

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
DECEMBER 22, 2020

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, December 22, 2020, via teleconference. Chairman Robert P. Wise called the Regular Board of Trustees meeting to order at 4:15 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
Zenon Christodoulou
Julia DeTommaso
Paul J. Hirsch
W. Timothy Howes
Roger Jinks
Roger Locandro
Helena Swanicke
James Von Schilling
Juan Torres
Margaret Windrem
Robert P. Wise
Tracy DiFrancesco Zaikov

Absent: Andrew McNally

Also in attendance: Michael J. McDonough, President; and Richard Flaum, 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 5:15 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 4:15 p.m. No formal action was taken during Executive Session.

The Public Session of the Regular meeting reopened at 5:15 p.m.

IV. Agenda Items

1. Approval of Meeting Minutes

On motion by Trustee Swanicke, seconded by Trustee Bateman, the Regular Meeting minutes October 20, 2020 were approved by voice vote.

2. Committee Reports

A. Strategic Planning Committee

Trustee Tracy DiFrancesco Zaikov reported that the Committee received updates on a variety of topics: the College's new Strategic Plan process, Risk Management, a new Mission Statement, and on facilities master planning.

B. Audit Committee

Chairman Robert Wise reported that the Committee met to review the annual Audit Report and that it was a clean report. The Chairman then presented the following resolution for Board approval:

Resolution #162-2020 Acceptance of Annual Audited Financial Report

WHEREAS, the firm of Suplee, Clooney & Company has been engaged as auditor for Raritan Valley Community College; and

WHEREAS, said firm has submitted a Comprehensive Annual Financial Report for the Fiscal Years ending June 30, 2020 and 2019 to the Board of Trustees; and

WHEREAS, the Audit Committee is satisfied with this report and the management letter and recommends to the Board of Trustees the acceptance of the audit subject to the inclusion of final information provided by the State of New Jersey related to GASB 75, recording the impact of post-retirement health benefits;

WHEREAS, this particular information has no impact on the financial statements other than disclosure and that the same delay in providing information occurred in FY 2018, the first year of adoption of GASB 75.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby accept the Comprehensive Annual Financial Report and the Management Letter, which accompanied the Audit, and that they be made a part of the Minutes of this meeting.

There being no comments or questions, Resolution #162-2020 was approved unanimously by voice vote.

C. Educational Programs and Services Committee

Trustee Caren Bateman presented Consent Agenda Resolutions #163-2020 through Resolution #169-2020. On motion by Trustee Bateman, seconded by Trustee Hirsch, the above stated Consent Agenda resolutions were approved by voice vote.

Trustee Bateman reported that the Committee received an update on enrollment, spring reopening plans, and on plans for developing RVCC's online footprint.

Resolution #163-2020 Human Resources Action Report

The Board resolves that the following personnel actions be taken:

1. New- Adjunct Faculty

The following individuals are recommended as adjunct faculty for the 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.

Last Name	First Name	Rank	Department	Per credit hour rate	Hire Date
Castro	Jose	Assistant Professor	Automotive Technology	\$998	9/2/2020
Chatarpal	Mark	Instructor	Humanities, Social Sciences & Education	\$977	9/2/2020
Gilheany	Emma	Instructor	Humanities, Social Sciences & Education	\$977	9/2/2020
Laferrera	Augustine	Instructor	Humanities, Social Sciences & Education	\$977	9/2/2020
Schaars	Ryan	Instructor	Humanities, Social Sciences & Education	\$977	9/2/2020
Smith	Sharon	Assistant Professor	Science & Engineering	\$998	9/2/2020
Woodman	Abigail	Instructor	Arts & Design	\$977	9/2/2020

2. New Hire- Administrator

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

Name	Title	Salary	Department	Start date
*Aimee Demarest	Coordinator of Scheduling	\$53,596	Academic Affairs	12/1/20

*Budget code 100-3350-5010-40/replacing K. Batandolo

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
*Andrew Sclafani	Human Resources Specialist	\$43,816	Human Resources	1/11/21

*Budget code 100-2100-5310-60/replacing Y. Lopez

4. Resignations

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

Name	Title	Department	Effective Date
Isabelle Portelinha	Assistant Professor-Psychology	Humanities, Social Sciences & Education	12/31/20
Sintia Strollo Marquez	Custodian	Housekeeping	11/30/20

