

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
MARCH 30, 2021

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, March 30, 2021, via teleconference. Chairman Robert P. Wise called the Regular Board of Trustees meeting to order at 5:00 p.m., and made the following statement in compliance with the Open Public Meetings Act of the State of New Jersey:

“Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act of the State of New Jersey.”

II. Roll Call of Members

The roll call was taken as follows:

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

Also in attendance: Michael J. McDonough, President; Richard Flaum, Esq., College Counsel; and members of the College community.

A quorum was present.

III. Agenda Items

1. Approval of Meeting Minutes

The Regular Meeting minutes of February 23, 2021 were approved unanimously by voice vote.

2. Committee Reports

A. Educational Programs and Services Committee

Trustee Caren Bateman presented Consent Agenda Resolutions #9-2021 and #10-2021. On motion by Trustee Bateman, seconded by Trustee Swanicke, the above stated Consent Agenda resolution was approved by voice vote.

Trustee Bateman reported that the Committee was briefed on new program initiatives, which will provide a wonderful opportunity for expanding the College's mission of access and excellence.

Resolution #9-2021 Human Resources Report

The Board resolves that the following personnel actions be taken:

1. New- Adjunct Faculty

The following individuals are recommended as adjunct faculty for the Summer 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 |
|---------------|------------|---------------------|--|----------------------|-----------|
| Nickl-Alcocer | Elsa | Assistant Professor | Humanities, Social Science & Education | \$998 | 5/17/2021 |

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 |
|--------------------|-------------------------------------|----------|---|------------|
| *Monique Christian | Department Assistant-HSSE & English | \$41,339 | Humanities, Social Science, Education & English | 4/5/2021 |

*Budget code 100-3190-5310-10 50% and 100-3130-5310-10 50%/replacing C. Coulbourne

3. New Hire- Administrator

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

| Name | Title | Salary | Department | Start date |
|------------|---|----------|------------|------------|
| *Paul Noel | Assistant Director Recruitment & Communications | \$63,216 | Admissions | 3/29/21 |

*Budget code 100-2210-5010-60/replacing J. Williams

4. Retirement

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

| Name | Title | Department | Effective Date |
|-------------------|-------------------------------|-----------------------|----------------|
| Donna Gero | Laboratory Assistant | Science & Engineering | 7/31/2021 |
| Richard Walkoviak | Workforce Educator-Automotive | Automotive Technology | 2/28/2021 |

5. Resignations

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

| Name | Title | Department | Effective Date |
|----------------|---------------------------|------------------|----------------|
| Aimee Demarest | Coordinator of Scheduling | Academic Affairs | 4/22/21 |

Resolution #10-2021 Reappointment, Faculty Temporary One Year 2021-2022

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

| Last Name | First Name | Rank | Salary |
|-----------|------------|--------------------------------------|----------|
| DePinto | Dominick | Temporary Instructor- CEM Technology | \$65,962 |

C. Finance Committee

Chairman Robert Wise reported on the Treasurer’s Report (Resolution #11-2021) for the period 02/01/21 to 02/28/21. On motion by Chairman Wise, seconded by Trustee Locandro, the Treasurers’ Report was approved by voice vote. Trustee Torres abstained.

Chairman Wise then presented Consent Agenda Resolutions #12-2021 through #20-2021. The Resolutions were moved by Chairman Wise, seconded by Trustee Hirsch, and approved by voice vote.

Chairman Robert Wise commented that the President and the Board of Trustees recognize the personal and financial hardship that the pandemic has caused for many of our students and that there will be no tuition increase for Somerset and Hunterdon students at RVCC this fall.

Resolution #12-2021 – Various Vouchers for Payment

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

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

| | | |
|----------|-------------------------------------|-----------------------|
| Check #s | 320528-321368 | |
| ACH#s | 3 | |
| | Total Checks | \$1,750,479.19 |
| | Total ACH | 8,263.47 |
| | Total Vouchers | 1,758,742.66 |
| | Construction and Architect Vouchers | 21,145.00 |
| | Less Previously Approved | -- |
| | Total | <u>\$1,779,887.66</u> |

Resolution #13-2021 Tuition and Fees

WHEREAS, the Board of Trustees of Raritan Valley Community College did, by Resolution #70-2020, authorize a schedule of tuition rates and fees for the Fall 2020 term; and

NOW, THEREFORE, BE IT RESOLVED, that the following new schedule of Tuition and Fees will apply effective with the Fall 2021 semester:

