

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
AUGUST 21, 2019

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Wednesday, August 21, 2019, at Raritan Valley Community College, Route 28 and Lamington Road, Branchburg Township, North Branch, New Jersey.

Chairman Robert P. Wise called the Regular Board of Trustees meeting to order at 5:15 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:

Attendees: Caren Bateman
Thomas Boon
Paul J. Hirsch
W. Timothy Howes
Roger Locandro
Andrew McNally
Felecia Nace
Donna Simon
Juan Torres
Robert P. Wise

Absent: Roger Jinks
Donald Rica
Margaret Windrem
Tracy DiFrancesco Zaikov

Also in attendance: Michael J. McDonough, President; Philip Stern, Esq. Legal Counsel; and members of the faculty, administration, and staff

A quorum was present.

III. Agenda Items

1. Approval of Regular Meeting Minutes

On motion by Trustee Hirsch, seconded by Trustee Bateman, the Regular minutes of June 25, 2019 were approved by voice vote. Trustee Torres respectfully abstained.

2. Chairman's Report

Chairman Robert Wise welcomed back the Board of Trustees and entire College community and wished everyone a great fall semester.

3. President's Report

President Michael McDonough reported that the personal-finance website WalletHub recently released 2019's Best & Worst Community Colleges, INCLUDING its state-by-state ranking of the Best & Worst Community-College Systems. To determine where students can receive the best education at the cheapest rates, WalletHub compared 710 community colleges across 19 key indicators of cost and quality. The data set ranges from the cost of in-state tuition and fees to student-faculty ratio to graduation rate. Raritan Valley Community College ranked 20 on the Top 20 Community Colleges nationally and number 1 within the State of New Jersey. (New Jersey ranked number 11 on the states with the best community-college systems.)

President McDonough distributed a copy of his written report, as follows:

Highlights from President's Messages

- Our new transfer agreement with the Pennsylvania Academy of Fine Arts, will allow RVCC students to pursue a BFA and compete for a *Community Connection Scholarship* valued between \$1000 and \$6000.
- Congratulations to RVCC student Noah Motz on being selected as a 2019 *Coca-Cola Leaders of Promise Scholar*. Noah will receive a \$1000 scholarship, one of two hundred Phi Theta Kappa members nationwide to receive such recognition.
- Recently, Professor Lynne Kowski provided an update about the progress of a former Honors student, Steven Valencia. Steven is at Northeastern studying computer science and psychology. He's taking advantage of Northeastern's signature co-op program and making excellent academic progress. An important reminder about the value of our Honors College.
- I wanted to acknowledge the success of our workforce colleagues in securing a number of grants that support initiatives around apprenticeships. This table highlights three recent successes:

Grant Name	Grantor	Purpose	FY20 Total Grant Award	Grant Period
Career Advance USA. Scaling Apprenticeships through Sector-Based Strategies – NJ Advanced Manufacturing	US DOL	Advanced Manufacturing Apprenticeships – 5 students tuition @ \$1,750 – 4 years	\$35,000	
Expanding Community College Apprenticeships (ECCA) – AACC/USDOL	US DOL	Federal or state registered apprenticeships outreach through Apprenticeship Coordinator. Conferences – 3 years.	\$140,000	&/19 – 2/22
Pre-Apprenticeship in Career Education (PACE) - NJDOL	NJ DOL	Pre-Apprenticeship Prep and Instruction. Retention & Placement Coord. Admin Asst. Student Stipends and Direct Support for Pre-Apprenticeship – 1 year	\$157,645	6/19 – 5/20

- The Hunterdon County Democrat highlighted the success of Michael Allers, an RVCC student. Michael was awarded the Russell W. Meyers Scholarship from the Land Conservancy of New Jersey. In making the award, the Land Conservancy noted that Michael has “achieved academic excellence – embodies many values of the organization, including leadership and a passion for protecting our natural resources.”
- Thanks to Dean Marks for a very revealing report about job growth in the United States. In July, the U.S. Labor Department reported that these industries showed the strongest job growth:

Industry Sector	July 2019 Net Change
Education & Health Science	+66,000
Business Services (including computer systems)	+38,000
Finance	+18,000
Manufacturing	+16,000
Government	+16,000
Hospitality	+10,000
Wholesale Trade	+6,700

Construction	+4,000
Transportation	+300

Utilities, retail trade, mining, and information experienced job losses.

