

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
AUGUST 18, 2020

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, August 18, 2020, via teleconference. Chairman Robert P. Wise called the Regular Board of Trustees meeting to order at 4:00 p.m., and made the following statement in compliance with the Open Public Meetings Act of the State of New Jersey:

“Adequate notice of this meeting has been given in accordance with the
Open Public Meetings Act of the State of New Jersey.”

Philip Stern, College Counsel, then swore-in new Board of Trustees member James A. Von Schilling. Dr. Von Schilling, a resident of Somerville, was appointed to the RVCC Board by the Somerset County Board of Chosen Freeholders. Dr. Von Schilling is an English Professor at Northampton Community College in Bethlehem, PA since 1984 and also serves as Humanities Faculty Coordinator and Supervisor in the Liberal Arts program. On behalf of the Board of Trustees and the President, Chairman Wise welcomed Trustee Von Schilling to the Board of Trustees and commented that he looks forward to working with him in his new capacity. Trustee Von Schilling expressed his appreciation to the Chairman, the Board, and the President and commented that it's an honor for him to serve on the College's Board of Trustees.

II. Roll Call of Members

The roll call was taken as follows:

Present: Caren Bateman
Julia DeTommaso
Paul J. Hirsch
W. Timothy Howes
Roger Jinks
Roger Locandro
Andrew McNally
Donald Rica
Helena Swanicke
James Von Schilling
Robert P. Wise
Tracy DiFrancesco Zaikov
Margaret Windrem

Absent: Juan Torres

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

A quorum was present.

III. Agenda Items

Executive Session

An announcement was then made to enter into Executive Session. Chairman Wise read into record the following statement – “In accordance with the provision of the Open Public Meetings Act of the State of New Jersey, I hereby entertain a motion to close the public meeting for the purpose of discussing on-going COVID-19 funding issues and campus safety. The Public Meeting will be reopened at 5:00 p.m. and the matters discussed in closed session will be made public when action is taken on those matters.” A motion to enter into Executive was made

by Trustee Hirsch, and seconded by Trustee Swanicke, and approved by voice vote. The Board entered into Executive Session at 4:05 p.m. No formal action was taken during Executive Session.

The Public Session of the Regular meeting reopened at 5:00 p.m.

IV. Agenda Items

1. Approval of Meeting Minutes

On motion by Trustee McNally, seconded by Trustee Swanicke, the Regular Meeting minutes of June 30, 2020 and Special Meeting minutes of July 28, 2020 were approved by voice vote.

2. Committee Reports

A. Audit Committee

Trustee Andrew McNally reported that the Audit Committee met via teleconference on July 28, 2020 to consider proposals from firms which submitted qualified responses to the College Auditor Requests for Proposal, and which had been reviewed in advance by the Audit Committee members. Following an extensive review of the proposals, the Committee unanimously recommends the following resolution:

Resolution #125-2020 Reaffirm Appointment of College Auditor

WHEREAS, there exists a need for the retention of an auditor for Raritan Valley Community College's Annual Audit Reports for the Fiscal Years ended June 30, 2020 and June 30, 2021; and

WHEREAS, in the aggregate, the sum of these services over an annual period will exceed \$17,500, the Pay-to-Play threshold; and

WHEREAS, to conduct a fair and open process, the College issued a Request for Qualifications (RFQ) to evaluate various firms; and

WHEREAS, the notice of the audit services opportunity was posted on the College's website and two RFQ's were distributed; and

WHEREAS, two (2) proposals were received and reviewed in-depth by the Audit Committee; and

WHEREAS, the County College Contracts Law permits the Board of Trustees to award a contract for professional services without advertising for bids, pursuant to N.J.S.A. 18A-25.5a(1);

NOW, THEREFORE, BE IT RESOLVED, that a recommendation of the Audit Committee that:

Andrew McNally, chairman of the Audit Committee of the Board of Trustees of Raritan Valley Community College, is hereby authorized to retain the services of Suplee, Clooney & Company, Westfield, New Jersey, at a base contract amount not to exceed \$55,500 for FY 2020 and \$56,600 for FY 2021.

John Trojan
Vice President for Finance and Facilities

The resolution was moved by Trustee McNally, seconded by Trustee Windrem, and approved unanimously by voice vote.

