

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
JANUARY 26, 2021

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, January 26, 2021, 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.”

II. Roll Call of Members

The roll call was taken as follows:

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

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 5:00 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 Session 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

The Annual Reorganization and the Regular Meeting minutes of December 22, 2020 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 College's new Strategic Plan timeline and an inclusive for process. The Committee discussed the changed landscape of higher education and the significant challenges that RVCC faces.

B. Educational Programs and Services Committee

Trustee Caren Bateman presented Consent Agenda Resolutions #186-2021 through Resolution #190-2021. On motion by Trustee Bateman, seconded by Trustee DiFrancesco Zaikov, the above stated Consent Agenda resolutions were approved by voice vote.

Trustee Bateman reported that Provost Debi Preston (Provost and Vice President for Academic Affairs) provided the Committee with a presentation on *Access2Success* (Closing the Opportunity Gap) project and Jacki Belin (Vice President of Student Services) presented NJCCC Media Survey Student results, in which 450 full-time RVCC students participated.

Resolution #186-2021 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 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
Tugushev	Nikolay	Assistant Professor	Humanities, Social Science & Education	\$998	1/19/21
Winder	Miles	Professor	Business & Public Services	\$1041	1/19/21

2. 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
*Richard Rodolis	Financial Aid Specialist	\$45,474	Human Resources	1/19/21

*Budget code 100-3540-5310-50/replacing P. Barisano

3. Status Change- Administrator

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

Name	Title	Salary	Department	Start date
Sheila Meiman	Director of RISE	\$87,867	RISE	1/1/21

4. Resignations

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

Name	Title	Department	Effective Date
Yshanda Denton	Testing Specialist	Testing Center	1/15/21

5. Retirement

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

Name	Title	Department	Effective Date
Wendy Schnall	Career Services Advisor	Transfer & Career Services	6/30/21

Resolution #187-2021 Appointment, Full-Time Temporary Spring 2021 Semester

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

Name	Title	Department	Start Date	Semester Salary
*Michael Pirrotta	Temporary Instructor-Psychology	Humanities, Social Science & Education	9/16/19	*\$29,911

*Budget code 100-3190-5140-10 salary represents one semester

Resolution #188-2021 Reappointments, Second Year and Beyond Teaching Faculty, Librarians, Counselors, and Teaching Assistants with Negotiated Salary Increase FY 21 and FY 22

BE IT RESOLVED, that the recommendation of the President, the following teaching faculty, librarians, Counselors and Teaching Assistants be notified of their reappointments by the Board of Trustees for the 2021-2022 academic or fiscal year.

Reappointments salaries include a contractual 2.5% increase

*Represents Tenure Awarded

Last Name	First Name	Rank	Salary
Anderson	Anne Marie	Professor, Accounting	\$86,368
Arvay	Susan	Associate Professor, English	\$79,631
Austin	Lori	Associate Professor, Mathematics	\$84,925
Awwad	Mutasem	Assistant Professor, Networking	\$70,760
Balut	Maryann	Professor, Nursing	\$89,700
Banfield	Sara	Professor, Communications/Speech	\$87,581
Baricevic	Marianne	Associate Professor, A&P/Micro	\$88,344
Bazar	Carrie	Career Counselor IV	\$105,980

