

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
JUNE 30, 2020

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, June 30, 2020, via teleconference. Chairman Robert P. Wise called the Regular Board of Trustees meeting to order at 5:15 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	Absent: Roger Jinks
Thomas Boon	
Paul J. Hirsch	
W. Timothy Howes	
Roger Locandro	
Andrew McNally	
Donald Rica	
Helena Swanicke	
Juan Torres	
Robert P. Wise	
Tracy DiFrancesco Zaikov	
Margaret Windrem	

Also in attendance: Michael J. McDonough, President; Richard Flaum, Esq., Legal Counsel; and members of the faculty, administration, and staff.

A quorum was present.

III. Agenda Items

1. Approval Regular Meeting Minutes

On motion by Trustee Swanicke, seconded by Trustee Locandro, the Regular Meeting minutes of June 2, 2020 were approved by voice vote. Trustee Torres respectfully abstained.

2. Committee Reports

A. Finance Committee

Trustee Margaret Windrem reported on the Treasurer's Report (Resolution #91-2020) for the period 05/01/20 to 05/31/20. On motion by Trustee Windrem, seconded by Trustee McNally, the Treasurers' Report was approved by voice vote.

Trustee Windrem then presented Consent Agenda Resolutions #92-2020 through #108A-2020. The Resolutions were moved by Trustee Windrem, seconded by Trustee Bateman, and approved by voice vote.

Trustee Windrem reported that the Board discussed ways to close the College's budget gap due to the major cuts to higher education by the state and other budget uncertainties.

Resolution #92-2020 – Various Vouchers for Payment

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

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

Check #s	313185 – 314553	
ACH#s	3	
	Total Checks	\$2,032,872.16
	Total ACH	11,931.79
	Total Vouchers	2,044,803.95
	Construction and Architect Vouchers	18,675.00
	Less Previously Approved	(233,696.70)
	Total	<u>\$1,829,782.25</u>

Resolution #93-2020 Campus Works On-Line Consulting Services – Amended Phase 2

WHEREAS, the Board of Trustees has recognized the significant impact of the coronavirus covid-19 pandemic on the operations of the College and the delivery of instruction to students; and

WHEREAS, the Board by resolution #87A authorized management to engage Campus Works Inc. (CWI) to develop a comprehensive plan to adjust instructional modalities, make the course offerings more robust, and provide training to faculty; and

WHEREAS, Management is very satisfied with the work that CWI has completed in Phase 1 – the master project plan – and the significant initial changes it introduced with respect to faculty training, individual subject plans and technology support; and

WHEREAS, Management believes it imperative to continue this project to ensure that the Fall academic schedule has the best chance for success in delivering effective instruction throughout all departments.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College endorses Management’s recommendation to extend the CWI assignment to provide support services related to the College’s on-line instruction activities.

Campus Works, Inc. 1767 Lakewood Ranch Blvd. Bradenton FL 34211 \$46,250 for approximately 4 months revised Phase 2
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John Trojan, VP Finance & Facilities

Resolution #94-2020 Contractor Payments for July and August 2020

WHEREAS, Raritan Valley Community College regularly engages the services of General Contractors, Architects, Engineers and other consultants in connection with the College’s capital projects; and

WHEREAS, RVCC’s standard procedure is to obtain authorization to pay these invoices from the Board of Trustees at each monthly meeting; and

WHEREAS, there is no Board of Trustees meeting scheduled for the month of July 2020 but there may be invoices due for the months of July and August prior to the August Board meeting; and

WHEREAS, since the Prompt Payment Act (P.L. 2006, c.96, codified as N.J.S.A. 2A:30A-1 et seq.) was signed into law on September 1, 2006, owners are required to pay interest if payment is not made within thirty (30) calendar days after the billing date for work that has been approved and certified by the owner or the owner's authorized approving agent; and

WHEREAS, to comply with this legislation and ensure timely payment to our contractors and consultants:

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the College Administration to pay any general contractor, architect, engineer or other consultant invoices for July and August 2020, and report the pertinent information at the August 2020 Board Meeting scheduled for Tuesday, August 18, 2020.

Michael DePinto
Director of Purchasing

Resolution #95-2020 HVAC Preventive Maintenance 2020-2022

WHEREAS, preventive maintenance services and repairs are required for the proper functioning of the many pieces of equipment which comprise the campus HVAC system; and

WHEREAS, it was decided to advertise for bids for HVAC Preventive Maintenance Services for the two (2) year period of July 1, 2020 through June 30, 2022; and

WHEREAS, fifteen (15) bid packages were distributed and six (6) proposals were opened and read on Tuesday, June 23, 2020; and

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

<p>McCloskey Mechanical Contractors, Inc. 445 Lower Landing Road Blackwood, NJ 08012 <u>Amount Year 1: \$121,824.00</u> <u>Amount Year 2: \$121,824.00</u> <u>Twenty-Three Month Total: \$243,648.00</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 enter into a two-year agreement and issue purchase orders in the amounts shown above to McCloskey Mechanical Contractors, Inc.

Michael DePinto
Director of Purchasing

Resolution #96-2020 Office Supplies 2020-2022 (WB Mason)

WHEREAS, the College requires the purchase of Office Supplies for normal daily operations; and

WHEREAS, N.J.S.A 18A:64A-25.5(b) provides an exemption to the requirement for advertising for bids if a contract is entered into with the State of New Jersey, or a County thereof; and

WHEREAS, W.B. Mason has entered into a two (2) year contract for Office Supplies with Somerset County (Contract #CC-0001-20); and

WHEREAS, the College will utilize the Somerset County Cooperative Pricing contract to purchase Office Supplies; and

WHEREAS, a purchase order will be issued as follows:

<p>W.B. Mason Co., Inc. 21 Commerce Drive Cranbury, NJ 08512 <u>Amount: \$100,000.00</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 as described hereinabove to W.B. Mason, Co., Inc. for the period June 1, 2020 through May 31, 2022.