Items of Note

Library

During the week of July 29, Janelle Bitter, Systems & Technical Services Librarian, attended the ARL Digital Scholarship Institute at the University of Rochester with a full scholarship. The institute is a five-day event consisting of workshops and discussions intended to give participants the skills to describe how digital scholarship fits into higher education, how and why academic libraries are engaging in digital scholarship, and how they as librarians can lead, facilitate, and collaborate on digital scholarship projects on their campuses.

Science and Engineering

Congratulations to six STEM majors from Raritan Valley Community College for being selected to attend the Rider STEM Summer Institute from July 25 to 28 at the Lawrenceville campus. The STEM Summer Institute, which was limited to 20 potential community college transfers from New York, New Jersey, Pennsylvania, and Delaware, selected students based on their academic merits and commitment to continuing their STEM education, which is also a testament to our faculty.

Visual and Performing Arts

Faculty Activities:

The first exhibition in the College Art Gallery is a memorial exhibition of the art work of the Christopher Brand Koep, full time drawing and painting professor, who passed away last August. *Christopher Brand Koep...Images of Life...* opens on August 28. The reception is scheduled for Friday, August 30 from 5-7 p.m. in the College Gallery. The exhibition, curated by Gallery Coordinator Darren McManus, runs through September 18.

Ann Tsubota will be exhibiting her art work in Women Artists on the *Leading Edge: Celebrating Douglass College* at 100 at the Zimmerli Art Museum of Rutgers University. The exhibition highlights women artists who studied at Douglass College and are interviewed in the book written by Rutgers University Professor Emeritus Joan Marter titled *Women Artists on the Leading Edge: Visual Arts at Douglass College*. The exhibition runs from September 3, 2019 through January 11, 2020.

Adjunct Cynthia Teeters has completed 10 hours of professional development to master Git and GitHub and is now a certified GitHub Campus Advisor.

Loretta Fois presented at the International Conference of Dalcroze Studies in Katowice, Poland this summer. Her presentation was titled *LISTENING TO THE VOICE OF THE BODY IN MOTION: ESPRESSIONE CORPOREA AS A TOOL TO A MORE DYNAMIC INTERACTION BETWEEN MOVEMENT AND MUSIC*. ICDS presents the best of current research and practice within Dalcroze Studies and is open to viewpoints from education, the arts and humanities, and the social, natural, health, and life sciences.

Adjunct Heejung Kim is participating in a group exhibition, entitled “Korean Art in Flux” at Art Appel Gallery at Neofitou Vamvas 5, Kolonaki in Athens, Greece. The exhibition, which began on July 11 runs through September 11, 2019. Heejung Kim will also participate in “Art Athina” an art fair at Zappeion Mansion in Athens, Greece from September 13 to 16, 2019.

4. Committee Reports

A. Finance Committee

Chairman Robert Wise reported on the Treasurer’s Report (Resolution #136-2019) for the period 06/01/19 to 07/31/19. On motion by Chairman Wise, seconded by Trustee Bateman, the Treasurers’ Report was unanimously approved by voice vote.

Chairman Wise then presented Consent Agenda Resolutions #137-2019 through #138-2019, Resolutions #140-2019 through 150-2019, and Resolutions #152-2019 through #158-2019. On motion by Chairman Wise, seconded by Trustee Bateman, the above stated Consent Agenda resolutions were approved by voice vote. Resolutions #139-2019 and #151-2019 were withdrawn.

Resolution #137-2019 – Various Vouchers for Payment

BE IT RESOLVED, that the following June and July 2019 vouchers be approved for payment; and

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

Check #s	302667-304328	
ACH#s	5	
	Total Checks	\$3,457,527.73
	Total ACH	123,121.80
	Total Vouchers	3,580,649.53
	Construction and Architect Vouchers	2,050.00
	Less Previously Approved	(54,124.14)
	Total	<u>\$3,528,575.39</u>

Resolution #138-2019 Adjustment to the Public Bid Threshold for County Colleges

WHEREAS, N.J.S.A. 18A:64A-25.3 established the bidding threshold at \$25,000.00; and

WHEREAS, N.J.S.A. 18A-64A-25.3(b) gives authority to the Governor and the State Department of the Treasury to adjust the bid threshold in direct proportion to the rise or fall of the Consumer Price Index for all urban consumers in the New York, Northeastern New Jersey and Philadelphia areas as reported by the U.S. Department of Labor; and

WHEREAS, this adjustment is performed every two (2) years; and

WHEREAS, from January 7, 2004 through July 1, 2017, the State Treasurer has adjusted the bidding threshold for County Colleges from \$25,000.00 to \$35,300.00; and

WHEREAS, on July 1, 2019, the State Treasurer adjusted the bidding threshold for County Colleges from \$35,300.00 to \$36,400.00.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College permits the bidding threshold to be adjusted to \$36,400.00 for College procurements requiring bidding in accordance with N.J.S.A 18A:64A-25.3.