Last Name	First Name	Rank	Salary
Bell	Cheryl	Associate Professor, ESL	\$83,637
Bendjilali	Khadidja	Assistant Professor, Mathematics	\$65,685
Bendjilali	Boualem	Professor, Mathematics	\$96,838
Bitter	Janelle	Instructor, Librarian- Systems & Technology Services	\$65,107
Black	William	Professor, Accounting	\$98,102
Bondhus	Michael	Associate Professor, English	\$80,356
Braun	Lauren	Associate Professor, History	\$79,299
Brazier	Michelle	Associate Professor, English	\$87,682
Brower	Stephen	Assistant Professor, Computer Science	\$77,459
Burns	Keith	Assistant Professor, Fitness & Wellness	\$70,739
Campoli	Alison	Associate Professor, Nursing	\$80,252
Carr	Edward	Professor, Microbiology	\$97,211
Caruso	Steven	Assistant Professor, Computer Science	\$67,336
Case	Rebecca	Assistant Professor, Spanish	\$69,366
Chase	David	Professor, English	\$89,489
Choi	Youngjun	Associate Professor, Mathematics	\$83,407
Cleary	John	Associate Professor, Philosophy	\$80,512
Copty	Nader	Associate Professor, Physics	\$86,398
Crosbie	William	Associate Professor, Computer Science	\$85,088
Czerw	Margaret	Professor, Chemistry	\$93,854
Darkenwald-DeCola	Jessica	Assistant Professor, English	\$69,292
DeFilippis	Maria	Professor, Legal	\$110,183
Dempsey	Megan	Associate Professor, Librarian	\$84,867
Donnelly	Brian	Assistant Professor, Criminal Justice	\$71,460
Fagan	W Michael	Associate Professor, Finance	\$83,528
Felix	Justin	Associate Professor, English	\$82,690
Flor	Paul	Assistant Professor, Business Admin-HVAC	\$88,271
Fois	Loretta	Professor, Dance	\$88,940
Forte	Frank	Assistant Professor, Mathematics	\$71,394
Gaffney	Karen	Professor, English	\$92,014
Geoffroy	Cynthia	Associate Professor, Mathematics	\$85,110
Gutierrez	Isabel	Associate Professor, Psychology	\$79,500
Gutshall-Seidman	Karen	Professor, Human Services	\$92,014
Harford	John	Instructor, Graphic Design	\$68,107
*Heithoff	Heather	Assistant Professor, Nursing	\$69,676
Heller	Sara	Instructor, Automotive Technology	\$64,722
Hemlow	Lance	Assistant Professor, Mathematics	\$81,741
Heppard	Brandyn	Associate Professor, Philosophy	\$76,257

Last Name	First Name	Rank	Salary
Hinkle	Robert	Professor, ESL	\$90,210
Hulsen	Patricia	Professor, Mathematics	\$96,889
Iannacone	Eric	Associate Professor, Biology A/P	\$81,565
Jones	James	Assistant Professor, Criminal Justice	\$70,760
*Katsha	Ahmed	Assistant Professor, A/P Biology	\$69,422
Kelly	Jay	Professor, Biology	\$92,040
Kim	Ji Yong	Instructor, Visual Arts	\$62,620
Kinebrew-Bosa	Carolyn	Assistant Professor, Communications	\$68,084
Kletz	Pattiann	Professor, Business	\$88,997
Klinger	William	Professor, Business Admin & Management	\$95,083
Kovarik	Tomas	Associate Professor, Mathematics	\$90,983
Kowski	Lynne	Professor, Mathematics	\$96,887
Kuijlaars	Gina	Counselor II-Mental Health	\$82,695
Lenahan	Melanie	Professor, Biotechnology	\$92,014
Lindemann	Ellen	Professor, Business Administration	\$93,854
Lindskoog	Carl	Associate Professor, History	\$76,062
Logan-Bieler	Martha	Instructor, Medical Assistant	\$66,854
Luby	Barbara	Counselor IV	\$105,701
Manno	Andrew	Professor, English	\$99,734
Martin	Philip	Assistant Professor, Communication	\$69,429
McManus	Darren	Assistant Professor, Graphic Design	\$72,442
Meier	Pascal	Assistant Professor, Chemistry	\$70,579
Molle	Maria	Assistant Professor, Nursing	\$70,760
Moore	Elaine	Associate Professor, Marketing	\$86,675
Morris	Melanie	Professor, Business Law	\$97,428
Nadkarni	Vandana	Professor, Art History	\$90,535
Nikitovic	Nemanja	Assistant Professor, Mathematics	\$72,462
Offenhauer	Alexa	Assistant Professor, English	\$69,812
O'Neill	Elizabeth	Assistant Professor, Pediatric Nursing	\$71,835
Patel	Aditi	Associate Professor, Mathematics	\$82,718
Patterson	Carol	Professor, Nurse Education	\$106,898
Pearce-Morris	Jennifer	Associate Professor, Sociology	\$77,985
Pieris-Gunatilaka	Ashlee	Assistant Professor – Computer Science	\$79,339
Pipitone	Christine	Professor, English	\$92,014
Pompo	Antonella	Professor, Engineering	\$96,997
Reilly	Kevin	Professor, History	\$156,545
Reilly	Kathy	Instructor, Health Information Technology	\$63,938
Reynolds	Sandra	Professor, French/Spanish	\$95,684