Michael DePinto
Director of Purchasing

Resolution #97-2020 Renewal of Microsoft Enrollment for Education Solutions Agreement 2020-2021 (Revised)

WHEREAS, the Board of Trustees approved the renewal of the Microsoft Enrollment for Education Solutions (EES) Agreement with Software House International (SHI) for the three-year period of April 1, 2019 through March 31, 2022 via Resolution #28A-2019; and

WHEREAS, the original resolution amount approved by the Board of Trustees on February 19, 2019 was \$118,415.85; and

WHEREAS, in addition, the Board of Trustees approved the renewal of the Microsoft Enrollment for Education Solutions (EES) agreement with Software House International (SHI) for the period of July 1, 2020 through June 30, 2021 via Resolution #87-2020;

WHEREAS, the resolution amount approved by the Board of Trustees on June 2, 2020 was \$51,165.67; and

WHEREAS, after the first year of the three-year agreement Microsoft had the option to change their pricing formula which led to a significant price increase of approximately \$11,000.00; and

WHEREAS, RVCC management submitted Board Resolution #87-2020 with the design to obtain approval from the Board of Trustees to increase the agreement amount with SHI; and

WHEREAS, the incorrect renewal dates of July 1, 2020 through June 30, 2020¹ were listed on Resolution #87-2020; and

WHEREAS, the correct renewal dates are April 1, 2020 through March 31, 2021; and

WHEREAS, the delay in requesting approval from the Board of Trustees was due to the length of time it took Microsoft to alert RVCC of the exact price increase; and

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

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

WHEREAS, the licensing and support of the Microsoft Licensing Solution Providers Services is available through the NJEDge.net technology purchasing consortium, administered by the Software House International (SHI) via Contract #269EMCPS-19-001; and

WHEREAS, NJEDge.net is a non-profit technology consortium of academic and research institutions in New Jersey of which RVCC is a member; and

WHEREAS, a purchase order will be issued as follows:

Software House International (SHI)
290 Davidson Avenue
Somerset, NJ 08873
Amount: \$51,165.67

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 the revised period of April 1, 2020 through March 31, 2021 to Software House International (SHI).

Michael DePinto
Director of Purchasing

Resolution #98-2020 Supplemental Telephone Services 2020-2021 (Windstream)

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized the award of a five-year agreement to Mitel, Inc. (formerly Comm Solutions/ShoreTel) for cloud-based telephone and web-based video services via Resolutions 53A-2017 and 70-2017; and

WHEREAS, supplemental telephone services continue to be required from Windstream (formerly Paetec Communications) to support the various campus Plain Old Telephone Service (POTS) lines which Mitel is currently unable to provide; and

WHEREAS, the RVCC Technology Services department estimates the cost of these services to be approximately \$3,000.00 per month; and

WHEREAS, these POTS lines are presently utilized in conjunction with the campus elevators, alarm systems and direct telephone lines; and

WHEREAS, N.J.S.A 18A:64A-25.5(8) provides exceptions to the requirement for advertising for the supplying of any product or the rendering of any service by the public utility which is subject to the jurisdiction of the Board of Public Utilities, in accordance with tariffs and schedules of charges made, charged or exacted, filed with said board; and

WHEREAS, RVCC has spent \$27,059.62 to date with Windstream during Fiscal Year 2020; and

WHEREAS, the Director of Purchasing has determined and certified in writing that the value of the acquisition will exceed \$17,500.00; and

WHEREAS, such award of contract shall be made in compliance with New Jersey's Pay to Play Law as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 2020 through June 30, 2021, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

Windstream
P.O. Box 9001013
Louisville, KY 40290
Estimated 12-Month Amount: \$36,000.00

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 to Windstream for the period of July 1, 2020 through June 30, 2021 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 #99-2020 Technology Help Desk Services 2020-2021

WHEREAS, Raritan Valley Community College requires Technology Help Desk Services for the period of July 1, 2020 through June 30, 2021; and

WHEREAS, the College relies on efficient and reliable technology help desk services as currently contracted with Blackboard, Inc. through NJEDge.net; and

WHEREAS, this agreement is set to expire on June 30, 2020; and

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

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

WHEREAS, Technology and Help Desk Services are available through the NJEDge.net technology purchasing consortium Edge Pro solutions administered by Blackboard, Inc.; and

WHEREAS, NJEDge.net is a non-profit technology purchasing consortium of academic and research institutions in New Jersey of which RVCC is a member; 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 as follows:

<p>NJ Edge.net, Inc. 625 Broad Street Suite 260 Newark, NJ 07102-4418 <u>Amount: \$63,720.00</u></p>

Michael DePinto,
Director of Purchasing

Resolution #100-2020 Technology Staff Augmentation Services Contract

WHEREAS, Raritan Valley Community College relies on efficient and reliable information technology services from managed services providers; and

WHEREAS, the College's current managed services contract with Pinakin IT Solutions is set to expire on June 30, 2020; and

WHEREAS, RVCC has a continued need to augment the current staff which can be accomplished most effectively with remote help; and

WHEREAS, the agreement with Pinakin IT Solutions includes the following services:

- Banner/Oracle Database Administrator
- Microsoft Systems Administrator
- Linux Systems Administrator/Engineer
- Network Management Services

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, a purchase order will be issued as follows:

Pinakin IT Solutions, LLC
1201 North Orange Street
Suite #7407
Wilmington, DE 19801
Amount: \$221,760.00

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a contract and issue a purchase order to Pinakin IT Solutions, LLC in the amount shown above for the 12-month period of July 1, 2020 through June 30, 2021.

Michael DePinto,
 Director of Purchasing

Resolution #101-2020 Laptop Personal Computers for Student Remote Work

WHEREAS, student surveys have indicated that many RVCC students do not have access to appropriate computers for online courses and assignments; and

WHEREAS, the purchase of one-hundred (100) Dell Latitude 3410 laptop computers with four-year extended warranties is critical for RVCC students in need of modern and reliable personal computers; and

WHEREAS, these laptops are fully compatible with the existing campus computer equipment; and

WHEREAS, four-year extended warranty coverage is required to cover any needed repairs; 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 #89967); and

WHEREAS, a purchase order will be issued as follows:

Dell Marketing L.P.
1 Dell Way
Round Rock, TX 78682-0001
Amount: \$73,776.00

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove to Dell Marketing L.P.

