

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
JANUARY 24, 2023

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, January 24, 2023, in-person and via Zoom Webinar. Chair Caren Bateman called the Regular Board of Trustees meeting to order at 5:30 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 (In-Person)	Absent:	Roger Jinks
	Thomas Borkowski (Virtual)		Nidhi Makhija
	Zenon Christodoulou (In-Person)		
	Preston Clawson (Virtual)		
	Jinnee Min DeMarco (Virtual)		
	W. Timothy Howes (In-Person)		
	Roger Locandro (Virtual)		
	Howard Opdyke (Virtual)		
	Adam Shain (Virtual)		
	Margaret Sullivan (In-Person)		
	Helena Swanicke (Virtual)		
	Juan Torres (Virtual)		
	James Von Schilling (In-Person)		

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

A quorum was present.

Trustee Timothy Howes welcomed Tracy DiFrancesco and her family to the Board meeting. He then read the following resolution into the record:

RESOLUTION #76-FY23 Tribute for Tracy DiFrancesco Zaikov

WHEREAS, Tracy DiFrancesco Zaikov has been a member of the Raritan Valley Community College Board of Trustees since 2011; and

WHEREAS, Trustee DiFrancesco Zaikov has served with distinction and made significant contributions to the growth and to the sustained excellence of Raritan Valley Community College, serving in leadership roles as Chair of the Strategic Planning Committee, and as a member of numerous Committees; and

WHEREAS, during her tenure the College has made several critical advancements, including the creation of a comprehensive workforce training program, the development of an agile Facilities Master Plan, the extensive renovations and additions to the College's Science Center, the dynamic

redesign of the Arts Center, the design for a fully integrated student services center, plans for a new Allied Health Center, and a bold re-imagining of the College’s architectural core; and

WHEREAS, Trustee DiFrancesco Zaikov has also supported the College’s reputation as one of the “greenest” colleges in the United States, has endorsed Raritan Valley Community College’s efforts in the field of service learning, and has advocated for the growth of the College’s Honors Program; and

WHEREAS, Trustee DiFrancesco Zaikov has proven to be a trusted colleague, an enthusiastic advocate for students, and a creative strategic thinker; and

WHEREAS, Trustee DiFrancesco Zaikov provided exceptional support and service to the College during the unprecedented and challenging times of the pandemic; and

WHEREAS, Trustee DiFrancesco Zaikov has helped the Board champion and embrace the values of diversity, innovation, and change; and

WHEREAS, Trustee DiFrancesco Zaikov has been an energetic and visionary member of the Board, a mentor to fellow trustees, and an eloquent champion of our faculty and staff;

NOW, THEREFORE, BE IT RESOLVED, that the RVCC Board of Trustees, President Michael J, McDonough, and members of the college community wish to express their most sincere gratitude and appreciation to Tracy DiFrancesco Zaikov for her service, a long tenure characterized by her easy humor, her quiet leadership, her relentless advocacy for students and for student success, and for her expansive vision for RVCC; and

BE IT FURTHER RESOLVED, that the RVCC Board of Trustees, the President, and the entire RVCC community wish her well in all her future endeavors, and look forward to her continued relationship with RVCC in the future.

On behalf of the Board of Trustees, President McDonough, and the entire College community, Chair Caren Bateman expressed her appreciation to Tracy DiFrancesco for her leadership and dedication while on the Board and indicated that she will be greatly missed. Tracy DiFrancesco expressed her gratitude to the Board of the Trustees and to the entire College community. She encouraged new members of the Board to attend as many student and faculty events and celebrations as possible.

III. Agenda Items

1. Approval of Meeting Minutes

The Annual Reorganization Meeting minutes of December 13, 2022 were moved by Trustee Christodoulou, seconded by Trustee Swanicke, and approved by voice vote. Trustee Opdyke respectfully abstained. The Regular Meeting minutes of December 13, 2022 were moved by Trustee Christodoulou, seconded by Trustee Von Schilling, and approved by voice vote. Trustee Opdyke respectfully abstained.