5. Retirement

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

Name	Title	Department	Effective Date
Karen Lattin	Senior Programmer Analyst	Technology Services	12/31/20
Martha Logan-Bieler	Instructor/Coordinator Medial Assistant	Health Science Education	6/30/21
Nora Thornber	Professor-Math	Math & Computer Science	6/30/21

Resolution #164-2020 Professor Emeritus, Patrice Case

WHEREAS, the Board of Trustees of Raritan Valley Community College established the honorary title of "Professor Emeritus" (Resolution #96-86) to recognize distinguished service to the College on the part of faculty members at retirement, and

WHEREAS, the Board of Trustees, upon the recommendation of the President, approved revised Faculty Emeritus benefits (Resolution #132-2019, dated June 25, 2019); and

WHEREAS, as part of the procedure for awarding Emeritus rank at Raritan Valley Community College, a Professor Emeritus Selection Committee was formed to review eligibility requirements and to determine if meritorious performance has been met in teaching, contributions to the College, and to the professional and geographic community; and

WHEREAS, the Chairperson of the Professor Emeritus Selection Committee has notified the President in writing on the Committee's affirmation; and

WHEREAS, Professor Patrice Case, who will retire January 1, 2021, has been recognized as an active contributor to the welfare of the students and to the College community;

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the President, the Board of Trustees acknowledges the distinguished service of Professor Patrice Case to Raritan Valley Community College by extending the honorary title of Professor Emeritus, effective January 1, 2021, with all of the rights and privileges associated with this honor.

Resolution #165-2020 Professor Emeritus, Rosemarie Gorini

WHEREAS, the Board of Trustees of Raritan Valley Community College established the honorary title of "Professor Emeritus" (Resolution #96-86) to recognize distinguished service to the College on the part of faculty members at retirement, and

WHEREAS, the Board of Trustees, upon the recommendation of the President, approved revised Faculty Emeritus benefits (Resolution #132-2019, dated June 25, 2019); and

WHEREAS, as part of the procedure for awarding Emeritus rank at Raritan Valley Community College, a Professor Emeritus Selection Committee was formed to review eligibility requirements and to determine if meritorious performance has been met in teaching, contributions to the College, and to the professional and geographic community; and

WHEREAS, the Chairperson of the Professor Emeritus Selection Committee has notified the President in writing on the Committee's affirmation; and

WHEREAS, Professor Rosemarie Gorini, who will retire January 1, 2021, has been recognized as an active contributor to the welfare of the students and to the College community;

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the President, the Board of Trustees acknowledges the distinguished service of Professor Rosemarie Gorini to Raritan Valley Community College by extending the honorary title of Professor Emeritus, effective January 1, 2021, with all of the rights and privileges associated with this honor.

Resolution #166-2020 Professor Emeritus, Stephen Kaufman

WHEREAS, the Board of Trustees of Raritan Valley Community College established the honorary title of "Professor Emeritus" (Resolution #96-86) to recognize distinguished service to the College on the part of faculty members at retirement, and

WHEREAS, the Board of Trustees, upon the recommendation of the President, approved revised Faculty Emeritus benefits (Resolution #132-2019, dated June 25, 2019); and

WHEREAS, as part of the procedure for awarding Emeritus rank at Raritan Valley Community College, a Professor Emeritus Selection Committee was formed to review eligibility requirements and to determine if meritorious performance has been met in teaching, contributions to the College, and to the professional and geographic community; and

WHEREAS, the Chairperson of the Professor Emeritus Selection Committee has notified the President in writing on the Committee's affirmation; and

WHEREAS, Professor Stephen Kaufman, who will retire January 1, 2021, has been recognized as an active contributor to the welfare of the students and to the College community;

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the President, the Board of Trustees acknowledges the distinguished service of Professor Stephen Kaufman to Raritan Valley Community College by extending the honorary title of Professor Emeritus, effective January 1, 2021, with all of the rights and privileges associated with this honor.