Last Name	First Name	Rank	Salary
Ricketts	Glenn	Professor, Political Science	\$118,601
Rimple	Tonya	Associate Professor, Business Administration	\$87,117
Romaine	Linda	Associate Professor, Fitness & Wellness	\$79,777
Roop	Joan	Assistant Professor, Nursing	\$71,460
Russo	Dennis	Professor, Theatre	\$88,939
Schirner	Kimberly	Associate Professor, Early Childhood	\$83,637
Schwarz	Steven	Professor, Computer Science	\$89,375
Seater	Barbara	Associate Professor, Sociology	\$137,935
*Shah	Madhavi	Assistant Professor, Biology	\$69,542
Shapiro	Alisa	Assistant Professor, Accounting	\$70,526
Sichel	John	Associate Professor, Music	\$86,263
Smith	Virginia	Associate Professor, Interior Design	\$81,235
*Soliman	George	Instructor, Mathematics	\$63,434
Sosa	Nicholas	Instructor, Psychology	\$64,722
Spencer	Claudette	Assistant Professor, Nursing Medical & Surgical	\$70,137
Stander	Emilie	Associate Professor, Environmental Science	\$80,133
Stepanova	Tatyana	Assistant Professor Mathematics	\$79,858
Stupak	Peter	Assistant Professor, Physics & Engineering	\$73,423
Suk	Kathryn	Associate Professor, Elementary/Second Edu	\$80,976
Thomas	Brian	Professor, Ophthalmics	\$121,480
Thornber	Nora	Professor, Mathematics	\$111,071
Treut	Richard	Professor, Speech/Comm	\$90,145
Tsubota	Ann	Professor, Fine Arts	\$124,323
Tucker	Lisa	Associate Professor, English	\$87,055
Tyson	Ronald	Associate Professor, English	\$83,423
Vaccaro	Andrea	Associate Professor, ESL	\$77,664
Valenti	Alyssa	Associate Professor, Librarian	\$78,575
Warren	Jeffrey	Counselor III	\$93,780
Weber	Derek	Professor, A&P/Micro	\$91,930
Yang	Linda	Assistant Professor, Computer Science	\$69,724
Youngblood	Ardath	Instructor, Nursing	\$65,962
*Yunker	Beau	Instructor, OTA Assistant/Coordinator	\$64,983
Zieba	Izabela	Assistant Professor, English	\$71,460

Resolution #189-2021 Reappointments, First Year Teaching Faculty, Librarians, and Counselors
BE IT RESOLVED, that at the recommendation of the President, the following first year teaching faculty, librarians and counselors be notified of their reappointments by the Board of Trustees for the 2021-2022 academic or fiscal year.

Reappointments salaries include a contractual 2.5% increase

Last Name	First Name	Rank	Salary
Bataille	Edner	Assistant Professor, Economics	\$67,822
Giffin	Jennyfer	Instructor, Nursing Medical/Surgical	\$64,359
Keegan	Tracey	Instructor, Nursing Medical/Surgical	\$64,359
Keiserman	Anna	Assistant Professor, Music	\$67,257

Resolution #190-2021 Sabbatical Leave, Associate Professor Barbara Seater

WHEREAS, the Board of Trustees of Raritan Valley Community College did by Resolution #188-2021 dated January 26, 2021, reappoint Associate Professor Barbara Seater for the 2021-2022 academic year; and

WHEREAS, Associate Professor Barbara Seater has requested a sabbatical leave for the Fall 2021; and

WHEREAS, the provisions of the Board/Faculty Agreement concerning sabbatical leaves have been complied with;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby grant sabbatical leave to Associate Professor Barbara Seater for Fall 2021.

SABBATICAL LEAVE
SUMMARY

Associate Professor Barbara Seater's sabbatical leave, for Fall 2021, was approved in order to meet the following stated objective:

- Complete the manuscript for a book titled *The Making of Masculinity: Male Youth and Preadolescents in an Organized Sport (A Longitudinal Ethnographic Study)*.

C. Finance Committee

Trustee Margaret Windrem reported on the Treasurer's Report (Resolution #193-2021) for the period 11/01/20 to 12/31/20. On motion by Trustee Windrem, seconded by Trustee Bateman, the Treasurers' Report was approved by voice vote.