2. Committee Reports

A. Finance Committee

Trustee Roger Locandro reported on the Treasurer’s Report (Resolution #77-FY23) for the period 11/01/22 to 12/31/22. On motion by Trustee Locandro, seconded by Trustee Howes, the Treasurer’s Report was approved by voice vote.

Trustee Roger Locandro then presented Consent Agenda Resolutions #78-FY23 through #81-FY23 and Resolution #83-FY23. Resolution #82-FY23 (Market Research of Somerset and

Hunterdon Counties Adult Learner Population and Industry Analysis) was withdrawn. The above stated resolutions were moved by Trustee Locandro, seconded by Trustee Howes, and approved unanimously by voice vote.

Resolution #78-FY23 – Various Vouchers for Payment

BE IT RESOLVED, that the following November and December 2022 vouchers be approved for payment; and

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

Check #s	343910-345088	
ACH#s	7	
Total Checks		\$2,928,414.72
Total ACH		170,188.99
Total Vouchers		3,098,603.71
Construction and Architect Vouchers		274,836.65
Less Previously Approved		9397,499.54)
Total		<u>\$2,975,940.82</u>

Resolution #79-FY23 Motion Capture Equipment for the Game Development Program – Pay to Play

WHEREAS, the purchase of motion capture software and equipment is needed for the Game Development program; and

WHEREAS, three (3) quotes were requested (two (2) quotes were received and one (1) vendor declined to provide a quote) with Vicon Motion Systems, Inc. presenting the College with the most favorable pricing; and

WHEREAS, the approved Fiscal Year 2023 Perkins Grant funding includes the purchase of motion capture software and equipment via Budget Line #470; 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, 2022 through June 30, 2023, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p>Vicon Motion Systems, Inc 7388 South Revere Parkway Suite 901 Centennial, CO 80112-3997 Amount: \$34,686.00</p>

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 Vicon Motion Systems, Inc.

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

Michael DePinto
Director of Purchasing

Resolution #80-FY23 New Steelcase Furniture for Arts Additions (REVISED - Pay to Play)
WHEREAS, the Board of Trustees of Raritan Valley Community College approved the purchase and installation of new furniture needed for classrooms located in the new Arts Building Addition areas from Dancker, LLC for an amount not to exceed \$25,000.00, via Resolution #57-FY23; and

WHEREAS, due to the total dollar amount of this purchase being over \$17,500.00, the New Jersey Pay to Play language shown below and the attached Determination of Value Certification must be included with this resolution; and

WHEREAS, the funding for this work is available through the Chapter 12 capital funds allocated for the Arts Building Renovations; 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, 2022 through June 30, 2023, 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:

Dancker, LLC
291 Evans Way
Somerville NJ 08876
Total Amount: Not to Exceed \$25,000.00

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; and

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

Michael DePinto
Director of Purchasing

Resolution #81-FY23 Recommended Mechanical/Electrical/Plumbing (MEP) Engineer For Workforce Addition

WHEREAS, Raritan Valley Community College requires mechanical/electrical/plumbing (MEP) engineering services be performed for the design of the Workforce Training Center Addition project; and

WHEREAS, the College previously selected an architect who would also manage structural engineering design issues per resolution #39 - FY 23 and a civil engineer under separate contract per resolution #38 - FY 23

WHEREAS, these services are considered professional services and are therefore exempt from public bidding in accordance with N.J.S.A. 18A:64A-25.5(a) (1); and

WHEREAS, three qualified firms have received an RFP reflecting the most recent addition floor plans prepared by the architect with a required response date of January 23, 2023; and

WHEREAS, the selected firm would directly contract with the College and coordinate with the architect as necessary; 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 company name will be identified at the Board of Trustees' January 24th meeting.

KSI Engineering \$34,000

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Vice President for Finance and Facilities to enter into an agreement 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.

