

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
OCTOBER 20, 2020

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, October 20, 2020, 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: Roger Jinks
Julia DeTommaso	
Paul J. Hirsch	
W. Timothy Howes	
Roger Locandro	
Andrew McNally	
Donald Rica	
Helena Swanicke	
James Von Schilling	
Juan Torres	
Margaret Windrem	
Robert P. Wise	
Tracy DiFrancesco Zaikov	

Also in attendance: Michael J. McDonough, President; and Philip Stern, 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 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

On motion by Trustee Swanicke, seconded by Trustee Bateman, the Regular Meeting minutes of September 22, 2020 were approved by voice vote.

2. Committee Reports

A. Educational Programs and Services Committee

Trustee Caren Bateman presented Consent Agenda Resolutions #147-2020 through Resolution #149-2020. On motion by Trustee Bateman, seconded by Trustee Hirsch, the above stated Consent Agenda resolutions were approved by voice vote.

Trustee Bateman reported that the Committee received an update on Student Services and on RVCC's dual enrollment program.

Resolution #147-2020 Human Resources Action Report

The Board resolves that the following personnel actions be taken:

1. Resignations

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

Name	Title	Department	Effective Date
George Eversmann	Director of Athletics	Athletics	10/31/20

2. Retirement

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

Name	Title	Department	Effective Date
Cynthia Geoffroy	Associate Professor-Math	Math & Computer Science	7/1/21

Resolution #148-2020 First Amendment to Provost/VP for Academic Affairs Contract

WHEREAS, the Board of Trustees of Raritan Valley Community College, at the recommendation of the President, propose that the following revisions and/or amendments be made to the Employment Agreement with Deborah Preston, Provost/Vice President for Academic Affairs, dated May 3, 2017:

1. **TERM OF EMPLOYMENT**

The term of the Provost/Vice President for Academic Affairs's employment under this Agreement shall be extended and continue unless sooner terminated, from July 11, 2020 through and including July 10, 2023.

2. **COMPENSATION**

The Provost/Vice President for Academic Affairs's salary shall be consistent with the Administrative Society negotiated salary percentage increase and shall continue unless otherwise amended until July 10, 2023.

3. **SUPERVISION**

The Provost/Vice President for Academic Affairs has direct responsibility for three (3) Academic/Divisional Deans, Institutional Research, Curriculum and Assessment, Access2Success, the RISE Program, faculty, curriculum, instruction, and evaluation of transfer and workforce credit programs.

All of the other terms and conditions and provisions set forth in the Employment Agreement dated May 3, 2017, and subsequent revisions and/or amendments, are not otherwise amended or revised and remain in full force and effect.

NOW, THEREFORE, the Board of Trustees approves the aforementioned revisions and/or amendments to Deborah Preston’s Employment Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed and delivered this Agreement as of the date hereinabove set forth.

Raritan Valley Community
College Board of Trustees

Resolution #149-2020 Appointment, Full-Time Tenure-Track Academic Year 2020-2021 Faculty (Salary Correction)

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

**Correction to appointment updated salary as per September 2020 resolution with negotiated increase FY21.

Name	Title	Department	Start Date	Salary
*Linda Yang	Assistant Professor-Computer Science	Math & Computer Science	9/1/20	\$68,023

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

C. Finance Committee

Chairman Robert Wise reported on the Treasurer’s Report (Resolution #150-2020) for the period 09/01/20 to 09/30/20. On motion by Trustee Windrem, seconded by Trustee Bateman, the Treasurers’ Report was approved by voice vote.

Chairman Wise then presented Consent Agenda Resolutions #151-2020 through #156-2020. The Resolutions were moved by Trustee Windrem, seconded by Trustee Swanicke, and approved by voice vote.

