

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
AUGUST 24, 2021

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, August 24 2021, via Zoom Webinar. Chairman Robert P. Wise called the Regular Board of Trustees meeting to order at 5:00 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.”

Chairman Wise sorrowfully reported that Kevin Rosero, an RVCC graduate, beloved member of the RVCC Board of Trustees and College community tragically passed away in the spring 2021. Kevin’s parents will be on campus on September 16th for a special ceremony in his memory and the Tribute from the Board of Trustees will be presented to them during that time.

The Chairman then read into record Resolution #104-2021 - Tribute for Kevin Rosero.

WHEREAS, Kevin Rosero, RVCC graduate and former alumni representative to the Board of Trustees for the 2016/2017 term, tragically passed from this life; and

WHEREAS, Kevin was a thoughtful, caring, and quietly passionate member of the College community and he always shared his bright, steady spirit, and a cheerful heart; and

WHEREAS, Kevin was a determined advocate for all first-generation and underserved students and he served as an extraordinary and effective ambassador for RVCC; and

WHEREAS, Kevin will be deeply missed by all the many individuals whose lives he touched by his generous spirit and kindness; and

WHEREAS, we have been blessed by the presence of Kevin Rosero in our lives and in our College community;

THEREFORE, BE IT RESOLVED, that the RVCC community embrace his bereaved family, in our common bond of grief and remembrance, and convey our heartfelt sorrow for the tremendous loss of their beloved son; and

BE IT FURTHER RESOLVED, that while Kevin may no longer be with us, his voice, his purposeful and determined presence, his dignity, and his humanity remain with us forever.

Dylan Thomas, “And Death Shall Have No Dominion”
They shall have stars at elbow and foot;
Though they go mad they shall be sane,
Though they sink through the sea they shall rise again;
Though lovers be lost love shall not;
And death shall have no dominion.

At that time, the Board of Trustees, President McDonough, and members of the College community paused in a moment of silence in remembrance of Kevin Rosero.

Swearing in – New Alumni Representative to the Board of Trustees

Richard Flaum, College Counsel, then swore in new Board of Trustees alumni representative Lauren Ciotola. Ms. Ciotola, a resident of Lebanon, graduated from the College *Summa Cum Laude* in May, earning the Academic Award for her major, Health Science. While at RVCC, she was a member of Phi Theta Kappa, the international honor society for two-year colleges. Lauren will be continue her studies at Rutgers University, New Brunswick, this fall, majoring in Biology. Her future plans include attending medical school.

Chairman Wise welcomed Lauren Ciotola on behalf of the Board of Trustees and President McDonough and noted that he looks for to working with her in her new capacity as a trustee.

II. Roll Call of Members

The roll call was taken as follows:

Present: Caren Bateman	Absent: Juan Torres
Thomas Borkowski	
Zenon Christodoulou	
Lauren Ciotola	
Paul J. Hirsch	
W. Timothy Howes	
Roger Jinks	
Roger Locandro	
Helena Swanicke	
James Von Schilling	
Robert P. Wise	
Tracy DiFrancesco Zaikov	

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 June 29, 2021 were moved by Trustee Von Schilling, seconded by Trustee Howes, and approved unanimously by voice vote.

2. Committee Reports

A. Finance Committee

Chairman Robert Wise reported on the Treasurer’s Report (Resolution #105-2021) for the period 06/01/21 to 03/31/21. On motion by Chairman Wise, seconded by Trustee Zaikov, the Treasurers’ Report was approved by voice vote.

Chairman Wise then presented Consent Agenda Resolutions #106-2021 through #113-2021. Resolution #114-2021 (Purchase of a Steinway Piano for the RVCC Arts

Department) was tabled. The Resolutions were moved by Chairman Wise, seconded by Trustee Locandro, and approved by voice vote.

Resolution #106-2021 – Various Vouchers for Payment

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

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

Check #s	324542-326214	
ACH#s	4	
Total Checks		\$4,085,564.81
Total ACH		52,264.36
Total Vouchers		4,137,829.17
Construction and Architect Vouchers		63,878.75
Less Previously Approved		(973.75)
Total		<u>\$4,200,734.17</u>

Resolution #107-2021 Emergency Adaptive Frequency Drive (AFD) Renewal for the Powerhouse Centrifugal Chiller

WHEREAS, Raritan Valley Community College requires the emergency renewal of the Adaptive Frequency Drive (AFD) for powerhouse centrifugal chiller #1; and