TUITION

Hunterdon/Somerset County Residents \$ 168.00 per credit

| | |
|--|---|
| Out-of-County Chargeback Residents | \$ 168.00 per credit |
| Out-of-County Residents (Board grants a waiver of \$70 per credit to students who provide verification of employment in Somerset or Hunterdon Counties) | \$ 238.00 per credit |
| Out-of-State Residents | \$ 238.00 per credit |
| Early College Program | \$ 210.00 for all courses taken at participating high schools; |
| Hunterdon/Somerset Senior Citizens Minimum Age 65. One course per semester extra on a space available basis. May register during the 5 business days prior to course start | No tuition assessed; \$50 enrollment service fee. Course books/materials cost. Audit status, no credit awarded. |
| NJ National Guard and Reserves | Free tuition up to 16 credits per term for individual only; fees Apply |
| Volunteer Emergency Medical Personnel and Firefighters | Free tuition up to \$672 per year and \$2,688 lifetime per family of volunteer; Fees Apply |
| September 11 Victims' Families | Free tuition for children and spouses of victims; Fees Apply |
| RISE (incarcerated students) | \$285.00 per credit |

FEES

| | |
|--|-----------------------|
| General Services Fee (all students) | \$ 50 per credit hour |
| Nursing Fee | \$830 per semester |
| Occupational Therapy Assistant Fee | \$250 per semester |
| Honors College Fee | \$150 per semester |
| Automotive Program Fees: | |
| Specific automotive course | \$155 per credit |
| Uniform fee (one time, beginning of program) | \$120 |
| Industry certification (aggregate one time) | \$180 |

| | |
|--|--------------------|
| International Student Processing Fee | \$200 per semester |
| First Time Application Fee | \$ 25 |
| Late Registration Fee | \$ 50 |
| Official Transcript Fee | \$ 10 |
| Returned Check or Disallowed Credit Card Fee | \$ 25 |
| Replacement Diploma Fee | \$ 15 |
| Graduation Fee | \$ 35 |

SPECIFIC WORKFORCE PROGRAM FEES

| | |
|--|---------------------|
| Cosmetology - Foundations | \$ 7,322.00 |
| Advanced | <u>6,639.00</u> |
| Total Program | <u>\$ 13,961.00</u> |
| Esthetics - Foundations | \$ 4,604.00 |
| Advanced | <u>2,929.00</u> |
| Total Program | <u>\$ 7,533.00</u> |
| Make-Up Artistry (high school students only) | \$ 6,990.00 |
| Machining Fundamentals | \$ 2,445.00 |
| Manual Mill Operator | \$ 3,423.00 |
| Engine Lathe Operator | \$ 3,423.00 |
| CNC Production Technician | \$ 4,560.00 |

(A) The College may change existing fees or add new fees with 30 days notice prior to the start of each semester.

Resolution #14-2021 Power Plant Chillers Preventive Maintenance and Repairs Increase
WHEREAS, Board Resolution #76-2020 authorized annual preventive maintenance and repairs for various pieces of equipment in the Central Utility Plant including the chillers; and

WHEREAS, the College needs to increase the current purchase order with Trane Company for the maintenance of the chillers to cover recent unforeseen repairs and future service calls, and

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

WHEREAS, preventive maintenance and repairs ensure that the chillers continue to operate efficiently; and

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

WHEREAS, an increase to the purchase order will be issued as follows:

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|---|
| <p>Trane Company 19 Chapin Road Suite #200 Pine Brook, NJ 07058 <u>Purchase Order Increase Amount: \$20,000.00</u></p> |
|---|

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to increase the purchase order to the Trane Company in the amount shown above. The new total for this purchase order will be \$50,000.00.

