

RARITAN VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES' REGULAR MEETING  
OCTOBER 17, 2017

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, October 17, 2017, at Raritan Valley Community College, Route 28 and Lamington Road, Branchburg Township, North Branch, New Jersey.

Chairman Robert P. Wise called the meeting to order at 5:15 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:

Attendees:	Caren Bateman	Absent:	Thomas Wilson
	Gary Hazard		
	Paul J. Hirsch		
	W. Timothy Howes		
	Edward Malley		
	Felecia Nace		
	Donald Rica		
	Juan Torres		
	Margaret Windrem		
	Robert P. Wise		
	Tracy DiFrancesco Zaikov		

Also in attendance: Michael J. McDonough, President; Philip Stern, Esq., College Counsel; and members of the faculty, administration, and staff

A quorum was present.

Presentation – Ronnie Weyl (Executive Director, Foundation)

Ms. Ronnie Weyl announced that the RVCC Foundation will hold its 2<sup>nd</sup> annual RVCC Giving Day on Thursday, November 16, 2017 and invited the Board members to participate in their 24-hour online event that will bring our community together to raise funds for scholarships and educational programs.

Ms. Weyl also announced that the RVCC Foundation has formed a 50<sup>th</sup> Anniversary Steering Committee and a 50<sup>th</sup> Anniversary Gala Committee in preparation of the College's 50<sup>th</sup> Anniversary celebration. She reported that both committees have met and begun its work to help shape and guide the campaign and the Gala celebration, which is scheduled for October 25, 2018 at The Palace at Somerset. Ms. Weyl expressed her appreciation to the Trustees who are serving on the newly formed committees and to the entire Board for their support during the College's year-long campaign and celebration.

III. Agenda Items

1. Approval of Regular Meeting Minutes

The Regular Meeting minutes of September 19, 2017 were approved unanimously by voice vote.

2. Chairman's Report

Chairman Robert Wise extended Happy Birthday wishes to Trustee Paul Hirsch on behalf of the full Board of Trustees, the President, and the entire College community.

The Chairman congratulated Ronnie Weyl on being honored on Monday, October 17, 2017 as one of New Jersey's top twenty-five leading Women Intrapreneurs at an event held at the Liberty House in Jersey City.

The Chairman announced and congratulated Trustee Paul Hirsch as the new trustee appointment to serve on the Foundation Board of Directors.

The Chairman reported that he and President McDonough conducted a trustee orientation earlier in the day for new Board members Edward Malley and Donald Rica and that it was a very productive and informative meeting.

Lastly, Chairman Wise announced that a special Finance Committee meeting will be held on Tuesday, November 21, 2017 at 2 p.m., followed by a special Audit Committee at 3 p.m. The Annual Reorganization and Regular Board of Trustees meeting has been rescheduled for Tuesday, December 5, 2017.

3. President's Report

President Michael McDonough congratulated the RVCC's Women's Volleyball team for becoming the first team in our nearly fifty-year athletic history to be ranked in the top ten of the National Junior College Athletic Association (NJCAA), the national governing body for over five hundred junior colleges.

The President congratulated Terrence Lynn, the College's new Dean of Business, Health Sciences Education, and Library, on recently being named *Continuing Education Instructor of the Year* by the Continuing Education Association of New York. Dean Lynn will be recognized for his efforts on November 9, 2017 at the annual CEANY conference in Syracuse, New York.

The President reported that the College is hosting a Fall Open House on Saturday, October 21, 2017 for prospective students. The Open House is a College wide collaborative recruitment event to include all academic divisions, student services, College programming, alumni, Workforce Training, University Center partners, Hart public transportation, and RVCC student volunteers.

Lastly, President McDonough announced that *The Capitol Steps* performance is scheduled for Saturday, October 28, 2017 at 8 p.m. in the Edward Nash Theatre.

