

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
APRIL 28, 2020

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, April 28, 2020, via teleconference. Chairman Robert P. Wise called the Regular Board of Trustees meeting to order at 5:20 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:
	Thomas Boon	
	Paul J. Hirsch	
	W. Timothy Howes	
	Roger Jinks	
	Roger Locandro	
	Andrew McNally	
	Donald Rica	
	Donna M. Simon	
	Helena Swanicke	
	Juan Torres	
	Robert P. Wise	
	Tracy DiFrancesco Zaikov	
	Margaret Windrem	

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 Swanicke, seconded by Trustee Bateman, the Regular Meeting minutes of February 25, 2020 were approved by voice vote.

2. Committee Reports

A. Finance Committee

Trustee Margaret Windrem reported on the Treasurer's Report (Resolution #51-2020) for the period 03/01/20 to 03/31/20. On motion by Chairman Windrem, seconded by Trustee Hirsch, the Treasurers' Report was approved by voice vote.

Trustee Windrem then presented Consent Agenda Resolutions #52-2020 through 60-2020. The Resolutions were moved by Trustee Windrem, seconded by Trustee Hirsch, and approved by voice vote.

Resolution #52-2020 – Various Vouchers for Payment

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

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

Check #s	311362-312727	
ACH#s	2	
	Total Checks	\$2,004,454.60
	Total ACH	24,931.91
	Total Vouchers	2,029,386.51
	Construction and Architect Vouchers	136,368.28
	Less Previously Approved	--
	Total	<u>\$2,164,757.78</u>

Resolution #53-2020 Acceptance of CARES Act Funding

WHEREAS, the CARES Act establishes the Higher Education Emergency Relief Fund (HEERF) making available to colleges and universities funds to provide direct assistance to students as well as the institution in response to a variety of disruptions caused by the covid-19 crisis; and

WHEREAS, Raritan Valley Community College has been awarded \$3.8 million in such total aid to be split evenly between direct student assistance and institutional support subject to several guidelines for each component; and

WHEREAS, the College will develop criteria establishing how the student portion will be distributed and document how the institutional component was spent, both subject to periodic reporting to the U.S. Department of Education.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College directs management to complete all the necessary steps required to apply for, accept and receive the approved amount of CARES Act funding.

John Trojan
VP Finance & Facilities

Resolution #54-2020 Tuition and Fees

WHEREAS, the Board of Trustees of Raritan Valley Community College did, by Resolution #61-2019, authorize a schedule of tuition rates and fees for the Fall 2019 term; and

NOW, THEREFORE, BE IT RESOLVED, that the following new schedule of Tuition and Fees will apply effective with the Fall 2020 semester:

TUITION

Hunterdon/Somerset County Residents	\$ 168.00 per credit
Out-of-County Chargeback Residents	\$ 168.00 per credit
Out-of-County Residents (Board grants a waiver of \$60 per credit to students who provide verification of employment in Somerset or Hunterdon Counties)	\$ 228.00 per credit
Out-of-State Residents	\$ 228.00 per credit

Early College Program	\$ 200.00 for all courses taken at participating high schools;
RVCC On-Line Courses and NJ Virtual Community College Courses	\$ 218.00 per credit; no fees charged
Hunterdon/Somerset Senior Citizens Minimum Age 65. One course per semester on a space available basis. May register during the 5 business days prior to course start	No tuition assessed; \$35 enrollment service fee. Course books/materials extra cost. Audit status, no credit awarded.
NJ National Guard and Reserves	Free tuition up to 16 credits per term for individual only; fees Apply
Volunteer Emergency Medical Personnel and Firefighters	Free tuition up to \$600 per year and \$2,400 lifetime per family of volunteer; Fees Apply
September 11 Victims' Families	Free tuition for children and spouses of victims; Fees Apply

FEES

General Registration Fee (all students)	\$ 27 per credit hour
Technology Fee -- full-time students	\$ 125 per semester
-- part-time students	\$ 80 per semester
Enrollment Service Fee	\$ 35 per semester
Course/Lab Fee (all students) (A)	\$ 60 - \$360 per lab (or similar) course
Nursing Fee	\$730 per semester
Occupational Therapy Assistant Fee	\$250 per semester
Honors College Fee	\$150 per semester
Automotive Program Fees:	
Specific automotive course	\$155 per credit
Uniform fee (one time, beginning of program)	\$120
Industry certification (aggregate one time)	\$180
International Student Processing Fee	\$200 per semester
First Time Application Fee	\$ 25
Late Registration Fee	\$ 50
Official Transcript Fee	\$ 10
Returned Check or Disallowed Credit Card Fee	\$ 25
Replacement Diploma Fee	\$ 15