Michael DePinto
Director of Purchasing

Resolution #15-2021 Print Shop Copier 2021-2025

WHEREAS, the current agreement with Canon Financial Services for the Print Shop Canon imagePress C750 is scheduled to expire on July 31, 2021; and

WHEREAS, this machine was heavily used on a daily basis to print a wide range of promotional and informational materials which generated significant savings when compared to the cost of outsourcing these materials; and

WHEREAS, PL. 2011, c. 139, was enacted to permit County Colleges to utilize contracts awarded by national or regional cooperatives that were competitively bid; and

WHEREAS, Resolution # 107-2013 authorizes the college to purchase from these contracts, and

WHEREAS, the Pennsylvania Educational Purchasing Program for Microcomputers (PEPPM) has contracts for Canon copiers; and

WHEREAS, United Business Systems, a dealer for Canon copiers, has presented the College administration with a proposal for a new Canon imagePress C810; and

WHEREAS, this new proposal will additionally payoff the final three monthly payments of the current agreement for the months of May, June and July 2021; and

WHEREAS, the monthly cost of the new agreement is shown below:

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|--|
| <p>Canon Financial Services, Inc. 14904 Collections Center Drive</p> |
|--|

Chicago, IL 60693
Monthly Amount: \$1,620.00

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a four-year agreement covering the period May 1, 2021 through April 30, 2025 with Canon Financial Services, Inc.

Michael DePinto
Director of Purchasing

Resolution #16-2021 Electrical Services at the RVCC Workforce Training Center
(REVISED – Price Increase)

WHEREAS, the Board of Trustees of Raritan Valley Community College approved LJS Electric to perform electrical services at the RVCC Workforce Training Center via Resolution #177-2020 for an amount not to exceed \$33,886.00; and

WHEREAS, the scope of the work called for the installation of all wiring, conduits and breakers needed to provide subpanels in Rooms 117 and 124, as well as the installation of emergency stop buttons and ceiling power cord feeds to all of the new manufacturing equipment being placed in the two rooms; and

WHEREAS, the College has encountered the following issues, which require the project amount be increased:

- The original drill combinations in both rooms were ordered incorrectly producing an increase in material costs. The Facilities and Grounds department were instructed to order 208V 30A power supplies in error at the outset instead of the correct 115V 20A.
- Eighteen (18) additional 120V outlets were required for the work lights at each station.
- The electrical distribution panel had to be sourced from a different vendor to avoid a six-week lead-time, which would have resulted in an additional \$600.00 increase; and

WHEREAS, the College requests to increase the amount of the purchase order to LJS Electric by \$10,667.38; and

WHEREAS, funding for this work was originally provided through the CARES Act grant; and

WHEREAS, an increase to the purchase order will be issued as follows:

LJS Electric, Inc.
430 Commerce Boulevard
Carlstadt, NJ 07072
Purchase Order Increase Amount: \$10,667.38
Revised Purchase Order Amount Not to Exceed: \$44,553.38

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to increase the purchase order to LJS Electric, Inc. in the amount shown above. The new total for this purchase order will be \$44,553.38.

Michael DePinto
Director of Purchasing

Resolution #17-2021 Addition to 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 purchase of the appropriate equipment is required to provide a safe, dependable, high-speed, high-capacity wireless data network 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, three (3) quotes were obtained with PhillyCom, Inc. presenting the College with the most favorable proposal; 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 obtain new Ethernet data network core equipment from Extreme Networks through their authorized reseller PhillyCom, Inc; 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:

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| <p>PhillyCom, Inc. 130 West Main Street Suite 144-302 Collegeville, PA 19426 <u>Amount: \$23,596.50</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 in the amount shown above to PhillyCom, Inc.

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

Michael DePinto
Director of Purchasing

Resolution #18-2021 Microsoft Enrollment for Education Solutions Renewal

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, or \$39,471.95 annually; and

WHEREAS, after the first year of the three-year agreement Microsoft had the option to modify their pricing formula which has led to a significant price increase of \$15,777.30 for the final contract period of April 1, 2021 through March 31, 2022; and

WHEREAS, the agreement provides a site license for the Microsoft Office and Office 365 products as well as licenses and support for the Microsoft Windows and SharePoint servers; and

WHEREAS, RVCC relies on Microsoft desktop and systems software to deliver Academic and Administrative applications making continued use of this software critical to the daily operation of the College; 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 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:

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|---|
| <p>Software House International (SHI) 290 Davidson Avenue Somerset, NJ 08873</p> |
|---|

Amount: \$55,249.25

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove to Software House International (SHI) for the period of April 1, 2021 through March 31, 2022.