The President's full written report is as follows:

*Upcoming College Events*

- Hold the Date - 50<sup>th</sup> Anniversary Gala, October 25, 2018

*Handouts/Attachments*

- *RVCC Alumni Stay Connected* Newsletter – October Edition 2017
- Flyer – The High School Learning Through Experience Program
- Flyer – Echoes & Reflections – *Teaching the Holocaust, Empowering Students*

## *Items of Note*

### RVCC Blood Drive

The College's blood drive, *Give the Gift Of Life*, to help fellow blood centers in Texas and Florida by supplying blood and platelets was held on October 11, 2017. NJ Blood collected a record 111 units from the College community. Thank you to all those who donated and assisted in this tremendous effort.

### AAS – Occupational Therapy

Beginning in January 2018, Raritan Valley Community College will be the first community college in New Jersey to offer an Associate of Applied Science Degree for an in-demand career as an Occupational Therapy Assistant. Prospective students interested in learning more about the new program were invited to attend an Information Session, on Thursday, October 5, at the College. The program begins on January 22.

Occupational Therapy Assistants are in high demand. Employment of Occupational Therapy Assistants is projected to grow nationwide by 43 percent from 2014 to 2024, according to the US Bureau of Labor Statistics. The increased demand is in response to the health needs of the aging baby-boom generation and a growing elderly population. Occupational Therapy Assistants are often employed in offices of health practitioners, hospitals, nursing care facilities and community care facilities for the elderly, home healthcare services, behavioral health programs, individual and family services, and government agencies.

The Occupational Therapy Assistant (OTA) Associate of Applied Science program is designed for students interested in entering the workforce immediately after graduation. It combines classroom instruction with clinical training in a community setting. The 67-credit program is designed to be completed in two years, with three semesters of full-time coursework and one semester of full-time, 40-hours-per-week fieldwork. Federal and state financial aid options are available for students enrolled in the program. The program includes courses focusing on such topics as human anatomy and physiology, pediatric/adolescent occupational therapy, kinesiology, interpersonal communications, sociology, psychosocial occupational therapy, adult/geriatric physical rehabilitation, and OTA management and ethics.

### *Faculty/Administration/Student Highlights*

#### Admissions & Recruitment

Following is a highlight of the fall Admission and Recruitment activities:

Fall Open House (10/21) – College wide collaborative recruitment event to include all academic divisions, student services, College programming, alumni, Workforce Training, University Center partners, Hart public transportation, and RVCC student volunteers. Presently, over 100 prospective students are registered to attend.

High School Fall Recruitment Season (ongoing) – The fall recruitment season is well underway. The recruiters are attending college/career fairs and recruitment visits throughout both counties.

High School/Group Visits to RVCC (October) – The Admissions Team has hosted both Somerville HS post-career planning cohort (2 times) and Middle Earth (seniors).

Concurrent Enrollment Program/Academies/Bridge to Employment – The Admissions Team is collaborating with Brenda Fisher to promote the “Top Ten Reasons” to attend RVCC, early college, matriculation to RVCC upon graduation, and to provide direction on completing the application process.

Admissions Information Sessions & Campus Tours (ongoing) – This initiative continues to be popular and well attended. Prospective students and guests attend Admissions Information Sessions & Campus Tours on

most Friday mornings and one Thursday evening each month. This is a collaborative program with the Workforce Training Center, Athletics, and Rutgers to showcase the College and transfer opportunities.

NEW fall initiative Division Collaboration: Focus on specific majors – Occupational Therapy Assistant Program held on 10/5 and Engineering Career Night on 10/26.

Adult Information Sessions (ongoing) – This initiative continues to be popular and well attended.

NEW fall initiative – We launched lunch time one-on-one appointments and Saturday morning information sessions.

Non-Traditional Student Dinner with the President (10/11) – The Admissions Team supported Barbara Luby in the preparation of and assistance during this program. RVCCArts provided theatre tickets for the raffle during the event.

