

RARITAN VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES' REGULAR MEETING  
SEPTEMBER 22, 2020

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, September 22, 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 Richard Flaum, Esq., College Counsel; and members of the College community.

A quorum was present.

III. Agenda Items

Executive Session

An announcement was then made to enter into Executive Session. Chairman Wise read into record the following statement – “In accordance with the provision of the Open Public Meetings Act of the State of New Jersey, I hereby entertain a motion to close the public meeting for the purpose of discussing on-going COVID-19 funding issues and campus safety. The Public Meeting will be reopened at 5:00 p.m. and the matters discussed in closed session will be made public when action is taken on those matters.” A motion to enter into Executive 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 August 18, 2020 were approved by voice vote.

2. Committee Reports

A. Educational Programs and Services Committee

Trustee Caren Bateman presented Consent Agenda Resolutions #136-2020 through Resolution #138-2020. On motion by Trustee Bateman, seconded by Trustee Hirsch, the above stated Consent Agenda resolutions were approved by voice vote. Resolution #135-2020 was removed from Consent Agenda and was voted on separately. On motion by Trustee McNally, seconded by Chairman Wise, the Resolution was approved by voice vote. Trustee Bateman respectfully abstained.

Trustee Bateman reported that the Committee received updates on fall enrollment and spring semester planning.

Resolution #135-2020 Human Resources Action Report

The Board resolves that the following personnel actions be taken:

1. New- Adjunct Faculty

The following individual is recommended as adjunct faculty for the Fall Semester 2020 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
Knapp	Lindsay	Assistant Professor	English	\$998	9/2/20

2. New Hire- Administrator

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

Name	Title	Salary	Department	Start date
*Deborah Morrison-Santana	RISE Hub Coordinator-Temporary One Year	\$57,719	RISE	9/1/20

\*Budget code 100-3191-5010-10/ New

3. Status Change- Administrator-

The following individuals are recommended for the indicated salary change specified:

Name	Title	Salary	Department	Start date
*Maria Alvarez	Testing Specialist	\$49,307	Testing Center	9/1/20
**Joanne Coffaro	Director of Workforce Training Center	\$92,193	Workforce Training Center	9/1/20
*Kevin Ryan	Athletic Coordinator	\$59,798	Athletics	9/1/20

\*Educational Attainment/Masters

\*\*Market Adjustment & Educational Attainment/Masters

5. Resignations

The following reflects employees who have resigned from the college.

Name	Title	Department	Effective Date
Marbi Henriquez	First Year Advisor	First Year Experience	9/1/20
Jache Williams	Director of First Year Experience	First Year Experience	8/28/20

## 6. Retirement

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

Name	Title	Department	Effective Date
Anne Walters	Academic Advisor	Advising & Counseling	11/1/20

### Resolution #136-2020 Appointment, Full-Time Tenure Track Academic Year 2020-2021 Faculty

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 June 2020 resolution with negotiated increase FY21.

Name	Title	Department	Start Date	Salary
*Linda Yang	Assistant Professor-Computer Science	Math & Computer Science	9/1/20	\$66,520

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

### Resolution #137-2020 Legacy Sabbatical (Professor Anita Rosenblithe)

WHEREAS, the Board of Trustees of Raritan Valley Community College did by Resolution #9-2020 (dated January 28, 2020) reappoint Professor Anita Rosenblithe 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 Anita Rosenblithe has 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 her base annual salary, and relinquish her 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 Anita Rosenblithe for Fall 2020.

### Resolution #138-2020 Professor Emeritus (Professor Daniel Aronson)

WHEREAS, the Board of Trustees of Raritan Valley Community College established the honorary title of "Professor Emeritus" (Resolution #96-86) to recognize distinguished service to the College on the part of faculty members at retirement, and

WHEREAS, the Board of Trustees, upon the recommendation of the President, approved revised Faculty Emeritus benefits (Resolution #132-2019, dated June 25, 2019); and

WHEREAS, as part of the procedure for awarding Emeritus rank at Raritan Valley Community College, a Professor Emeritus Selection Committee was formed to review eligibility requirements and to determine if meritorious performance has been met in teaching, contributions to the College, and to the professional and geographic community; and

WHEREAS, the Chairperson of the Professor Emeritus Selection Committee has notified the President in writing on the Committee's affirmation; and

WHEREAS, Professor Daniel Aronson, who retired July 1, 2020, has been recognized as an active contributor to the welfare of the students and to the College community;

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the President, the Board of Trustees acknowledges the distinguished service of Professor Daniel Aronson to Raritan Valley Community College by extending the honorary title of Professor Emeritus, effective July 1, 2020, with all of the rights and privileges associated with this honor.

