

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
SEPTEMBER 20, 2022

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, September 20, 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: Roger Jinks
Thomas Borkowski	
Zenon Christodoulou	
Preston Clawson	
Tracy DiFrancesco	
Paul J. Hirsch	
W. Timothy Howes	
Roger Locandro	
Nidhi Makhija	
Howard Opdyke	
Margaret Sullivan	
Helena Swanicke	
Juan Torres	
James Von Schilling	

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

President Michael McDonough introduced Dr. Karen Bearce, the College's new Provost to the Board of Trustees. The President commented that we are very excited to welcome Dr. Karen Bearce to Raritan Valley Community College. With her significant experience in higher education, particularly in the community college sector, she will be an invaluable addition to the College community. Her wealth of experience leading faculty and staff, working with K-12 partners, developing and growing online learning, and connecting assessment to strategic planning will be a tremendous asset to RVCC.

Chair Caren Bateman announced that the October 25 Educational Board Retreat will be on trusteeship and she highly encouraged all trustees to attend (details to follow.)

Chair Caren Bateman

2. Approval of Meeting Minutes

The Regular Meeting minutes of August 30, 2022 were moved by Trustee Locandro, and seconded by Trustee Sullivan, and approved by voice vote.

3. Committee Reports

A. Finance Committee

Trustee Roger Locandro reported on the Treasurer's Report (Resolution #19-FY23) for the period 08/01/22 to 08/31/22. On motion by Trustee Locandro, seconded by Trustee Hirsch, the Treasurers' Report was approved by voice vote.

Trustee Roger Locandro then presented Consent Agenda Resolution #20-FY23 and Resolutions #22-FY23 through #27-FY23. Resolution #21-FY23 (*New Jersey Higher Education Facilities Infrastructure*) was withdrawn. The above stated resolutions were moved by Trustee Locandro, seconded by Trustee Makhija, and unanimously approved by voice vote.

Resolution #20-FY23 – Various Vouchers for Payment

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

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

Check #s	341081-341548	
ACH#s	1	
	Total Checks	\$1,542,373.82
	Total ACH	8,471.96
	Total Vouchers	1,550,845.78
	Construction and Architect Vouchers	257,059.08
	Less Previously Approved	(452,972.01)
	Total	<u>\$1,354,932.85</u>

Resolution #22-FY23 Laptop Computers and Mobile Charging Stations for the New Jersey Department of Labor - Teaching and Learning Grant

WHEREAS, the Board of Trustees of Raritan Valley Community College approved the purchase of one-hundred (100) Dell Latitude 3520 laptop computers and two (2) mobile laptop charging stations needed as part of the New Jersey Department of Labor - Teaching and Learning Grant for an amount not to exceed \$80,000.00, via Resolution #16A-2022; and

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

WHEREAS, Dell additionally offered RVCC the best assurance that this equipment would be delivered no later than September 30, 2022, in order to meet the Grant guidelines; and

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

WHEREAS, Dell is under contract with the NASPO ValuePoint cooperative purchasing program of which the State of New Jersey is a member (Contract #19-TELE-00656); and

WHEREAS, a purchase order will be issued as follows:

<p>Dell Marketing L.P. 1 Dell Way Round Rock, TX 78682-0001 Amount: \$70,964.98</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 Dell Marketing L.P.

Michael DePinto
Director of Purchasing

Resolution #23-FY23 Laptop Computers for the Center for Workforce Innovation in Advanced Manufacturing

WHEREAS, the purchase of twenty (20) Dell laptop computers are needed as part of the New Jersey Center for Workforce Innovation in Advanced Manufacturing Grant; and

WHEREAS, Raritan Valley Community College has been awarded funds from the New Jersey Community College Consortium for Workforce and Economic Development to plan for the College's participation in the New Jersey Pathways to Career Opportunities Initiative; and

WHEREAS, RVCC's role in the New Jersey Pathways Initiative includes acting as the lead community college for the Center of Workforce Innovation in Advanced Manufacturing; and

WHEREAS, The Centers of Workforce Innovation are funded with a \$500,000.00 grant to be distributed amongst the participating community colleges to support the development of educational pathways that support the industry sector; and

WHEREAS, joining RVCC in the Center of Workforce Innovation in Advanced Manufacturing are Camden County College, the County College of Morris and Sussex County Community College; and

WHEREAS, the College administration estimates that the total cost of this purchase will not exceed \$30,000.00; and

WHEREAS, proposals will be obtained from vendors who are associated with National, State, County or Regional purchasing cooperatives or consortiums, which are competitively bid and exempt from the public bid process; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the College administration to proceed with the purchase of twenty (20) Dell laptop computers for a total amount not to exceed \$30,000.00, and report the pertinent information at the October 2022 Board Meeting.

