

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
SEPTEMBER 21, 2021

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, September 21, 2021, via Zoom Webinar. 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: Paul J. Hirsch
Thomas Borkowski	Juan Torres
Zenon Christodoulou	
Lauren Ciotola	
W. Timothy Howes	
Roger Jinks	
Roger Locandro	
Helena Swanicke	
James Von Schilling	
Robert P. Wise	
Tracy DiFrancesco Zaikov	

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

A quorum was present.

Dean Patrice Marks, Middle States Accreditation Liaison Officer, provided an update on the Self-Study Report draft, on the official pre-site visit by the Middle States Team Chair Dr. Michael Baston (President of Rockland Community College), and on the accreditation team site visit scheduled for March 13-16, 2022. The College's Self-Study Report will be submitted to the Team in late January, six weeks in advance of their visit to campus.

Chairman Robert Wise expressed his appreciation to Dean Marks for the update and further expressed his appreciation to the Middle States Self-Study co-chairs (Patrice Marks and Ellen Lindemann) and to the entire Steering Committee for their outstanding work in preparation for our Middle States reaccreditation site visit.

III. Agenda Items

1. Approval of Meeting Minutes

The Regular Meeting minutes of August 24, 2021 were moved by Trustee DiFrancesco Zaikov, seconded by Trustee Locandro, and approved unanimously by voice vote.

2. Committee Reports

A. Finance Committee

John Trojan, Vice President of Finance and Facilities, reported on the Treasurer's Report (Resolution #120-2021) for the period 08/01/21 to 08/31/21. On motion by Trustee Locandro, seconded by Trustee Swanicke, the Treasurers' Report was approved by voice vote.

Trustee Roger Locandro then presented Consent Agenda Resolutions #121-2021 through #128-2021. The Resolutions were moved by Trustee Locandro, seconded by Trustee Von Schilling, and approved by voice vote.

Resolution #121-2021 – Various Vouchers for Payment

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

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

Check #s	326215-326594	
ACH#s	4	
Total Checks		\$1,062,214.55
Total ACH		36,121.39
Total Vouchers		1,098,335.94
Construction and Architect Vouchers		612.50
Less Previously Approved		(63,878.75)
Total		<u>\$1,035,069.69</u>

Resolution #122-2021 Electrical Services at the RVCC Enrollment Center

WHEREAS, Chapter 12 capital funds have been approved for the creation of a new centralized Enrollment Center, which would house key student admissions and support functions to better serve new and existing students; and

WHEREAS, Raritan Valley Community College advertised for bids for electrical services to be performed in preparation of the new campus Enrollment Center project; and

WHEREAS, eight (8) bids were distributed to vendors but zero (0) bid responses were received at the Bid Opening on Thursday, September 9, 2021; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the College to perform a value engineering analysis with the intention to re-bid this project with modifications to the bid specifications.

Michael DePinto
Director of Purchasing

Resolution #123-2021 HVAC Services at the RVCC Enrollment Center

WHEREAS, Chapter 12 capital funds have been approved for the creation of a new centralized Enrollment Center, which would house key student admissions and support functions to better serve new and existing students; and

WHEREAS, Raritan Valley Community College advertised for bids for HVAC services to be performed in preparation of the new campus Enrollment Center project; and

WHEREAS, nine (9) bids were distributed to vendors and two (2) bids were received and opened on Thursday, September 9, 2021; and

WHEREAS, the lowest responsible bidder and related information is presented below:

DeSesa Engineering Company, Inc. 83 Dorsa Avenue Livingston, NJ 07039 <u>Amount</u> : \$455,000.00

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 as described above to DeSesa Engineering Company, Inc.

Michael DePinto
Director of Purchasing

Resolution #124-2021 Modular Wall System for Enrollment Center

WHEREAS, the purchase and installation of a modular wall system is needed for the new enrollment center; and

WHEREAS, the College solicited proposals from two manufacturers and their distributors, both of which have a strong reputation for making quality wall systems and pricing them attractively via several purchasing consortiums; and

WHEREAS, the College chose the Steelcase system because it was judged to have superior acoustic properties, which was the primary selection criterion; 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, Steelcase, Inc. has entered into a contract with the Sourcewell purchasing cooperative (Contract #121919-STI), of which RVCC is a member; and

WHEREAS, Arbee Associates is an authorized distributor of Steelcase furniture and will provide the project installation; and

WHEREAS, purchase orders will be issued as follows:

Steelcase

901 44th Street SE
Grand Rapids, MI 49508
Amount: Not to exceed \$250,000.00

Arbee Associates
1531 South Washington Avenue
Piscataway, NJ 08854
Amount: Not to exceed \$146,500.00

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 Steelcase and Arbee Associates.