Michael DePinto
 Director of Purchasing

Resolution #102-2020 Self Service Modern Campus Platform 2020-2021

WHEREAS, students, faculty and staff depend on reliable online services and information; and

WHEREAS, the Board of Trustees approved the selection of the OneCampus modern campus platform system, from The rSmart Group, via Resolution #128-2018; and

WHEREAS, this tool is used by students, faculty and staff for functions such as course search and registration, roster information, grade entry, time entry and messaging; and

WHEREAS, utilization of the OneCampus system has been very successful since its implementation a year ago; and

WHEREAS, The rSmart Group was recently acquired by TransACT Communications, LLC; 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>TransACT Communications, LLC DBA The rSmart Group 5105 200th Street SW Suite 200 Lynnwood, MA 98036 <u>Amount: \$36,250.00</u></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove for the 12-month period of September 1, 2020 through August 31, 2021; and

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

Michael DePinto,
Director of Purchasing

Resolution #103-2020 Replacement of End-of-Life Ethernet Data Network Switches for Multiple Campus Buildings

WHEREAS, Raritan Valley Community College depends on a reliable and secure campus data network for academic and administrative operation; and

WHEREAS, demand on the College's wireless data network has increased four-fold over the past two years; and

WHEREAS, thirty-two (32) Ethernet switches which service the student computer labs, classrooms and administrative offices are over eight (8) years old and have reached the end of full support from the vendor, and

WHEREAS, the purchase of the appropriate equipment is required to provide safe, dependable, high-speed, high-capacity wireless data network access throughout the campus; and

WHEREAS, this equipment must be fully compatible with the existing campus data network equipment and software from Extreme Networks, Inc., 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, goods, 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, Extreme Networks, Inc. is under contract with the NASPO ValuePoint cooperative purchasing program of which the State of New Jersey is a member (Contract #87722); and

WHEREAS, this purchase would allow the College to replace the outdated equipment and obtain new Ethernet data network switches from Extreme Networks through their authorized reseller PhillyCom, Inc; and

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 PhillyCom, Inc. as detailed below:

PhillyCom, Inc.
3801 Germantown Pike
Suite 201F
Collegeville, PA 19426
Amount: \$274,210.00

Michael DePinto
Director of Purchasing

Resolution #104-2020 Replacement of End-of-Life Ethernet Data Network Core Equipment

WHEREAS, Raritan Valley Community College depends on a reliable and secure campus data network for academic and administrative operation; and

WHEREAS, demand on the College's wireless data network has increased four-fold over the past two years; and

WHEREAS, the network core equipment which interconnects all of the campus buildings and provides connection to the internet is over ten (10) years old and has reached the end of full support from the vendor, and

WHEREAS, the purchase of the appropriate equipment is required to provide safe, dependable, high-speed, high-capacity wireless data network access throughout the campus; and

WHEREAS, this equipment must be fully compatible with the existing campus data network equipment and software from Extreme Networks, Inc., 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, goods, 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, Extreme Networks, Inc. is under contract with the NASPO ValuePoint cooperative purchasing program of which the State of New Jersey is a member (Contract #87722); and

WHEREAS, this purchase would allow the College to replace the outdated equipment and obtain new Ethernet data network core equipment from Extreme Networks through their authorized reseller PhillyCom, Inc; and

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 PhillyCom, Inc. as detailed below:

<p>PhillyCom, Inc. 3801 Germantown Pike Suite 201F Collegeville, PA 19426 <u>Amount: \$284,632.00</u></p>
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Michael DePinto
Director of Purchasing

Resolution #105-2020 Library Materials and Supplies 2020-2021 (Amazon)

WHEREAS, the purchase of books, audio books, DVD's and other materials are needed for the regular operation of the Evelyn S. Field Library; and

WHEREAS, N.J.S.A. 18A:64A-25.5a(6) provides for the purchase of any library materials including without limitation to books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microfilms, pictorial or graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, filmstrips, video and magnetic tapes, other printed or published matter, and audiovisual and other materials of a similar nature, necessary binding and rebinding of library materials and specialized library services, without advertising for bids; and

WHEREAS, the RVCC Library has spent \$16,218.00 to date with Amazon during Fiscal Year 2020; and

WHEREAS, the Director of Purchasing has determined and certified in writing that the value of the acquisition will exceed \$17,500.00; and

WHEREAS, such award of contract shall be made in compliance with New Jersey's Pay to Play Law as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 2020 through June 30, 2021, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p>Amazon P.O. Box 530958 Atlanta, GA 30353 <u>Amount: \$30,000.00</u></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order 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 #106-2020 Purchase of Library Books and Materials 2020-2021 (YBP Library Services)

WHEREAS, the purchase of books and other materials is needed for the regular operation of the Evelyn S. Field Library; and

WHEREAS, N.J.S.A. 18A:64A-25.5a(6) provides for the purchase of any library materials including without limitation to books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microfilms, pictorial or graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, filmstrips, video and magnetic tapes, other printed or published matter, and audiovisual and other materials of a similar nature, necessary binding and rebinding of library materials and specialized library services, without advertising for bids; and

WHEREAS, the RVCC Library has spent \$18,437.48 to date with YBP Library Services during Fiscal Year 2020; and

WHEREAS, the Director of Purchasing has determined and certified in writing that the value of the acquisition will exceed \$17,500.00; and

WHEREAS, such award of contract shall be made in compliance with New Jersey's Pay to Play Law as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 2020 through June 30, 2021, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p>YBP Library Services P.O. Box 277991 Atlanta, GA 30384 <u>Amount: Not to Exceed \$50,000.00</u></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order 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 #107-2020 Renewal of the Blackboard Ally Software Agreement – Pay to Play (Revised) (Blackboard)

WHEREAS, the Board of Trustees approved the renewal of the Blackboard Ally software agreement with Blackboard, Inc. for the period of July 1, 2020 through June 30, 2021 via Resolution #80-2020;

WHEREAS, Blackboard Ally is a software program utilized to supplement the College's Canvas learning management system for online courses; and

WHEREAS, the original resolution amount approved by the Board of Trustees on June 2, 2020 was \$27,000.00; and

WHEREAS, it was discovered that there was an annual price increase that was not included in the original approved resolution amount; and

WHEREAS, the amount of this annual price increase is \$1,664.30; and

WHEREAS, the Director of Purchasing has determined and certified in writing that the value of the services 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>Blackboard, Inc. 1111 19th Street NW Washington, DC 20036 <u>REVISED Agreement Amount: \$28,664.30</u></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order for the revised amount shown above to Blackboard, Inc.