Resolution #151-2020 – Various Vouchers for Payment

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

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

Check #s	316287-316886	
ACH#s	2	
	Total Checks	\$1,965,421.11
	Total ACH	21,657.17
	Total Vouchers	1,987,078.28
	Construction and Architect Vouchers	403.75
	Less Previously Approved	(472,766.58)

Total

\$1,514,715.45

Resolution #152-2020 Annual Participation in the SCJIF

WHEREAS, the Somerset County Joint Insurance Fund (“Fund”) is a joint insurance fund formed pursuant to N.J.S.A. 40A:10-36 et. seq., and the administrative regulations promulgated pursuant thereto; and

WHEREAS, the Fund provides insurance coverage to its participating members consistent with its Bylaws, Risk Management Plan and the statutes and administrative regulations governing local unit insurance funds; and

WHEREAS, the statutes governing the creation and operation of joint insurance funds contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a fund; and

WHEREAS, the Fund’s Bylaws and Risk Management Plan have been reviewed and approved by the New Jersey Department of Banking and Insurance and the Department of Community Affairs; and

WHEREAS, Raritan Valley Community College (hereinafter referred to as “Local Unit”) has determined that membership in the Fund is in its best interest; and

WHEREAS, the Local Unit has never defaulted on claims if self-insured and has not been canceled for non-payment of insurance premiums for two (2) years prior to this Resolution; and

WHEREAS, the Local Unit agrees to be a member of the Fund for the period of three (3) years, effective upon approval of the Fund, said membership to terminate on December 31, 2023 at 12:01 AM Standard Time;

NOW, THEREFORE, BE IT RESOLVED on this 20th day of October 2020, that the Local Unit does hereby resolve and agree to become a member in the Somerset County Joint Insurance Fund for the purpose of obtaining all types of coverage offered by the Fund, effective January 1, 2021.

- a) Commercial General Liability Insurance, including Law Enforcement Liability & Emergency Responder Liability; Employee Benefits Liability;
- b) Automobile Liability Insurance;
- c) Workers’ Compensation and Employer’s Liability;
- d) Property, Inland Marine, Mobile Equipment, Boiler & Machinery, and Automobile Physical Damage (specified & scheduled vehicles);
- e) Educator’s Legal Liability or Public Entity Liability & Employment Practices Liability;
- f) Non-Owned Aircraft Liability (specified & scheduled drones);
- g) Crime Coverage
- h) Pollution Coverage
- i) Student Blanket and Educator’s Medical Professional Liability, if applicable

BE IT FURTHER RESOLVED THAT Local Unit is authorized and directed to execute any and all written agreements necessary for membership in the Fund, including but not limited to the Indemnity and Trust Agreement, in order to implement membership by the Local Unit in the Fund according to its Bylaws and the statutes and regulation governing joint insurance funds.

Resolution #153-2020 Appointment of Commissioners to Somerset County Joint Insurance Fund

WHEREAS, the SOMERSET COUNTY JOINT INSURANCE FUND (hereinafter the SCJIF) is a duly chartered Joint Insurance Fund as authorized by NJSA 40A:10-36 et seq.; and

WHEREAS, Raritan Valley Community College is a member of said SCJIF through December 31, 2023; and

WHEREAS, the bylaws of the SCJIF require a primary and alternate Commissioner to insure that a quorum is always present to vote on matters that come before the governing body currently consisting of 13 participating entities; and

WHEREAS, John Trojan, VP Finance & Facilities, is proposed as the primary Commissioner, and Cheryl Wallace, Executive Director Human Resources & Labor Relations is proposed as the alternate Commissioner.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College hereby appoints John Trojan as the primary Commissioner and Cheryl Wallace as the alternate Commissioner to the Somerset County Joint Insurance Fund.

