

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
FEBRUARY 25, 2020

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, January 28, 2020, 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:

Present: Caren Bateman
Roger Jinks
Roger Locandro
Donald Rica
Donna M. Simon
Helena Swanicke
Juan Torres
Margaret Windrem
Robert P. Wise
Tracy DiFrancesco Zaikov

Absent: Thomas Boon
Paul J. Hirsch
W. Timothy Howes
Andrew McNally

Also in attendance: Michael J. McDonough, President; Philip Stern, Esq., College Counsel; Richard Flaum, Esq., Labor 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 Bateman, seconded by Trustee DiFrancesco Zaikov, the Regular Meeting minutes of January 28, 2020 and the Special Meeting minutes of February 6, 2020 were approved by voice vote.

2. Chairman's Report

Chairman Robert P. Wise congratulated President McDonough on being selected by the Phi Theta Kappa Honor Society International Headquarters for the Shirley B. Gordon Award of Distinction, the most prestigious award for community college presidents. The College is honored that President McDonough is being recognized on a national level for his longstanding efforts in support of RVCC's Phi Theta Kappa chapter. The President's collaborative work with the chapter and its initiatives help bring recognition, awareness, and accessibility to the society.

Chairman Wise then made the following announcements: A trustee retreat is scheduled for March 24 to meet with the architects for a presentation concerning the Facilities Master Plan and a retreat is also scheduled for April 28 to review the seven standards for Middle States Accreditation and the Requirements of Affiliation; the College's annual commencement is scheduled for Saturday, May 16 (RSVP/regalia order forms for the

platform party are due by March 4); work is underway for the Annual Scholarship Reception scheduled for April 23, 2020; and lastly, the 17th Annual RVCC Foundation Golf Classic is scheduled for June 22, 2020 at Cherry Valley Country Club.

The Chairman remarked that RVCC is highlighted in the Winter 2020 edition of “Trustee Quarterly” for becoming the first NJ community college to add on-campus housing, in which President McDonough is quoted. The Chairman remarked that President McDonough is a leader among leaders and stands out nationally.

3. President’s Report

President Michael McDonough reported that the NJ Department of Corrections announced the consolidation of Albert C. Wagner Youth Correctional Facility (Wagner) in Bordentown, with the closing of its main building. RVCC students incarcerated in Wagner were transferred to neighboring Garden State youth Correctional Facility (Garden State).

Due to Sanofi’s overwhelming enthusiasm, President McDonough remarked that the Sanofi Corporate Mentor & Scholarship Program has begun its recruitment for the fourth student cohort for 2020 – 2021. This year’s cohort of students and mentors have been busy and productive with building key professional development skills as well as helping RVCC students to gain college and career self-efficacy. For additional information, please visit our website: <http://rvccmentorprogram.com/>

A copy of the President’s written report was distributed, as follows:

Highlights from President’s Messages

First, and most importantly, let us celebrate the following faculty members who have been awarded tenure, recognizing their vital service to the College and applauding their inspiring work with our students:

Khadidja Bendjilali (Math & Computer Science)
Keith Burns (Health Science Education)
Steven Caruso (Arts & Design)
Rebecca Case (Communication & Languages)
Jessica Darkenwald-DeCola (English)
Frank Forte (Math & Computer Science)
Philip Martin (Communication & Languages)
Alexa Offenhauer (English)
Jennifer Pearce-Morris (Humanities, Social Science, Social Work & Education)
Claudette Spencer (Health Science Education)

Following is a brief legislative update of bills and actions that may impact our sector – and, of course, this College.

▪In January, 2020, Governor Murphy signed a number of bills into law that will affect some part of our operations (and strategy) at this institution:

▪A3722/S2055 Financial Aid for Incarcerated Persons
This bill allows incarcerated persons to receive state student financial aid if they meet three broad eligibility requirements: are a resident of New Jersey for more than twelve months, are state-sentenced inmates, and are granted approval from the Department of Corrections to enroll in an eligible institution.