Michael DePinto
Director of Purchasing

Resolution #108-2020 Digital Marketing Services – Fall 2020 Second Phase (Revised)

WHEREAS, the Board of Trustees approved the award of a three-month agreement to provide digital marketing and website enhancement services for the period of July 1, 2020 through September 30, 2020 to eDesign Interactive via Resolution #75-2020; and

WHEREAS, the original resolution amount approved by the Board of Trustees on June 2, 2020 was \$159,000.00; and

WHEREAS, eDesign Interactive informed the College that they changed their name to FastForward Digital, LLC; and

WHEREAS, RVCC management aims to ensure that the vendor name listed on a resolution, agreement and purchase order all coincide; 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

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 a purchase order to FastForward Digital, LLC for marketing services, including website content strategy and social media management, search engine optimization and analytics, market strategy, creative design, media placement, tracking and return on investment analysis, as follows:

<p>REVISED Vendor Information:</p> <p>FastForward Digital, LLC eDesign Interactive 163 Madison Ave Suite 220-5 Morristown, NJ 07960 <u>Three-Month Total: \$159,000.00</u></p>

Michael DePinto
Director of Purchasing

Resolution #108A-2020 Zoom Educational Site License Agreement 2020-2023

WHEREAS, due to the uncertain future plans caused by the COVID-19 pandemic, the Raritan Valley Community College Executive Staff has made the determination to purchase a Zoom Educational Site license agreement for the three (3) year period of June 29, 2020 through June 28, 2023; and

WHEREAS, Zoom helps schools improve student outcomes with secure video communication services for hybrid classrooms, faculty office hours and administrative meetings; and

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

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

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

WHEREAS, NJEDge.net is a non-profit technology consortium of academic and research institutions in New Jersey of which RVCC is a member; and

WHEREAS, purchase orders will be issued as follows:

<p>Zoom Video Communications, Inc. 55 Almaden Boulevard 6th Floor San Jose, CA 95113 <u>Year 1: \$26,640.00</u> <u>Year 2: \$26,640.00</u> <u>Year 3: \$26,640.00</u> <u>Total Three-Year Amount: \$79,920.00</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 enter into a three-year agreement and issue purchase orders in the amounts shown above to Zoom Video Communications, Inc.

Michael DePinto
Director of Purchasing

B. Educational Programs and Services Committee

Trustee Caren Bateman presented Consent Agenda Resolutions #109-2020 through #114-2020 and Resolutions #116-2020 through 117-2020. On motion by Trustee Bateman, seconded by Trustee Swanicke, the above stated Consent Agenda resolutions were approved by voice vote. Resolution #115-2020 (Reappointments, Non-Unit Administrative Employees) was removed from the Consent Agenda and voted on separately. On motion by Trustee Hirsch. seconded by Trustee Locandro, Resolution #115-2020 was approved by voice vote. Trustee Bateman respectfully abstained.

Resolution #109-2020 Human Resources Action Report

The Board resolves that the following personnel actions be taken:

1. 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
*Elizabeth Enz Lewis	Accounting Manager	\$75,153	Budget & Finance	2/16/20
**Darlene Schapley	Grants Coordinator	\$72,417	Grants	6/16/20
**Rikita Singh	Director of Disability Services	\$76,149	Disability Services	6/16/20

***Masters**

****Doctorate**

2. New- Adjunct Faculty

The following individual(s) are recommended as adjunct faculty for the Summer/Fall Semester 2020 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$953 to \$1041.

Last Name	First Name	Rank	Department	Per credit hour rate	Hire Date
Bataille	Edner	Assistant Professor	Business & Public Services	\$974	5/18/20
Dejong	Meagan	Instructor	English	\$953	9/2/20
Johnston	Edna	Assistant Professor	Communication & Languages	\$974	5/18/20
Lavelle	David	Assistant Professor	Business & Public Services	\$974	7/6/20
Rachel	Renner	Instructor	RISE	\$953	5/18/20

Resolution #110-2020 Appointment, Full-Time Tenure Track Faculty, Academic Year 2020-2021

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

Name	Title	Department	Start Date	Salary
*Jennyfer Giffin	Instructor-Nursing	Health Science Education	9/1/20	\$62,789
**Tracey Keegan	Instructor-Nursing	Health Science Education	9/1/20	\$62,789
****Anna Keiserman	Assistant Professor-Music	Arts & Design	9/1/20	\$65,617
***Linda Yang	Assistant Professor-Computer Science	Math & Computer Science	9/1/20	\$66,520

*Budget code 100-3170-5140-10/replacement B. Stetson

**Budget code 100-3170-5140-10/replacement P. Case

***Budget code 100-3160-5130-10/replacement temporary one year

****Budget code 100-3150-5140-10/replacement T. Strong

Resolution #111-2020 Faculty, Reduced Load, Academic Year 2020-2021

The following reflects a recommended change in the status of employment of the following employee:

Name	Title	Hours	Academic Year	Salary
Jeffrey Warren	Counselor III	30	2020-2021	\$78,410

Resolution #112-2020 Legacy Sabbaticals

WHEREAS, the Board of Trustees of Raritan Valley Community College did by Resolution #9-2020 (dated January 28, 2020) reappoint Professor Patrice Case, Associate Professor Rosemarie Gorini, Professor Stephen Kaufman, and Professor Beryl Stetson for the 2020-2021 academic year; and

WHEREAS, the Board of Trustees of Raritan Valley Community College did by Resolution #157-2019 (dated August 21, 2019) approve the Legacy Sabbatical Program for Full-Time Tenured Faculty; and

WHEREAS, Professor Patrice Case, Associate Professor Rosemarie Gorini, Professor Stephen Kaufman, and Professor Beryl Stetson have requested to participate in the Legacy Sabbatical Program for Full-Time Tenured Faculty and would receive a half-year sabbatical for the Fall 2020 term paid at the rate of half their base annual salary, and relinquish their tenure as of December 31 2020;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby approve the Legacy Sabbatical Leave to Professor Patrice Case, Associate Professor Rosemarie Gorini, Professor Stephen Kaufman, and Professor Beryl Stetson for Fall 2020.