Michael DePinto,
Director of Purchasing

Resolution #140-2019 Emergency Replacement of the Theatre Transformer

WHEREAS, the transformer that serves both the Theatre and Library areas completely failed and initial trouble shooting determined that repairs were not possible; and

WHEREAS, the situation was considered an emergency due to the significant outside rental activities which were planned for that weekend as well as the subsequent three weeks, while a normal process to solicit bids for repairs/replacement would have required at least 30 days ; and

WHEREAS, with time being of the essence to mitigate a negative financial impact and insure continued service of electrical generation capabilities that support various cooling and life safety applications for the Theatre, Library and other administrative areas; and

WHEREAS, management contacted its primary high voltage electrical services contractor to assess the situation which resulted in the successful procurement and installation of an available transformer which normally would have had a 6 to 8 week lead time; and

WHEREAS, in accordance with N.J.S.A. 18A: 64A-25.6, any purchase, contract, or agreement may be made, negotiated, or awarded by a county college without public advertising for bids, when an emergency affecting the health, safety, or welfare of occupants of college property requires the immediate delivery of the materials, or supplies, or the performance of the work required to rectify such conditions; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Vice President Finance and Facilities to pay the invoices related to the Theatre transformer replacement to the following company:

<p>MetroTek Electrical Services 2200 Northwood Ave. Easton, PA 18045 <u>Amount: \$108,603.00</u></p>
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John Trojan, Vice President
Finance and Facilities

Resolution #141-2019 Emergency Replacement of Exhaust Gas Turbo Charger

WHEREAS, the College depends on its cogeneration facility to generate a significant amount of electricity at an attractive cost which is important to the viability of its operating budget and campus operations; and

WHEREAS, certain significant equipment replacement and repairs are required to insure that the cogen's performance meets the New Jersey Department of Environmental permitting requirements; and

WHEREAS, with time being of the essence to mitigate a negative financial impact and insure continued service of the electrical generation capabilities that support various cooling and life safety applications; and

WHEREAS, in accordance with N.J.S.A. 18A: 64A-25.6, any purchase, contract, or agreement may be made, negotiated, or awarded by a county college without public advertising for bids, when an emergency affecting the health, safety, or welfare of occupants of college property requires the immediate delivery of the materials, or supplies, or the performance of the work required to rectify such conditions; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Vice President Finance and Facilities to pay the invoices related to the replacement of the Exhaust Gas Turbo Charger to the following company:

<p>Northeast Energy Systems 1 Pearl Buck Court Bristol, PA 19007 <u>Amount: \$101,054.11</u></p>
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John Trojan, Vice President
Finance and Facilities

Resolution #142-2019 Campus Internet and Ethernet Services 2019-2020

WHEREAS, NJEDge.net is the statewide consortium handling New Jersey College internet connectivity who provides high speed internet access to RVCC; 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, 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, estimated expenditures to NJEDge.net for Fiscal Year 2020 and Fiscal Year 2021 are estimated to not exceed \$125,000.00 per year; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue purchase orders for Fiscal Year 2020 and Fiscal Year 2021 as follows:

<p>NJEDge.net 218 Central Avenue Suite 3902 Newark, NJ 07103-3918 <u>Fiscal Year 2020 Amount: \$125,000.00</u> <u>Fiscal Year 2021 Amount: \$125,000.00</u></p>

Michael DePinto
Director of Purchasing

Resolution #143-2019 Paving Projects for Loop Road and Grounds Garage Areas

WHEREAS, the College requires paving and milling services be performed at each of the three campus locations listed below:

- The Rear of the Loop Road from Parking Lot #5 to the Triangle.
- The Area between the New Print Shop and the South Side of the Grounds Garage.
- The Area in Front of the North Side of the Ground Garage; and