WHEREAS, the AFD for Chiller #1 has failed and the chiller cannot run without it, leaving the College running at only 50% cooling capacity, which has resulted in RVCC's inability to keep up with the current campus cooling needs during the hot summer months; and

WHEREAS, an AFD renewal allows users to renew the liquid cooled AFD's main wear components to restore their reliability and longevity to the equivalent of a new drive; and

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

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 a contract with the OMNIA Partners cooperative purchasing organization (Contract #15-JLP-023), of which RVCC is a member; and

WHEREAS, the funding for this work is available through the Chapter 12 capital funds allocated for Mechanical System and Infrastructure Upgrades; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order to the following vendor:

Trane, Inc.
19 Chapin Road
Suite #200
Pine Brook, NJ 07058
Amount: \$39,073.55

Michael DePinto,
Director of Purchasing

Resolution #108-2021 Re-tubing of Boiler #2 in the Powerhouse

WHEREAS, Board Resolution #39-2021 authorized annual preventive maintenance and repairs for various pieces of equipment in the Central Utility Plant including the boilers; and

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

WHEREAS, Raritan Valley Community College requires the supply of all labor and materials needed for the re-tubing of Powerhouse Boiler #2; and

WHEREAS, the boiler water tubes are over fifteen (15) years old and corrode over years of use, resulting in many tubes previously being repaired, replaced or even plugged in several cases; and

WHEREAS, the work involves the removal and replacement of all 251 water tubes located inside the boiler; and

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

WHEREAS, the funding for this work is available through the Chapter 12 capital funds allocated for Mechanical System and Infrastructure Upgrades; and

WHEREAS, a purchase order will be issued as follows:

Miller & Chitty Co., Inc.
135-139 Market Street
Kenilworth, NJ 07033
Amount: \$80,936.00

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 Miller & Chitty Co., Inc.

Michael DePinto
Director of Purchasing

Resolution #109-2021 Replacement of the College Center Emergency Transformer – Pay to Play

WHEREAS, Raritan Valley Community College requires the replacement of the emergency transformer located in the College Center; and

WHEREAS, the existing College Center emergency transformer is over forty-five (45) years old which is significantly past its expected life; and

WHEREAS, three (3) quotes were obtained with MetroTek Electrical Services presenting RVCC with the most favorable proposal; and

WHEREAS, the funding for this work is available through the Chapter 12 capital funds allocated for Mechanical System and Infrastructure Upgrades; 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, 2021 through June 30, 2022, 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>MetroTek Electrical Services Company 2200 Northwood Avenue Suite #2 Easton, PA 18045 Amount: \$29,323.00</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 in the amount shown above to MetroTek Electrical Services Company.

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

Michael DePinto
Director of Purchasing

Resolution #110-2021 Zoom Educational Site License Agreement 2021-2022 – Pay to Play (Revised – Price Increase)

WHEREAS, the Board of Trustees approved the award of a Zoom Educational Site License agreement to Zoom Video Communications for the three (3) year period of June 29, 2020 through June 28, 2023, via Resolution #108A-2020; and

WHEREAS, the original resolution amount approved by the Board of Trustees on June 30, 2020 was \$79,920.00 for three-years, or \$26,640.00 annually; and

WHEREAS, the College requires the purchase of two (2) additional licenses for webinars, which have one or a few designated presenters and multiple attendees; and

WHEREAS, the estimated amount of these additional licenses is \$1,260.00 for the period of July 21, 2021 through July 20, 2022; and

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

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

WHEREAS, the purchase of the Zoom Educational Site License is available through the NJEDge.net technology purchasing consortium, administered by Zoom Video Communications, Inc. via Contract #EMLAS-18-004; and

WHEREAS, NJEDge.net is a non-profit technology consortium of academic and research institutions in New Jersey of which RVCC is a member; 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, 2021 through June 30, 2022, 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>Zoom Video Communications, Inc. 55 Almaden Boulevard 6th Floor San Jose, CA 95113 <u>2021-2022 Increase Amount: \$1,260.00</u> <u>REVISED 2021-2022 Amount: \$27,900.00</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 to Zoom Video Communications, Inc., for the revised amount shown above for the period of July 27, 2021 through July 20, 2022.