Breaking Barriers to Succeed (via Safe Coalition) (10/25) – The Admissions & Recruitment Team and Workforce Training will be hosting a literature table to provide information and answer any questions from guests.

From Boys to Men (10/27) – The Admissions & Recruitment Team will be hosting a literature table to provide information and answer any questions from guests. In addition, we will be joining the Hunterdon and Somerset Counties guidance counselors/chaperones session to promote the College and answer any questions.

Junior Achievement Career Readiness Program Success (2<sup>nd</sup> Annual, 11/3) – This is a collaborative recruitment event with Admissions & Recruitment, the Workforce Training Center, STEM Authentic Engineering Experience, Junior Achievement, and Accenture. One-hundred students from Edison and Somerville high schools will be participating to build their “employability” skills – critical thinking, collaboration and team work, and proactive problem solving to name a few. The participants will be greeted by the RVCC team, introduced to the many opportunities at the college, and will receive a demonstration from RVCC’s own Authentic Engineering Experience students on the skills and resources they used to solve the problem for real world customers in the creation the “head support”, “shake light” and the “lighted umbrella” (Peter Stupak’s students).

Transition to College Night (11/14) - *NEW initiative* – This is a collaborative recruitment event hosted in Hunterdon County open to all high schools in the county and hosted by Delaware Valley Regional HS. The program will provide guests with an overview of Disabilities Services and Mental Health Resources at the college level and in the community for students transitioning from high school to college.

HBCU (11/16) – The Admissions & Recruitment Team will be participating in the college fair to recruit prospective students. We will be providing free applications for prospective students from Hunterdon and Somerset counties during the fair.

Principal/Counselor Program (11/30) – The Admissions & Recruitment Team is gearing up for the annual Principal and Counselor Program.

#### Business and Public Service Department

On March 31, 2017, Professors Michael Fagan and Ellen Lindemann of the Business & Public Service Department, and Professor Bick Treut of the Communications and Languages Department presided over the annual induction of new members into the Delta Omicron chapter of Alpha Beta Gamma, the international two-year college honor society for Business, Computer Science, and Communications. Eighty-three candidates were selected for induction, and 45 attended the ceremony along with approximately 125 family and friends. RVCC President Mike McDonough was the keynote speaker.

Adjunct Professor Joseph Scarbaci of the Business & Public Service Department invited guest presenter Matt Montelone, the Vice President of Royce Brook Media, to speak to his Small Business Management class. Mr Montelone is a small business owner who specializes in web consulting and graphic design. He shared his experiences in starting and growing a small business.

Professor Michael Fagan of the Business & Public Service Department completed the recertification process required to maintain his Project Management Professional (PMP)® credential. The Project Management Professional (PMP)® credential is the most important industry-recognized certification for project managers, demonstrating that those who hold it have the experience, education and competency to lead and direct projects.

In the spring of 2017, Professors Anne Marie Anderson and Alisa Shapiro of the Business & Public Service Department partnered with the United Way of Northern New Jersey for the IRS Volunteer Income Tax Assistance Program. Serving as site coordinators as well as instructors, Professors Anderson and Shapiro supervised students as they prepared tax returns for the many poverty level citizens within our community and neighboring communities. The program is designed to assist ALICE individuals (Asset Limited, Income Constrained, Employed). Students work in pairs, have all been certified as Basic Preparers by the IRS, and assisted approximately 75 taxpayers. Professors Anderson and Shapiro have both been certified by the IRS as Expert Tax Preparers.

Professors Anne Marie Anderson, Bill Klinger, and Pattiann Kletz of the Business & Public Service Department presented several sessions at the Center for Teaching, Learning, and Scholarship “Teach Week”, held in May 2017. Professor Anderson presented on using screencasting software as a tool to supplement course materials, critique assignments, and provide support for struggling students. Professor Bill Klinger Presented on Mind-based puzzles and games to improve student interaction and engagement. Professor Kletz presented three technology sessions during Teach Week. Separate sessions were taught in the day and evening to showcase fun, educational, and free software: Kahoot! and EDpuzzle. Kahoot! is a game-based learning platform. EDpuzzle allows users to customize videos by editing, cropping, and adding questions to make an engaging presentation or lesson.