C. Finance Committee

Trustee Margaret Windrem reported on the Treasurer's Report (Resolution #139-2020) for the period 08/01/20 to 08/31/20. On motion by Trustee Windrem, seconded by Trustee Bateman, the Treasurers' Report was approved by voice vote.

Trustee Windrem then presented Consent Agenda Resolutions #140-2020 through #145-2020. The Resolutions were moved by Trustee Windrem, seconded by Trustee Rica, and approved by voice vote.

Trustee Windrem reported that the Committee continued its discussion concerning the evolving financial challenges faced by College and other budget uncertainties.

Resolution #140-2020 – Various Vouchers for Payment

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

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

Check #s	315958-316286	
ACH#s	4	
	Total Checks	\$1,549,804.65
	Total ACH	173,602.00
	Total Vouchers	1,723,406.65
	Construction and Architect Vouchers	472,766.58
	Less Previously Approved	(477,890.25)
	Total	<u>\$1,718,282.98</u>

Resolution #141-2020 Purchase and Installation of Machine Tool Equipment for the RVCC Advanced Manufacturing Program

WHEREAS, Raritan Valley Community College advertised for bids for the purchase and installation of two (2) knee mill machines and associated equipment for the College's Advanced Manufacturing Program:

WHEREAS, the primary utilization of these machine tools will be in a practical application of theory, as they represent equipment that is found in the industry, flexible in nature, requires minimum maintenance and serves as a practical application tool for multiple modules; and

WHEREAS, six (6) bids were distributed to vendors and one (1) bid was received and opened on Thursday, September 17, 2020; and

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

Southwestern Industries, Inc. 2615 Homestead Place Rancho Dominguez, CA 90220 <u>Amount: \$50,702.20</u>
---

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order in the amount shown above to Southwestern Industries, Inc.

Michael DePinto  
Director of Purchasing

Resolution #142-2020 Digital Marketing and Creative Services – Spring 2021

WHEREAS, the Board of Trustees of Raritan Valley Community College has supported marketing strategies including digital campaigns and website enhancements in order to heighten the College’s image in the community and to support enrollment; and

WHEREAS, the Board of Trustees via Resolutions #184-2019 and #75-2020 authorized FastForward Digital, LLC (formerly eDesign Interactive) to conduct a digital marketing campaign and develop website enhancements in order to promote Fall 2020 enrollment; and

WHEREAS, the combined digital marketing campaign and website enhancements produced positive results, contributing to increases in new student enrollment, applications and attendance at recruitment events despite the impact of the COVID-19 pandemic; and

WHEREAS, continued investments in digital marketing campaigns and creative design are essential components in generating new student enrollment for Spring 2021 and beyond among college transfer students, recent high school graduates and adult learners, as well as promoting the Community College Opportunity Grant to underserved populations; and

WHEREAS, based on an analysis of website usage, enrollment data and market research, FastForward Digital has proposed a \$45,000.00 campaign covering the period October 1, 2020 through January 31, 2021, that combines new creatives and digital marketing strategies which reflect the impact of COVID-19 on college decision making; and

WHEREAS, \$45,000.00 in funding is available from the Fiscal Year 2021 Public Relations Operating Budget to support these digital marketing services; and

WHEREAS, these services, in accordance with N.J.S.A 18A:64A-25.5(a)(20) providing for personnel recruitment and advertising, including without limitation advertising seeking student enrollment, are exempt from public bidding; and

WHEREAS, 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 for marketing services, including creative design, media placement and analytics, as follows:

FastForward Digital, LLC eDesign Interactive 163 Madison Avenue - Suite 220-5 Morristown, NJ 07960 <u>Four-Month Total: \$45,000.00</u>
---

Michael DePinto  
Director of Purchasing

Resolution #143-2020 Enterprise License Agreement for Adobe Software 2020-2021

WHEREAS, the curricula for many academic programs rely on the maintenance of Adobe software at the most current release levels; and

WHEREAS, Adobe has discontinued perpetual licensing and replaced it with subscription licensing; 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, Software House International (SHI) is under exclusive contract to provide Adobe contractual license programs for the North East Regional Computing Program (NERCOMP);

WHEREAS, NERCOMP is a purchasing consortium comprised of university and collegiate Information Technology professionals in the Northeastern United States of which RVCC is a member; and

WHEREAS, a purchase order will be issued as follows:

Software House International (SHI) 4 Crocker Hill Road Paxton, MA 01612 <u>Amount:</u> \$38,499.30
---

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 agreement period of September 27, 2020 through September 26, 2021.