Trustee Windrem then presented Consent Agenda Resolutions #192-2021 through #198-2021. The Resolutions were moved by Trustee Windrem, seconded by Trustee Bateman, and approved by voice vote. Resolution #199-2021 was removed from Consent Agenda and voted on separately. On motion by Trustee Windrem, seconded by Trustee DeTommaso, the Resolution was approved by voice vote. Trustees Christodoulou and Torres respectfully abstained.

Trustee Windrem reported that the Committee discussed the evolving financial challenges faced by College and other uncertainties.

Resolution #192-2021 – Various Vouchers for Payment

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

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

Check #s	318911-320222	
ACH#s	5	
	Total Checks	\$2,683,789.79
	Total ACH	19,482.05
	Total Vouchers	2,703,271.84
	Construction and Architect Vouchers	157.50
	Less Previously Approved	(79,877.84)
	Total	<u>\$2,623,551.50</u>

Resolution #193-2021 Accept Cares Act Funding

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

WHEREAS, Raritan Valley Community College has been previously awarded \$3,819,720 million in total aid to be split evenly between direct student assistance and institutional support subject to several guidelines for each component; and

WHEREAS, Raritan Valley Community College has been just awarded an additional amount of \$7,748,750 million in total aid to be split \$1,909,860 for direct student assistance and \$5,838,890 for institutional support subject to several guidelines for each component; and

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

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

John Trojan
VP Finance & Facilities

Resolution #194-2021 Securing Future Children's Bond Act

WHEREAS, the Board of Trustees recognizes the importance of improving the College's ability to provide workforce and trade related education (e.g., allied health, advanced manufacturing, HVAC, logistics, etc.) ; and

WHEREAS, the Board acknowledges that programs in these areas are in high demand throughout New Jersey, as well as nationwide, and are part of the State's Unified Workforce Investment Plan; and

WHEREAS, the Board acknowledges that our current facilities lack the required capacity to expand such programs; and

WHEREAS, the State is accepting applications for projects by March 1, 2021 with a total cost of \$5,333,333, of which the State will provide \$4,000,000 and the College \$1,333,333; and

WHEREAS, the Board has determined that the College is eligible to apply for funding of the workforce building expansion and related program equipment under the Securing Our Children’s Future Bond Act -- P.L. 2018, c. 119 (SOCFBA); and

WHEREAS, the Board asserts that it will make institutional funds available to maintain the project once completed ; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College hereby approves the expansion of the Workforce Building and authorizes management to complete all required documentation to submit an application to obtain funding under the SOCFBA Act.

Resolution #195-2021 Site Work at the New Campus Greenhouse – Pay to Play

WHEREAS, the completion of trenching and related site work is needed in preparation of the new RVCC campus greenhouse; and

WHEREAS, the scope of this grant-funded work includes the following:

- Trench excavation of 100 linear feet needed for utilities.
- Grading and leveling of the planned greenhouse pad location.
- Installation of the greenhouse concrete pad and footings.
- Grading and leveling of the area around the positioned greenhouse structure.

WHEREAS, three (3) quotes were requested (two (2) quotes were received and one (1) contractor declined to provide a quote) with Pave-Rite, Inc. presenting the College with the most favorable pricing; 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:

Pave-Rite, Inc. 40 Radel Avenue Bridgewater, NJ 08807 <u>Amount: \$27,575.00</u>

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 Pave-Rite, Inc.

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

Michael DePinto
Director of Purchasing

Resolution #196-2021 Solar Photovoltaic System at 74 Lamington Road – Pay to Play

WHEREAS, the furnishing and installation of a grid-tied solar photovoltaic system is needed at the College's 74 Lamington Road location; and

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

WHEREAS, six (6) proposals were requested (two (2) proposals were received and four (4) firms declined to provide a proposal) with Vanguard Energy Partners, LLC presenting the College with the most favorable pricing; and

WHEREAS, Vanguard submitted a proposal amount of \$20,332.00; and

WHEREAS, the College is requesting that the Board of Trustees approve an amount not to exceed \$32,000.00 in order to allow for any unexpected costs associated with the construction; and

WHEREAS, the approved Fiscal Year 2021 Perkins Grant budget includes the installation of a grid-tied solar photovoltaic system via Budget Line #R1510; 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:

Vanguard Energy Partners, LLC 2 Commerce Street Branchburg, NJ 08876 Amount Not to Exceed: \$32,000.00

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 in the amount shown above to Vanguard Energy Partners, LLC.