Resolution #113-2020 Faculty Promotion (Correction Effective Date)

WHEREAS, the Board of Trustees by Resolution #9-2020 dated January 28, 2020 did reappoint the following faculty members for the 2020-2021 academic year; and

WHEREAS, the President of the College has received recommendations for promotion from the Professional Standards Committee; and

WHEREAS, the President has reviewed these recommendations;

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the President, the following faculty members be promoted to the academic rank as indicated, effective January 1, 2021*:

<u>Faculty Name</u>	<u>Department</u>	<u>Current Title</u>	<u>To</u>
Steven Caruso	Arts & Design	Instructor	Assistant Professor

**correction – effective date*

Resolution #114-2020 Reappointments, Unit Administrative Employees

BE IT RESOLVED, that upon recommendation of the President, the following unit Administrators are reappointed for the 2020/2021 fiscal year. *Salaries include a 2.5% contractual increase

LAST_NAME	FIRST_NAME	Title	*Salary
Accomando	Jill	Assistant Director Children's Campus	\$65,936
Bailey	Christina	Director of Testing Services	\$70,700
Barefoot	Russell	Director of Student Life	\$79,991
Berry	Jennifer	Assistant Director of EOF	\$70,453
Bird	Marcia	Coordinator of Cosmetology	\$90,255
Brosnan	Marianne	Transfer Advisor	\$65,241
Buinis	Lonny	Instructional Designer	\$84,027
Carter	Brian	Network Administrator	\$69,257
Clemente	Eric	Print Shop Supervisor	\$57,417
Collins	Donyea	Director, EOF	\$89,374
Colon	Nicolette	Assistant Director Disability Ser	\$66,979
Cuellar	Maria	Head Teacher-Children's Campus	\$54,517
DeSanctis	Gregory	Director Advising & Counseling	\$88,209
Di Pietro	Joseph	Assistant Director Facilities/Energy Program Management	\$103,821
Diaz	Maria	Custodial Services Manager	\$68,904
Domanski	Peter	Technology Service Desk Tech-Senior	\$71,687
Drummer	Jacqueline	Director of Laboratory Service	\$79,638
Dunne	Janet	Development Associate	\$60,301
Enz Lewis	Elizabeth	Accounting Manager	\$77,032

Erwin	Jill	Theatre Manager	\$67,074
Espinal	Crystalyn	Academic Advisor	\$60,199
Estreicher	Jacqueline	Assistant Dean Curriculum & Assessment	\$69,174
Eversmann	George	Director of Athletics	\$83,588
Faschan	Andrea	Academic Advisor	\$61,504
Fisher	Brenda	Director of K-12 Partnership	\$87,778
Flanagan	Aubrey	Manager Professional & Corporate Development	\$59,526
Gabrielski	Alicia	Academic Advisor	\$63,740
Gallagher	Amie	Director of Planetarium	\$73,822
Gavakos	Marguerite	Assistant Registrar	\$69,217
Gloster	Katisha	Testing Center Coordinator	\$57,901
Gonzalez	David	Technology Service Desk Tech-Senior	\$65,713
Griffin	Cathy	Director Child Care Center	\$96,898
Hall	Christopher	Database Administrator	\$117,880
Harnden	William	Regional Director, SBDC	\$89,317
Hawkins	Bashir	Financial Aid Coordinator	\$56,089
Henriquez	Maribi	First Year Advisor	\$60,386
Hermo-Weaver	Alicia	Coordinator of Internships & Coop Education	\$69,771
Herro	Philip	Recruiting Coordinator/Coach	\$61,089
Hynes	Cynthia	Manager NC Allied Health & Workforce Operations	\$82,077
Kassim	Jamal	Coordinator of Educational Records	\$53,249
Kislan	Erin	Associate Director-Fin Aid	\$73,723
Kubick	Daniela	Manager Visual Communications	\$62,472
Laba	Linda	Financial Analyst	\$84,211
Lankay	Cristina	Electronic Media Coordinator	\$65,936
Larson	Nadine	Coordinator of Health Science Education	\$60,077
Lattin	Karen	Senior Programmer Analyst	\$117,087
Liddell	Alan	Director of the Theatre	\$115,848
**Ludwigsen	Karen	Coordinator Nursing Skills Lab	\$62,458
Luger	Maureen	Purchasing Specialist	\$59,076
Machnik	Michael	Executive Director of Instructional Design & Production	\$113,932
Maiorca	Troy	Systems Administrator	\$63,550
Manzini	Sandile	Program Manager High School/Youth	\$65,482
Meany	Kimberly	OTA Academic Field Coordinator	\$61,659
Meiman	Sheila	Director of RISE	\$80,261
Mercurius	Conrad	Manufacturing Coordinator	\$79,607
Mesonas	Leonard	Director of Financial Aid	\$105,633
Michaud	Paul	Director Transfer & Career Serv	\$130,969
Mombay	Nancy Fritz	Assistant Director of Admissions	\$68,947
Moog	Lori	Director Service Learning & Comm Outreach	\$93,818
Oliver	Kelly	Multi Media Specialist/Web Edi	\$72,735
**O'Rourke	Catherine	Teacher, Children's Campus	\$47,628
Peters	Chad	Public Services Coordinator	\$63,348
Radvanski	John	Database & App Administrator	\$105,020
Ray	Jessica	Staff Scientist-Eco Res & Resto	\$51,760
Repmann	Shane	Academic Advisor	\$61,903
Riche	Kevin	Director Security & Infrastructure	\$123,046