Resolution #167-2020 Professor Emeritus Anita Rosenblithe

WHEREAS, the Board of Trustees of Raritan Valley Community College established the honorary title of "Professor Emeritus" (Resolution #96-86) to recognize distinguished service to the College on the part of faculty members at retirement, and

WHEREAS, the Board of Trustees, upon the recommendation of the President, approved revised Faculty Emeritus benefits (Resolution #132-2019, dated June 25, 2019); and

WHEREAS, as part of the procedure for awarding Emeritus rank at Raritan Valley Community College, a Professor Emeritus Selection Committee was formed to review eligibility requirements and to determine if meritorious performance has been met in teaching, contributions to the College, and to the professional and geographic community; and

WHEREAS, the Chairperson of the Professor Emeritus Selection Committee has notified the President in writing on the Committee's affirmation; and

WHEREAS, Professor Anita Rosenblithe, who will retire January 1, 2021, has been recognized as an active contributor to the welfare of the students and to the College community;

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the President, the Board of Trustees acknowledges the distinguished service of Professor Anita Rosenblithe to Raritan Valley Community College by extending the honorary title of Professor Emeritus, effective January 1, 2021, with all of the rights and privileges associated with this honor

Resolution #168-2020 Professor Emeritus, Paul Schueler

WHEREAS, the Board of Trustees of Raritan Valley Community College established the honorary title of "Professor Emeritus" (Resolution #96-86) to recognize distinguished service to the College on the part of faculty members at retirement, and

WHEREAS, the Board of Trustees, upon the recommendation of the President, approved revised Faculty Emeritus benefits (Resolution #132-2019, dated June 25, 2019); and

WHEREAS, as part of the procedure for awarding Emeritus rank at Raritan Valley Community College, a Professor Emeritus Selection Committee was formed to review eligibility requirements and to determine if meritorious performance has been met in teaching, contributions to the College, and to the professional and geographic community; and

WHEREAS, the Chairperson of the Professor Emeritus Selection Committee has notified the President in writing on the Committee's affirmation; and

WHEREAS, Professor Paul Schueler, who retired July 1, 2020, has been recognized as an active contributor to the welfare of the students and to the College community;

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the President, the Board of Trustees acknowledges the distinguished service of Professor Paul Schueler to Raritan Valley Community College by extending the honorary title of Professor Emeritus, effective July 1, 2020, with all of the rights and privileges associated with this honor.

Resolution #169-2020 Professor Emeritus, Beryl Stetson

WHEREAS, the Board of Trustees of Raritan Valley Community College established the honorary title of "Professor Emeritus" (Resolution #96-86) to recognize distinguished service to the College on the part of faculty members at retirement, and

WHEREAS, the Board of Trustees, upon the recommendation of the President, approved revised Faculty Emeritus benefits (Resolution #132-2019, dated June 25, 2019); and

WHEREAS, as part of the procedure for awarding Emeritus rank at Raritan Valley Community College, a Professor Emeritus Selection Committee was formed to review eligibility requirements and to determine if meritorious performance has been met in teaching, contributions to the College, and to the professional and geographic community; and

WHEREAS, the Chairperson of the Professor Emeritus Selection Committee has notified the President in writing on the Committee's affirmation; and

WHEREAS, Professor Beryl Stetson, who will retire January 1, 2021, has been recognized as an active contributor to the welfare of the students and to the College community;

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the President, the Board of Trustees acknowledges the distinguished service of Professor Beryl Stetson to Raritan Valley Community College by extending the honorary title of Professor Emeritus, effective January 1, 2021, with all of the rights and privileges associated with this honor.

C. Finance Committee

Trustee Margaret Windrem reported on the Treasurer's Report (Resolution #170-2020) for the period 10/01/20 to 10/31/20. On motion by Trustee Windrem, seconded by Trustee Hirsch, the Treasurers' Report was approved by voice vote.

Trustee Windrem then presented Consent Agenda Resolutions #171-2020 through #184-2020. The Resolutions were moved by Trustee Windrem, seconded by Trustee Bateman, and approved by voice vote.

Resolution #171-2020 – Various Vouchers for Payment

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

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

Check #s	316887-318910	
ACH#s	2	
Total Checks		\$3,084,316.08
Total ACH		13,030.51
Total Vouchers		3,097,346.59
Construction and Architect Vouchers		79,877.84
Less Previously Approved		(403.75)
Total		<u>\$3,176,820.68</u>

Resolution #172-2020 Accounts Receivable Write Offs

WHEREAS, the Board of Trustees is required to approve the write-off of accounts deemed to be uncollectible;

WHEREAS, College management has identified 589 individual regular student accounts totaling \$559,242.55 of previously billed revenue and spanning primarily two fiscal years from 2014 through 2015; and

WHEREAS, management has also identified 473 RISE prison program accounts totaling \$770,471.50 of previously billed revenue in FY 2020; and

WHEREAS, management has performed all reasonable due diligence to collect moneys legitimately owed to the College;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College hereby authorizes the write-off of \$559,242.55 in regular student accounts and \$770,471.50 of RISE prison program students. This amount will be charged to reserves previously established for this purpose.