Michael DePinto
Director of Purchasing

Resolution #24-FY23 New Audio Visual Equipment for Classroom Renovations – Pay to Play

WHEREAS, the purchase and installation of new audio visual equipment is needed for Classrooms A-32, S-020 and W-212 in order to meet the College’s standard for classroom technology; and

WHEREAS, Room S-020 in Somerset Hall and Room W-212 in the West Building are being converted from open student computer labs to computer classrooms; and

WHEREAS, Room A-32 in the Arts Building is currently being renovated as part of the ongoing Arts Building Additions and Alterations project; and

WHEREAS, the estimated amount of equipment and installation services required for each classroom is \$6,911.00; and

WHEREAS, funding for this purchase is available through the College’s Fiscal Year 2023 Minor Capital Technology funds; and

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

WHEREAS, Tele-Measurements, Inc. has entered into a contract with the State of New Jersey (State Contract #81123); 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, 2022 through June 30, 2023, 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:

Tele-Measurements, Inc.
145 Main Avenue
Clifton, NJ 07014

Amount: \$20,733.00

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

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

Michael DePinto
Director of Purchasing

Resolution #25-FY23 Cosmetology Equipment and Supplies 2022-2023 - 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 issued \$23,876.59 in cumulative purchase order amounts to date with The Burmax Company, Inc. during Fiscal Year 2023; 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, 2022 through June 30, 2023, 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 Burmax Company, Inc.
28 Barretts Avenue
Holtsville, NY 11742
Amount: Not to Exceed \$37,000.00

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 #26-FY23 Cosmetology Equipment and Supplies 2022-2023 - 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 issued \$17,851.25 in cumulative purchase order amounts to date with Cengage Learning, Inc. during Fiscal Year 2023; 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, 2022 through June 30, 2023, 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>Cengage Learning, Inc. 10650 Toebben Drive Independence, KY 41051 <u>Amount: Not to Exceed \$37,000.00</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 #27-FY23 Cosmetology Equipment and Supplies 2022-2023 - 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 issued \$14,333.00 in cumulative purchase order amounts to date with Universal Companies, Inc. during Fiscal Year 2023; 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, 2022 through June 30, 2023, 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:

Universal Companies, Inc.
18260 Oak Park Drive
Abingdon, VA 24210
Amount: Not to Exceed \$37,000.00

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

C. Educational Programs and Services Committee

Trustee James Von Schilling presented Consent Agenda FY23 Resolutions #28-FY23 and #29-FY23. The above stated resolutions were moved by Trustee Von Schilling, seconded by Trustee Sullivan, and approved unanimously by voice vote.

Resolution #28-FY23 Human Resources Action Report

1. New- Adjunct Faculty

The following individuals are recommended as adjunct faculty for the Fall 2022 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$1,031 to \$1,099.

Last Name	First Name	Rank	Department	Per credit hour rate	Hire Date
Al- Amin	Nashid	Instructor	English	\$1,031	9/14/2022
Avallone	MacKenzie	Instructor	Returning & Incarcerated Student Education (RISE)	\$1,031	8/31/2022
Dunning	Cody	Instructor	Science & Engineering	\$1,031	8/31/2022
Jo	Sunjin	Instructor	Science & Engineering	\$1,031	8/31/2022
Klein	Michael	Assistant Professor	Arts & Design	\$1,054	8/31/2022
Larson	Benjamin	Instructor	Math & Computer Science	\$1, 031	8/31/2022
McConnell	Jeffrey	Instructor	Arts & Design	\$1,031	9/12/2022
Rubinfeld	Carolyn	Instructor	Science & Engineering	\$1,031	8/31/2022

2. Returning- Adjunct Faculty

The following individual is recommended as adjunct faculty for the Fall 2022 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$1,031 to 1,099.

