

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
FEBRUARY 23, 2021

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, February 23, 2021, via teleconference. 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.”

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
Robert P. Wise
Tracy DiFrancesco Zaikov

Absent: Andrew McNally
Margaret Windrem

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 January 26, 2021 were approved unanimously by voice vote.

2. Committee Reports

A. Strategic Planning Committee

Trustee Tracy DiFrancesco Zaikov reported that the Committee met earlier and discussed the unifying principles of the future strategic plan, the core committee representatives, the four content areas (pillars), and the possible structure of the plan and proposed timeline.

B. Educational Programs and Services Committee

Trustee Caren Bateman presented Consent Agenda Resolution #1-2021. On motion by Trustee Bateman, seconded by Trustee DiFrancesco Zaikov, the above stated Consent Agenda resolution was approved by voice vote.

Resolution #1-2021 Human Resources 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 Spring Semester 2021 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
Hafstad	Jason	Instructor	Science & Engineering	\$977	1/19/2021
Ketselman	Eugene	Instructor	Fitness & Wellness	\$977	1/19/2021
Levine	Alec	Instructor	Science & Engineering	\$977	1/19/2021
Loudon	Jennifer	Instructor	RISE	\$977	1/19/2021
Troy	Lisa	Assistant Professor	Math & Computer Science	\$998	1/19/2021
Weyand	James	Instructor	Fitness & Wellness	\$977	1/19/2021
Witherow-Culpepper	Willa-Rae	Instructor	RISE	\$977	1/19/2021

2. Status Change- Administrator- Educational Attainment

The following individuals are recommended for the indicated salary change specified for educational attainment:

Name	Title	Salary	Department	Start date
*Jill Erwin	Theatre Manager	\$68,324	Theatre	2/1/21
**Deborah Morrison-Santana	HUB Coordinator-RISE	\$59,219	RISE	2/1/21

*Masters

**Doctorate

3. Retirement

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

Name	Title	Department	Effective Date
John Cleary	Associate Professor-Philosophy	Humanities, Social Sciences & Education	6/30/21

Trustee Bateman reported that Jacki Belin, Vice President of Student Affairs & Outreach, provided the Committee with a presentation that highlighted some of the strategies RVCC has used to attract, retain, and propel students during the pandemic.

C. Finance Committee

Chairman Robert Wise reported on the Treasurer's Report (Resolution #2-2021) for the period 01/01/21 to 01/31/21. On motion by Chairman Wise, seconded by Trustee Hirsch, the Treasurers' Report was approved by voice vote. Trustee Torres abstained.

Chairman Wise then presented Consent Agenda Resolutions #3-2021 through #8-2021. The Resolutions were moved by Chairman Wise, seconded by Trustee Bateman, and approved by voice vote.

Resolution #3-2021 – Various Vouchers for Payment

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

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

Check #s	320223-320527	
ACH#s	3	
	Total Checks	\$897,097.17
	Total ACH	23,405.65
	Total Vouchers	920,502.82
	Construction and Architect Vouchers	--
	Less Previously Approved	(157.50)
	Total	<u>\$920,345.32</u>

Resolution #4-2021 Annual Service for Temperature Control Automation System 2020-2021 – Pay to Play

WHEREAS, Raritan Valley Community College requires annual service and maintenance for the campus temperature control automated system for the period of September 14, 2020 through June 30, 2021; and

WHEREAS, the Automated Logic system is proprietary and the controls are critical to maintain heating and cooling; and

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

WHEREAS, 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>Automated Logic Corporation 100 Delawanna Avenue Suite 400 Clifton, NJ 07014 Amount: \$33,940.00</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 purchase orders to total the amount shown above to Automated Logic Corporation.

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

Michael DePinto
Director of Purchasing

Resolution #5-2021 Leasing of Passenger Vans for the RVCC Athletics Department 2021 – Pay to Play

WHEREAS, the Raritan Valley Community College Board of Trustees approved the leasing of five (5) 15-passenger vans to be utilized by the various Athletic teams for the duration of the 2019-2020 academic year via Resolution #115-2019; and

WHEREAS, Merchants Automotive Group, Inc. has presented the Athletics department with a proposal to directly invoice the College \$5,250.00 per month for five (5) 15-passenger vans over the four (4) month lease period of February 1, 2021 through May 31, 2021; and

WHEREAS, each vehicle will be allotted a 1,500 mile allowance over the course of the lease period with a cost of \$0.25 for each excess mile; 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>Merchants Automotive Group, Inc. 14 Central Park Drive</p>

Hooksett, NH 03106
Monthly Lease Amount per Vehicle: \$1,050.00
Monthly Lease Amount for 5 Vehicles: \$5,250.00
Total 4-Month Lease Amount for 5 Vehicles: \$21,000.00

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

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

Michael DePinto
Director of Purchasing

Resolution #6-2021 Solar Pool Water Heating System Equipment – Pay to Play

WHEREAS, the purchase of ten (10) high-performance solar collectors is required to provide supplemental heating to the campus indoor pool located in the Physical Education building; and

WHEREAS, the RVCC Environmental Control and Commercial Energy Management programs intend to incorporate the study of this system into their curriculum; and

WHEREAS, four (4) proposals were obtained with LJS Electric, Inc. presenting the College with the most responsive proposal; and

WHEREAS, the approved Fiscal Year 2021 Perkins Grant budget includes the installation of a solar hot water heating system via Budget Line #490; 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:

LJS Electric, Inc.
430 Commerce Boulevard
Carlstadt, NJ 07072
Amount: \$22,717.64

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 LJS Electric, Inc.