John Trojan
Vice President of Finance and Facilities

Resolution #173-2020 Forward Electrical Energy Purchase

WHEREAS, Raritan Valley Community College consumes a significant amount of electricity during the year to service various campus operations;

WHEREAS, the College already has in place self-generation capabilities in the form of a combined heat and power plant that provides about 40% of our annualized electricity needs that go through the main meter and the solar array that provides virtually all of the requirements for the secondary meter serving the Arts Building and Child Care Center and representing 5% of the College's total needs; and

WHEREAS, the College's current contract for the remaining 55% of electricity needs expires January 31, 2021 and its independent consultant New Energy Concepts has advised that current market conditions were favorable to a decision to obtain forward pricing of electricity as a commodity to the extent that opportunity costs would be lower than reliance on hourly rates that would be charged by JCP&L; and

WHEREAS, because time is of the essence to make a decision by 3:00 PM on the same day that the bids are due, Management seeks Board of Trustees authority for the VP Finance & Facilities to conduct a public auction process and commit the College on a

specific date to purchase electricity for a period not to exceed 36 months if conditions remained favorable.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the President or the VP Finance & Facilities to enter into a contract and issue purchase orders to the successful bidder. The Board will affirm the contract award at its January 26, 2021 meeting.

John Trojan, VP Finance & Facilities

Resolution #174-2020 Medium Voltage Transformer Upgrade at the RVCC Physical Education Building

WHEREAS, the College advertised for bids to replace the existing medium voltage transformer at the Physical Education building; and

WHEREAS, sixteen (16) bids were distributed to vendors and six (6) bids were received and opened on Wednesday, November 18, 2020; and

WHEREAS, the funding for this project has been allocated from the Chapter 12 Major Capital Project resources; and

WHEREAS, all of the bids submitted were in excess of the funds budgeted for this project; and

WHEREAS, the College will perform a value engineering analysis with the intention to re-bid this project with modifications to the bid specifications; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to reject all bids as being over budget.

Michael DePinto
Director of Purchasing

Resolution #175-2020 Refuse Collection Services 2021-2023

WHEREAS, Raritan Valley Community College advertised for bids for Refuse Collection Services for the period of January 1, 2021 through December 31, 2023; and

WHEREAS, four (4) bids were distributed to vendors and two (2) bids were received and opened on Wednesday, December 2, 2020; and

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

<p>Republic Services of New Jersey, LLC 9 Frontage Road Clinton, NJ 08809 <u>Amount Year 1:</u> \$26,750.00 <u>Amount Year 2:</u> \$27,593.00 <u>Amount Year 3:</u> \$28,449.30 <u>Three-Year Total:</u> \$82,792.30</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 three-year contract and issue purchase orders in the amounts shown above to Republic Services of New Jersey, LLC.

Michael DePinto
Director of Purchasing

Resolution #176-2020 Replacement of Cogeneration Engine Camshaft and Tappets
(REVISED – Price Increase)

WHEREAS, the Board of Trustees approved Northeast Energy Systems replace the camshaft and roller tappets inside the Cogeneration Engine via Resolution #155-2020 for an amount not to exceed \$41,442.62; 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; and

WHEREAS, during the decoupling process of the generator from the engine and the disassembly engine, the vendor technician discovered that the coupling adapter ring had a crack completely through the ring; and

WHEREAS, this crack prevents the ring from being reinstalled for service therefore requiring a new replacement coupling ring be added to the proposal; and

WHEREAS, the College requests to increase the amount of the purchase order to Northeast Energy Systems by \$5,515.37; and

WHEREAS, the funding for this project has been allocated from the Chapter 12 Major Capital Project resources; and

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 2021 via Resolution #76-2020; 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, an increase to the purchase order will be issued as follows:

<p>Northeast Energy Systems 1 Pearl Buck Court - Unit B Bristol, PA 19007 <u>Purchase Order Increase Amount: \$5,155.37</u> <u>Revised Purchase Order Amount Not to Exceed: \$46,597.99</u></p>

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to increase the purchase order to Northeast Energy Systems in the amount shown above. The new total for this purchase order will be \$46,597.99.