John Trojan
VP Finance & Facilities

Resolution #125-2021 Plaza Rehabilitation

WHEREAS, Raritan Valley Community College advertised for bids for the rehabilitation of the lower exterior plaza beneath the elevated walkways; and

WHEREAS, the Bid Opening is scheduled for Thursday, September 30, 2021, which is after the September 2021 Board Meeting; and

WHEREAS, as of September 14, 2021, fourteen (14) bids have been distributed to vendors; and

WHEREAS, in order to keep the project on schedule the College administration would like to award this purchase prior to the next regularly scheduled meeting of the Board of Trustees on Tuesday, October 26, 2021; and

WHEREAS, the funding for this work is available through the Chapter 12 capital funds allocated for the replacement of the paver system underneath the elevated walkways; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the College administration to make this award and report the pertinent information at the October 2021 Board Meeting.

Michael DePinto
Director of Purchasing

Resolution #126-2021 Dell Laptop Personal Computers for Staff and Administrators

WHEREAS, the purchase of twenty (20) Dell Latitude 5420 laptops and related accessories are needed for RVCC staff and administrators; and

WHEREAS, remote work has increased significantly over the past year requiring suitable equipment be acquired to provide employees with access to software used for administration, communication and the campus data network; and

WHEREAS, this equipment must be fully compatible with the existing campus computer equipment; and

WHEREAS, three (3) quotes were obtained with Dell presenting the College with the most favorable proposal; and

WHEREAS, the funding for this purchase is available from Minor Capital Technology funds; 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, 2021 through June 30, 2022, 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:

Dell Marketing L.P. 1 Dell Way Round Rock, TX 78682-0001 <u>Amount:</u> \$30,648.60
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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 #127-2021 Purchase of a Steinway Piano for the RVCC Arts Department

WHEREAS, the RVCC Division of Liberal and Fine Arts has a need for a seven-foot concert grade piano to replace the seven-foot grand piano currently in use in the Arts Building; and

WHEREAS, a proposal was made by the RVCC Arts Department to seek a more appropriately sized nine-foot grand concert piano for use in the Nash Theatre in order that the seven-foot piano currently being used in the Theatre could be repurposed for use in the Arts Building; and

WHEREAS, during the exploratory process, the College was presented with a unique opportunity to purchase a nine-foot Hamburg Steinway D concert grand piano, which was previously owned by famed pianist Vladimir Viardo; and

WHEREAS, the Viardo piano has been meticulously maintained, was completely rebuilt in 2014 by Klavierhaus NYC, and is being offered to RVCC at a significantly reduced price in consideration of its educational use; and

WHEREAS, in accordance with N.J.S.A 18A:64A-25.5(13), a county college, without advertising for bids, may acquire artifacts or other items of unique intrinsic, artistic or historic character; and

WHEREAS, funding for this purchase is available from the College's Fiscal Year 2022 Minor Capital funds; and

WHEREAS, a purchase order will be issued as follows:

Natalia Viardo 457 Piermont Road Cresskill, NJ 07626 <u>Amount</u> : \$80,000.00

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

Deborah Preston
Provost and VPAA

Resolution #128-2021 Leasing of Passenger Vans for the RVCC Athletics Department
2021-2022 – Pay to Play

WHEREAS, in an effort to decrease spending for intercollegiate athletics transportation, the RVCC Athletics department has employed the leasing of 15-passenger vans to be utilized by the various Athletic teams via Resolutions 115-2019 and 5-2021; and

WHEREAS, Merchants Automotive Group, Inc. has presented the Athletics department with a proposal to directly invoice the College \$3,925.00 per month for five (5) 15-passenger Ford Transit Vans over the nine (9) month lease period of August 21, 2021 through May 21, 2022; and

WHEREAS, each vehicle will be allotted a 12,000 mile allowance over the course of the lease period with a cost of \$0.19 for each excess mile; and

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

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

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 2021 through June 30, 2022, 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:

Merchants Automotive Group, Inc.

14 Central Park Drive Hooksett, NH 03106 <u>Monthly Lease Amount per Vehicle: \$785.00</u> <u>Monthly Lease Amount for 5 Vehicles: \$3,925.00</u> <u>Total 9-Month Lease Amount for 5 Vehicles: \$35,325.00</u>

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

B. Educational Programs and Services Committee

Trustee Caren Bateman presented Consent Agenda Resolution #129-2021. The resolution was moved by Trustee Bateman, seconded by Trustee Von Schilling, and approved by voice vote.

Trustee Bateman reported that the Committee also received an update on the College’s salary market analysis

Resolution #129-2021 Human Resources Action Report

The Board resolves that the following personnel actions be taken:

1. Returning- Adjunct Faculty

The following individuals are recommended as adjunct faculty for the Fall Semester 2021 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$1001 to \$1067.