▪Three bills address Veterans concerns:
A790/S244 Combat and College Act

Grants priority course registration to active service members and veterans attending public institutions of higher education.

A791/S1618 Grant Academic Credit

Requires all institutions to award appropriate credit for a student's military service.

S376/A3849 Eligibility for Tuition Benefits

Eliminates any time limits on tuition benefits for spouses of public safety workers killed in the performance of their duties.

▪A1991 Meningitis Immunizations

Requires students at all institutions of higher education in the state to receive immunization for meningitis in accordance with the recommendations published by the *Advisory Committee on Immunization Practices*.

▪Governor Murphy signed two bills that address concerns for the dependent children of parents who are not citizens:

S700/A3836 Higher Education Citizenship Equality Act

Allows dependent students to be eligible for state student grants, scholarships, and in-state tuition rates.

A3990/S2555 H-1B Eligibility

Allows dependent students whose parents hold H-1B visas to qualify for in-state tuition at public institutions of higher education.

▪S1834/A3680 Posting the Budget

Requires a public institution of higher education to post its budget on the institution's website.

▪Finally, the Governor created two commissions and one consortium: the *TAG Commission* will examine the status and future of this state program; the *Campus Sexual Assault Commission* will decide if state regulations are needed to support current federal reporting requirements; and the *Work and Learn Consortium* will analyze if certain higher education institutions should establish certificates and degrees to meet the needs of high labor-demand industries.

▪There are six bills pending in the legislature:

A5814/S4114 Health Insurance (SEHBP) Reform Legislation

Reintroduced for the 2020 session under new numbers, this bill requires SEHBP to offer three new plans from the period January 2020 to December 2024 and to reduce employee contributions.

S760 Degree Plans

Requires all undergraduates to file a "degree plan" and requires colleges to develop pathways in support of those plans, increasing completion rates at the institution.

S1833 Trustee training

Asks the Secretary of Higher Education to develop a training program for all member of governing boards at public institutions of higher education.

A5574 Associate Degrees at Four-Year Institutions

Permits four-year institutions of higher education to award associate degrees.

S2535 County College Baccalaureate Degree

Establishes a process for New Jersey's county colleges to offer baccalaureate degrees in limited critical-need applied science fields.

S3859 Unemployment Eligibility

Provides that certain employees of educational institutions are eligible for unemployment benefits under certain circumstances.

In addition to this New Jersey update, following is a brief summary of the items presented to Congressman Malinowski during the ACCT National Legislative Summit in Washington, DC.

Essentially, the ACCT membership has identified three broad advocacy areas and asked Congressman Malinowski to support these initiatives:

1. Reauthorize the Higher Education Act

Within this area, we are most interested in

- Short-term Pell Grants: establishing eligibility for short-term workforce programs and lowering the threshold for Pell Grant eligibility to 150 clock hours;
- Increase Maximum Pell Grant Award: boost the maximum award and provide annual inflationary increases;
- Second Chance Pell Grants: invest in postsecondary programs in correctional facilities and overturn the ban on Pell for incarcerated individuals;
- State Investments: establish a federal-state partnership that creates tuition-free community college (\$3 to \$1 program);
- Enhance Transparency and Data: create a national student unit record data system to track completion, transfer, and earnings.

2. Invest in Education and Workforce Development

Three broad areas of interest:

- Support student access and success: provide funding increases for SEOP, Federal Work-Study, TRIO, GEAR UP, and CCAMPIS programs and protect Pell Grant reserve fund;
- Strengthen under-Resourced Institutions: increase funding for Minority Serving Institutions, for Title III-A Strengthening Institutions; for HBCUs, and for Tribal Colleges;
- Bolster Job Training and Technical Education: enhance funding for Perkins Career and Technical Education programs, for state grants under WIOA, for Adult Basic Literacy Education State grants, and for the NSF's Advanced Technological Education program, and for the Strengthening Community College Training Grants (DOL).

3. Support Dreamers

Enact the Dream Act to provide Dreamers with permanent legal status and to provide a path to citizenship for undocumented young people, including those enrolled in DACA.