Rizzolo	Wendy	Teacher, Children's Campus	\$61,290
Ryan	Kevin	Athletic Coordinator	\$58,548
Sanders	Donyea	Director Academic Support Cent	\$65,628
Schapley	Darlene	Grants Coordinator	\$74,227
Schindler	Kevin	Planetarium Associate/Tech	\$52,936
Schnall	Wendy	Career Services Advisor	\$64,324
Sherman	Eric	Manager of Web Development	\$71,375
Singh	Rikita	Director of Disabilities Serv	\$78,053
Skerbetz	Karly	Disability Services Coord	\$54,687
Smullen	Stephanie	Development Associate	\$59,539
Smythe	Holly	Instructional Designer	\$77,113
Stafford	Inieka	Director Health & Technological Career Programs	\$72,191
Stolzer	Donna	Director of Media Relations	\$86,920
Stollo	Philip	Helpdesk Coordinator	\$77,421
Su	Min	Associate Director, Institutional Research	\$75,597
Sullivan	Elizabeth	Coordinator, International & Veteran Services	\$68,539
Travaglini	Joanne	Program Manager HS Outreach & Academies	\$67,997
Van Der Veen	Wilhelmus	Director of Science Education Institute	\$90,699
Van Doren	Mary	Coordinator Academic Services-RISE	\$67,738
Wadher	Sital	Senior Associate Academic Success	\$67,279
Walker	Alaysha	Assistant Director Student Life	\$77,547
Walters	Anne	Academic Advisor	\$71,119
Wang	Qianqian	Web Programmer	\$68,706
Weaver	Philip	Assistant Director Compliance & Facilities	\$98,598
Wheeler	John	Registrar	\$83,588
Wiedemann	John	Production Coordinator	\$63,419
Williams	Jache	Director First Year Experience	\$79,315

**Salary based on 10 months

Resolution #115-2020 Reappointments, Non-Unit Administrative Employees

BE IT RESOLVED that upon recommendation of the President, the following non-unit Administrators are reappointed for the 2020/2021 fiscal year. *Salaries include a 2.5% contractual increase

LAST_NAME	FIRST_NAME	Title	*Salary
Belin	Jacki	Vice President Student Affairs & Outreach	\$183,102
Coffaro	Joanne	Director Workforce Training Center	\$85,957
DePinto	Michael	Director of Purchasing	\$81,981
Donnelly	Sarah	Director Institutional Research & Assessment	\$103,842
Fredericks	Jason	Dean of Student Affairs	\$102,718
Imbriglio	Sarah	Dean of STEM, Health Science Education & Library	\$139,313
Johnson	Mary Ann	Assistant Director Benefits & Payroll	\$90,198
Kelleher	Kelly	Human Resources Manager	\$69,183
Lestrangle	Nancy	Director of Information System	\$133,784
Lindstrom	Kelly	Business Systems Analyst	\$94,360
Loera	Audrey	Dean Academic Support & Educational Partnerships	\$139,313
Marion	Michael	Executive Director of Foundation	\$160,746
Marks	Patrice	Dean Language Fine Arts & Business Public Service, ALO	\$164,204

McAllister	Theresa	Assistant Controller	\$108,999
*McCarthy	Lynnette	Executive Assistant/Research to Provost	\$65,873
O'Rourke	Brian	Executive Director, Facilities & Grounds	\$155,481
Pescinski	Robert	Executive Director of Tech Services	\$129,332
*Pontarollo	Sheri	Executive Office Manager & Secretary to Board of Trustees	\$108,681
Preston	Deborah	Provost/Vice President Academic Affairs	\$186,465
Rekofsky	Frank	Coordinator of Emergency Management	\$57,817
Szkodny	Robert	Director Security & Emergency Management	\$98,642
Thompson	Janet	Executive Director of Marketing	\$122,653
Todd	Catherine	Payroll Manager	\$75,981
Trojan	John	Vice President of Finance and Facilities	\$194,356
Wallace	Cheryl	Executive Director of Human Resources, Compliance & Security	\$135,562
White	Carolyn	Executive Director Enrollment Management	\$85,368
Willensky	Violet	Controller & Executive Director of Finance	\$138,187

*Job classification change- Non-Exempt to Exempt

Resolution #116-2020 Reappointments, Support Staff Employees

BE IT RESOLVED that upon recommendation of the President, the following unit Support Staff are reappointed for the 2020/2021 fiscal year. *Salaries include a 2.5% contractual increase

Last Name	First Name	Title	*Salary
Acharon	Daniela	Admissions Coordinator	\$49,104
Alcazar	Nini	Finance Assistant A/R	\$42,408
Alvarado Bolvito	Maira	Custodian	\$32,511
Alvarez	Maria	Testing Specialist	\$48,057
Bedoya	Jose	Custodian	\$34,694
Bogda	Carolyn	Laboratory Assistant II	\$49,580
Brown	Shelley	Administrative Assistant II-Childcare	\$44,135
Caceres De Rosales	Nuria	Custodian	\$34,694
Callejas	Samual	Custodian-Lead	\$36,418
Carty	Evelyn	Department Assistant-Science & Engineering	\$52,162
Castillo Torres	Maria	Custodian	\$34,694
Cizmar	Alice	Chemistry Lab Assistant I	\$52,356
Decker	Sharon	Administrative Assistant	\$48,348
Demeter	Jeanne	Department Assistant-Health Science Education	\$43,158
Denton	Yshanda	Testing Specialist	\$50,015
Diaz	Alfredo	Maintenance Worker/Painter	\$39,808
Dubon	Pedro	Maintenance Worker-Shift Lead	\$43,026
Fania	Valerie	Grants Specialist	\$57,042
Farischon	Justin	Laboratory Assistant-Physics	\$38,545
Galeano	Maria	Custodian	\$34,694
Gatti	Kristin	Department Assistant-Tutoring	\$43,158
Gero	Donna	Laboratory Assistant	\$69,727
Gill	Allison	Administrative Assistant - CCE SBDC	\$51,268
Giraldo	Jose	Grounds Worker	\$38,592