Last Name	First Name	Rank	Department	Per credit hour rate	Hire Date
Amalfitano	Kathleen	Assistant Professor	Arts & Design	\$1,023	9/1/21
Hogan	Raymond	Instructor	Math & Computer Science	\$1,001	9/1/21
Huamanchumo	Susan	Instructor	Math & Computer Science	\$1,001	9/1/21
Pfaff	Julie	Assistant Professor	Return& Incarcer. Stud. Ed. (RISE)	\$1,023	9/1/21
Ponds	Jennifer	Instructor	Return& Incarcer. Stud. Ed. (RISE)	\$1,001	9/1/21
Porter-Armand	Patricia	Assistant Professor	Return& Incarcer. Stud. Ed. (RISE)	\$1,023	9/1/21
Rosenberg	Suzanne	Assistant Professor	Return& Incarcer. Stud. Ed. (RISE)	\$1,023	9/1/21
Szulc	Bozena	Assistant Professor	Communication & Languages	\$1,023	9/1/21
Williams	Brooke	Instructor	Occupational Therapy Assistant	\$1,001	9/1/21

2. New- Adjunct Faculty

The following individual is recommended as adjunct faculty for the Fall Semester 2021 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$1001 to \$1067.

Last Name	First Name	Rank	Department	Per credit hour rate	Hire Date
Davis	Michael	Assistant Professor	Return& Incarcer. Stud. Ed. (RISE)	\$1,023	9/1/21

3. 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
*Morgan Manglee	Laboratory Assistant I-Biology	\$39,526	Science & Engineering	9/7/21

*Budget code 100-3180-5310-10 replacing D. Gero

4. New Hire- Administrator

The following individuals are recommended for the indicated Administrator position at the salary specified:

Name	Title	Salary	Department	Start date
*Cynthia Mutterperl	NJ Health Works Success Coach-Grant	\$57,719	Workforce Training Center	9/8/21
**Joseph Pavlow	Director of Athletics	\$76,520	Athletics	9/22/21
***Bonnie Scharf	Literacy Success Coach-Grant	\$57,719	Workforce Training Center	9/7/21

*Budget code 276-6000-5010-80/New, Grant funded

**Budget code 100-3000-5010-60/ replacing G. Eversmann

***Budget code 374-6000-5010-80/New, Grant funded

5. Status Change- Administrator

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

Name	Title	Salary	Department	Start date
Gregory DeSanctis	Director of Honors Programs & Alumni Outreach	\$90,414	Academic Affairs	6/1/21

6. Status Change- Support Staff

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

Name	Title	Salary	Department	Start date
*Katherine Bayachek	Workforce Educator-Cosmetology	\$51,000	Cosmetology	9/16/21

*Budget code 100-3495-5310-30 replacing J. Stevens

7. Resignation

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

Name	Title	Department	Effective Date
Paul Noel	Assistant Director- Recruitment & Communications	Admissions	9/17/21

8. Retirements

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

Name	Title	Department	Effective Date
Marcia Bird	Coordinator of Cosmetology	Cosmetology	9/30/21
Alice Cizmar	Laboratory Assistant I-Chemistry	Science & Engineering	12/31/21

The College and two of RVCC's bargaining units agreed to conduct a market study in order to compare RVCC annual salaries (by job duties) to national and/or regional cohorts. As a result of this comprehensive study, RVCC salaries were adjusted so that no employee's salary was lower than the 25th percentile of the market study.

These salary changes are effective July 1, 2020 and September 1, 2020:

9. Market Adjustment-Salary Changes- Support Staff

Last Name	First Name	Title	*Salary
Bogda	Carolyn	Laboratory Assistant II	\$51,804
Brown	Shelley	Administrative Assistant II-Childcare	\$48,380
Diaz	Alfredo	Maintenance Worker/Painter	\$45,305
Dubon	Pedro	Maintenance Worker-Shift Lead	\$45,305
Farischon	Justin	Laboratory Assistant I-Physics	\$47,509
Matias	Johnny	Maintenance Worker	\$45,305

*2020 Market Study and contractual 2.5% increase effective July 1, 2021

10. Market Adjustment-Salary Changes- Support Staff, Non-Unit

Last Name	First Name	Title	*Salary
Sclafani	Andrew	Human Resources Specialist	\$48,073
Seibert	Caroline	Pension & Benefits Specialist	\$58,733