WHEREAS, three (3) quotes were requested (two (2) quotes were received and one (1) contractor did not provide a quote) with Pave-Rite, Inc. presenting the RVCC with the most favorable pricing; and

WHEREAS, in accordance with N.J.S.A. 18A:64A-25.5(a)(24), a county college without advertising for bids, may purchase items available from vendors at costs below State or County contract pricing for the same product or service; and

WHEREAS, the total amount of the proposal submitted by Pave-Rite, Inc. was for \$104,847.00 while the total amount of the proposal submitted by Schifano Construction was for \$138,727.00; and

WHEREAS, Schifano Construction has entered into a contract with Somerset County for Road Resurfacing (Contract #19003); and

WHEREAS, by utilizing this option the College will save \$33,880.00 for this work; and

WHEREAS, a purchase order will be issued as follows:

Pave-Rite, Inc.
40 Radel Avenue
Bridgewater, NJ 07722
Amount: \$104,847.00

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 Pave-Rite, Inc.

Michael DePinto
Director of Purchasing

Resolution #144-2019 Supplemental Telephone Services 2019-2020

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized the award of a five-year agreement to Mitel, Inc. (formerly Comm Solutions/ShoreTel) for cloud-based telephone and web-based video services via Resolutions 53A-2017 and 70-2017; and

WHEREAS, supplemental telephone services continue to be required from Windstream (formerly Paetec Communications) to support the various campus Plain Old Telephone Service (POTS) lines which Mitel is currently unable to provide; and

WHEREAS, the RVCC Technology Services department estimates the cost of these services to be approximately \$3,000.00 per month; and

WHEREAS, these POTS lines are presently utilized in conjunction with the campus elevators, alarm systems and direct telephone lines; and

WHEREAS, N.J.S.A 18A:64A-25.5(8) provides exceptions to the requirement for advertising for the supplying of any product or the rendering of any service by the public utility which is subject to the jurisdiction of the Board of Public Utilities, in accordance with tariffs and schedules of charges made, charged or exacted, filed with said board; and

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 to Windstream for the period of July 1, 2019 through June 30, 2020 as detailed below:

Windstream
P.O. Box 9001013
Louisville, KY 40290
Estimated 12-Month Amount: \$36,000.00

Michael DePinto
Director of Purchasing

Resolution #145-2019 Library Materials & Supplies 2019-2020

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

WHEREAS, N.J.S.A. 18A:64A-25.5a(6) provides for the purchase of any library materials including without limitation to books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microfilms, pictorial or graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, filmstrips, video

and magnetic tapes, other printed or published matter, and audiovisual and other materials of a similar nature, necessary binding and rebinding of library materials and specialized library services, without advertising for bids; and

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 follows:

<p>Amazon P.O. Box 9020 Des Moines, IA 50368 <u>Amount: \$30,000.00</u></p>

Michael DePinto
Director of Purchasing

Resolution #146-2019 Engineering Services for Enrollment Center Office Renovations - Pay to Play

WHEREAS, the Board of Trustees of Raritan Valley Community College had previously approved the major capital plan for FY 2019 via resolution #28-2018 and the Board of School Estimate also approved the plan on May 15, 2018; and

WHEREAS, the major capital plan includes \$2.0 million in funding for the creation of a centralized enrollment center which would house key student admissions and support functions to better serve new and existing students; and

WHEREAS, College management has selected KSI Consulting Engineers, LLC based on their previous experience with similar projects; and

WHEREAS, the Engineer will deliver Mechanical, Electrical and Plumbing (MEP) systems design services which will culminate in a biddable set of Construction Documents (plans and specifications); and

WHEREAS, KSI will additionally assist RVCC during the bid process, issue clarification responses to inquiries and provide Shop Drawing Reviews during the Construction Phase of the project; 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, 2019 through June 30, 2020, 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>KSI Consulting Engineers, LLC 149 Yellowbrook Road Farmingdale, NJ 07727 <u>Amount: \$28,000.00</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 to KSI Consulting Engineers, LLC; and

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

Michael DePinto
Director of Purchasing

Resolution #147-2019 Pool Interior Re-Grouting Services - Pay to Play

WHEREAS, the College requires re-grouting services for approximately 5,300 square feet of the campus pool interior with white cement grout throughout the interiors, gutters and coping; 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, 2019 through June 30, 2020, 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>Todd Harris Co., Inc. P.O. Box 682 Edison, NJ 08818 <u>Amount: \$26,500.00</u></p>

