

RARITAN VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES' REGULAR MEETING  
APRIL 20, 2021

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, March 30, 2021, via Zoom Webinar. Chairman Robert P. Wise called the Regular Board of Trustees meeting to order at 5:06 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: Tracy DiFrancesco Zaikov
Zenon Christodoulou	
Julia DeTommaso	
Paul J. Hirsch	
W. Timothy Howes	
Roger Jinks	
Roger Locandro	
Andrew McNally	
Helena Swanicke	
Juan Torres	
James Von Schilling	
Margaret Windrem	
Robert P. Wise	

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

A quorum was present.

III. Agenda Items

1. Approval of Meeting Minutes

The Regular Meeting minutes of March 30, 2021 were approved unanimously by voice vote.

2. Committee Reports

A. Audit Committee

Trustee Andrew McNally reported that the Committee met with the College auditors, Suplee Clooney, to review the draft Foundation Audit. A recommendation to approve the final Foundation Audit will be made at the next Board meeting.

The Committee received a copy of the Board approved final FY 2020 audit report, which had been delayed because of the absent state data related to the reporting of the new GASB 75 – Post Retirement Benefits Other Than Pensions requirements.

**B. Strategic Planning Committee**

Chairman Robert Wise reported that Provost Preston and Vice President Jacki Belin provided an update on the Strategic Planning process. They spoke about the collaborative process and the high-level of engagement from the college community. They reviewed Pillars One and Two and commented on how the Strategic Planning Core Committee incorporated community feedback and improved the clarity of the strategic plan goals.

A review of Pillars Two and Three is scheduled for the May 18<sup>th</sup> Board Meeting. Dr. Preston explained the timeline for the development of the strategic plan and stated that developing/reviewing the Mission Statement would be included in the strategic planning process. The ultimate goal is to have a new strategic plan in place for the fall semester.

**C. Educational Programs and Services Committee**

Trustee Caren Bateman presented Consent Agenda Resolution 24-2021. On motion by Trustee Hirsch, seconded by Trustee McNally, the above stated Consent Agenda resolution was approved by voice vote. Trustee Bateman respectfully abstained.

Trustee Bateman reported that the Committee was briefed on

**Resolution #24-2021 Human Resources Report**

The Board resolves that the following personnel actions be taken:

**1. New Hire- Administrator**

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

Name	Title	Salary	Department	Start date
*Dalton Georgiana	Business Systems Analyst-Student Affairs	\$76,000	Student Affairs	4/28/21
**Diana Trybulski	Coordinator of Scheduling	\$53,596	Academic Affairs	4/26/21

\*Budget code 100-3501-5010-50/New

\*\*Budget code 100-3350-5010-40/replacing A. Demarest

**2. Status Change- Administrator**

The following individual is recommended for the indicated salary change specified:

Name	Title	Salary	Department	Start date
*Melanye Núñez	Academic Advisor	\$54,571	Advising & Counseling	3/16/21

**4. Retirement**

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

Name	Title	Department	Effective
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			<b>Date</b>
Lonny Buinis	Instructional Designer	Technology Services	8/31/21
Nancy Lestrage	Director of Information Systems	Technology Services	7/31/21
Michael Machnik	Executive Director Institutional Technology	Technology Services	6/30/21
Elaine Snarkey-Machnik	Administrative Assistant II	Academic Affairs	6/30/21
Judith Snook	Enrollment Services Specialist	Enrollment Services	7/31/21

5. Resignations

The following reflects employees who have resigned from the college.

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>
Christina Bailey	Director Testing Center	Testing Center	4/2/21
Joanne Coffaro	Director of Workforce	Workforce Training Center	5/7/21
Shane Reppmann	Academic Advisor	Advising & Counseling	4/30/21

C. Finance Committee

Trustee Margaret Windrem reported on the Treasurer’s Report (Resolution #25-2021) for the period 03/01/21 to 03/31/21. On motion by Trustee Windrem, seconded by Trustee Von Schilling, the Treasurers’ Report was approved by voice vote.

Trustee Windrem then presented Consent Agenda Resolutions #26-2021 through #30-2021. The Resolutions were moved by Trustee Windrem, seconded by Trustee Bateman, and approved by voice vote.

Trustee Windrem reported that the Committee

Resolution #26-2021 – Various Vouchers for Payment

BE IT RESOLVED, that the following March 2021 vouchers be approved for payment; and

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

Check #s	321369-323426	
ACH#s	2	
	Total Checks	\$2,973,173.86
	Total ACH	11,506.82
	Total Vouchers	2,984,680.68
	Construction and Architect Vouchers	--
	Less Previously Approved	(21,145.00)
	Total	<u>\$2,963,535.68</u>

Resolution #27-2021 Board of School Estimate Meeting

WHEREAS, N.J.S.A. 18A:64A-17 requires the Board of Trustees to fix a date, place and time for the holding of a public hearing by the Board of School Estimate of Raritan Valley Community College with respect to the 2021/2022 Operating Budget and the 2021/2022 Capital and Minor Capital Budgets;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College, in compliance with N.J.S.A. 18A:64A-17, does hereby fix a date, place, and time for a public hearing by the Board of School Estimate of Raritan Valley Community College as:

DATE: May 19, 2021  
PLACE: Via Zoom  
TIME: 9 A.M.

at which time and place the Board of School Estimate of Raritan Valley Community College will hold a public hearing with respect to the itemized statement of the amount of money estimate to be necessary for the operation of the College for 2021/2022; and

BE IT FURTHER RESOLVED, that the Vice President of Finance and Facilities is hereby directed to advertise in The Courier News and The Hunterdon Democrat the date, Zoom meeting link, and time of said meeting of the Board of School Estimate of Raritan Valley Community College along with the proposed 2021/2022 Operating Budget and the 2021/2022 Capital and Minor Capital Budgets; and

BE IT FURTHER RESOLVED, that said itemized statement of operating funds shall be on file and open to the public between the business hours of 9 a.m. and 4 p.m. at the Office of the Vice President of Finance and Facilities of Raritan Valley Community College, North Branch through the close of business on May 18, 2021.