Guardado	Maria	Custodian	\$34,694
Hansen	Janice	Department Assistant- Business Administration	\$50,635
Hartzell	Sandra	Department Assistant, Arts & Design	\$50,744
Hyland	Jamie	Facility & Ground Service Rep	\$56,638
Khan	Kiswah	Admissions Specialist	\$49,971
Mason	Jennifer	Finance Specialist	\$48,247
Matias	Johnny	Maintenance Worker	\$41,177
Morales	Maria	Custodian-Lead	\$36,693
Moustakas	Nickolas	Lead Maintenance Mechanic	\$63,227
Mulroy	Abbe	Public Service Associate-Technology	\$45,117
Murphy	Terence	Chem Lab Prep/Lab Assistant II	\$53,475
Navarro	Susana	Custodian	\$34,694
Nunez	Melanye	Financial Aid Specialist	\$46,039
Oleradzki	Slawomir	Grounds Worker	\$36,964
Paisley	Priscilla	Finance Assistant-A/P	\$41,992
Pereira	Marve Luz	Department Assistant-ACS	\$48,571
Petrillo	Kathleen	Enrollment Services Specialist	\$49,304
Pyzik	Christopher	Finance Specialist AP	\$48,103
Ramos Hernandez	Jorge	Custodian-Shift Lead	\$36,374
Raphel	Michael	Accounts Receivable Specialist	\$49,211
Rodriguez	Ana	Custodian	\$34,694
Rosales Samper	Galileo	Custodian	\$34,694
Ryan	Kenneth	Hep Desk Technician	\$48,893
Salas	Martha	Biology/Biotech Lab Prep Assistant	\$56,053
Seas	Javier	General Service Worker	\$38,592
Sheikh	Maryam	Administrative Assistant	\$43,158
Simoncelli	Angelo	Lead Maintenance Mechanic	\$69,505
Skillman	Susanne	Department Assistant Math Computer Science	\$43,158
Snook	Judith	Enrollment Services Specialist	\$50,242
Strollo Marquez	Sintia	Custodian	\$34,694
Strozeski	Charles	Internal Services Aide	\$59,706
Tenzer	Kathy	Library Technical Services Specialist	\$51,248
Torlish	Helena	Department Assistant- Communications/Languages	\$50,417
Vroom	Walter	Media Aide I	\$52,717
**Wicklund	Marie	Administrative Assistant-Student Life	\$48,345
Williams	Rodney	Shipping and Receiving Clerk	\$51,707
Zuniga	Maria	Custodian	\$34,694

**Salary based on 10 months

Resolution #117-2020 Reappointments, Non-Unit Support Staff Employees

BE IT RESOLVED, that upon recommendation of the President, the following non-unit Support Staff are reappointed for the 2020/2021 fiscal year. *Salaries include a 2.5% contractual increase

Last Name	First Name	Title	*Salary
Arroyo	Rosemarie	Executive Assistant	\$85,806

Caldwell	Chandra	Administrative Assistant II-Student Services	\$53,881
Coulbourne	Cynthia	Administrative Assistant II-STEM & HSE	\$51,383
Harmon	Roberta	Administrative Assistant II-Academic Support	\$54,668
Layton	Amy	Workforce Educator-Esthetics	\$51,886
Lopez	Yolanda	Human Resources Specialist	\$56,408
Mango	Laurie	Workforce Educator-Cosmetology	\$61,144
Seibert	Caroline	Pension & Benefits Specialist	\$54,643
Snarkey Machnik	Elaine	Administrative Assistant II Academic Affairs	\$58,097
Stevens	Jade	Workforce Educator-Cosmetology	\$51,872
Walkoviak	Richard	Workforce Educator-Automotive	\$58,313

C. Audit Committee

Trustee Andrew McNally reported that the Committee met and unanimously recommends to the Board the following resolution:

Resolution #118-2020 Acceptance of Audit, RVCC Foundation for the Years Ended June 30, 2019 and 2018
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 of the Raritan Valley Community College Foundation for the Fiscal Years ended June 30, 2019 and 2018 to the Board of Trustees; and

WHEREAS, the Audit Committee is satisfied with this report and recommends to the Board of Trustees the acceptance of the audit;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby accept the Comprehensive Annual Financial Report of the Raritan Valley Community College Foundation.

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

Trustee McNally reported that the Auditor Request for Proposal will begin and that the Committee will review proposals and select firms to be interviewed. A recommendation will be made to the full Board of Trustees.

D. Governance Committee

Trustee Paul Hirsch reported on the Campus Safety Report for the period May, 26, 2020 to June 14, 2020. The report was provided to full Board of Trustees via SharePoint in advance of the meeting.

The Committee reviewed and unanimously recommends to the full Board the following resolution:

Resolution #119-2020 Appointment, Foundation Board of Directors

WHEREAS, the Committee on Trusteeship has recommended the following individual for appointment to the RVCC Foundation Board of Directors; and

WHEREAS, Samantha Carhuaricra, Class of '21, is an active and accomplished student leader on the campus of RVCC, and a Digital Media/Film Studies and General Business double major. Samantha has served as vice president of Information & Media, Student Government Association, director of public relations, RVCC Rotaract, and vice president of communications, RVCC Filmmakers Club; and

WHEREAS, she has also created the “RV Stories” video, which targets high school students in the Bridgewater-Raritan School District and features current students speaking about their RVCC experiences as part of an ‘anti-stigma’ campaign for community college enrollment. Samantha is a volunteer for the Branchburg Rotary Foundation, Rotary International, and the Megan Rose Bradley Foundation; and

WHEREAS, her appointment to the RVCC Foundation board would commence on July 24, 2020;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College hereby approves the appointment of Samantha Carhuaricra to the RVCC Foundation Board of Directors.

The resolution was moved by Trustee Hirsch, seconded by Trustee Bateman, and approved unanimously by voice vote.

Trustee Margaret Windrem reported that the President’s annual evaluation was uniformly enthusiastic and positive, with excellent comments throughout the entire evaluation. It was noted that the President met and exceeded the Board’s high expectations. The Trustees especially commended his management of the College during the COVID-19 crisis. Chairman Wise will prepare a letter addressed to President McDonough detailing the Board’s enthusiastic comments made throughout the evaluation and overwhelming support of his leadership of RVCC.

The Committee further reviewed the President’s annual contract and unanimously recommended that his salary be increased by 2.5% and that his term of employment be extended from June 1, 2020 to May 31, 2024. On motion by Trustee Hirsch, seconded by Trustee Windrem, the President’s Evaluation and Contract Amendment (Resolution #119A-2020) was unanimously approved by the Board of Trustees.

Board members expressed their gratitude to Trustee Windrem for overseeing the President’s evaluation process again this year.