John Trojan
Vice President Finance & Facilities

Resolution #154-2020 EduNav Degree Planning Software Agreement

WHEREAS, the College has identified a need to enter into an agreement for a degree planning software which allows students to register for courses in a guided, intuitive system, personalized to meet their needs and preferences; and

WHEREAS, EduNav is a degree-planning tool used to help students and advisors navigate the most efficient path to graduation; and

WHEREAS, this software will offer a number of benefits, including improvement with student retention and on-time degree completion, while minimizing wasted credit hours and keeping the cost of attendance more efficient for a student; and

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

WHEREAS, EduNav, Inc. has provided documentation indicating that it is the sole source provider with exclusive algorithms for each of the following degree planning software features:

- Automatically creates personalized, optimal education plans all the way to graduation for each student based on the actual degree requirements as stated in the College's degree audit system.
- Automatically recalculates and revises the student's entire education plan and class schedule as conditions change in course offerings or the student's status.

- Warns students of the negative time and cost consequences (e.g. delaying graduation) when they set a problematic planning constraint (e.g. avoid Tuesdays, take eight credits); and

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 (3) year agreement for the period of October 31, 2020 through October 30, 2023, and issue a purchase order for the EduNav degree planning software as follows:

EduNav, Inc. 3362 Clay Street San Francisco, CA 94118 <u>Year 1:</u> \$132,486.00 <u>Year 2:</u> \$146,758.00 <u>Year 3:</u> \$151,160.00 <u>Total 3-Year Amount:</u> \$430,404.00
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Michael DePinto
 Director of Purchasing

Resolution #155-2020 Replacement of Cogeneration Engine Camshaft and Tappets

WHEREAS, the College relies on the cogeneration facility to generate a significant amount of electricity to support the institution’s cooling capacity at an attractive cost, which is important to the viability of the operating budget; and

WHEREAS, the replacement of the camshaft and roller tappets is needed inside the Cogeneration Engine; and

WHEREAS, the Board of Trustees of Raritan Valley Community College approved Northeast Energy Systems to replace the roller tappets inside the Cogeneration Engine via Resolution #58-2020 but this work was never performed in order to incorporate the required camshaft replacement into the project as well; and

WHEREAS, these defective parts are causing the engine to instantly shutdown when started which can cause catastrophic damage to the engine if these repairs are not performed; and

WHEREAS, the Board of Trustees of Raritan Valley Community College approved Northeast Energy Systems to perform all maintenance and repairs to the Cogeneration Engine during Fiscal Year 2021 via Resolution #76-2020; and

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

WHEREAS, a purchase order will be issued as follows:

Northeast Energy Systems 1 Pearl Buck Court
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Unit B
Bristol, PA 19007
Amount: \$41,442.62

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 Northeast Energy Systems.

Michael DePinto
Director of Purchasing

Resolution #156-2020 Student Communications Technology 2020-2021

WHEREAS, the Board of Trustees of Raritan Valley Community College has supported the use of artificial intelligence technology to improve communications with prospective and current students in order to support strategic enrollment management objectives;

WHEREAS, the Board of Trustees, via Resolutions 164-2018 and 163-2019, authorized contracts with AdmitHub to develop an artificial intelligence enabled mobile messaging system that provides 24/7 responses to enrollment questions from prospective and current students; and

WHEREAS, the AI system, which launched in April 2019, has been successful in increasing application rates, optimizing staff resources dedicated to enrolling and advising students, and enhancing outreach to underserved communities; and

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

WHEREAS, AdmitHub has provided documentation indicating that it is the sole source provider in the field of artificial intelligence (AI) enabled mobile messaging for higher education; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a one-year agreement for the period of December 1, 2020 through November 30, 2021, and issue a purchase order for artificial intelligence enabled mobile messaging as follows:

AdmitHub
207 South Street
Boston, MA NJ 02111
Amount: \$50,000.00

Michael DePinto
Director of Purchasing

- D. Governance Committee
Trustee Paul Hirsch announced that the Governance Committee will oversee the Nominating Subcommittee's annual nomination and selection of officers.

The Campus Safety Report for the period September 14 to October 8, 2020 was discussed by the Committee and was provided to the full Board of Trustees via SharePoint.

The Committee reviewed and approved the President’s Expense Report for the period ending September 30, 2020, which reflected zero expenses during that timeframe.