Last Name	First Name	Rank	Department	Per credit hour rate	Hire Date
Rutledge	Patricia	Assistant	English	\$1,054	1/18/202

		Professor			3
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3. New Hire- Administrator

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

Name	Title	Salary	Department	Start date
*Torina Armstrong	Manager, Articulation & Adult Learning	\$75,582	Academic Affairs	9/20/2022 2

*Budget code 100-3515-5010-50/new

4. Status Change- Administrator

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

Name	Title	Salary	Department	Effective date
Philip Strollo	End-User Computing Support Manager	\$89,912	Technology Services	9/16/2022

5. Status Change- Support Staff

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

Name	Title	Salary	Department	Effective date
Kathy Petrillo	Senior Enrollment Services Specialist	\$57,956	Enrollment Services	9/16/2022

6. Resignation

The following reflect employees who intend to resign from the college.

Name	Title	Department	Effective Date
Maria Alvarez	Testing Specialist	Testing Center	8/31/2022
Karly Skerbetz	Disability Services Coordinator	Center for Accessibility & Inclusive Education	9/23/2022

Resolution #29-FY23 Appointment, Full-Time Non-Tenure Fall 2022 Faculty

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

Name	Title	Department	Start Date	Salary
*Sherry Shapiro	Instructor- Chemistry	Science & Engineering	8/31/2022	\$57,652 (prorated \$28,826)

*Budget code 100-3180-5140-10/replacing P. Meier

For the remaining portion of the meeting, the Committee received a presentation on the Workforce Training Center's program development, existing programs, and on future program possibilities. An overview of The Center for Workforce Innovation in Advanced Manufacturing was also provided.

C. Governance, Policy, and President Evaluation Committee

Trustee Paul Hirsch reported that the Campus Safety Report for the period August 23, 2022 to September 12, 2022 was discussed by the Committee and was provided to the full Board of Trustees via SharePoint.

The President's Expense Report for the period April 1, 2022 through September 30, 2022, reflecting minimal expenses, was reviewed and approved by the Committee.

The Committee reviewed and approved the Board self-evaluation tool. The instrument provides Middle States with a more complete portrait of RVCC's governance structure and the roles, responsibilities, and accountability for the governing body (as stipulated in Standard VII on Governance, Leadership, and Administration) and further provides trustees the ability to annually assess their performance and to evaluate how they are fulfilling their responsibilities.

Chair Bateman commented that as this Self-Evaluation of the Board is a part of the Middle States assessment of the College's strengths and weaknesses, Board members are strongly encouraged to take time to complete the survey. The deadline for completion is Thursday, September 29, 2022.

The following recommendation for the format of future Board meetings was reviewed and approved by the Committee. The new format will begin with the December 13, 2022 Annual Reorganization Meeting and the Regular Board of Trustees meeting, was reviewed and approved by the Committee:

- Committee meetings will remain virtual. If they desire, Trustees may attend in-person.
- Committee meetings will end no later than 4 p.m. to allow trustees to travel to campus for in-person Board meetings.
- Board members will meet in-person for the Public meeting. A virtual accommodation will also be available to trustees and to the public who are unable to attend in-person.
- The Board meeting time will commence at 5:30 p.m. to allow for travel time for trustees.
- To allow for the necessary technical assistance, Board meetings will be held in Grand Conference Rooms A and B in the Events Center.

The Committee reviewed and approved the proposed 2023 Board meeting schedule. A recommendation will be made to the full Board at the Annual Reorganization meeting schedule for December 10, 2022.

- January 24, 2023
- February 21, 2023
- March 21, 2023
- April 18, 2023
- May 23, 2023
- June 20, 2023
- August 22, 2023
- September 19, 2023
- October 24, 2023
- December 12, 2023

Additionally, the Committee was provided updates on the College's preliminary FY22 budget results, enrollment, the quarterly commissioner meetings to begin to develop the FY24 budget, on private-public partnerships, grant activity, and on Foundation initiatives and events.

It was reported that the Educational Retreat on trusteeship is scheduled for October 25th beginning at 9 a.m. The Retreat will be held virtually. An experienced consultant with knowledge about trusteeship, governance, and fiduciary responsibilities will facilitate the workshop (details to follow.)

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.”

Student Government officers introduced themselves to the Board and highlighted some of their initiatives.

Faculty member Anna Keiserman spoke about her individual pedagogical teaching approach and on the success of the College’s music program.

Faculty Federation President Pattiann Kletz commented that she looks forward to working with the Board on a collaborative approach to negotiations that is best for all constituencies.

VIII. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 5:30 p.m.

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