Graduation Fee \$ 35

SPECIFIC WORKFORCE PROGRAM FEES

Cosmetology - Foundations	\$ 7,322.00
Advanced	<u>6,639.00</u>
Total Program	<u>\$ 13,961.00</u>
Esthetics - Foundations	\$ 4,604.00
Advanced	<u>2,929.00</u>
Total Program	<u>\$ 7,533.00</u>
Make-Up Artistry (high school students only)	\$ 6,990.00
Machining Fundamentals	\$ 2,445.00
Manual Mill Operator	\$ 3,423.00
Engine Lathe Operator	\$ 3,423.00
CNC Production Technician	\$ 4,560.00

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

Resolution #55-2020 Board of School Estimate – Authorization to Set Date and Time

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 2020/2021 Operating Budget, the 2020/2021 Capital and Minor Capital Budgets; and the 2020/2021 Chapter 12 Budget;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College, authorizes the President or his designee to fix a date, place, and time for a public hearing by the Board of School Estimate of Raritan Valley Community College; and

BE IT FURTHER RESOLVED, that the Vice President of Finance and Facilities is further directed to advertise in The Courier News and The Hunterdon Democrat the date, place, and time of said meeting of the Board of School Estimate of Raritan Valley Community College along with the proposed 2020/2021 Operating Budget, the 2020/2021 Capital and Minor Capital Budgets; and the 2020/2021 Chapter 12 Budget.

Resolution #56-2020 Security Services 2020-2022

WHEREAS, Raritan Valley Community College advertised for bids for a new Security Services agreement for the period of May 1, 2020 through December 31, 2022; and

WHEREAS, fourteen (14) bid packages were distributed and five (5) bids were opened and read on Friday, April 3, 2020; and

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

**Allied Universal Security Services
1661 Route 22 West
Bound Brook, NJ 08805**

WHEREAS, the annual amounts listed in their proposal are shown below:

2020 (8-Months)	\$ 693,498.96
2021	\$1,051,850.40
2022	\$1,118,645.72
32-Month Total:	\$2,863,995.08

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a thirty-two (32) month agreement and issue purchase orders in the amounts shown above to Allied Universal Security Services.

Michael DePinto
Director of Purchasing

Resolution #57-2020 Installation and Operation of a Solar Power System through a Power Purchase Agreement

WHEREAS, Raritan Valley Community College advertised for proposals for the Installation and Operation of a Solar Power Energy System utilizing a 15-Year Power Purchase Agreement (PPA); and

WHEREAS, the College is seeking a Contractor to provide the financing, design, engineering, materials, installation, operation and ownership of a Solar Power Energy System which will capture the solar resources at the Workforce Training Center building; and

WHEREAS, this Solar Power Energy System will be used to offset campus electrical demand and will be grid-interconnected to prevent any disturbance with the existing electrical equipment; and

WHEREAS, seventeen (17) bids were distributed to vendors and two (2) bids were received and opened on Thursday, April 16, 2020; and

WHEREAS, the evaluation of the proposals was based on price of power per kilowatt-hour and accrued savings over the course of the PPA; and

WHEREAS, after careful analysis, RVCC management is recommending that Ferreira Construction Company, Inc. be awarded this project as their proposal will generate the most savings for the College across the 15-Year Power Purchase Agreement by more than \$127,000.00 over the other proposal; and

WHEREAS, the recommended contractor and related information is presented below:

Ferreira Construction Company, Inc.
31 Tannery Road
Branchburg, NJ 08876
15-Year Term Power Purchase Agreement Rate: \$0.067
Escalation Rate: 1.0%
Percent of Photovoltaic (PV) Watts Guaranteed Production: 90%

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a 15-Year Power Purchase Agreement and issue a purchase order as described above to Ferreira Construction Company, Inc.

Michael DePinto
Director of Purchasing

Resolution #58-2020 Replacement of the Roller Tappets Inside the Cogeneration Engine – Pay to Play

WHEREAS, the College relies on the cogeneration facility to generate a significant amount of electricity to support the institution's cooling capacity at an attractive cost, which is important to the viability of the operating budget; and

WHEREAS, the replacement of the roller tappets is needed inside the Cogeneration Engine; and

WHEREAS, these defective parts are causing the engine to instantly shutdown when started which can cause catastrophic damage to the engine if these repairs are not performed;

WHEREAS, the Board of Trustees of Raritan Valley Community College approved Northeast Energy Systems to perform all maintenance and repairs to the Cogeneration Engine during Fiscal Year 2020 via Resolution #104-2019; 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>Northeast Energy Systems 1 Pearl Buck Court Unit B Bristol, PA 19007 <u>Amount: \$28,992.30</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 Northeast Energy Systems.

