

The Committee received news about a potential public/private opportunity.

V. Old/New Business

There was no old/new business at the time.

VI Public Questions/Comments

Chair 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.”

A community member addressed the Board concerning the deer population, the Christine Todd Whitman Science Center, and the College’s vaccine policy.

Two students expressed their concern over rising tuition and the need for additional State and County funding to help alleviate some of the cost to students.

A faculty member spoke about his individual pedagogical teaching approach and his individual accomplishments.

VII Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 5:43 p.m.

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