Items of Note

RVCC Receives National Award for Service Learning Initiatives

Raritan Valley Community College is one of six colleges and universities in the country to be recognized by Campus Compact for outstanding work in pursuit of the public purposes of higher education.

RVCC is one of only two community colleges in the U.S. (and the only New Jersey college) to receive the first Eduardo J. Padrón Award for Institutional Transformation. RVCC will be recognized at an Awards Celebration during Campus Compact's [Compact20](#) national conference, which will be held March 29 to April 1 in Seattle, WA.

Raritan Valley Community College is honored to have been selected by Campus Compact for the prestigious Eduardo J. Padrón Award for Institutional Transformation. The award celebrates RVCC's commitment to the

civic purposes of higher education through its nationally recognized Service Learning Program, in which students serve the community as part of the classroom experience and receive academic credit for their efforts. By working with community organizations to help address their vital needs, students gain valuable experience and develop a lifelong commitment to learning and good citizenship.

The College is being honored for its longstanding commitment to providing all students with access to civic and community-based learning experiences. According to Campus Compact, “Service learning opportunities are deeply embedded in student life and in [RVCC’s] curriculum, with service learning courses offered in every academic department. Not only has this enhanced learning and provided professional development opportunities for students, but it has also been integral to addressing the major challenges facing communities in their region.”

For the past 25 years, the College’s Service Learning Program has collaborated with diverse community organizations and has flourished to include over 250 community partners to help address their growing needs. Through participation in RVCC’s Service Learning Program, students gain the opportunity to address many critical issues of public concern, including hunger, homelessness, literacy, the environment, disabilities, domestic violence, substance abuse, child care, health, nutrition, animal welfare, and legal aid/law. Students also serve the community through their participation in student clubs, athletics, student government, honor societies, internships and political/democratic engagement. In addition, RVCC faculty and administrators serve the community through their participation on non-profit boards.

Annually, students volunteer with more than 250 community organizations donating the economic equivalent of \$1,000,000 in service to communities in the two counties served by the College. In a five-year period, students have contributed the economic equivalent of approximately \$5,000,000 to the community, making the College widely regarded as an important and reliable partner.

Business and Public Service Department

In the fall of 2019, Dr. William Black was bestowed the National Society of Leadership and Success Excellence in Teaching Award. In addition, Professor William Klinger was named an Honorary Member of the National Society of Leadership and Success.

Dr. William Black’s financial literacy article, “The Role of Community Colleges in Promoting Financial Literacy: A Proposed Model” was published in a book called “Discourses on Business Education at the College Level” (Touro University Press, New York, 2019).

Dr. James Jones and Professor Brian Donnelly were awarded a Level 3 grant to convert Introduction to Criminal Justice to an Open Educational Textbook in the fall of 2020.

On February 18, 2020 the criminal justice club advisors, Professor Brian Donnelly and Dr. James Jones hosted guest speaker Lt. O’Connor from the New Jersey State Police who spoke about the use of intelligence to stop domestic terrorism in New Jersey.

In January 2020, Professors Anne Marie Anderson and Alisa Shapiro have both been re-certified by the IRS as Expert Tax Preparers in preparation of being site coordinators for the Volunteer Income Tax Program. The Volunteer Income Tax Assistance course conducted by Professors Anne Marie Anderson, CPA and Alisa Shapiro, CPA, opened with a strong start. Serving as site coordinators as well as instructors, both professors supervise students as they prepare tax returns for the many underserved citizens within our community and neighboring communities. The program is run in partnership with the United Way of Northern NJ. Students work in pairs, have all been certified as Basic Preparers by the IRS, and to date they have assisted over 25 taxpayers in their first two sessions.