Michael DePinto
Director of Purchasing

Resolution #177-2020 Electrical Services at the RVCC Workforce Training
(CARES Act Funds)

WHEREAS, the College requires electrical services be performed for the installation of all wiring, conduits and breakers needed to provide subpanels in Rooms 117 and 124 of the RVCC Workforce Training Center; and

WHEREAS, the work also includes the installation of emergency stop buttons and ceiling power cord feeds for all of the new manufacturing equipment being placed in these two rooms; and

WHEREAS, three (3) quotes were requested (two (2) quotes were received and one (1) contractor declined to provide a quote) with LJS Electric presenting the College with the most favorable pricing; and

WHEREAS, funding for this work is available through the CARES Act grant; 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>LJS Electric, Inc. 430 Commerce Boulevard Carlstadt, NJ 07072 Amount: \$33,886.00</p>

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 #178-2020 Additional Security Services 2020-2021 (CARES Act Funds)

WHEREAS, the Raritan Valley Community College Board of Trustees approved the award of the Security Services 2020-2022 bid to Allied Universal Security Services via Resolution #56-2020; and

WHEREAS, RVCC, in collaboration with State and Local Health Officials, established access control points at the following six (6) locations on campus: the Arts Building, Event Center, Hunterdon Hall, Science Building, Welcome Center and Workforce Training Center; and

WHEREAS, additional security officers are needed to staff each access point during daily hours of operation; and

WHEREAS, the purpose of these access control points is to ensure that anyone entering the College completes a Health Screening Survey, a temperature check and are wearing an appropriate facial covering; and

WHEREAS, the cost for each security officer stationed at an access point is \$25.67 per hour; and

WHEREAS, the RVCC Director of Security and Emergency Management has estimated that these additional security services will cost approximately \$254,376.98 for Fiscal Year 2021; and

WHEREAS, the College is requesting that the Board of Trustees approve an amount not to exceed \$300,000.00 in order to allow for any unforeseen future changes or expansions to the current system; and

WHEREAS, funding for these services is available through the CARES Act grant; 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 for additional security services as follows:

Allied Universal Security Services
1661 Route 22 West
Bound Brook, NJ 08805
Amount Not to Exceed: \$300,000.00

Michael DePinto
Director of Purchasing

Resolution #179-2020 Digital Marketing Services – Fall 2021

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 Board of Trustees, via Resolutions #184-2019 and #75-2020, authorized FastForward Digital, LLC (formerly eDesign Interactive) to conduct a digital marketing

campaign and develop website enhancements in order to promote Fall 2020 enrollment;
and

WHEREAS, the digital marketing campaign and website enhancements have combined to produce positive results, increasing high school market share, applications and attendance at recruitment events despite the impact of the COVID-19 pandemic; and

WHEREAS, continued investments in digital marketing campaigns and creative design are essential components in generating new student enrollment among high school students, adult learners and college transfer students for Fall 2021 and beyond, as well as promoting the Community College Opportunity Grant to underserved populations; and

WHEREAS, based on an analysis of website usage, enrollment data and market research, FastForward Digital has proposed a \$262,500.00 campaign covering the period January 1, 2021 through June 30, 2021, which combines new creatives and digital marketing strategies that reflect the impact of COVID-19 on college decision making; and

WHEREAS, these services, in accordance with N.J.S.A 18A:64A-25.5(a)(20) providing for personnel recruitment and advertising, including without limitation advertising seeking student enrollment, are exempt from public bidding; and

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 a purchase order for marketing services which includes creative design, media placement and analytics, as follows:

<p>FastForward Digital, LLC eDesign Interactive 163 Madison Avenue - Suite 220-5 Morristown, NJ 07960 <u>Six-Month Total: \$262,500.00</u></p>

Michael DePinto
Director of Purchasing

Resolution #180-2020 Replacement of Dell Laptops for RVCC Faculty Members

WHEREAS, the purchase of sixteen (16) Dell XPS 13 and sixteen (16) Dell XPS 15 laptops are needed for RVCC faculty members to replace older machines whose warranties have expired; and