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

Michael DePinto
Director of Purchasing

Resolution #197-2021 Upgrade of the RVCC Website Drupal Content Management System

WHEREAS, the existing Raritan Valley Community College public website launched on July 1, 2016 utilizing the Drupal 7 Content Management System; and

WHEREAS, effective November 2021, the Drupal 7 platform will no longer be supported, leaving the College's website vulnerable to security related attacks; and

WHEREAS, Vincent Mazza, the managing partner at FastForward Digital (formerly eDesign Interactive), was the principal architect responsible for the construction of the RVCC website employing the Drupal 7 Content Management System and has overseen all design improvements to the website since its inception; and

WHEREAS, the current website content management system must be upgraded to the Drupal 9 platform in order to preserve the integrity of the website and enhance its editing and design capabilities; and

WHEREAS, FastForward Digital has submitted a proposal to perform the Drupal website upgrade, which calls for a multi-stage approach which includes rebuilding the platform, content migration, testing, training and security reviews, providing for a seamless upgrade to Drupal 9 platform by November 2021; and

WHEREAS, these services are considered professional services and therefore exempt from public bidding in accordance with N.J.S.A. 18A:64A-25.5(a) (1); and

WHEREAS, funding for these services has been identified out of the Fiscal Year 2021 and Fiscal Year 2022 Technology Services License Acquisition budgets; and

WHEREAS, purchase orders will be issued as follows:

FastForward Digital, LLC eDesign Interactive 163 Madison Avenue - Suite 220-5 Morristown, NJ 07960 <u>Fiscal Year 2021 Amount:</u> \$41,125.00 <u>Fiscal Year 2022 Amount:</u> \$41,125.00 <u>Total Amount:</u> \$82,250.00

NOW, 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 purchase orders in the amounts shown above to FastForward Digital, LLC.

Michael DePinto,
Director of Purchasing

Resolution #198-2021 Customer Relationship Management Software

WHEREAS, the College has identified a need to enter into an agreement for a customer relationship management (CRM) software which spans the entire student lifespan supporting prospects, students and alumni; and

WHEREAS, three (3) proposals were obtained and evaluated with TargetX.com presenting the College with the most favorable proposal; and

WHEREAS, the TargetX Community College Suite CRM software is specifically designed for community colleges and provides full student lifecycle management from inquiry to alumni; and

WHEREAS, the TargetX proposal additionally includes exclusive pricing for required products and services through their partners Salesforce.com and SSD Technology Partners; and

WHEREAS, Salesforce provides the platform upon which the TargetX CRM is built; and

WHEREAS, SSD Technology Partners provides the data management hub needed to integrate information between the TargetX CRM and the Banner system; and

WHEREAS, funding for the first year of these agreements 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, purchase orders will be issued as follows:

TargetX.com, LLC
1001 East Hector Street
Philadelphia, PA 19428
Year 1: \$73,750.00 (One-Time Initial Implementation Fee Included.)
Year 2: \$51,750.00
Year 3: \$51,750.00
Year 4: \$51,750.00
Year 5: \$51,750.00
Total Five-Year Amount: \$280,750.00

Salesforce.com, Inc.
415 Mission Street
3rd Floor
San Francisco, CA 94105
Year 1: \$8,400.00
Year 2: \$8,400.00
Year 3: \$8,400.00
Year 4: \$8,400.00
Year 5: \$8,400.00
Total Five-Year Amount: \$42,000.00

SSD Technology Partners
1024 Justison Street
Wilmington, DE 19801
Year 1: \$15,000.00 (One-Time Initial Implementation Fee Included.)
Year 2: \$10,000.00
Year 3: \$10,000.00
Year 4: \$10,000.00

Year 5: \$10,000.00
Total Five-Year Amount: \$55,000.00

Five-Year Grand Total: \$377,750.00

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into five-year agreements for the period of January 28, 2021 through January 28, 2026 and issue purchase orders in the amounts shown above to TargetX.com, Salesforce.com and SSD Technology Partners.