John Trojan
Vice President for Finance and Facilities

Resolution #83-FY23 Ellucian Elevate CE/WFD Professional Plus System 2023-2028

WHEREAS, the Ellucian Elevate system is currently being utilized by the Workforce Development and Youth Programs departments for course management and registration; and

WHEREAS, this tool is used by students, faculty and staff for functions such as course schedule posting, course search and registration, roster information, and payments; and

WHEREAS, the Ellucian Elevate system is specifically designed to aid continuing education and workforce development program administrators to manage non-credit programs easily and effectively; and

WHEREAS, the Continuing Education, Workforce Development and Youth Programs department systems must seamlessly integrate with the existing Ellucian Banner administrative system; and

WHEREAS, in accordance with N.J.S.A 18A:64A-25.5(19) providing for goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development is exempt from public bidding; and

WHEREAS, by entering into a five-year commitment with Ellucian, the College will realize a total savings of over \$29,000.00 while limiting annual increases to three (3) percent; and

WHEREAS, purchase orders will be issued as follows:

<p>Ellucian Company, L.P. 4 Country View Road Malvern, PA 19355-1408 <u>Year 1: \$43,878.00</u> <u>Year 2: \$45,194.00</u> <u>Year 3: \$46,550.00</u> <u>Year 4: \$47,947.00</u> <u>Year 5: \$49,385.00</u> <u>Total Five-Year Amount: \$232,954.00</u></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue purchase orders and approve payments as described hereinabove to Ellucian Company, L.P for the five-year period of March 1, 2023 through February 29, 2028.

Michael DePinto
 Director of Purchasing

B. Educational Programs and Services Committee

Trustee James Von Schilling presented Consent Agenda Resolutions #84-FY23 and #88-FY23. The above stated resolutions were moved by Trustee Von Schilling, seconded by Trustee Sullivan, and approved unanimously by voice vote.

The Committee was provided an update on new dual enrollment initiatives and RVCC enrollment patterns. The President highlighted areas discussed at the Educational Retreat held earlier in the day concerning the College FY24 Budget planning and tuition and fees.

Resolution #84-FY23 Human Resources Action Report

1. New Adjunct Faculty

The following individuals are recommended as a new adjunct faculty for Spring 2023 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$1,031 to \$1,099.

Last Name	First Name	Rank	Discipline	Per contact hour rate	Hire Date
Abdul-Salim	Kobinah	Instructor	Return & Incarcerated Student Education (RISE)	\$1,031	1/18/2023
Cartagena	Carlos	Assistant Professor	Return & Incarcerated Student Education (RISE)	\$1,054	1/18/2023
Christensen	Tyler	Instructor	Science & Engineering	\$1,031	1/18/2023
Favretto	Heather	Instructor	Art & Design	\$1,031	1/18/2023
Herran	Giovanni	Assistant Professor	Return & Incarcerated	\$1,054	1/18/2023

			Student Education (RISE)		
Horn	Arthur	Assistant Professor	Return & Incarcerated Student Education (RISE)	\$1,054	1/18/2023
Kieffer	Martine	Assistant Professor	Return & Incarcerated Student Education (RISE)	\$1,054	1/18/2023
Rolim	Ana	Assistant Professor	Arts & Design	\$1,054	1/18/2023
Tarabah	Sally	Instructor	Math & Computer Science	\$1,031	1/18/2023

2. Returning Adjunct Faculty

The following individuals are recommended as a returning adjunct faculty for Spring 2023 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$1,031 to \$1,099.

Last Name	First Name	Rank	Discipline	Per contact hour rate	Hire Date
Mangano	Priya	Assistant Professor	Science & Engineering	\$1,054	1/18/2023
Rutledge	Patricia	Assistant Professor	English	\$1,054	1/18/2023

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
*Claudia Chaves	Teaching Assistant- Children's Campus	\$45,267	Children's Campus	1/17/2023

*Budget code 243-6000-5310-80 (62.5%)/ 630-8300-5310-90 (37.5%)/New Grant-Funded

4. Status Change- Administrator

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

Name	Title	Salary	Department	Effective date
John Wiedemann	Production Coordinator	\$71,954	Theater & Conference Services	1/1/2023

5. Resignation

The following reflect employees who resigned and intend to resign from the college.

Name	Title	Department	Effective Date
Karen Ludwigsen	Nursing Skills Lab Coordinator	Health Science Education	06/30/2023
Tara Pomparelli	Instructor- Paralegal Non-Tenure	Business & Public Service	12/31/2022

6. Retirement

The following reflect an employee who has retired from the college.