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue 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 #148-2019 Enterprise License Agreement for Adobe Software 2019-2020

WHEREAS, the curricula for many academic programs rely on the maintenance of Adobe software at the most current release levels; and

WHEREAS, Adobe has discontinued perpetual licensing and replaced it with subscription licensing; and

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

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

WHEREAS, Software House International (SHI) is under exclusive contract to provide Adobe contractual license programs for the North East Regional Computing Program (NERCOMP);

WHEREAS, NERCOMP is a purchasing consortium comprised of university and collegiate Information Technology professionals in the Northeastern United States of which RVCC is a member; and

WHEREAS, a purchase order will be issued as follows:

Software House International (SHI)
4 Crocker Hill Road
Paxton, MA 01612
Amount: \$38,499.30

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove for the agreement period of September 27, 2019 through September 26, 2020.

Michael DePinto
Director of Purchasing

Resolution #149-2019 Retubing of Power House Boiler #1

WHEREAS, Raritan Valley Community College requires the supply of all labor and materials needed to re-tube Power House Boiler #1; and

WHEREAS, the boilers were purchased in 2006 when the College upgraded the Central Utility Plant and installed heavy duty equipment which was proprietary in nature; and

WHEREAS, the frequency of repairs has become such that a complete overhaul of the tubing is economically justified to extend the boiler's useful life; and

WHEREAS, timing was of the essence to be sure that the equipment was ready for the next heating season; and

WHEREAS, in accordance with N.J.S.A. 18A:64A-25.5(9), a county college, without advertising for bids, may purchase equipment repair services if in the nature of an extraordinary unspecifiable service and necessary parts furnished in connection with such services; and

WHEREAS, a purchase order was issued to the vendor in the following amount and work begun:

Miller & Chitty
135-139 Market Street
Kenilworth, NJ 07033
Amount: \$66,952.00

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College affirms that the Director of Purchasing was authorized to issue a purchase order to Miller & Chitty in the amount shown above.

Michael DePinto
Director of Purchasing

Resolution #150-2019 Self-Service Modern Campus Platform - Pay to Play

WHEREAS, the existing Lion's Den portal based on the Ellucian Luminis platform is no longer supported by Ellucian; and

WHEREAS, the current platform has become increasingly unreliable and is not compatible with the new version of our administrative system, Ellucian Banner 9; and

WHEREAS, this tool is used by students, faculty and staff for functions such as course search and registration, roster information, grade entry, time entry and messaging; and

WHEREAS, the OneCampus system from rSmart was approved at the August 2018 Board of Trustees meeting, via Resolution #128-2019, to replace the Ellucian Luminis platform; and

WHEREAS, the OneCampus system has been successfully configured and customized over the past year and is now ready to be put into production; 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, 2019 through June 30, 2020, 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:

rSmart Headquarters
4040 E. Camelback Road
Phoenix, AZ 85018
Amount: \$32,312.00

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 for the 12-month period of September 1, 2019 through August 31, 2020; and

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

Michael DePinto,
Director of Purchasing

Resolution #152-2019 Financial Advisor for Public Private Partnership

WHEREAS, the Board of Trustees has previously endorsed Management's pursuit of a variety of options to explore student housing on campus as a way to not only increase student enrollment but also to improve the total college experience; and

WHEREAS, Management had engaged a research firm in 2017 to conduct a survey in the region that demonstrated that there was significant demand for housing should the College have such facilities available; and

WHEREAS, the State of New Jersey passed legislation in 2019 that would enable public entities including community colleges to establish public private partnerships for the purpose of building particular facilities including student housing that would then have access to tax exempt financing; and

WHEREAS, to insure successful applications to New Jersey Treasurer's demonstrating project viability as well as to advise the College on debt structure and agreements with potential development partners, it is desirable to engage a specialty financial advisor who has done similar work with other entities and four year NJ colleges; and

WHEREAS, the College distributed 11 Requests for Proposals and 3 firms responded on the August 13, 2019 due date; and

WHEREAS, Management needs additional time to interview the candidates whose proposals indicated hourly rates ranging from \$175 to 250/hour, all of which would become chargeable to the project cost.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes Management to select a firm to advise the College in a variety of areas related to the establishment of student housing on campus. The contract award will be affirmed at the next board meeting.