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

Michael DePinto
Director of Purchasing

Resolution #111-2021 Annual Maintenance and Support of the Ellucian Banner Document Management Suite 2021-2022

WHEREAS, RVCC currently utilizes the Banner Document Management Suite administrative software system, which is a product of the Ellucian Company; and

WHEREAS, services are required from Ellucian for the support and maintenance of the Banner Document Management Suite; and

WHEREAS, the Banner Document Management Suite is used to digitize and store student and financial documents; and

WHEREAS, the cost of this maintenance for Fiscal Year 2022 will be \$45,317.00; 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, a purchase order will be issued as follows:

<p>Ellucian Company L.P. 4 County View Road Malvern, PA. 19355-1408 <u>Amount: \$45,317.00</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 and approve payments as described hereinabove to Ellucian Company, L.P. for the period of July 1, 2021 through June 30, 2022.

Michael DePinto
Director of Purchasing

Resolution #112-2021 Enterprise License Agreement for Adobe Software 2021-2022

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

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

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

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

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

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

WHEREAS, a purchase order will be issued as follows:

<p>Software House International (SHI) 4 Crocker Hill Road Paxton, MA 01612 Amount: \$38,499.30</p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove to Software House International for the agreement period of September 27, 2021 through September 26, 2022.

Michael DePinto
Director of Purchasing

Resolution #113-2021 Verizon Wireless Devices and Services 2021-2022

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 \$70,000.00 for Fiscal Year 2022.

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 \$70,000.00 for Fiscal Year 2022.

Michael DePinto
Director of Purchasing

B. Educational Programs and Services Committee

Trustee Caren Bateman presented Consent Agenda Resolutions #66-2021 through #73-2021. The resolutions were moved by Trustee Bateman, seconded by Trustee Swanicke, and approved by voice vote.

Trustee Bateman reported that the Committee also received an update on the College's fall re-opening plans.

Resolution #115-2021 Human Resources Action Report

The Board resolves that the following personnel actions be taken:

1. Returning- Adjunct Faculty

The following individuals are recommended as adjunct faculty for the Fall Semester 2021 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$1001 to \$1067.

Last Name	First Name	Rank	Department	Per credit hour rate	Hire Date
Akarcemes	Ali	Assistant Professor	Communication and Languages	\$1,023	9/1/21
Bentey	Thomas	Instructor	Communication and Languages	\$1,001	9/1/21
Gardner	Catherine	Assistant Professor	Occupational Therapy Assistant	\$1,023	9/1/21
Gentile	Shayne	Instructor	Humanities and Social Sciences	\$1,001	9/1/21
Shannon	Michael	Instructor	Communication and Languages	\$1,001	9/1/21
Staine	Kevin	Assistant Professor	Science & Engineering	\$1,023	9/1/21

2. New- Adjunct Faculty

The following individuals are recommended as adjunct faculty for the Fall Semester 2021 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$1001 to \$1067.

Last Name	First Name	Rank	Department	Per credit hour rate	Hire Date
Cortigiani	Deborah	Assistant Professor	Communication and Languages	\$1,023	9/1/21
Laboy	Alina	Assistant Professor	Communication and Languages	\$1,023	9/1/21

3. New Hire- Support Staff

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

Name	Title	Salary	Department	Start date
*Lilian Alvarado-Bolvito	Custodian	\$31,234	Housekeeping	8/9/21
**Katherine Bayachek	Temporary Workforce Educator	\$51,000	Cosmetology	8/16/21
***Marco Coque	Custodian	\$33,684	Housekeeping	8/30/21
****Cruz Maria Cruz	Custodian	\$33,170	Housekeeping	8/30/21
*****Christopher Gussman	Laboratory Assistant I-Biology	\$40,755	Science & Engineering	8/30/21
*****Niyati Patel	Help Desk Technician	\$42,337	Technology Services	8/2/21
*****June Varkoly	Help Desk Technician	\$41,900	Technology Services	8/2/21

*Budget code 100-4210-5310-70 replacing E. Mejia Fuentes

**Budget code 100-3495-5310-30 New

***Budget code 100-4210-5310-70 replacing S. Stollo

****Budget code 100-4210-5310-70 replacing D. Lopez

*****Budget code 100-3180-5310-10 replacing D. Gero

*****Budget code 100-4501-5310-40 replacing K. Ryan

*****Budget code 100-4501-5310-40 replacing R. Sefack

4. New Hire- Administrator

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

Name	Title	Salary	Department	Start date
*Sherley Cadet	Director of Testing Services	\$68,712	Testing Center	8/2/21
**Brett Coup	Director of Online Learning & Distance Education	\$84,655	Academic Affairs	7/19/21
***Ana Ponton	Academic Advisor	\$57,593	Advising & Counseling	7/26/21
****Wayne Moschella	Automotive Skills Lab Coordinator	\$58,500	Automotive	9/1/21