Michael DePinto,
Director of Purchasing

Resolution #199-2021 Purchase and Installation of a Hybrid Electric Vehicle Trainer for the RVCC Automotive Technology Program

WHEREAS, Raritan Valley Community College advertised for bids for the purchase and installation of a Hybrid Electric Vehicle Trainer for the Automotive Technology Program; and

WHEREAS, the primary utilization of this trainer is to teach the fundamentals of working on hybrid and electric vehicles in classroom and laboratory environments; and

WHEREAS, approximately four million hybrid and electric vehicles have been sold in the United States to date with sales steadily increasing each year; and

WHEREAS, due to this demand, it is crucial that current and future technicians are prepared for the challenge of diagnosing and repairing these vehicles; and

WHEREAS, this trainer will help students bridge the gap between theoretical knowledge and practical experience, while enhancing their proficiency and diagnostic skills on equipment which represents current industry technology; and

WHEREAS, three (3) bids were distributed to vendors and one (1) bid was received and opened on Monday, January 25, 2021; and

WHEREAS, the approved Fiscal Year 2021 Perkins Grant budget includes the purchase of the Hybrid Electric Vehicle Trainer via Budget Line #R1500; and

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

Lucas-Nuelle, Inc.
3909 Midlands Road
Suite A
Williamsburg, VA 23188
Amount: \$49,977.00

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 in the amount shown above to Lucas-Nuelle, Inc.

Michael DePinto
Director of Purchasing

D. Governance Committee

Trustee Paul Hirsch reported that the Campus Safety Report for the period November 27, 2020 to January 12, 2021 was discussed by the Committee and was provided to the full Board of Trustees via SharePoint. The Committee received an update concerning access points into campus buildings and additional updates on Somerset County's COVID-19 testing on campus and on the administration of vaccinations by the Somerset County Public Safety/Health Department, which began on campus on January 5, 2021. The County Health Department plans to provide vaccinations on Mondays, Thursdays, and Fridays.

The Committee reviewed and approved the President's Expense Report for the period ending December 31, 2020, which reflected minimal expenses during that timeframe.

The Committee discussed the newly revised committee charges, which identify the Board's strategic vision for the year ahead and document the specific purpose for each committee. Through these charges, the Board Chair is able to focus the energies and interests of all members. Chair Wise will distribute the Committee charters to each of Board committees for informational purposes.

A review of the Board Bylaws revealed only minor grammatical recommendations. Therefore, the Committee agreed that no further review would be necessary at this time. And, consistent with Board processes, the Board's bylaws and policies will be reviewed periodically by the Committee and the full Board will be apprised of any recommended changes for their consideration at such time.

An Educational Retreat to discuss the development of a new strategic plan was held earlier in the day and was very informative and productive. The next retreat, scheduled for March 23, 2021, will be for trustees to review and discuss the College's budget process and financial operations and recommendations for FY '22.

Chairman Wise, Trustee Windrem, and President McDonough will host a virtual meeting on January 27, 2021 with the Somerset and the Hunterdon County Commissioners and other members of each of their administrations to discuss the College's current budget status and Chapter 12 funding.

The Committee had a lengthy conversation concerning risk management. One potential framework would identify those threats for RVCC: Business Model Risks (county and state funding, auxiliary income, tuition and fee revenue, and workforce revenue), Reputational Risks (social media postings, media coverage, internal controversies, Board of Trustees and affiliated entities, and conflict of interest policies), Operating Model Risks (inadequate institutional processes, IT infrastructure, natural disasters, buildings, safety, insurance coverage, and business continuity and emergency plans), Enrollment Risks (county demographics in general, county high school demographics and yields, dual enrollment and early college admissions, competitive marketplace, perception of value and cost, clarity and penetration of marketing message, internal processes in recruitment, enrollment, and registration, and marketing of workforce and technical programs), and Compliance Risks (annual MSCHE accreditation, individual program accreditations, state and federal financial aid audits, compliance with sexual assault and public safety reporting, new state and federal reporting requirements, grant administration, HR requirements, athletics, and community use of campus facilities.)

The President will provide the Committee with a draft dashboard of the potential risk categories to track and measure. This tool may include categories to identify potential risk, strategies to mitigate risk, any past actions taken, responsible administrator, and potential impact (cost). The Governance Committee will review and monitor the dashboard on a monthly basis and will report regularly to the full Board.

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.”

Student Preston Gunning addressed the Board and President McDonough concerning a curriculum suggestion to enable degree completion within two years for early education majors.

RVCC Student Government Executive Officers (Theodore Silva, Thomas Neubauer, and Gerardo Carcamo) addressed the Board concerning Student Government’s ongoing initiatives to improve student success and campus life through diverse school clubs, fundraising activities, and leadership and civic engagement activities.

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