John Trojan, VP Finance & Facilities

Resolution #153-2019 Arts Building Project Architect Fee

WHEREAS, College management had previously engaged SSP Architects (SSP) to develop conceptual plans as well as construction documents for the renovation and expansion of the Arts building for a total fee of \$350,000; and

WHEREAS, the architect has requested an increased fee to compensate it for the expansion of the original project scope resulting from the number of plan iterations required to meet the requirements of the College academic design team, extra value engineering efforts to bring the estimated cost in line with management's modest budget target, and a new approach to construction bid documents (multiple alternates) because the first set of contractor proposals were higher than expected; and

WHEREAS, management has thoroughly discussed the basis for this request and negotiated an appropriate adjustment.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes an increase in the contract award to SSP Architects in the amount of \$45,000, bringing the firm's total fee to \$395,000 for the Arts building design services.

John Trojan, VP Finance & Facilities

B. Educational Programs and Services Committee

Trustee Timothy Howes presented Consent Agenda Resolutions #154-2019 through Resolution #157-2019. On motion by Trustee Simon, seconded by Trustee Nace, the above stated Consent Agenda resolutions were approved unanimously by voice vote.

Resolution #154-2019 Human Resources Action Report

The Board resolves that the following personnel actions be taken:

Human Resources Action Report for August 21, 2019

1. New- Adjunct Faculty

The following individual(s) are recommended as adjunct faculty for the Summer/Fall Semester 2019 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$930 to \$991.

Last Name	First Name	Rank	Department	Per credit hour rate	Hire Date
Lehmann	Lawrence	Assistant Professor	Communication & Languages	\$950	5/23/19
Marti	Randy	Assistant Professor	Occupation Therapy	\$950	8/28/19
Nuzzo	Michael	Assistant Professor	Visual & Performing Arts	\$950	8/28/19
Petrik	Eric	Instructor	Social Sciences & Education	\$930	8/28/19

Russell	Michael	Assistant Professor	Business & Public Services	\$950	5/23/19
Sinatra	Nancy	Instructor	Occupation Therapy	\$930	8/28/19

2. Returning- Adjunct Faculty

The following individual is recommended as adjunct faculty for the Summer Semester 2019 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$930 to \$991.

Last Name	First Name	Rank	Department	Per credit hour rate	Hire Date
Hession	James	Instructor	Social Sciences & Education	\$930	6/11/19

3. Status Change- Administrator

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

Name	Title	Salary	Department	Start date
Janet Dunne	Development Associate	\$56,352	Foundation	8/1/19
Inieka Stafford	Director of Health Technology Career Programs	\$68,712	Academic Affairs	7/1/19

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
*Susanne Skillman	Department Assistant- Math & Computer Science	\$42,105	Math & Computer Science	8/1/19

*Budget Code 100-3160-5310-10/ Replacement A. Pyzik

5. Resignation

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

Name	Title	Department	Effective Date
Ralph Dunhamn	Program Manager High School Outreach and Youth Program	K-12 Partnerships	7/2/19

Resolution #155-2019 Appointment, Full-Time Tenure Track Academic Year 2019-2020

BE IT RESOLVED, that at the recommendation of the President, the following full-time tenure-track faculty appointment be approved for 2019-2020:

Name	Title	Department	Start Date	Salary
*Ji Yong Kim	Instructor-Visual Arts	Visual & Performing Arts	9/1/19	\$58,100

*Budget code 100-3150-5140-10/replacement C. Koep

Resolution #156-2019 Appointment, Full-Time Temporary 2019-2020 Academic Year

BE IT RESOLVED that at the recommendation of the President, the following full-time non-tenured faculty appointment be approved:

Name	Title	Department	Start Date	Salary
*Sara Heller	Instructor-Automotive Temporary	Science & Engineering	9/1/19	\$60,100

*Budget code 100-3115-5140-10/replacement J. Jones

Resolution #157-2019 Legacy Sabbatical Program

WHEREAS, Raritan Valley Community College recognizes the need to improve its institutional flexibility in managing and staffing academic programs as the national higher education sector is undergoing significant structural and demographic changes; and

WHEREAS, College management has proposed a Legacy Sabbatical Program (LSP) for tenured faculty members who meet certain eligibility criteria and apply for participation on or before October 1, 2019 for Spring 2020 and April 16, 2020 for Fall 2020; and

WHEREAS, the eligible participants would receive a half-year sabbatical for the Spring 2020 term or the Fall 2020 term paid at the rate of half their base annual salary, and relinquish their tenure as of June 30, 2020 for Spring or December 31, 2020 for Fall; and

WHEREAS, the President reserves the right to recommend accepting participants based on college and department instructional needs, subject to approval by the Board of Trustees; and

WHEREAS, upon recommendations by management, the Board of Trustees reserves the right to consider offering the LSP in subsequent years;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College does hereby approve the Legacy Sabbatical Program for full-time tenured faculty.