*Budget code 100-3590-5010-50/replacing C. Bailey

**Budget code 100-3000-5010-60/New

***Budget code 100-3520-5010-50/replacing S. Repmann

****Budget code 100-3115-5310-10/replacing R. Walkoviak

5. Reappointment- Administrator

The following individual is recommended for the indicated Administrator position at the salary specified:

Name	Title	Salary	Department	Start date
*Deborah Morrison-Santana	RISE Hub Coordinator-Temporary One Year	\$60,699	RISE	9/1/21

*Budget code 100-3191-5010-10/ New

6. Status Change- Support Staff

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

Name	Title	Salary	Department	Start date
Samuel Callejas	Grounds Worker	\$41,061	Facilities & Grounds	9/1/21

7. Administrator- Status Change Temporary

The following reflects a recommended change in the status of employment of the following employee: *Date correction from June 29th, 2021 Resolution.

Name	Title	Hours	Effective Date	Salary
Marguerite Gavakos	Assistant Registrar	28.5	7/16/21	\$53,920

8. Resignation

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

Name	Title	Department	Effective Date
Jade Stevens	Workforce Educator-Cosmetology	Cosmetology	8/20/21

9. Retirements

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

Name	Title	Department	Effective Date
Roberta Harmon	Admin Assistant II-Academic Support	Academic Support	8/31/21
Alan Liddell	Director of Theatre	Theatre	7/31/21

Resolution #116-2021 Appointments, Full-Time Tenure Track Academic Year 2021-2022

BE IT RESOLVED, that at the recommendation of the President, the following full-time tenure-track faculty appointment be approved for 2021-2022:

Name	Title	Department	Start Date	Salary
*Robert Carden	Instructor-Organic Chemistry	Science & Engineering	9/1/21	\$62,379
**Siddra Majeed Dar	Assistant Professor/Coordinator-Medical Lab Tech	Science & Engineering	9/1/21	\$68,078

*Budget code 100-3180-5140-10/replacement P. Schueler

**Budget code 402G-6000-5130-10/New *Grant funded

Resolution #117-2021 Appointments, Faculty Temporary One Year 2021-2022

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

Last Name	First Name	Rank	Salary
Cuss	Sarah	Temporary Instructor- Nursing Medical/Surgical	\$58,978
Goel	Nandita	Temporary Instructor-Mathematics	\$63,417
Reinking	John	Temporary Instructor- Art 3D Design/Sculpture	\$63,417

C. Strategic Planning Committee and Governance Committee

Trustee Tracy DiFrancesco Zaikov reported that the Committee met earlier and enthusiastically recommend to the full Board Resolutions #118-2021 and #119-2021. The resolutions were moved by Trustee Zaikov, seconded by Trustee Von Schilling, and unanimously approved by voice vote.

Resolution #118-2021 Adoption of RVCC’s 2021-2025 Strategic Plan: Creating Opportunities

WHEREAS, the Board of Trustees of Raritan Valley Community College has supported the development of the 2021 – 2025 Strategic Plan; and

WHEREAS, the College engaged in a collaborative process involving the entire college community; and

WHEREAS, the College seeks to continue to provide access to a high quality and affordable education in an environment that supports diversity, equity, and inclusion; and

WHEREAS, the College will identify operational plans to support the implementation of the strategic plan; and

WHEREAS, the College will develop metrics in support of the strategic plan; and

WHEREAS, the College will assess progress on an annual basis and make any necessary revisions to either the strategic plan or the operational plans; and

WHEREAS, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community adopts the *2021 – 2025 Strategic Plan: Creating Opportunities*.

Resolution #119-2021 Adoption of College Mission Statement

WHEREAS, a college’s mission and values are essential anchors that provide guidance and direction for the institution as a whole through the formal endorsement of its purpose and core ethics; and

WHEREAS, the College community has had broad discussions and received feedback on draft revisions to its Mission Statement and Value and Diversity Statements; and

WHEREAS, the College has identified value statements, a diversity statement, and institutional learning outcomes, in support of the new mission (Resolution #157-2020); and

WHEREAS, the Board of Trustees of Raritan Valley Community College has supported the development of the new college mission statement; and

WHEREAS, the College engaged in a collaborative process involving the entire college community; and

WHEREAS, the College seeks to continue to provide access to a high quality and affordable education in an environment that supports diversity, equity, and inclusion; and

WHEREAS, the College will annually assess the relevance of the College's mission statement and make suggestions for its continuance;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community adopts the new College mission statement, as set forth:

Raritan Valley Community College Mission Statement

An inclusive college community inspiring excellence in education, creating opportunity, and transforming student lives.