Michael DePinto  
Director of Purchasing

Resolution #144-2020 Equipment for Advanced Manufacturing Program

WHEREAS, the RVCC Advanced Manufacturing Program has experienced enrollment growth from their high school partners, adult programs and apprenticeship participation, which has resulted in an increase from four (4) cohorts (35 students) to six (6) cohorts (58 students); and

WHEREAS, it is crucial to separate these groups of students and provide the hands on training each student requires, while complying with social distancing restrictions; and

WHEREAS, the purchase of the equipment listed below will allow the program to limit six (6) students into each classroom while maintaining a six (6) foot distance between each workstation:

- Mill Drill Machine (Quantity: 18)
- Lathe (Quantity: 18)
- 36" Steel Fixed Work Tables (Quantity: 18)
- 24" Steel Fixed Work Tables (Quantity: 18)
- Bench Drill (Quantity: 8)
- Horizontal Band Saw (Quantity: 4)

WHEREAS, three (3) quotes were obtained with Grainger presenting the College with the most favorable pricing; 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, Grainger has entered into a contract with E&I Cooperative Services (E&I Contract #CNR-01496), of which RVCC is a member; and

WHEREAS, a purchase order will be issued as follows:

Grainger  
1001 Hadley Road  
South Plainfield, NJ 07080  
Amount: \$131,426.90

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 Grainger.

Michael DePinto  
Director of Purchasing

Resolution #145-2020 Athletic Training and Sports Medicine Services 2020-2021 – Pay to Play

WHEREAS, Raritan Valley Community College provides Athletic Training and Sports Medicine services for the student athletes participating in the College's ten (10) intercollegiate varsity athletic teams; and

WHEREAS, despite games not being played this Fall due to COVID-19, teams are still training in small groups and/or individualized training sessions; and

WHEREAS, with all teams being permitted to practice this semester in anticipation of competitions in the spring, the College is required to have a trainer on hand throughout the practice times to ensure injury prevention and verify that COVID protocols are being followed; and

WHEREAS, the agreement contains a clause that allows the College to cancel the Spring semester without cause by providing written notice 60-days in advance; 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:

Hunterdon Medical Center  
2100 Wescott Drive  
Flemington, NJ 08822  
Amount: \$20,000.00

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into an agreement for the period of July 1, 2020 through June 30, 2021 and 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

D. Governance Committee

Trustee Paul Hirsch announced that the Governance Committee will oversee the Nominating Subcommittee's annual nomination and selection of officers. An announcement concerning the process will be made at the October 20, 2020 Regular Board of Trustees meeting.

The Campus Safety Report for the period August 10 to September 13, 2020 was discussed by the Committee and was provided to the full Board of Trustees via SharePoint. In addition, the Committee received an update on the reopening of the College and the measures being taken to ensure the health and safety of the College community.

Survey Monkey results of the Board's Annual self-evaluation were reviewed and discussed in detail. The Board's self-assessment, which was very positive, continues to provide an excellent framework for collaborative governance and a valuable tool in enhancing the Board's internal processes for productive discussions and major decision-making.

There being no further comments or questions, the Board unanimously approved the self-evaluation report. Trustees expressed their appreciation to Trustee Windrem for graciously overseeing the process once again.

The President's Expense Report for Fiscal Year 2020 was reviewed and approved.

The College's draft mission statement was reviewed. Once finalized, a recommendation will be made to the full Board of Trustees.

Middle States self-study interviews for Standard 7, which will offer trustees the opportunity to provide valuable input for the self-study report, was discussed.

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

Resolution #146-2020 Recognition, RVCC Students Receive President's Volunteer Service Award  
WHEREAS, Raritan Valley Community College has received national recognition for its Service Learning Program; and

WHEREAS, the College's Strategic Plan emphasizes the importance of service to the community and RVCC's commitment to providing opportunities for students and employees to become active and engaged citizens; and

WHEREAS, the President's Volunteer Service Award is a civil honor bestowed by the President of the United States, recognizing volunteers who give hundreds of hours each year helping others; and

WHEREAS, RVCC students David Bilia, Corey Briggs, Rachelle-Mae Flores, Nigora Ganieva, Valeria Izeppi, Luong Ngo, Nancy Portillo, Johanna Sailema, Jaime Stramaglia, Sofio Tabutsadze, and Orland Vasquez have been honored with the President's Volunteer Service Award for their service during the 2019-2020 academic year, volunteering between 100 and close to 700 hours to the community and RVCC organizations and clubs.

NOW, THEREFORE, BE IT RESOLVED, that the RVCC Board of Trustees recognizes the RVCC recipients of the President's Volunteer Service Award, wishing them continued success in their academic pursuits and congratulating them for their dedication to serving the community.

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.”

Professor Daniel Aronson extended his appreciation to the Board of Trustees and to the President for awarding him professor emeritus status.

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