*2020 Market Study and contractual 2.5% increase effective July 1, 2021

11. Market Adjustment-Salary Changes- Administrator

Last Name	First Name	Title	*Salary
Accomando	Jill	Assistant Director Children's Campus	\$68,983
Drummer	Jacqueline	Director of Laboratory Service	\$97,580
Fisher	Brenda	Director of K-12 Partnership	\$92,558
Ludwigsen	Karen	Coordinator Nursing Skills Lab	\$65,190
Luger	Maureen	Purchasing Specialist	\$61,193
Maiorca	Troy	Systems Administrator	\$66,933
Manzini	Sandile	Program Manager High School/Youth	\$81,795

Meiman	Sheila	Director of RISE	\$90,200
Ray	Jessica	Staff Scientist-Eco Res & Resto	\$57,810
Sanders	Donyea	Director Academic Support Center	\$68,265
Schindler	Kevin	Planetarium Associate/Tech	\$55,760
Stafford	Inieka	Director Health & Technological Career Programs	\$79,848
Su	Min	Associate Director, Institutional Research	\$80,155
Travaglini	Joanne	Program Manager HS Outreach & Academics	\$81,795
Weaver	Philip	Assistant Director Compliance & Facilities	\$106,190
Wheeler	John	Registrar	\$88,560

*2020 Market Study and contractual 2.5% increase effective July 1, 2021

12. Market Adjustment-Salary Changes- Administrator, Non-Unit

Last Name	First Name	Title	*Salary
DePinto	Michael	Director of Purchasing	\$96,043
Fredericks	Jason	Dean for Student Affairs	\$125,716
Kelleher	Kelly	Human Resources Manager	\$78,003
Pescinski	Robert	Executive Director of Tech Services	\$142,168
Wallace	Cheryl	Executive Director of HR, Compliance & Security	\$142,885
White	Carolyn	Executive Director Enrollment Management	\$117,824

*2020 Market Study and contractual 2.5% increase effective July 1, 2021

13. Market Adjustment-Salary Changes- Faculty

Last Name	First Name	Title	*Salary
Anderson	Anne Marie	Professor-Accounting	\$88,868
Banfield	Sara	Professor-Communication/Speech	\$88,868

*2020 Market Study and contractual 2.5% increase effective September 1, 2021

C. Governance, Policy, and President Evaluation Committee

Chairman Wise reported that the Committee welcomed Trustee James Von Schilling as a new member to the Governance Committee.

The Campus Safety Report for the period August 10 to September 9, 2021 was discussed by the Committee and was provided to the full Board of Trustees via SharePoint.

The Committee received an update concerning the FY 22 budget, planning for FY 23 budget and beyond, and on enrollment trends. The Committee also received an update on the College's fall opening.

A virtual meeting with the County Commissioners has been scheduled to review RVCC's current operations, to focus on our short-term and long-term strategies, and, most importantly, to begin to develop our FY 23 budget.

The Committee reviewed and approved the following tentative future retreat schedule and topics:

- *October – Workforce
- *January – Middle States

- *March – Budget
- *June – Strategic Plan Update/Metrics

Retreat topics may change if other more urgent or timely discussions are necessary.

The Committee was briefed on potential new initiatives, was provided an update on the College’s salary market analysis, on Risk Management, and on our Middle States reaccreditation. As previously reported, the team visit to RVCC is scheduled for March 13, 2022 through March 16, 2022. A “Get Acquainted” dinner will be scheduled on March 13th for the team to meet with members of the College’s Board of Trustees, the President, and other individuals from the College community on the evening of their arrival (details to follow.)

The Committee reviewed and approved the draft Board self-evaluation instrument. The revised instrument is to provide Middle States with a more complete portrait of RVCC’s governance structure and the roles, responsibilities, and accountability for the governing body (as stipulated in Standard VII on Governance, Leadership, and Administration.) Chairman Wise stated the importance of the Board Self-Evaluation as it provides an excellent framework for collaborative governance and a valuable tool in enhancing the Board’s internal process for productive discussions and major decision-making. The survey will be emailed to the members of Board of Trustees within the next few days and the results of the survey will be provided to the full Board at the October meeting.

IV. Old/New Business
None

V. 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 spoke about their individual pedagogical teaching approach online and in the classroom. Megan Dempsey provided an update concerning OER (open educational resources) that several faculty are using and is also providing students with textbook cost savings. Professor Pattiann Kletz, president of the Faculty Federation, commented on negotiations.

VI. 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 a legal matter and the matters discussed in closed session will be made public when action is taken on those matters.”

A motion to enter into Executive Session was made by Chairman Wise, and seconded by Trustee Swanicke, and approved by voice vote. The Board entered into Executive Session at 5:35p.m. No formal action was taken during Executive Session.

The Public Session of the Regular meeting reopened at 5:52 p.m.

VII Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 5:52 p.m.

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