WHEREAS, curricula in many departments depend on up-to-date, flexible, reliable and compatible computer equipment; and

WHEREAS, appropriate equipment is required to provide faculty members with access to software used for instruction, research and the College's data network; and

WHEREAS, three (3) quotes were obtained with the Microsoft Store presenting the College with the most favorable pricing; and

WHEREAS, the funding for this purchase is available from Minor Capital Technology funds; 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, Dell has entered into an agreement with the National Cooperative Purchasing Alliance (NCPA Contract #01-42), of which RVCC is a member; and

WHEREAS, these laptops are available from Microsoft who is an authorized reseller of Dell products; and

WHEREAS, a purchase order will be issued as follows:

<p>Microsoft Store Bridgewater Commons 400 Commons Way Bridgewater, NJ 08807 <u>Amount: \$65,631.47</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 as described hereinabove to the Microsoft Store.

Michael DePinto
Director of Purchasing

Resolution #181-2020 Dell Alienware Computers for the RVCC Game Development Program

WHEREAS, the purchase of twenty-three (23) Dell Alienware Aurora R11 gaming desktop computers are needed to replace the current computers located in the Game Development and Arts lab located in West Building W-213; and

WHEREAS, these computers will allow the lab to have a uniform, high performance configuration suitable for the production of real time graphics for games and simulations produced in the Game Development and Game Arts majors; and

WHEREAS, additionally these computers will support the continued integration of virtual reality and augmented reality headsets into the production path of those majors; and

WHEREAS, three (3) quotes were requested (two (2) quotes were received and one (1) vendor declined to provide a quote) with the Microsoft Store presenting the College with the most favorable pricing; and

WHEREAS, the approved Fiscal Year 2021 Perkins Grant budget includes the purchase of these Dell Alienware gaming computers via Budget Line #470; 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 by the Division of Purchase and Property; and

WHEREAS, Dell is under contract with the NASPO ValuePoint cooperative purchasing program of which the State of New Jersey is a member (Contract #19-TELE-00656); and

WHEREAS, these computers are available from Microsoft who is an authorized reseller of Dell products; and

WHEREAS, a purchase order will be issued as follows:

<p>Microsoft Store Bridgewater Commons 400 Commons Way Bridgewater, NJ 08807 <u>Amount: \$47,333.77</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 as described hereinabove to the Microsoft Store.

Michael DePinto
Director of Purchasing

Resolution #182-2020 Electronic Signature Software (REVISED – Price Increase)
(CARES Act Funds)

WHEREAS, the Board of Trustees approved the execution of an agreement for an electronic signature software with DocuSign, Inc. for the period of May 29, 2020 through May 28, 2021 via Resolution #73-2020;

WHEREAS, the DocuSign eSignature Enterprise Pro Edition software allows documents to be electronically signed anywhere and on any device, providing a safe and secure method of authorizing transactions while operating in the College's current remote work environment; and

WHEREAS, the original resolution amount approved by the Board of Trustees on June 2, 2020 was \$26,600.00; and

WHEREAS, the initial agreement with DocuSign called for the allocation of 7,000 virtual envelopes as well as support and training services; and

WHEREAS, due to the effectiveness of this software, campus usage increased exponentially as virtual transactions in unanticipated departments caused the College to rapidly exhaust its original allowance of virtual envelopes and support services; and

WHEREAS, the College requires the purchase of additional virtual envelopes and support services to ensure that confidential documents continue to be securely approved during this ongoing virtual work environment; and

WHEREAS, funding for this purchase is available through the CARES Act grant; 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 new information pertaining to DocuSign, Inc. is as follows:

<p>DocuSign, Inc. 221 Main Street Suite 1000 San Francisco, CA 94105 <u>Revised Amount Not to Exceed: \$55,000.00</u></p>

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to increase the purchase order in the amount shown above to DocuSign, Inc.