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

Michael DePinto
Director of Purchasing

Resolution #59-2020 Elevator Maintenance Services 2020-2012 – Pay to Play

WHEREAS, Raritan Valley Community College requires Elevator Maintenance Services for the period of May 1, 2020 through April 30, 2021; and

WHEREAS, these services include inspection, maintenance and repair activities; 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>Independence Elevator Company, LLC 16 Leigh Street Suite 2B Clinton, NJ 08809 <u>Amount: \$23,580.00</u></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove; and

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

Michael DePinto
Director of Purchasing

Resolution #60-2020 Financial Aid Verification Service – Pay to Play

WHEREAS, the College has identified a need to partner with an organization to perform Financial Aid Verification services; and

WHEREAS, one of the biggest challenges with the Federal Verification of Income process is obtaining all of the required documents from students and parents, and confirming that they are a correct, complete and signed; and

WHEREAS, the ability to program the verification process with a vendor will result in less errors and provide quality assurance that students are receiving the correct awards; and

WHEREAS, by outsourcing Financial Aid Verification services, RVCC will be investing to simplify a difficult and burdensome process for 1,400 students and their parents; and

WHEREAS, three (3) proposals were obtained and evaluated with ProEducation Solutions, LLC 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>ProEducation Solutions, LLC 491 Partridge Circle Sarasota, FL 34236 <u>Amount: \$30,700.00</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 ProEducation Solutions, LLC.

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

Michael DePinto
Director of Purchasing

B. Educational Programs and Services Committee

Trustee Caren Bateman presented Consent Agenda Resolutions #61-2020 through #66-2020. On motion by Trustee Bateman, seconded by Trustee Swanicke, the above stated Consent Agenda resolutions were approved by voice vote.

Resolution #61-2020 Human Resources Action Report

The Board resolves that the following personnel actions be taken:

1. Resignation

The following reflects an employee who has resigned from the college.

Name	Title	Department	Effective Date
David Lopez Recinos	Custodian	Housekeeping	3/25/2020

Resolution #62-2020 New Associate of Applied Science Degree in Medical Laboratory Technology

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

WHEREAS, it is feasible to introduce a new Associate of Applied Science degree in Medical Laboratory Technology;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the establishment of a new Associate of Applied Science degree in Medical Laboratory Technology

Resolution #63-2020 New Certificate in Chemical Dependency

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

WHEREAS, it is feasible to introduce a new Certificate in Chemical Dependency;

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

Resolution #64-2020 Deletion – Certificate of Completion in Chemical Dependency

WHEREAS, the Board of Trustees of Raritan Valley Community College has adopted the policies and procedures that govern new degree and certificate program approval, granting of degrees and certificates, and discontinuance of programs; and

WHEREAS, said policy permits the discontinuance of degree programs when it is determined they are no longer viable; and

WHEREAS, the Certificate of Completion in Chemical Dependency degree has been identified as a program that is not attracting sufficient applications, maintaining adequate student retention; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College at the recommendation of the President, shall discontinue the Certificate of Completion in Chemical Dependency degree effective with the entering class in the summer 2020 term.

BE IT FURTHER RESOLVED, the President is authorized to carry out the planned phase out of the program in order to minimize the impact on currently enrolled students.

C. Labor Relations Committee

Chairman Robert Wise reported on the following Resolutions:

Resolution #65-2020 – Ratification of Contract between the Board of Trustees and Adjunct Faculty

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

1. 2019-2021- 2.5% salary increase each year.
2. Project rates: 7/1/19 \$50, 7/1/20 & 7/1/21 \$55.
3. Tuition waiver changes.
4. Modification to Rank, Promotion and Assignments.
5. All dates throughout the collective negotiation agreement shall be adjusted to reflect the new termination date of June 30, 2022.
6. 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. Trustee Rica voted no.

Resolution #66-2020 Emergency Financial Actions

WHEREAS, Raritan Valley Community College is currently experiencing significant financial challenges related to reduced external funding, lower enrollment levels, and higher operating expenses, all related to the covid-19 crisis; and

WHEREAS, Management has implemented a number of steps to develop a balanced budget, but needs to explore additional options to insure institutional sustainability; and

WHEREAS, since salaries and benefits represents approximately 80% of the operating budget, Management requests the authority to pursue and implement several compensation related options including, but not limited to, furloughs, layoffs, hours of work, and pay rate changes, if deemed necessary by the uncertain financial conditions.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes Management to proceed with the investigation and potential implementation of compensation related options should financial circumstances dictate their necessity to insure institutional sustainability.

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

D. Governance Committee

Trustee Paul Hirsch reported on the Campus Safety Report for the period March 14, 2020 to April 12, 2020. The report was provided to full Board of Trustees via SharePoint in advance of the meeting.

IV. Old/New Business

None

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, expressed her appreciation to the Board of Trustees on the ratification of the Adjunct Faculty contract.

VII Adjournment

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

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