Name	Title	Department	Effective Date
Ann Tsubota	Professor- Fine Arts	Arts & Design	12/31/2022

Resolution #85-FY23 Reappointments, Second Year and Beyond Teaching Faculty, Librarians, Counselors, and Teaching Assistants

BE IT RESOLVED, that the recommendation of the President, the following teaching faculty, librarians,

Counselors and Teaching Assistants be notified of their reappointments by the Board of Trustees for the 2023-2024 academic or fiscal year.

Reappointment no change in salary*
****Represents Tenure Awarded**

Last Name	First Name	Rank	*Salary
Anderson	Anne Marie	Professor-Accounting	\$91,534
Arvay	Susan	Professor-English	\$87,761
Austin	Lori	Professor-Math	\$93,596
**Awwad	Mutasem	Assistant Professor- Networking	\$72,883
Balut	Maryann	Professor- Nursing	\$92,391
Banfield	Sara	Professor-Communication/Speech	\$91,534
Baricevic	Marianne	Professor- A&P/Microbiology	\$97,364
Bazar	Carrie	Career Counselor IV	\$109,159
Bell	Cheryl	Associate Professor – ESL	\$86,146
Bendjilali	Khadidja	Assistant Professor- Mathematics	\$67,656
Bendjilali	Boualem	Professor – Mathematics	\$99,743
**Bitter	Janelle	Librarian- Systems & Tech Serv	\$71,755
Black	William	Professor - Accounting	\$101,045
Bondhus	Michael	Professor-English	\$88,560
Brower	Stephen	Assistant Professor - CIS	\$79,783
Burns	Keith	Assistant Professor- Fitness & Wellness	\$72,861
Campoli	Alison	Associate Professor- Nursing	\$82,660
Carden	Robert	Instructor-Organic Chemistry	\$64,250
Carr	Edward	Professor- Microbiology	\$100,127
Caruso	Steven	Assistant Professor- Computer Science	\$69,356
Case	Rebecca	Assistant Professor- Spanish	\$71,447
Chase	David	Professor- English	\$92,174
Choi	Youngjun	Associate Professor - Math	\$85,909
Chynoweth	Christine	Instructor- ASL	\$63,004
Claxton	Rebecca	Instructor- Mathematics	\$61,104
Crosbie	William	Associate Professor-Computer Science	\$87,641
Cuss	Sarah	Instructor-Nursing	\$60,747
Czerw	Margaret	Professor- Chemistry	\$96,670
Dar	Siddra Majeed	Assistant Professor-Med Lab Tech	\$70,120
Darkenwald-DeCola	Jessica	Assistant Professor- English	\$71,371
DePinto	Dominick	Assistant Professor- CEM Tech	\$72,696

Last Name	First Name	Rank	*Salary
Dempsey	Megan	Professor-Librarian	\$93,532
Donnelly	Brian	Associate Professor-Criminal J	\$78,756
Fagan	W Michael	Associate Professor - Finance	\$86,034
Felix	Justin	Associate Professor - English	\$85,171
Flor	Paul	Associate Professor- Bus Admin/HVAC	\$97,284
Fois	Loretta	Professor-Dance	\$91,608
Forte	Frank	Assistant Professor- Mathematics	\$73,536
Gaffney	Karen	Professor – English	\$94,774
Giffin	Jennyfer	Instructor-Nursing Med/Surg	\$66,290
Goins	Ishimine	Assistant Professor -English	\$68,513
Gutierrez	Isabel	Associate Professor- Psychology	\$81,885
Gutshall-Seidman	Karen	Professor- Human Services	\$94,774
Harford	John	Instructor- Graphic Design	\$70,150
Heithoff	Heather	Assistant Professor- Nursing	\$71,766
Heller	Sara	Instructor- Automotive Tech	\$66,664
Hemlow	Lance	Assistant Professor - Mathematics	\$84,193
Hulsen	Patricia	Professor- Mathematics	\$99,796
Iannacone	Eric	Associate Professor-Biology A/P	\$84,012
**Jones	James	Assistant Professor-Criminal Justice	\$72,883
Katsha	Ahmed	Assistant Professor-A/P Biology	\$71,505
Keegan	Tracey	Instructor-Nursing Med/Surg	\$66,290
Keiserman	Anna	Assistant Professor- Music	\$69,275
Kelly	Jay	Professor- Biology	\$94,801
Kim	Ji Yong	Instructor- Visual Arts	\$64,499
Kinebrew-Bosa	Carolyn	Assistant Professor-Communications	\$70,127
Kletz	Pattiann	Professor- Business	\$91,667
Klinger	William	Professor- Bus Admin & Management	\$97,935
Kovarik	Tomas	Associate Professor – Mathematics	\$93,712
Kowski	Lynne	Professor- Mathematics	\$99,794
Lenahan	Melanie	Professor - Biotechnology	\$94,774
Lindemann	Ellen	Professor- Business Admin	\$96,670
Lindskoog	Carl	Associate Professor-History	\$78,344
Maitland	Kimberly	Associate Professor- Early Childhood	\$86,146
Manno	Andrew	Professor - English	\$102,726
Martin	Philip	Assistant Professor- Communication	\$71,512
McManus	Darren	Associate Professor- Graphic Design	\$79,838