B. Educational Programs and Services Committee

Trustee Caren Bateman presented Consent Agenda Resolutions #126-2020 and Resolution #127-2020. On motion by Trustee Bateman, seconded by Trustee Jinks, the above stated Consent Agenda resolutions were approved by voice vote.

Resolution #126-2020 Human Resources 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 Summer/Fall Semester 2020 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$977 to \$1041.

**Correction to appointments updated per credit hour rate as per June 2020 resolution with negotiated increase FY21.

Last Name	First Name	Rank	Department	Per credit hour rate	Hire Date
**Dejong	Meagan	Instructor	English	\$977	9/2/20
Dreste	Nicole	Instructor	English	\$977	9/2/20
English	Keri	Assistant Professor	English	\$998	9/2/20
Jen	Christina	Instructor	English	\$977	9/2/20
Johnson	Elizabeth	Instructor	Science & Engineering	\$977	9/2/20
**Lavelle	David	Assistant Professor	Business & Public Services	\$998	7/6/20

2. Retirement

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

Name	Title	Department	Effective Date
Yolanda Lopez	Human Resources Specialist	Human Resources	7/31/2020

Resolution #127-2020 Appointments, Full-Time Tenure-Track Academic Year 2020-2021 Faculty

BE IT RESOLVED, that at the recommendation of the President, the following full-time tenure-track faculty appointment be approved for 2020-2021:

Name	Title	Department	Start Date	Salary
*Edner Bataille	Assistant Professor-Economics	Business & Public Service	9/1/20	\$66,168
**Sara Heller	Instructor-Automotive	Science & Engineering	9/1/20	\$63,143

*Budget code 100-3110-5130-10/replacement D. Aronson

**Budget code 100-3115-5140-10/replacement temporary one year

C. Finance Committee

Trustee Margaret Windrem reported on the Treasurer's Report (Resolution #128-2020) for the period 06/01/20 to 07/31/20. On motion by Trustee Windrem, seconded by Trustee Bateman, the Treasurers' Report was approved by voice vote.

Trustee Windrem then presented Consent Agenda Resolutions #129-2020 through #134-2020. The Resolutions were moved by Trustee Windrem, seconded by Trustee Howes, and approved by voice vote.

Trustee Windrem reported that the Board discussed the evolving financial challenges faced by College due to major cuts to higher education by the state and other budget uncertainties.

Resolution #129-2020 – Various Vouchers for Payment

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

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

Check #s	314554-315957	
ACH#s	3	
	Total Checks	\$3,972,491.08
	Total ACH	28,291.88
	Total Vouchers	4,000,782.96
	Construction and Architect Vouchers	477,890.25
	Less Previously Approved	(18,675.00)
	Total	<u>\$4,459,998.21</u>

Resolution #130-2020 Verizon Wireless Devices and Services 2020-2021

WHEREAS, the use of cell phones, tablets and portable wireless hot spot devices are needed to facilitate communication for the efficient daily operation of the College; and

WHEREAS, these devices are primarily utilized by RVCC staff and students to conduct daily College business and help facilitate remote learning; and

WHEREAS, Verizon Wireless was deemed to have the best coverage on campus with a high-quality network; 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, Verizon Wireless has entered into a contract with the State of New Jersey for Wireless Devices and Services (State Contract #82583); and

WHEREAS, the estimated cost of this service will not exceed \$60,000.00 for Fiscal Year 2021.

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 above to Verizon Wireless in an amount not to exceed \$60,000.00 for Fiscal Year 2021.

Michael DePinto
Director of Purchasing

Resolution #131-2020 Science and Engineering Purchases 2020-2021

WHEREAS, the Science and Engineering Department requires the purchase of equipment and supplies for the 2020-2021 academic year; and

WHEREAS, RVCC spent \$18,810.56 with Fisher Scientific during Fiscal Year 2020; 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:

<p>Fisher Scientific Company, LLC 300 Industry Drive Pittsburgh, PA 15275 Amount: Not to Exceed \$35,000.00</p>

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

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

Michael DePinto
Director of Purchasing

Resolution #132-2020 Remote Captioning Services – Pay to Play

WHEREAS, Raritan Valley Community College requires remote captioning services for a hearing-impaired student in the Nursing program for the period of July 1, 2020 through June 30, 2021; and