On Tuesday, May 2<sup>nd</sup>, Paralegal Studies student, Catherine Tonra, was recognized by the Hunterdon County Bar Association (HCBA) at their “Celebrating Women in the Law” luncheon. Catherine, who maintains a 4.0 GPA at RVCC, was chosen as the fifth recipient of the Patricia Critelli Paralegal Scholarship. The scholarship is funded by Hunterdon County attorney David Bunevich, Esq., and the HCBA, and provides full tuition (\$4100) for one lucky RVCC paralegal student every year.

On May 10<sup>th</sup>, the college’s annual Academic Awards ceremony was held to acknowledge student excellence in academic and selected other programs. 48 recipients were selected for the 2016-2017 awards. Professors Elaine Moore and Michael Fagan of the Business & Public Service Department served as co-chairs of the event.

In spring 2017, six Business students were invited and accepted into the New Jersey Collegiate Business Administration Association Honor Society. Matthew Amabile, Michaela Coen, Matthew Lytle, Kirsten MacArthur, Keiko Shikanai, and Allison Smith accepted this statewide honor and are being recognized for their very highest scholastic achievements. The NJCBAA is a statewide honor society for students studying business at both the two and four year colleges in New Jersey. Professors Elaine Moore and Anne Marie Anderson coordinate this relationship with the NJCBAA.

Kristine Bulava, Enactus-RVCC President, received the 2017 Newman Civic Fellows Award. The Newman Civic Fellowship is a one-year fellowship for community-committed college students from Campus Compact member institutions.

In October 2017, Adjunct Professor Fernando Ferrer of the Business & Public Service Department will present a lecture in Brazil at the 12 Forum Alianza Latina, an annual congress of patient advocacy organizations of Latin America dedicated to rare diseases and cancer.

On September 28 and 29, Adjunct Professor Mike Fleming of the Business & Public Service Department conducted a meeting with the Europe, Middle East, and Africa Legal and Compliance staff of Merck in Paris, France. Topics included the Use of Digital media in regulated pharmaceutical markets, competition law issues, developments in Foreign Corrupt Practices Act /Anti-bribery laws and controls, Expanded Access Programs, and developments in European Product Liability Law.

Professor Paul Flor of the Business & Public Service Department participated in a 3-week training workshop with the Northeast RESNET-HERS alliance. (RESNET = Residential Energy Services Network, HERS = Home Energy Rating Systems). He also attended a week long Train-the-Trainer workshop at the headquarters of The Energy Conservatory in Bloomington, MN from June 12-16. Training was on the use of digital instrumentation used in Energy Analysis: Blower Door Testers, Duct Blaster Testers and testing procedures. Lastly, he attended Commercial Refrigeration Specialist Training at the Sporlan Corporation headquarters in Washington, Missouri from August 8-10.

Adjunct Professor Gary Howarth of the Business & Public Service Department was selected to speak at the Firehouse Expo in Nashville, TN. His presentation will include Human Resource topics; coaching, mentoring, evaluation, and disciplining employees.

Professor Maria DeFilippis, Esq., of the Business & Public Service Department, has been appointed by the American Bar Association to serve as an ABA Site Team Member for Northampton Community College.

October 16-18, 2017, Professor Pattiann Kletz of the Business & Public Service Department will be attending the Academic Impressions Conference in Orange County California. The conference is titled, *Developing a Comprehensive Retention Plan*. She is joined by Professor Kim Schirner of the Humanities, Social Science, and Education Department as well as Darlene Pickerell, Grants Coordinator at RVCC.