Michael DePinto
Director of Purchasing

Resolution #19-2021 Amendment for Perkins Career and Technology Education Grant Funds

WHEREAS, Raritan Valley Community College is committed to providing quality occupational programs and ensuring access to these programs for all students; and

WHEREAS, the Strengthening Career and Technical Education for the 21st Century Act (Perkins V) reauthorizes Carl D. Perkins Career and Technical Education using data and accountability to develop the academic and career and technical skills of postsecondary students enrolled in Perkins eligible CTE programs by focusing on the Comprehensive Local Needs Assessment (CLNA) for CTE program improvement, integrating academic and career and technical instruction, linking secondary and postsecondary education, collecting and disseminating research and information on best practices, providing technical assistance and professional development, supporting partnerships among diverse stakeholders, and providing individuals with the knowledge and skills to keep the U.S. competitive; and

WHEREAS, the Board of Trustees has previously approved funding for Perkins FY21 project activities to enhance the quality of the College's educational offerings; and

WHEREAS, the COVID pandemic eliminated the travel budget and reduced salaries for part-time grant-funded positions requiring reallocation of funding for additional equipment, subscriptions, and supplies through a formal Perkins FY21 budget amendment; and

WHEREAS, a formal acceptance of the Perkins Grant amendment by Board Resolution is required;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College approves the amendment for Perkins Career and Technology Education grant funds of \$510,387 including a rural reserve allocation for colleges in rural areas and an additional allocation determined by the NJDOE in collaboration with the NJCCC and further authorizes Dr. Michael McDonough President of the College, to approve the Perkins Grant amendment, general assurances, and certifications and any amendments thereto.

Resolution #20-2021 Audio Visual Equipment for the Workforce Training Center Classroom – Pay to Play

WHEREAS, the purchase and installation of audio visual equipment is needed in the Workforce Training Center, Room WT209B, to create a complete interactive distance learning classroom to provide Small Business Development with the ability to deliver virtual instruction; and

WHEREAS, the scope of work for Room WT209B, calls for the complete duplication of the current set-up found in Room WT209A, so the configuration of the two rooms are identical; and

WHEREAS, two (2) quotes were obtained with Tele-Measurements, Inc. presenting the College with the most favorable proposal; and

WHEREAS, the same custom programming currently being used in Room WT209A, which was originally written by Tele-Measurements, will be used in Room WT209B; and

WHEREAS, the funding for this purchase is being provided through the Small Business Development Center CARES Act grant; and

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

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

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

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| <p>Tele-Measurements, Inc. 145 Main Avenue Clifton, NJ 07014 <u>Amount: \$25,717.00</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 in the amount shown above to Tele-Measurements, Inc.

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

Michael DePinto
Director of Purchasing

D. Governance Committee

Trustee Paul Hirsch reported that the Campus Safety Report for the period February 11, 2021 to March 16, 2021 was discussed by the Committee and was provided to the full Board of Trustees via SharePoint. The Committee also received an update regarding the administration of vaccinations by the Somerset County Public Safety/Heath Department.

The Committee received an update on risk management, on new College initiatives, and on the new Strategic Plan. The President and executive staff participated in a Forum-sponsored town hall that focused on the first two pillars or anchors of the new strategic

plan (programs and learners.) A second Forum-sponsored town hall will be scheduled in a few weeks to focus on the third and fourth pillars. The Committee reviewed a statement submitted by a group outside of the College, regarding fossil fuels and air quality. We believe that our own statement on this issue lies within the way in which our College has instituted programs that improve and enhance air quality; and, the ways in which our institution actively supports and promotes environmental measures. Indeed, the submitted statement noted that our “College has been recognized as a national leader in environmental sustainability and stewardship.” We will express our appreciation for the sharing of ideas.

The President’s annual survey instrument was reviewed and approved. The President’s annual evaluation will commence at the April Board of Trustees meeting and the final results of the evaluation will be made at the May Board meeting. The annual review and recommendation of the President’s contract will be made at the June Board meeting.

Chairman Wise, Trustee Windrem, and President McDonough hosted their third virtual meeting with the Somerset and the Hunterdon County Commissioners to present the College’s draft FY22 budget.

Trustees were provided with an overview of the College’s financial operations, identifying revenue streams and highlighting operational expenses. The next retreat, scheduled for Tuesday, June 29, 2021, will provide an opportunity to meet with the Facilities Master Plan architects and to further discuss potential student housing.

VI. Old/New Business

None

VII. Public Questions/Comments

Chairman Wise read the following statement into record:

“The Board will take any comments from the public at this time. The Board will not respond to comments made and speakers are limited to two minutes.”

A few faculty from the College community expressed their concerns about the technology used for Board of Trustees meetings and difficulties hearing the meeting.

VII Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 5:30 p.m.

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