Michael DePinto
Director of Purchasing

Resolution #183-2020 Replacement of Microsoft Laptops for RVCC Faculty Members

WHEREAS, the purchase of fifteen (15) Microsoft Surface Pro 7 laptops are needed for RVCC faculty members to replace older machines whose warranties have expired; and

WHEREAS, curricula in many departments depend on up-to-date, flexible, reliable and compatible computer equipment; and

WHEREAS, appropriate equipment is required to provide faculty members with access to software used for instruction, research and the College's data network; and

WHEREAS, three (3) quotes were obtained with the Microsoft Store presenting the College with the most favorable pricing; and

WHEREAS, the funding for this purchase is available from Minor Capital Technology funds; 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:

**Microsoft Store
Bridgewater Commons
400 Commons Way
Bridgewater, NJ 08807
Amount: \$30,278.50**

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 #184-2020 Amendment to the Pepsi Agreement

WHEREAS, Resolution #84-2018 authorized Management to enter into a College Sponsorship Agreement with PEPSICO for the seven (7) year period July 1, 2018 through June 30, 2025; and

WHEREAS, Management wishes to extend the current agreement with PEPSICO for one additional year through June 30, 2026, to allow the vendor to reach its contractual volume target of 49,400 cases, the achievement of which has been significantly impacted by COVID 19 causing fewer people to be on campus for the last quarter of FY 2020 and all of FY 2021; and

WHEREAS, this agreement's existing financial incentives will continue through June 30, 2025 but the additional FY 2026 year will provide a 50% reduction in the annual sponsorship fee from \$25,000 to \$12,500; and

WHEREAS, in accordance with N.J.S.A 18A:64A-25.28(h) a County College is permitted to enter into a contract for food supplies and services for a term not exceeding thirty (30) years.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to extend the College Sponsorship Agreement with PEPSICO for an additional year through June 30, 2026.

Michael DePinto
Director of Purchasing

D. Governance Committee

Trustee Paul Hirsch reported that the Campus Safety Report for the period October 9 to November 26, 2020 was discussed by the Committee and was provided to the full Board of Trustees via SharePoint. Additional updates on access points to monitor entry into campus buildings and additional information about Somerset County's COVID-19 testing

on campus were provided. It was reported that the Somerset County Public Safety/Health Department is currently considering the College as a potential COVID-19 vaccination site.

The draft Committee charters were reviewed. Once final, Chairman Wise will send these descriptions to each Committee chair.

The Committee reviewed minor editing suggestions to the Board Bylaws. In addition, a review of the Board's policies is underway by College counsel.

The Committee had an extended discussion concerning Risk Management.

The Committee reviewed and approved a quarterly educational retreat schedule with the following topics:

January 26, 2021 – Strategic Planning

March 23, 2021 – RVCC's Budget

June 29, 2021 – Facilities Master Planning, including Student Housing

October 19, 2021 – RVCC, NJCCC, and the National Context

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

The Committee reviewed the President's Goals for 2020-2021 and unanimously recommends to the full Board of Trustees the following resolution:

Resolution #185-2020 President's 2020-2021 Goals

WHEREAS, in order to foster a long-term perspective in the decision-making and to ensure long-term achievement of goals, the President and Board of Trustees mutually agree on the President's goals for each academic year; and

WHEREAS, it is the President's intent to adopt the strategic plan as a framework for his goals, anticipating that many of these goals will take longer than one year to accomplish and that some will require continual revision; and

WHEREAS, the members of Board of Trustees have reviewed the President's Goals for the 2020-2021 Academic Year;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College Board of Trustees approve the President's 2020-2021 Goals, which are specific, measurable, and attainable and correlate to the College's strategic plan and signature values.

The Resolution was moved by Trustee Hirsch, seconded by Trustee Windrem, and approved unanimously by voice vote.

VI. Old/New Business

President McDonough reported that as part of Raritan Valley Community College's ongoing efforts to promote diversity and combat the roots of racism, the College's Morris and Dorothy Hirsch Research Library of Holocaust and Genocide Studies has been rededicated as 'The Morris and Dorothy Hirsch Research Library of The Holocaust, Genocide, and Racism.' President McDonough praised Trustee Paul Hirsch's contributions to the College and further

remarked that his tenure on the Board of Trustees provides a rich and very revealing portrait of his character and how he cares about this institution. Dr. Hirsch has been, and continues to be, a compassionate advocate and an eloquent champion for the College and much more importantly, for our students. President McDonough concluded by commenting that Paul Hirsch offers a model of engaged citizenship and inspiring trusteeship.

VII. 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.”

Faculty Emeritus Daniel Aronson addressed the Board concerning cost saving initiatives that he is researching.

VII Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 5:36 p.m.

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