Adjunct Professor Eddie Molina of the Business & Public Service Department invited guest speaker, Donna Ongsiako, to his Criminology course to share her experience as the victim of an attempted murder and further address the topic of victimization. Students were asked to write about the topic of victimization both before the experience and afterwards. Ms. Ongsiako's story can be found here:

[http://www.nj.com/monmouth/index.ssf/2015/10/teen\\_sentenced\\_for\\_repeatedly\\_stabbing\\_slashing\\_co.html](http://www.nj.com/monmouth/index.ssf/2015/10/teen_sentenced_for_repeatedly_stabbing_slashing_co.html)

Anna DeSousa, a Criminal Justice major, recently completed an intensive, 150 hour co-op experience at the City of New Brunswick Police Department. The New Brunswick Police Department has always been a very competitive and much sought after internship experience and based on the strength of her resume, the Police Director allowed Anna to complete the internship with exemplary reviews.

Professor Tracy Rimple of the Business & Public Service Department was selected as a Leading Woman Entrepreneur Socialpreneur Finalist. Judgment criteria for all nominees included: Innovation, Market Potential, Community Involvement and Advocacy for Women. A listing of the Phase One Finalists will be published in the October 2017 *New Jersey Monthly* Magazine issue, which will reach over 750,000 households.

In May 2017, Adjunct Professor Fernando Ferrer of the Business & Public Service Department presented a workshop at the 5th International Congress of Phytocosmetics and Phytotherapy in Greece. The workshop focused on what life science professionals should know about business planning and taking a product from R&D to the market.

Professors Anne Marie Anderson, Bill Black, and Mike Fagan of the Business and Public Service Department attended the Teachers of Accounting for Two Year Colleges (TACTYC) conference held in Denver, Colorado in May 2017. This conference allows the Accounting professors to learn new and innovative ways of approaching material as well as helping them to stay abreast of changes in the industry.

Professor Anne Marie Anderson of the Business and Public Service Department attended the NJ Accounting Educators workshop hosted by the NJ Society of CPAs. The workshops are designed to keep the professionals within the industry in close contact with high school and college educators in NJ. It is extremely important to foster this partnership so that the accounting students produced by our colleges have the qualifications and skillsets necessary to meet the needs of the industry.

#### Center for Teaching, Learning & Scholarship (CTLS)

Center Co-Directors Michelle Brazier and Melanie Morris reported on the following successful programming so far this semester, as follows:

#### Faculty Interest Groups (FIGs)

On September 12, we hosted a Faculty Interest Group (FIG) Fair and many new faculty signed up to participate in FIGs this year. FIGs for the year are:

- \* Road to Tenure FIG (for untenured faculty)
- \* Research Writing Workshop
- \* Reading Across the Curriculum FIG
- \* Critical Theory Reading Group
- \* Open Educational Resources FIG
- \* Reflective Practice FIG
- \* Learning Spaces FIG
- \* Adjuncts in the Community FIG

#### Equipment Loaner Program

The CLTS is in the first semester of our Equipment Loaner Pilot. Through this program, we offer several devices and pieces of equipment for loan for classroom use to support teaching & learning. So far we've had more than one equipment loan per week, making the program an early success.

#### General Faculty Development

On September 28, 2017, the CTLS hosted its first general faculty development for the academic year - Academic Integrity in the Era of Coursehero. In this session Melanie Morris and Steve Schwarz raised awareness about the type and frequency of academic integrity violations, and illustrated just how easy it is to get 'answers' on the internet. A few tips emerged from the session, including:

- Google your own assignment questions to see if you can find information on the internet posted about these assignments. This is especially important if you are using publisher content.
- Be aware of the research on cheating, which indicates, among other things, that cheating is much more prevalent than you'd expect with estimates of between 68 and 75% of undergraduates engaging in some form of academic dishonesty, that cheating takes place in online and live courses at relatively the same rate, and that cheating is caught 5% or less of the time.
- Use instructional design principles to minimize the cheatability of your assignments. Some resources we found helpful include:

The set of guidelines from WCET at <http://wcet.wiche.edu/sites/default/files/docs/resources/Best-Practices-Promote-Academic-Integrity-2009.pdf>. Authored for online and hybrid teaching, the set of principles that pertain to the design of assignments are equally relevant to live courses.