C. Labor Relations Committee

Chairman Robert Wise reported that Committee met earlier and that updates on negotiations will be made to the Board as it progresses. The Chairman noted that the Board is open to resolving issues as soon as possible.

D. Governance Committee

Trustee Paul Hirsch reported that in an effort to enhance communication concerning important issues such as budget, student housing, strategic planning, and other key topics, a non-mandatory monthly information session will be held for all trustees before each Board meeting. These sessions will also reinforce best practices relating to effective Board Governance as required by the Middle States Commission on Higher Education. In addition, an educational workshop will be planned late in the fall semester and that the potential topic and facilitator will be forthcoming.

The annual Board self-evaluation will commence in the fall 2019. The Survey Monkey instrument will be reviewed at the September Committee meeting and then sent out to the full Board of Trustees before the October Board of Trustees meeting. The Committee recommended that Trustee Windrem oversee the process as she has graciously done in the past.

As required by the State of New Jersey, the Campus Safety Report for the period June 13, 2019 to August 14, 2019 was discussed by the Committee and provided to the full Board of Trustees via SharePoint.

The Committee received a report on the progress on addressing items from the Prosecutor's *Risk Assessment and Security Report*, specifically relating to phones in classrooms, employee instructions on contacting 911, securing electronical panels, ensuring the lockdown ability for classrooms and upgrading various doors, security office hardening, and exterior cameras, as well the associated expense. The Governance Committee will continue to review the monthly progress report and will keep the full Board apprised.

Trustee Paul Hirsch then presented the following resolution for the full Board's consideration:

Resolution #158-2019 – Continued Improvements to Campus Safety

WHEREAS, Raritan Valley Community College has an unwavering commitment to being an inclusive, respectful, and safe community for all who work, study, and visit campus; and

WHEREAS, the Board of Trustees by Resolution #134-2019 acknowledged receipt of the Risk Assessment & Security Report assembled by the Somerset and Hunterdon Counties Prosecutors Offices' Critical Infrastructure Assessment Team; and

WHEREAS, the President's internal safety oversight committee, in an ongoing effort to enhance campus safety, has completed several infrastructure improvements recommended in the assessment as well as other essential actions relating to procedure, training, and safety awareness; and

WHEREAS, the Board of Trustees acknowledges, accepts, and applauds the measures being implemented to enhance campus safety; and

WHEREAS, the President and the Board of Trustees will continue to diligently implement the Assessment Team's comprehensive recommendations and explore new methods to further improve safety;

NOW, THEREFORE, BE IT RESOLVED, that the President and the Board of Trustees extend their deepest appreciation to the Somerset County Prosecutor's Office and the Hunterdon County Prosecutor's Office for conducting such a thorough and insightful risk assessment and security overview of the College to assist in our ongoing effort to the make Raritan Valley Community College a safe and secure learning environment for all; and

BE IT FURTHER RESOLVED, that the President and the Board of Trustees of Raritan Valley Community College further recognize and vigorously support the establishment of a Public Safety Training facility on campus.

The Resolution was moved by Trustee Hirsch, seconded by Trustee Simon, and unanimously approved by voice vote.

The Committee endorsed travel for Chairman Wise and President McDonough to attend the ACCT Leadership Congress in October 2019. The ACCT Leadership Congress is the largest professional development opportunity for community college trustees, presidents, policy leaders, and staff, designed to advance governance and student success and is a platform through which to share their expertise concerning public policy.

IV. Old/New Business

Chairman Wise noted that NJCCC has created a framework for the future of NJ's community colleges – *VISION 2028* – a broad and ambitious effort to better assist New Jersey's residents to obtain the skills and knowledge necessary to succeed. The Chairman will keep the Board apprised as efforts progress.

V. Public Questions/Comments.

Chairman Wise 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. The total time allotment for public comments will be no more than 40 minutes.”

Pattiann Kletz, President of the Faculty Federation, commented on contract negotiations.

VI. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 6:25 p.m.

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