E. Governance Subcommittee

The Governance Subcommittee members (Paul Hirsch, Thomas Boon, Andrew McNally, Juan Torres, Margaret Windrem, and Robert Wise) met via teleconference to consider the following proposals from firms which submitted qualified responses to the College Legal Counsel Requests for Proposal, and which had been reviewed in advance by the Subcommittee members.

Following an extensive review of the proposals, the Governance Subcommittee unanimously recommends to the full Board of Trustees the following resolution for their consideration:

Resolution #120-2020 Appointment, Legal Counsel

WHEREAS, the Board recently conducted a search for legal services using a fair and open process in accordance with New Jersey’s Pay to Play Law, P.L. 2004, c.19; and

WHEREAS, funds are available for this purpose; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Raritan Valley Community College that:

<p>The Chairman of the Board of Trustees of Raritan Valley Community College is hereby authorized to retain the firm of DiFrancesco, Bateman, Coley, Yospin, Kunzman, Davis, Lehrer & Flaum, P.C., 15 Mountain Boulevard, Warren, New Jersey 07059, as legal counsel for the Board of Trustees at the rate of \$195.00 per hour for all attorneys until July 1, 2020 through June 30, 2022.</p>

John Trojan
Vice President of Finance and Facilities

The resolution was moved by Trustee Hirsch, seconded by Trustee Boon, and approved by voice vote. Trustees Bateman, Rica, and Zaikov respectfully abstained.

F. Labor Relations Committee

The following resolution was read into record:

Resolution #121-2020 Declaration of Financial Exigency

WHEREAS, the Raritan Valley Community College Board of Trustees did by resolution #66-2020 grant management the authority to pursue and implement several compensation-related options including, but not limited to, furloughs, layoffs, hours of work, and pay rate changes, if deemed necessary by the uncertain financial conditions caused by the coronavirus covid-19 crisis; and

WHEREAS, Management has determined that a dire financial situation still exists and that because salaries and benefits are approximately 82% of the operating budget it presented alternative compensation adjustment proposals to several bargaining units requesting a combination of pay raise deferral and acceptance of furlough days; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College declares a financial exigency for fiscal year 2021 and authorizes Management to proceed with a personnel layoff plan by July 15 in those units which have not accepted the College's adjusted compensation plan.

John Trojan, VP Finance & Facilities

On motion by Chairman Wise, seconded by Trustee Bateman, the Resolution was unanimously approved.

IV. Old/New Business

Chairman Wise read the following resolutions into record:

Resolution #122-2020 – Acknowledgement of Service – Thomas Boon

WHEREAS, Thomas Boon was elected by his peers and served as Alumni Representative to the Board of Trustees of Raritan Valley Community College for the 2019/2020 term; and

WHEREAS, Mr. Boon has concluded his service on the Board of Trustees of Raritan Valley Community College where he has served with dedication and distinction; and

WHEREAS, Mr. Boon served on the Board of Trustees Educational Programs and Services Committee and his ideas and suggestions enhanced educational opportunities for students and services to the community; and

WHEREAS, Mr. Boon engaged in the life of the College by attending programs on campus and serving as an extraordinary ambassador for the College and helped make RVCC more student-centered; and

WHEREAS, Mr. Boon is a highly respected member of the College community and is a valued colleague and friend to Raritan Valley Community College;

NOW, THEREFORE, BE IT RESOLVED, that the RVCC Board of Trustees, President Michael J. McDonough, and the members of the College community, extend their deepest gratitude and best wishes to Thomas Boon, further wish him well in all of his endeavors, and look forward to his continued contributions to RVCC in the future.

Resolution #123-2020 – Acknowledgement of Service – Donna Simon

WHEREAS, Donna Simon announced her resignation to the Raritan Valley Community College Board of Trustees where she served as a dedicated member since 2018; and

WHEREAS, during her tenure on the Board, Trustee Simon served as a member of the Educational Programs and Services Committee and the Strategic Planning Committee; and

WHEREAS, her knowledge and guidance contributed to the growth and success of the College, and have benefitted the community at large; and

WHEREAS, during her tenure the College has made a number of advancements, including a complete re-imagining of the Arts Center and a new integrated student services center that provides a new “face” for the College entrance; the hiring of a Facilities Master Plan architect to continue bold plans for expanding the Workforce Training Center and for a new Allied Health Center; new signage to further enhance the College’s brand; and sustained its reputation as one of the most “green” colleges in the United States;

NOW, THEREFORE, BE IT RESOLVED, that the RVCC Board of Trustees, President Michael J. McDonough, and members of the College community extend their deepest gratitude and best wishes to Donna Simon and further wish her well in all of her endeavors.

Board members commented on how much they appreciated the opportunity to work with Trustees Thomas Boon and Donna Simon and that they look forward to their continued relationship and ongoing support of the College. There being no further comments, the Resolutions were unanimously approved by voice vote.

Swearing-In – New Board of Trustees Alumni Representation – Julia DeTommaso

Richard Flaum, College Counsel, then swore-in Julia DeTommaso, the new Alumni Representative to the Board of Trustees for 2020/2021. Julia, a resident of Flemington, graduated from RVCC this spring with a degree in Business Administration. She will be continuing her higher education and transferring to an online program at Rutgers University-Camden to pursue a Bachelor’s Degree in Economics. While at RVCC, Julia has served as a member of several prestigious organization including Phi Theta Kappa Honor Society, The National Society of Leadership and Success, and Alpha Beta Gamma, the international business honor society for two-year college students.

On behalf of the Board of Trustees and the President, the Chairman welcomed Julia DeTommaso to the Board and indicated that they look forward working with her in her new capacity.

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. The total time allotment for public comments will be no more than 40 minutes.”

Professor Dan Aronson expressed his appreciation to the Board of Trustees and President McDonough for their support during his tenure at the College; Megan Dempsey congratulated faculty members Professor Patrice Case, Associate Professor Rosemarie Gorini, Professor Stephen Kaufman, and Professor Beryl Stetson on their legacy sabbaticals; Alyssa Valenti provided an update on Library support services; and Patti Ann Kletz commented on the Faculty Federation’s efforts to help the College close the financial gap at the College to prevent potential layoffs.

VII Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 6:00 p.m.

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