Designing Assignments to Encourage Integrity at <https://citl.indiana.edu/teaching-resources/academic-integrity/designing-assignments-encourage-integrity/> from Indiana University at Bloomington  
Classroom Strategies: Talking about Academic Integrity from the University of Toronto  
<http://academicintegrity.utoronto.ca/classroom-strategies-talking-about-academic-integrity>.

#### Community Development

On October 10 Special Topic Fellow Virginia Smith presented Learning Spaces, a conversation about design foundations for optimal classroom learning and how design influences activities and behavior. Attendees at this session will explore the connections between the classroom and concepts such as Universal Design, Placemaking, and the intentional design of Learning Spaces to support and enhance teaching and learning. This session was open to the entire college community.

#### CTLS Making News

The CTLS Equipment Loaner Program was featured in the Instructional Technology Council Newsletter in August 2017 as part of the Northeast Region Update. Read the article here:  
[http://www.itcnetwork.org/aws/ITCN/pt/sd/news\\_article/143548/self/newsletter\\_layout\\_details/false](http://www.itcnetwork.org/aws/ITCN/pt/sd/news_article/143548/self/newsletter_layout_details/false)

Congratulations to former Technology Fellow Alyssa Valenti on receiving a grant from the New Jersey Center for Student Success to attend the Lilly Conference in the Spring semester. As a result of that conference, she wrote a paper on a session she attended. Her paper was circulated throughout the statewide Teaching Centers as an example of the good work and professional sharing that can come from supporting faculty development.

For additional information on these or any other future CTLS events, or to learn of future offerings, please contact us at [CTLS@raritanval.edu](mailto:CTLS@raritanval.edu).

#### English

On Saturday evening, October 7, Dr. Lynne DeCicco gave a pre-theatre talk entitled “Jane Austen in Context: Her Life, Times, and Work” in conjunction with a dramatic performance of the novel *Sense and Sensibility*. Dr. DeCicco, a faculty member at RVCC for over 30 years, has given numerous presentations on 19<sup>th</sup>-century British novelists, her major field of study at Columbia University, where she earned her Ph.D. Her doctoral thesis is housed in the Faculty Collection in the Evelyn Field Library.

#### Mathematics

On Saturday, October 7<sup>th</sup>, RVCC hosted the fall meeting the Mathematics Association of Two Year Colleges in NJ (MATYCNJ). Provost Debi Preston welcomed the membership and keynote speaker Brien Dunn presented “Catch Them Before they Fall”. Eight breakout sessions were offered. Professor Lori Austin presented “The Impact of an Elementary Algebra Course on Student Success in College Level Math and Persistence in College”. Conference evaluation forms indicate a successful event. Rosemarie Gorini was the event site organizer.

Professor Lori Austin presented along with trustees and the President of Warren County Community College at the Association of Community College Trustees in Las Vegas on September 26, 2017. The presentation was entitled - *Make the Diploma Matter: Why Remedial Reforms & Pathways Aren't Enough to Improve Graduation Rates*.

Boualem Bendjilali attended the Algeria Summer School 2017 Conference “Doctoriales 2017” held at the University of Bejaia, Algeria from August 1<sup>st</sup> until August 6<sup>th</sup> 2017. Professor Bendjilali presented the following paper at the Conference entitled “Multiple Testing Hypotheses Procedures with Applications to the Medical and Finance”:



**Abstract of the Paper:**

*“High-dimensional data is now common in many applications across the medical, biological, physical, finance and social sciences. With this increased capacity to generate and analyze data, classical statistical methods may no longer ensure the reliability or replicability of scientific discoveries. We will examine a range of modern methods that provide statistical inference tools in the context of modern large-scale data analysis. The paper examines the problems of multiple testing and statistical inference from a modern point of view. The main topics discussed were:*