On November 26, 2019, Professor Tracy Rimple (Department Chair) and Alicia Hermo-Weaver (Coordinator of Internships & Cooperative Education) organized a panel of industry experts from Johnson & Johnson to

speak with students at RVCC. The experts were from the area of supply chain management and talent acquisition discussing trends and current challenges in their respective areas. Students were able to hear what it is like to work as an intern at J&J and all the opportunities provided to them. This was well received and attended by the student body. As a follow-up, an information session on January 30, 2020 was held educating current students on how to apply for the Johnson & Johnson cooperatives.

English

Professor Andrew Manno's book, "Toxic Masculinity, Casino Capitalism, and America's Favorite Card Game: The Poker Mindset" (Palgrave Macmillan), will be available in print on March 26.

The book:

- Examines poker as a gendered activity, and specifically how valued characteristics of orthodox masculinity are embedded in the rhetoric of the game, as well as in our larger culture
- Connects the rise in poker's popularity to the increase of inter-related social problems, such as toxic masculinity, the impact of casino capitalism, and post-industrial worker disenfranchisement
- Demonstrates how the Poker Mindset protects the status quo and reinforces orthodox masculine gender values, maintaining and exacerbating damaging systems of inequality

Visual and Performing Arts

The Music Faculty Annual Recital was held on Sunday, February 23 in the Welp Theatre. Performing were music faculty members John Sichel, John Loehrke, Eldad Tarmu, and Steve Hudson.

Virginia Smith is having a solo art exhibition "Tools of the Trade" in the College Art Gallery. The exhibition opens on Friday, February 21 and continues through March 18.

Ann Tsubota, Ji Yong Kim, Kathy Schulz, and Lynn Barnes attended the annual College Art Association conference in Chicago, Illinois from February 11-15. Sessions included a wide range of subject matter from global art history, design, fine arts, and community college art teaching.

Darren McManus was accepted into the Kansas City Art Institute's 2020 Summer Residency Program for art educators. The highly competitive Educators Art Lab Residency will take place in June 2020 on the Kansas City Art Institute's campus. McManus will receive a private studio and the uninterrupted time needed to foster creative experimentation on new work. Additionally, he will participate in discussions and workshops with other selected art educators from across the country regarding new trends in the creative disciplines. Residents have access to and will use both the Kemper Museum of Contemporary Art and The Nelson-Atkins Museum as resources throughout the residency.

Professor Robert Burger, who teaches Three-Dimensional Modeling, Two-Dimensional Design, and the History of Visual Design, recently had his artwork included in the New Hope Arts' Annual Juried Members Exhibition 2020.

Loretta Fois will be presenting a lecture on "The Historical Foundations and Contemporary Contexts of Francois Delsarte and Emile Jaques-Dalcroze in Dance Education" at Teachers College, Columbia University on February 27, 2020.

RVCC Foundation

RVCC's 4th Annual Giving Day is taking place on Thursday, March 19th. Giving Day is a once-a-year, 24-hour online fundraising initiative that brings together the College community and beyond to show support for—and give back to—RVCC. The College's first Giving Day partner, Stoney Brook Grille, has already pledged \$1,000 to support the effort.

The spring scholarship application cycle opened February 3, with 244 people applying and 45 scholarships awarded. This is our second cycle using our new digital platform, Award Spring, which has proved to be a

major process upgrade. In addition, year cycle feature Foundation board member participating in reviewing and scoring student essays.

The 16th Annual RVCC Foundation Scholarship Reception will be held on April 23, 5:30-7:30 p.m. and all Trustees are encouraged to attend. This event brings together student scholarship recipients along with our philanthropic donor community. This year's theme is "Giving, Empowering, Transforming."

The 17th Annual RVCC Foundation Golf Classic is scheduled for June 22, 2020 at Cherry Valley Country Club.

The new composter has arrived on campus and is being installed. It is located outside of Receiving. It was funded through Gibson Fund and Pepsico grants.

4. Committee Reports

A. Strategic Planning Committee

Trustee Tracy DiFrancesco Zaikov reported that the Committee was provided with updates on the proposed Facilities Master Plan, on funding from the Security Your Children's Bond Act, and on new marketing initiatives.