Last Name	First Name	Rank	*Salary
Molle	Maria	Assistant Professor-Nursing	\$72,883
Moore	Elaine	Associate Professor - Marketing	\$89,275
Morris	Melanie	Professor- Business Law	\$100,351
Nadkarni	Vandana	Professor- Art History	\$93,251
Nikitovic	Nemanja	Assistant Professor- Mathematics	\$74,636
O'Neill	Elizabeth	Assistant Professor- Pediatric Nursing	\$74,518
Offenhauer	Alexa	Assistant Professor- English	\$72,421
Partapurwala	Mohammed	Assistant Professor- Economics	\$70,763
Patel	Aditi	Associate Professor - Mathematics	\$85,200
Pearce-Morris	Jennifer	Associate Professor- Sociology	\$80,325
Pipitone	Christine	Professor-English	\$94,774
Pompo	Antonella	Professor- Engineering	\$99,907
Reynolds	Sandra	Professor - French/Spanish	\$98,555
Ricketts	Glenn	Professor-Political Science	\$122,159
Rimple	Tonya	Associate Professor- Business Admin	\$89,731
Rodriguez	Janette	Assistant Professor-Medical Asst Program	\$70,764
Romaine	Linda	Professor- Fitness & Wellness	\$87,922
Roop	Joan	Assistant Professor- Nursing	\$74,119
Russo	Dennis	Professor - Theatre	\$91,607
Schwarz	Steven	Professor – Computer Science	\$92,056
Seater	Barbara	Associate Professor- Sociology	\$142,073
Shah	Madhavi	Associate Professor-Biology	\$77,197
Shapiro	Alisa	Associate Professor-Accounting	\$77,727
Sichel	John	Associate Professor - Music	\$95,070
Singleton	Courtney	Assistant Professor -Anthropology	\$66,859
Smith	Virginia	Associate Professor-Interior Design	\$83,672
Soliman	George	Assistant Professor- Mathematics	\$69,911
Sosa	Nicholas	Instructor- Psychology	\$66,664
Stander	Emilie	Associate Professor- Environmental Science	\$82,537
Suk	Kathryn	Professor- Elementary/Second Edu	\$89,243
Thomas	Brian	Professor - Ophthalmic	\$125,124
Treut	Richard	Professor- Speech/Communication	\$92,849
Tucker	Lisa	Professor- English	\$96,458
Tyson	Ronald	Associate Professor - English	\$85,926
Vaccaro	Andrea	Associate Professor- ESL	\$79,994
Valenti	Alyssa	Associate Professor-Librarian	\$80,932

Last Name	First Name	Rank	*Salary
Walter	Evan	Instructor-Digital Media\ Film	\$63,317
Warren	Jeffrey	Counselor III	\$96,593
Weber	Derek	Professor-A&P/Microbiology	\$94,688
**Yang	Linda	Assistant Professor- Computer Science	\$71,816
Youngblood	Ardath	Instructor- Nursing	\$72,696
Yunker	Beau	Assistant Professor- OTA Assist/Coordinator	\$71,618
Zieba	Izabela	Assistant Professor- English	\$73,604

Resolution #86-FY23 Reappointments, First Year Teaching Faculty, Librarians, Counselors, and Teaching Assistants

BE IT RESOLVED, that at the recommendation of the President, the following first year teaching faculty, librarians and counselors be notified of their reappointments by the Board of Trustees for the 2023-2024 academic or fiscal year.