D. Governance, Policy, and President Evaluation Committee

Trustee Paul Hirsch reported that Trustees were provided with an opportunity to review the four strategic pillars of the 2021-2025 Strategic Plan: *Creating Opportunities* and the newly revised mission statement during an Educational Board Retreat held earlier in the day. It was noted that the pillars imagine a more sustainable future for the College, promote a more innovative and student-centric learning culture, and support the economic health of the two-county area. It was further noted that the process was inclusive and enthusiastically supported by the entire Board. The new mission statement is a watershed moment in the College's history because of the collaborative participation of all constituents in preparing a more precise and eloquent mission.

The Committee welcomed Helena Swanicke as a new member to the Governance Committee. Chairman Wise also announced the appointment of Trustee Swanicke to fill the remaining term of the Board Treasurer vacancy because of Margaret Windrem's recent resignation from the Board.

It was reported that Governor Murphy was on campus to sign new Bill S84 (an anti-hazing bill named after Timothy Piazza) into law earlier in the day. Senator Kip Bateman was responsible for bringing the Governor to RVCC. The Board and President McDonough expressed their appreciation for the Senator's continuing efforts to support our institution.

The Campus Safety Report for the period June 21 to August 9, 2021 was discussed by the Committee and was provided to the full Board of Trustees via SharePoint.

The President's quarterly expense report for the period April 1, 2021 through June 30, 2021, reflecting minimal expenses, was reviewed and approved unanimously by the Committee.

The Committee received a report concerning the FY 21 budget results, the FY 22 budget, planning for FY 23 budget and beyond, and on enrollment trends. The Committee also received a report on the College's fall opening plans. For the health and safety of our students and the entire College community, all RVCC students, faculty, and staff must show

documentation of being vaccinated against COVID-19 by November 1. Effective immediately, as an important protective measure, face masks are required in all RVCC buildings. The College will confront additional issues as we begin to implement this policy and that RVCC will continue to monitor the CDC guidelines for COVID-19. The College will also continue to follow the reporting and tracing protocols established by the local health officials and agencies. Though the new College policy is operational, the Governance Committee enthusiastically endorsed the safety protocols outlined above.

It was reported that we will also continue to host virtual meetings with the County Commissioners to review RVCC's current operations, to focus on our short-term and long-term strategies, and, most importantly, to begin to develop our budget.

The Committee unanimously agreed to the value and good practice in holding Board Educational Retreats. The Committee then reviewed and approved the following tentative future retreat schedule and topics:

- *October – Workforce
- *January – Middle States
- *March – Budget
- *June – Strategic Plan Update/Metrics

It was agreed that retreat topics may change if other more urgent or timely discussions are necessary.

The Committee was briefed on potential new initiatives and was provided with updates on Risk Management and on our Middle States reaccreditation. The dates for the team visit to RVCC as part of our decennial accreditation have been established. The team will arrive at RVCC on March 13, 2022 and depart on March 16, 2022. A "Get Acquainted" dinner will be scheduled for the team to meet with members of the College's Board of Trustees, the President, and other individuals from the College community on the evening of their arrival (details to follow.) It is expected that the team will also request a meeting with some Board members during their visit to campus. The full Board will receive an update from Dean Patrice Marks, the College's Accreditation Liaison Officer, at the September 21, 2021 Regular Board of Trustees meeting.

The Committee reviewed the draft Board self-evaluation instrument and discussed revisions in this year's tool. The survey will be announced to the full Board at their September meeting and will be emailed out shortly thereafter. Results of the survey will be reported on at the October Board meeting. Trustee Hirsch has graciously agreed to oversee the process.

IV. Old/New Business

Chairman Wise stated on the importance of the Board Self Evaluation as it continues to provide an excellent framework for collaborative governance and a valuable tool in enhancing the Board's internal process for productive discussions and major decision-making.

The Chairman expressed his appreciation to the entire College community for their collaborative wisdom and an energizing process that provided a meaningful new Strategic Plan and Mission statement to help move our institution forward.

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.”

Professor Pattiann Kletz, president of the Faculty Federation, commented that she looks forward to a collaborative negotiation process with the Faculty Federation and the Board of Trustees.

Professor Alexa Offenhauer, chair of the College Forum, introduced herself to the Board of Trustees and also expressed her appreciation for the collaborative participation and process in approving the College’s 2021-2025 Strategic Plan and newly revised Mission Statement.

VI Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 6:30 p.m.

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