B. Finance Committee

Trustee Margaret Windrem reported that the Committee reviewed FY 2020-2019 budget results, was updated on the FY 2021 budget status and on Capital projects.

Trustee Windrem reported on the Treasurer's Report (Resolution #19-2020) for the period 01/01/20 to 01/31/20. On motion by Chairman Windrem, seconded by Trustee Torres, the Treasurers' Report was approved by voice vote.

Trustee Windrem then presented Consent Agenda Resolutions #20-2020 through 28A-2020. The Resolutions were moved by Trustee Windrem, seconded by Trustee Locandro, and approved by voice vote.

Resolution #20-2020 – Various Vouchers for Payment

BE IT RESOLVED, that the following January 2020 vouchers be approved for payment; and

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

Check #s	309542-310120	
ACH#s	3	
Total Checks		\$1,399,418.46
Total ACH		15,812.65
Total Vouchers		1,415,231.11
Construction and Architect Vouchers		6,146.86
Less Previously Approved		(2,238.75)
Total		<u>\$1,419,139.22</u>

Resolution #21-2020 Ellucian Elevate CE/WFD Professional Plus System (Ellucian Company, L.P.)

WHEREAS, the Ellucian Flexible Registration system currently being utilized by the Workforce Development and Youth Programs departments for course management and registration, will no longer be supported by Ellucian as of January 2021; and

WHEREAS, this existing system is used by students, faculty and staff for functions such as course search and registration, roster information, and payments; and

WHEREAS, any replacement management system used by the Continuing Education, Workforce Development and Youth Programs departments, must seamlessly integrate with the existing Ellucian Banner administrative system; and

WHEREAS, the Ellucian Elevate system is specifically designed to aid continuing education and workforce development program administrators to manage non-credit programs easily and effectively; and

WHEREAS, in accordance with N.J.S.A 18A:64A-25.5(19) providing for goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development is exempt from public bidding; and

WHEREAS, the College would realize a total savings of over \$40,000.00 by entering into a three-year commitment with Ellucian; and

WHEREAS, purchase orders will be issued as follows:

<p>Ellucian Company, L.P. 4 Country View Road Malvern, PA 19355-1408 <u>Initial Set-Up Fee: \$41,238.00</u> <u>Year 1: \$42,600.00</u> <u>Year 2: \$42,600.00</u> <u>Year 3: \$42,600.00</u> <u>Total Three-Year Amount: \$169,038.00</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 and approve payments as described hereinabove to Ellucian Company, L.P for the three-year period of April 1, 2020 through March 31, 2023.

Michael DePinto,
Director of Purchasing

Resolution #22-2020 Integration Solution Systems – Pay to Play

WHEREAS, the current method of passing data from our Ellucian Banner administrative system to our Instructure Canvas learning management system for on-line courses no longer meets the College’s functional needs; and

WHEREAS, the existing system has become increasingly unreliable and requires frequent manual corrections; and

WHEREAS, two (2) quotes were obtained with Constituo Software, LLC presenting the College with the most favorable proposal; and

WHEREAS, Constituo Software, LLC offers a solution which provides real-time two-way integration between the Ellucian Banner administrative system and the Instructure Canvas learning management system for on-line courses; and

WHEREAS, the Director of Purchasing has determined and certified in writing that the value of the services 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:

Constitutio Software, LLC
P.O. Box 458
West Simsbury, CT 06092
Amount: \$21,100.00

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 April 1, 2020 through March 31, 2021.