The Governance Committee’s interview with the Middle States Committee Standard 7 co-chairs (Karen Gaffney and Donyea Collins) was held earlier in the day. Trustee input provided valuable input related to Standard 7 on Governance, Leadership, and Administration.

The proposed 2021 Board meeting schedule was reviewed and approved. A recommendation will be made to the full Board at the Annual Reorganization Meeting scheduled for December 8, 2020.

Proposed 2021
Calendar
Board of Trustees Meetings

January 26, 2021	August 24, 2021
February 23, 2021	September 21, 2021
March 23, 2021	October 19, 2021
April 20, 2021	November 23, 2021 (Audit Committee only)
May 18, 2021	December 7, 2021
June 29, 2021	

An additional Governance Committee meeting will be scheduled mid-November to address items of outstanding interest.

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

Resolution #157-2020 – Value and Diversity Statements

WHEREAS, various members of Raritan Valley Community College have been reviewing the College’s Mission Statement and Value Statement, and

WHEREAS, these opportunities have prompted reflection about the College’s anchor mission and about the specific – and evolving – values that inform the College’s mission and operations, and

WHEREAS, the College community has drafted revisions to the Value Statement and to the Diversity Statement, and

WHEREAS, the Board Governance Committee has reviewed and further recommends the revised Value Statement and Diversity Statement,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College does hereby adopt the revised Raritan Valley Community College Value Statement and Diversity Statement, as set forth below:

Raritan Valley Community College Value Statement

Short-Format Values Statement:

LEARNING and GROWTH
DIVERSITY, EQUITY, and INCLUSION
INTEGRITY and DIGNITY
ENGAGEMENT and COLLABORATION
CREATIVITY and INNOVATION
EXCELLENCE and ACHIEVEMENT

Expanded-Format Values Statements:

1. LEARNING & GROWTH OPPORTUNITIES [PILLAR 1]
 - We foster best practices in pedagogy, student support, and professional growth to promote equitable opportunities for intellectual and personal development.
 - We promote social and economic mobility.
2. DIVERSITY, EQUITY, & INCLUSION [PILLAR 4]
 - We cultivate a welcoming community, support social justice, and embrace diversity in our population and perspectives.
 - We are committed to equity, equality, and accountability for all community members.
3. INTEGRITY & DIGNITY [PILLAR 4]
 - We support and respect our community by performing our responsibilities ethically, while working to build compassion, trust, honesty, and academic freedom.
4. ENGAGEMENT and COLLABORATION [PILLAR 3]
 - We work interdependently to make informed decisions, take positive action, and encourage leadership and civic engagement to achieve our collective goals.
 - We value our partnerships within and across our communities.
5. CREATIVITY & INNOVATION [PILLARS 3 & 4]
 - When solving current and future challenges, we establish motivating and empowering standards by “thinking anew.”
 - We use creative outreach strategies to expand and diversify our populations.
 - We support the innovative development of advanced technologies and environmental sustainability practices.
6. EXCELLENCE & ACHIEVEMENT [PILLARS 2 & 3]

- We provide a quality education and transformative experiences for students and our community.
- We inspire our community members, throughout their lives, to uphold RVCC values.

Raritan Valley Community College Diversity Statement

- Raritan Valley Community College values all aspects of diversity including but not limited to race, sexual orientation, religion, age, sex, national origin, disability, socioeconomic status, veteran status, gender identification and expression, documentation status, or political and philosophical perspectives.
- We rely on diversity to enrich the intellectual environment for our community. We support educational access and opportunity by recruiting and retaining a diverse college community.
- We foster diversity by developing and maintaining curricular and social programs that infuse the contributions of all people, and by preparing students to excel in a global society.
- Our commitment to diversity is reflected in the College’s Mission Statement and Strategic Plan, all of which support excellence in teaching, learning and professional development in a welcoming and respectful climate.

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

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.”

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