1. Introduction to Multiple Testing
2. The Multiple Testing Problem.
  - a. Type I error rates
  - b. Some known procedures.
    - The Bonferroni Procedure.
    - The Sidak Procedure
    - The BH Procedure
3. The Modified BH Procedure

Professor Bendjilali also presented a joint paper at the JMS Meeting in Baltimore from July 29 to August 3, 2017. The paper was presented under Model Building and Selection section on Statistical Computing on 8/1/2017 ([A Data-Driven Approach to the Problem of Multiple Testing](#) - Nasrine Bendjilali, Rowan University; Boualem Bendjilali, RVCC; Wei-Min Huang, Lehigh University.)

**Science and Engineering**

Following is a listing of seminars offered through the Science & Engineering Department, which are free and open to all members of the college and the community. Please encourage your colleagues and students to attend. Refreshments will be served.

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Presenter</b>	<b>Title of Seminar</b>
9/18	11:30 AM	SC100/101	Dr. Dan Teodoru	Descartes was wrong. It’s “I am, therefore I think”
9/25	11:30 AM	SC100/101	Dr. Dan Teodoru	"Don't just sit there, do something!" How through evo/devo the brain finally learned how to get its body to do what it wants
10/2	11:30 AM	SC100/101	Lonny Buinis	The Mystery of the Planet Vulcan... SOLVED!
10/9	11:30 AM	SC100/101	Dr. Paul Schueler	Discovery and the Birth of

				Modern Science
10/23	11:30 AM	SC100/101	Annie Leikauf of Seeing Eye, and Larry Dawkins of Puppies Behind Bars	Working Dogs
10/30	11:30 AM	SC100/101	Ed Potosnak, Executive Director, NJ League of Conservation Voters	TBA
11/13	11:30 AM	SC100/101	RVCC Professors John Cleary, Melanie Lenahan, Bill Crosbie, and Physics/Philosopher/Adjunct Nikolay Tugushev	Where is the World Going?
12/4	11:30 AM	SC100/101	Jenna Nugent and Winston Tran (RVCC Engineering students)	Designing and delivering a head-stabilizing device
12/11	11:30 AM	SC100/101	Student Presentations	TBA

### Visual and Performing Arts

#### Faculty Activities:

Virginia Smith used her Graphic Design, Digital, and Storytelling skills to help her local animal shelter EASEL of Ewing, NJ apply for a PETCO grant that could be as much as \$100,000.00 for the shelter. She wrote the story and created a video of how adopting her two dogs have brought her great joy and reminded her to appreciate the little things and be in the moment.

Val Sivilli spearheaded the formation of the first ever Hunterdon County Wide Artist Studio Tour *THAT*. The Hunterdon Art tour was held in May 2017. This coming May 2018, *THAT* will present its second tour. The tour will be expanded to include Hunterdon County's youth by connecting with high school art departments.

#### Student Activities

The AFA Alumni Art Exhibition continues in the College Art Gallery through October 20, 2017.

Fifteen ceramics students and two ceramics instructors (Ann Tsubota and Bill Macholdt) have donated over 150 soup bowls to the annual Empty Bowl luncheon sponsored by the Flemington Food Pantry. The luncheon, open to the public, will be held on October 27 at the Flemington United Methodist Church for a \$25.00 donation.

The juried Students Exhibition opens on November 3 with an Awards reception beginning at 5 p.m. This year's curator is Tom Moran, Chief Curator of Grounds for Sculpture.

The first student theatre production will be *Seminar* by Theresa Rebeck, directed by Dennis Russo. The production will be held in the Welp Theatre from Wednesday, November 1 through Saturday, November 4 (7:30 p.m.)

The fall semester music students recital, coordinated by Tony Strong, will be held on Wednesday, November 8 at 7:30 in the Welp Theatre.