Resolution #28-2021 Elevator Maintenance Services 2021-2022 – Pay to Play

WHEREAS, Raritan Valley Community College requires Elevator Maintenance Services for the period of May 1, 2021 through April 30, 2022; and

WHEREAS, these services include inspection, maintenance and repair activities; and

WHEREAS, N.J.S.A 18A:64A-25.9 provides for the purchase of any materials, supplies, goods, services or equipment pursuant to a contract entered into on behalf of the State by the Division of Purchase and Property, without advertising for bids; and

WHEREAS, Independence Elevator has entered into a contract with the State of New Jersey for Elevator Maintenance, Repair, Testing and Inspection Services (Contract #20-GNSV2-01122); 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, 2020 through June 30, 2021, 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:

**Independence Elevator Company, LLC**

**1117 State Route 31  
Suite 2  
Lebanon, NJ 08833  
Amount: \$23,580.00**

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 #29-2021 Annual Service for Temperature Control Automation System 2021-2022

WHEREAS, Raritan Valley Community College requires annual service and maintenance for the campus temperature control automated system for the period July 1, 2021 through June 30, 2022; and

WHEREAS, the Automated Logic system is proprietary and the controls are critical in maintaining heating and cooling to the campus buildings; and

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

WHEREAS, a purchase order will be issued as follows:

**Automated Logic Corporation  
100 Delawanna Avenue  
Suite 400  
Clifton, NJ 07014  
Amount: \$46,172.00**

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 to Automated Logic Corporation.

Michael DePinto  
Director of Purchasing

Resolution #30-2021 Acceptance of Title II Funds for Integrated English Literacy and Civics Education Grant

WHEREAS, Raritan Valley Community College is committed to providing quality basic skills and occupational programs and ensuring access to these programs for all students; and

WHEREAS, the purpose of the Adult Education and Family Literacy Act (AEFLA) is to create a partnership among the Federal Government, States, and localities to provide, on a voluntary basis, adult education and literacy activities, in order to—

- (a) Assist adults to become literate and obtain the knowledge and skills necessary for employment and economic self-sufficiency;

- (b) Assist adults who are parents or family members to obtain the education and skills that—
  - (1) Are necessary to becoming full partners in the educational development of their children; and
  - (2) Lead to sustainable improvements in the economic opportunities for their family;
- (c) Assist adults in attaining a secondary school diploma or its recognized equivalent and in the transition to postsecondary education and training, through career pathways; and
- (d) Assist immigrants and other individuals who are English language learners in—
  - (1) Improving their—
    - (i) Reading, writing, speaking, and comprehension skills in English; and
    - (ii) Mathematics skills; and
  - (2) Acquiring an understanding of the American system of Government, individual freedom, and the responsibilities of citizenship; and

WHEREAS, the purpose of this funding opportunity is to assist local program providers to develop educational programs and services for adult learners who:

- (a) have attained 16 years of age, are not enrolled or required to be enrolled in secondary school under state law; and
- (b) are basic skills deficient, do not possess a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education; or are an English language learner; and

WHEREAS, a formal acceptance of the Title II Funds for Integrated English Literacy and Civics Education Grant in the amount of \$122,000 is required;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College approves the acceptance of Title II funds and further authorizes Dr. Michael McDonough President of the College, to approve the Title II Funds for the Integrated English Literacy and Civics Education Grant, including all general assurances, and certifications and any amendments thereto.

D. Governance Committee

Trustee Paul Hirsch reported that the Campus Safety Report for the period March 17, 2021 to April 7, 2021 was discussed by the Committee and was provided to the full Board of Trustees via SharePoint. The Committee also received an update regarding the administration of vaccinations by the Somerset County Public Safety/Heath Department.

The Committee received an update on risk management, on new College initiatives, and on the new Strategic Plan. In addition, a Board Retreat held earlier in the day provided trustees an opportunity to review the proposed FY22 operating budget and to further provide the key highlights of the FY19, 20, and 21 operating budgets and performance indicators. The next retreat, scheduled for Tuesday, June 29, 2021, will provide trustees an opportunity to meet with the Facilities Master Plan architects, MKSD, and to further discuss potential student housing.

The President's annual survey instrument, along with his self-evaluation, will be sent to the full Board within the week and the final results of the evaluation will be made available to the President and the full Board at the next Board meeting. Trustee Windrem graciously agreed to oversee the process. In addition, the Governance Committee will

review the President's annual amendment to his contract and will provide a recommendation to the full Board at the May 18 Regular Board meeting.

IV. Old/New Business

Chairman Wise and President McDonough expressed their appreciation to the individuals who have announced their intention to retire or resign from the College for all of their hard work and dedication to the institution and to our students and further wished them well in their future endeavors.

The Chairman expressed his appreciation for the recommendations made at last month's Board meeting to improve technology used for Board meetings and further expressed his appreciation to the individuals who responded to those recommendations in a timely manner.

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."

A few faculty from the College community expressed their appreciation to the Board and to the President for the new technology being used for Board meetings and Forum-sponsored Town Hall meetings, noting that it provides a sincere and transparent sharing of information with the College community.

VI Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 5:21 p.m.

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