*Reappointments with no salary change

Last Name	First Name	Rank	*Salary
D'Angelo	Anthony	Instructor- Mechanical Engineering	\$63,417
Lambrix	Todd	Assistant Professor- Art 3D Design	\$68,703

Resolution #87-FY23 Reappointment, Full-Time Non-Tenure Faculty

BE IT RESOLVED, that at the recommendation of the President, the following full-time non-tenured faculty appointment be approved for 2023-2024 academic year.

Name	Title	Department	Start Date	Salary
Lindsey Hageman	Instructor-ESL	Communication & Languages	9/1/2023	\$59,549

Resolution #88-FY23 Appointment, Full-Time Non-Tenure Spring 2023 Faculty

BE IT RESOLVED, that at the recommendation of the President, the following full-time non-tenured faculty appointment be approved for Spring 2023 semester.

Name	Title	Department	Start Date	Salary
*Liliya Borodkin	Instructor/Coordinator- Human Services/Pre- Social Work	Humanities, Social Science, Social Work & Education	1/1/2023	\$63,417 (prorated \$31,709)

*Budget code 100-3190-5140-10/ Sabbatical- K. Guthsall-Seidman

C. Governance, Policy, and President Evaluation Committee

Trustee Timothy Howes reported that the Campus Safety Report for the period December 8, 2022 to January 17, 2023 was discussed by the Committee and was provided to the full Board of Trustees via SharePoint.

The Governance Nominated Committee unanimously recommended the nomination of Trustee Nidhi Makhija for Treasurer to the Board of Trustees. There being no other nominations, the appointment of Trustee Makhija as Treasurer was unanimously approved by the Board of Trustees.

An Educational Board Retreat was held earlier in the day to review with the entire Board the College's budget and planning for the FY24 operating budget. Topics discussed included: Tuition and Fees, Workforce and Non-Credit revenue, strategic planning partnerships and collaborations, Auxiliary services and the negative impact on this revenue stream, total internal revenues, external and total revenues, operating expenses, negotiations, and anticipated budget results for FY22 actual through FY26 forecast.

The Governance Committee has begun a review of its bylaws, which were last reviewed and approved by the Board of Trustees in 2018. The Board, as required by Middle States, periodically reviews its Board bylaws and policies.

The Governance Committee reviewed the proposed revisions to the Code of Ethics policy and unanimously recommends to the Board the following Resolution:

Resolution #89-FY23 – Board Code of Ethics Policy

WHEREAS, the Board of Trustees of Raritan Valley Community College governs the institution through policy; and

WHEREAS, governance policies are the subject of deliberate study and review;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College hereby adopts the attached amended policy on Ethics.

The resolution was moved by Trustees Howes, seconded by Trustees Torres, and approved unanimously by the Board of trustees.

The President provided the Committee with updates about the College's FY23 budget performance and planning for FY24 budget and beyond and on winter enrollment.

The second quarterly meeting with the Hunterdon and Somerset County Commissioners has been scheduled for February 15, 2023. RVCC's current operations, short-term and long-term strategies, private-public partnership opportunities, and the development of the FY24 budget will be reviewed.

The Educational Retreat topics and schedule are as follows:

*March 2023 – Strategic Plan Update and Metrics and Discussion on Student Housing

*June 2023 – Year End Review

*October 2023 – Workshop on Trusteeship

The President provided the Committee with updates about the College's FY23 budget performance and planning for FY24 budget and beyond and on winter enrollment.

V. Old/New Business

There was no old/new business at the time.

VI Public Questions/Comments

Chair Bateman 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 Michael Fagan spoke about his individual pedagogical teaching approach and on adjunct negotiations. Faculty Federation President Pattiann Kletz commented that she looks forward to working with the Board on a collaborative approach to negotiations that is best for all constituencies. Student Government officers provided updates on their activities.

IX. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 6:20 p.m.

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