Michael DePinto,
Director of Purchasing

Resolution #23-2020 Digital Marketing Services and Website Enhancements – 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, the digital marketing campaign and website enhancements have combined to produce positive results, contributing to record attendance at recruitment events, increases in applications and new visitors to the RVCC website, and growth in first-time students for Fall 2019; and

WHEREAS, the Board of Trustees via Resolutions #178-2018, #89-2019 and #184-2019 authorized eDesign Interactive to conduct digital marketing campaigns and develop website enhancements in order to promote enrollment; and

WHEREAS, the College has identified additional opportunities to expand the reach of its digital marketing campaigns by utilizing geotargeting; and

WHEREAS, \$11,500.00 in funding is available from the Fiscal Year 2020 Public Relations Operating Budget to support geotargeting; and

WHEREAS, the College needs to enhance its website in order to promote Pathways, a new approach to exploring career options that will benefit all prospective students, especially first-generation college students; and

WHEREAS, \$10,000.00 in funding is available from the New Jersey Community College Opportunity Grant – Capacity Building Grant for the Pathways website project; and

WHEREAS, the Director of Purchasing has determined and certified in writing that the value of the services 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:

WHEREAS, 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 purchase orders for marketing services — including website content design and a digital marketing geotargeting campaign and analytics — as follows:

eDesign Interactive
163 Madison Avenue, Suite 220-5
Morristown, NJ 07960
Total: \$21,500.00

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

Michael DePinto
Director of Purchasing

Resolution #24-2020 Mini Mill Machine for the Advanced Manufacturing Program – Pay to Play

WHEREAS, the purchase and installation of a Mini Mill machine is needed for the Advanced Manufacturing program to provide vital hands-on learning for students; and

WHEREAS, this machine is designed to train students to cut plastics, machinable wax and metal, allowing students to bring full scale production projects to life; and

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

WHEREAS, \$21,960.00 in funding has been identified for this purchase out of the George Case program support funds, with the remaining \$10,000.00 being available from the College’s Fiscal Year 2020 Minor Capital funds; and

WHEREAS, the Director of Purchasing has determined and certified in writing that the value of the services 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:

Allendale Machinery Systems, Inc.
16 Park Way
Upper Saddle River, NJ 07458
Amount: \$31,960.00

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 Allendale Machinery Systems, Inc.

Michael DePinto,
Director of Purchasing

Resolution #25-2020 Forward Natural Gas Purchases

WHEREAS, the College's current contract for raw natural gas material and delivery charges at a fixed price expires October 31, 2020; and

WHEREAS, the College has been advised by its independent consultant New Energy Consultants (NEC) that current market conditions were very favorable to a decision to obtain additional forward pricing; and

WHEREAS, the auction bid process for obtaining forward prices requires a purchaser's commitment on the same day the rate is offered because the market fluctuates daily; and

WHEREAS, the potential annual savings to the College could be nearly \$29,000, or almost \$87,000 over a three-year period.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the VP Finance & Facilities (VPFF) to engage NEC to conduct an auction bid process to obtain quotes for 12 to 36 month periods on a full requirements natural gas supply contract. Further, the VPFF will determine with NEC the most attractive contract duration up to a 36-month commitment and with pricing not exceeding \$4.60/dth.

John Trojan, VP Finance & Facilities

Resolution #26-2020 HVAC Rooftop Units for the Arts Building

WHEREAS, the College requires the purchase and installation of nine (9) rooftop HVAC units for the Arts Building; and

WHEREAS, these new rooftop units are needed to adequately and efficiently service the Arts Building once the additions and alterations project for that building have been completed; and

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

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

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

WHEREAS, the Trane Company has entered into an agreement with OMNIA Partners cooperative purchasing organization, formerly known as the U.S. Communities Government Purchasing Alliance Cooperative (Contract #USC-15-JLP-023), of which RVCC is a member; and

WHEREAS, a purchase order will be issued as follows:

<p>Trane, Inc. 19 Chapin Road Building B - Suite #200 Pine Brook, NJ 07058 <u>Amount: \$145,034.00</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 in the amount shown above to Trane, Inc.

Michael DePinto
Director of Purchasing

Resolution #27-2020 Low Voltage Electrical Contracting 2020-2022

WHEREAS, Raritan Valley Community College advertised for bids for a new Low Voltage Electrical Service and Repairs contract for the period of March 1, 2020 through February 28, 2022; and

WHEREAS, nine (9) bid packages were distributed and five (5) were opened and read on Monday, February 24, 2020; and

WHEREAS, the low bidder meeting all requirements and qualifications is:

<p>Global Electrical Services, Inc. 91 Lower Oak Grove Road Frenchtown, NJ 08825 <u>Amount Year 1: \$45,562.64</u> <u>Amount Year 2: \$46,631.16</u> <u>Two-Year Total: \$92,193.80</u></p>

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a two-year agreement and issue a purchase order in the amount shown above to Global Electrical Services, Inc.