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

Michael DePinto
Director of Purchasing

Resolution #7-2021 Technology Staff Augmentation Services Contract 2020-2021
(REVISED – Price Increase)

WHEREAS, the Board of Trustees approved the renewal of the Technology Staff Augmentation Services agreement with Pinakin IT Solutions, LLC for the period of July 1, 2020 through June 30, 2021 via Resolution #100-2020;

WHEREAS, the original resolution amount approved by the Board of Trustees on June 30, 2020 was \$221,760.00; and

WHEREAS, the College's long-time senior programmer analyst retired at the end of 2020, causing a critical need to employ a temporary remote programmer analyst to service the Banner and Argos systems until a permanent replacement can be found; and

WHEREAS, acting as the current Technology staff augmentation service provider, Pinakin IT Solutions submitted proposals to RVCC for a temporary remote programmer analyst for the period of November 1, 2020 through June 30, 2021; and

WHEREAS, the estimated amount of these additional services is \$26,000.00; and

WHEREAS, in accordance with N.J.S.A. 18A:64A-25.5(1), a county college without advertising for bids may purchase professional services; and

WHEREAS, additional purchase orders will be issued as follows:

<p>Pinakin IT Solutions, LLC 1201 North Orange Street Suite #7407 Wilmington, DE 19801 <u>Agreement Increase Amount: \$26,000.00</u> <u>REVISED Agreement Amount: \$247,760.00</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 purchase orders for the additional temporary programmer analyst services to Pinakin IT Solutions, LLC to total the amount shown above for the period of November 1, 2020 through June 30, 2021.

Michael DePinto,
Director of Purchasing

Resolution #8-2021 Registered Nurse Custom Online Review for the National Council
Licensure Examination – Pay to Play

WHEREAS, the purchase of one-hundred five (105) registered nurse customized online reviews are needed to improve student confidence and scoring on the National Council Licensure Examination (NCLEX); and

WHEREAS, three (3) proposals were obtained with Assessment Technologies Institute, LLC (ATI) presenting the College with the most favorable proposal; and

WHEREAS, the ATI Customized Live NCLEX Review is a two or three-day live review led by an experienced nurse educator and designed to increase competency on topics that need additional instruction to pass the NCLEX; and

WHEREAS, an ATI specialist will review our student cohort performance on the ATI Predictor exam and customize the review to meet any deficits or areas in which our students need to improve upon in preparation for the NCLEX; and

WHEREAS, the approved Fiscal Year 2021 Perkins Grant budget includes the purchase of these customized NCLEX reviews via Budget Line #120; 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>Assessment Technologies Institute, LLC 11161 Overbrook Road Leawood, KS 66211 Amount: \$26,250.00</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 Assessment Technologies Institute, LLC.

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

Michael DePinto
Director of Purchasing

D. Governance Committee

Trustee Paul Hirsch reported that the Campus Safety Report for the period January 12, 2021 to February 10, 2021 was discussed by the Committee and was provided to the full Board of Trustees via SharePoint. The Committee also received updates regarding Somerset County's COVID-19 on campus testing and the administration of vaccinations by the Somerset County Public Safety/Heath Department.

The Committee received an extensive report concerning risk management. It was reported that risks to the institution are multiple, ever-increasing, demanding significant

institutional investment of time, staffing, and operational expenses. These risks impact every aspect of the College's operations.

The Committee reviewed some of the medium to high risks identified in each of the following categories:

*Compliance Risk: Risk created by failing to follow federal, state, or local law, regulation, or Higher Education policy or procedure that safeguards the institution from legal exposure.

*Business Model Risk: Risks that may result in loss of physical assets or financial resources

*Operational Risk: Risks that affect ongoing day-to-day management processes.

*Strategic Risk: Risks that affect the College's ability to achieve its objectives

*Reputational Risk: Risks that influence the perception that others have of RVCC

The Governance Committee will provide updates to the full Board of Trustees on a regular basis.

The Committee received a detailed report of spring 2021 enrollment data, fall 2021 projections and assumptions, as well as some high-level data regarding RVCC students who received Community College Opportunity Grants (CCOG) in fall 2020, a last-dollar scholarship program providing student with funds to cover any unmet financial need.

The Educational Retreat, scheduled for March 23, 2021, will provide trustees with an overview of the College's financial operations, identifying revenue streams and highlighting operational expenses.

Chairman Wise, Trustee Windrem, and President McDonough will host their third virtual meeting on March 24, 2021 with the Somerset and the Hunterdon County Commissioners and other members of each of their administrations to discuss the College's FY22 budget. It was reported that the meetings have been extremely productive.

VI. Old/New Business

Chairman Robert Wise reported that he and President McDonough attended the virtual ACCT Community College National Legislative Summit and briefed the Board on the national community college's high level of support of legislative priorities.

President Michael McDonough provided some information about the proposed closing of the *Children's Campus*.

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."

A few individuals from the community expressed their opinions about the *Children's Campus* closing.

RVCC Student Government Executive Officers addressed the Board concerning Student Government's ongoing initiatives.

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