WHEREAS, remote captioning, or Communications Access Real-Time Translation (CART), is the process of taking spoken word communications and transcribing them into text; and

WHEREAS, these services are performed live in real-time where a CART writer remotely receives the audio from a class/lecture, and delivers the reproduced text instantaneously through the internet to the student's laptop computer screen; and

WHEREAS, two (2) proposals were obtained and evaluated with Karasch and Associates presenting the College with the most favorable proposal; and

WHEREAS, this service provides equal access of information to hearing impaired students; 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:

<p>Karasch & Associates 1646 West Chester Pike - Suite 4</p>
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West Chester, PA 19382
Amount: Not to Exceed \$35,000.00

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes 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 #133-2020 Renewal of the Oracle License and Support Agreement

WHEREAS, Raritan Valley Community College requires the renewal of the Oracle License and Support agreement for the period of July 1, 2020 through June 30, 2021; and

WHEREAS, Oracle is the database management software used to contain all of the data from the College's Banner System; and

WHEREAS, this licensing contract allows RVCC to use Oracle for applications other than Banner, providing the College with tools to diagnose problems, improve system performance and afford unlimited processor licensing for our servers; and

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

WHEREAS, Oracle America, Inc. is under contract with the NASPO ValuePoint cooperative purchasing program of which the State of New Jersey is a member (Contract #42967); and

WHEREAS, a purchase order will be issued as follows:

Oracle America, Inc.
500 Oracle Parkway
Redwood Shores, CA 94065
Amount: \$182,585.15

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 Oracle America, Inc.

Michael DePinto
Director of Purchasing

Resolution #134-2020 Screen-Based Nursing Simulation Scenarios

WHEREAS, Raritan Valley Community College advertised for bids for the purchase of 265 Screen-Based Nursing Simulation Scenarios needed to instruct, explore and evaluate student proficiencies in actualizing evidenced-based nursing practice standards; and

WHEREAS, these scenarios can be used independently or with clinical assignments to introduce concepts and practices prior to clinical entry, and reinforce Nursing Program content with relevant current and best evidence-based practices; and

WHEREAS, six (6) bids were distributed to vendors and one (1) bid was received and opened on Thursday, August 13, 2020; and

WHEREAS, the approved Fiscal Year 2021 Perkins Grant budget includes the purchase of these simulation scenarios via Budget Lines #R1460 and #R1470; and

WHEREAS, the lowest responsible bidder meeting all requirements and qualifications is:

<p>Assessment Technologies Institute, LLC 11161 Overbrook Road Leawood, KS 66211 <u>Amount: \$45,934.00</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 Assessment Technologies Institute, LLC (ATI).

Michael DePinto
Director of Purchasing

D. Governance Committee

Trustee Paul Hirsch reported on the Campus Safety Report for the period June 15, 2020 to August 9, 2020. The report was provided to full Board of Trustees via SharePoint in advance of the meeting.

The Committee reviewed the draft Board self-evaluation instrument, which will be sent out to the full Board for completion once finalized. The Board's annual self-evaluation continues to be a valuable tool for improving its own internal process and provides an on-going narrative as we gear up for the College's Middle States accreditation visit. Trustee Margaret Windrem graciously offered to oversee the process.

The Committee discussed the ongoing revisions of the College's mission and values statements, an inclusive, deliberate, and thoughtful process. The President will provide draft statements for the Committee's review at the next meeting. Once the statements are finalized, a recommendation will be made to the full Board of Trustees.

The Committee discussed the Board's vital role in the upcoming Middle States Accreditation visit in Spring 2021. Scheduled interviews will provide trustees the opportunity to provide valuable input on various Middle States standards, especially criteria related to Standard 7 on Governance, Leadership, and Administration. The President will provide more details in advance of the interviews.

The Committee will continue to review Board policies and in the more immediate future will review a draft Conflict of Interest policy.

A copy of the Chairman's letter to the President outlining his outstanding performance in his 2020 evaluation by the Board will be sent to the trustees for informational purposes.

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."

Patti Ann Kletz spoke as a representative of the Faculty Federation.

VII Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 5:20 p.m.

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