Michael DePinto,
Director of Purchasing

Resolution #28-2020 Replacement of Arts Building Windows – Pay to Play

WHEREAS, the College requires the purchase and installation of new windows in six (6) locations of the Arts Building; and

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

WHEREAS, the Director of Purchasing has determined and certified in writing that the value of the services 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>Roselle Glass Company 464 Chestnut Street Union, NJ 07083 <u>Amount: \$30,615.00</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 in the amount shown above to Roselle Glass Company.

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

Michael DePinto
Director of Purchasing

Resolution #28A-2020 Grants Consulting Services

WHEREAS, Management has determined that it would be beneficial to the College's strategic plan objectives to pursue several Federal grants that focus on student success; and

WHEREAS, these particular opportunities include Title 3 which would expand our capacity to serve low-income students with more effective academic and student support programs; TRIO providing assistance to students from low income backgrounds, first generation, or those with disabilities. enabling them to achieve better academic results from middle school through postbaccalaureate programs; and S-STEM making scholarships available to support student recruitment and developing more effective programs in the sciences; and

WHEREAS, College does not currently have a professional on staff capable of writing an effective grant application that could result in awards in excess of \$2 million; and

WHEREAS, the Hanover Research Council (Hanover) is a respected consulting firm that can identify realistic grant opportunities for the higher education sector and provide support staff to write the extensive applications required for these particular Federal programs; and

WHEREAS, Management recommends that Hanover be engaged for an initial 16-month period to pursue applications for the previously mentioned programs.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes Management to engage the Hanover Research Council to provide a variety of grant services that would include identifying opportunities and preparing the funding proposals/applications for the period 3/1/20 through 6/30/21 at a cost of \$66,000.

Hanover Research Council LLC 4401 Wilson Boulevard Arlington VA 22203 Total amount \$66,000 for the period 3/1/20 through 6/30/21
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John Trojan, VP Finance & Facilities

C. Educational Programs and Services Committee

Trustee Caren Bateman presented Consent Agenda Resolutions #29-2020 and #30-2020. On motion by Trustee Bateman, seconded by Trustee Torres, the above stated Consent Agenda resolutions were approved by voice vote. Trustee Bateman reported that the Committee received an update on the College's non-credit Advanced Manufacturing program and on a new state-wide community college initiative designed to create pathway and skill collaboratives in Advanced Manufacturing, Health Care, and Technology.

Resolution #29-2020 Human Resources Action Report

The Board resolves that the following personnel actions be taken:

1. New- Adjunct Faculty

The following individual(s) are recommended as adjunct faculty for the Spring Semester 2020 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
Allen	Mary M	Instructor	Health Science Education	\$930	1/21/20
Bezanson	Mark	Professor Emeritus	Communication & Languages	\$1050	1/21/20
Chan	Kaman	Instructor	Math & Computer Science	\$930	1/21/20
Chichester	Shaun	Instructor	Math & Computer Science	\$930	1/21/20
Falkowski	George	Instructor	Communication & Languages	\$930	1/21/20
Gardez	Sanyya	Assistant Professor	Prison Program	\$950	1/21/20
Herchenroder	Jane	Assistant Professor	Business & Public Service	\$950	1/21/20
Hogan	Davida	Instructor	Arts & Design	\$930	1/21/20
Lyga	John	Instructor	Science & Engineering	\$930	1/21/20
Macay	Carissa	Instructor	Fitness & Wellness	\$930	1/21/20
Moch Arias	Rita	Instructor	Communication & Languages	\$930	1/21/20
Parker	Deana	Assistant Professor	RISE Program	\$950	1/21/20
Sanders	Lynn	Assistant Professor	Communication & Languages	\$950	1/21/20
Tangirala	Prasant	Instructor	Math & Computer Science	\$930	1/21/20
Tukman	Melissa	Assistant Professor	RISE Program	\$950	1/21/20
Vaccarro	Christopher	Instructor	Business & Public Service	\$930	1/21/20
Verso	Karen	Assistant Professor	Arts & Design	\$950	1/21/20

2. New Hire- Administrator

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

Name	Title	Salary	Department	Start date
*Maria Cuellar	Head Teacher-Children's Campus	\$53,187	Children's Campus	3/1/20

*Budget code 630-8300-5010-90/ New

3. 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
*Shelley Brown	Administrative Assistant II-Children's Campus	\$43,059	Children's Campus	3/1/20

*Budget code 630-8300-5310-90/ New

6. Resignation

The following reflects employees who have resigned from the college.

Name	Title	Department	Effective Date
Robert Sefack	Help Desk Technician	Technology Services	2/7/2020

Resolution #30-2020 Sabbaticals

WHEREAS, the Board of Trustees of Raritan Valley Community College did by Resolution #9-2020 dated January 28, 2020, reappoint Associate Professor Youngjun Choi, Associate Professor Jay Kelly, Professor Lynne Kowski, and Assistant Professor Darren McManus for the 2020-2021 academic year; and

WHEREAS, Associate Professor Youngjun Choi and Associate Professor Jay Kelly have requested a sabbatical leave for the 2020-2021 academic year; and

WHEREAS, Professor Lynne Kowski and Assistant Professor Darren McManus have requested a sabbatical leave for the Spring 2021; and

WHEREAS, the provisions of the Board/Faculty Agreement concerning sabbatical leaves have been complied with;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby grant sabbatical leave to Associate Professor Youngjun Choi for academic year 2020-2021, Associate Professor Jay Kelly for academic year 2020-2021, Professor Lynne Kowski for Spring 2021, and Assistant Professor Darren McManus for Spring 2021.

D. Labor Relations Committee

Chairman Robert Wise reported that the Committee met earlier to discuss Support Staff and Adjunct Faculty negotiations. The Chairman reported that the Committee unanimously recommends the following resolution:

Resolution #31-2020 – Ratification of Contract between the Board of Trustees and Support Staff

BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College does hereby ratify and approve an Agreement with the Support Staff for the following terms:

1. 2019-2021 – 2.5% salary increase each year.
2. Health care related and Educational reimbursement changes.
3. Modification of Spring Break and Floating holiday for new hires.
4. Adjustment to longevity scale 1st and 3rd year of contract.
5. Continuation of Vacation payout per calendar year until June 30, 2022.
6. All dates throughout the collective negotiation agreement shall be adjusted to reflect the new termination date of June 30, 2022.
7. Agreement is for a term of three years from July 1, 2019 through June 30, 2022.

Memorandum of Agreement to follow.

The Resolution was moved by Trustee DiFrancesco Zaikov, seconded by Trustee Bateman, and approved by voice vote

E. Governance Committee

Chairman Robert Wise reported that the Committee was provided with updates on the FY 2020 budget, enrollment comparisons, Building Our Future initiatives, Campus Safety, Middle States, and negotiations. As required by the State of New Jersey, the Campus Safety Report for the period January 21, 2020 to February 12, 2020 was provided to the Committee and to the full Board of Trustees via SharePoint. It was reported that the full Board will be provided with a progress report on the Prosecutor's Safety Assessment at an upcoming Executive Session.

The College Legal Counsel Request for Proposals process began. A subcommittee of the Governance Committee will review proposals and select firms to be interviewed. A recommendation will be made to the full Board after such time.

IV. Old/New Business

Philip Stern announced that an Executive Session would be held prior to the next Regular Board of Trustees meeting. No formal action will be taken until made public.

VI. 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 Adjunct Faculty negotiations.

VII Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 5:45 p.m.

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