The second student theatre production is *Return Engagements* by Bernard Slade, directed by Danielle Barry. The production will be held in the Welpe Theatre from Wednesday, November 15 through Saturday, November 18 (7:30 p.m.)

#### 4. Committee Reports

##### A. Strategic Planning Committee

Trustee Tracy DiFrancesco reported that the Committee met and unanimously recommends to the full Board of Trustees the following resolution:

##### Resolution #154-2017 – Adoption of the 2018 – 2021 Strategic Plan

WHEREAS, the Board of Trustees of Raritan Valley Community College has supported the development of the 2018 – 2021 Strategic Plan; and

WHEREAS, the College engaged in extensive outreach to key stakeholders: including employees, business and government leaders, non-profit organizations, k-12 partners and the community-at-large; and

WHEREAS, the College seeks to continue to provide access to a high quality and affordable education; and

WHEREAS, the College will identify operational plans to support the implementation of the strategic plan; and

WHEREAS, the College will develop metrics in support of the strategic plan; and

WHEREAS, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community adopts the 2018 – 2021 Strategic Plan.

The Resolution was moved by Trustee DiFrancesco. Trustee DiFrancesco congratulated College community on all their hard work on the College's new Strategic Plan. There being no further comments or questions, the Resolution was seconded by Trustee Hirsch, and approved unanimously by voice vote.

##### B. Educational Programs and Services Committee

Trustee Timothy Howes presented Consent Agenda Resolutions #155-2017 and #157-2017. On motion by Trustee Howes, seconded by Trustee Windrem, the above stated Consent Agenda Resolutions were approved unanimously by voice vote.

Trustee Howes reported that the Committee had a robust conversation on Workforce, new programs, and the College's preliminary budget. Trustee Howes was also pleased to report on the possibility of a local company's new working relationship with RVCC due to a very enthusiastic meeting/tour with the College's Science and Engineering Department.

##### Resolution #155-2017 – Human Resources Action Report

The Board resolves that the following personnel actions be taken:

Human Resources Action Report for October 17, 2017

##### 1. New Adjunct Faculty

The following individuals are recommended as new adjunct faculty for the Fall Semester 2017 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$912 to \$972.

Last Name	First Name	Rank	Department	Hire Date	Per credit hour rate
Beckwith	Michael	Assistant Professor	Social Sciences & Education	9/20/2017	\$931
Carlton	Richmond	Instructor	Social Sciences & Education	9/20/2017	\$912
Mehta	Swati	Instructor	Computer Science	9/20/2017	\$912
Sperry	Edmund	Assistant Professor	Business & Public Service	9/20/2017	\$931

### 2. New Hire- Administrator

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

Name	Title	Salary	Department	Start date
*Jill Erwin	Theater Manager	\$62,590	Theater	10/23/17
**Kimberly Meany	OTA Academic Field Coordinator	\$57,531	Occupational Therapy	10/3/17
**Shane Repmann	Academic Advisor	\$57,765	Advising & Counseling	10/16/17

\*Budget code 685-8900-5010-90/replacing J. Alexander

\*\*Budget code 100-3173-5010-10

\*\*\*Budget code 100-3520-5010-50/replacing M. Brosnan

### 3. Retirement

The following reflect employee(s) who intend to retire from the college.

Name	Title	Department	Effective Date
Patricia Richmond	Assistant Registrar	Enrollment Services	October 13, 2017

### 4. Status Change- Administrator

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

Name	Title	Salary	Department	Start date
*Marguerite Gavakos	Assistant Registrar	\$64,590	Enrollment Services	10/16/17

\*Budget code 100-3530-5010-50 /replacing P. Richmond

### 5. Status Change- Staff (Confidential)

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

Name	Title	Salary	Department	Start date
*Diana Trybulski	Administrative Assistant II- STEM	\$50,945	Science & Engineering/Divisional Dean	10/16/17
**Roberta Harmon	Administrative Assistant	\$50,314	Dean-Academic Support	11/01/17

	II-Divisional Dean		& Edu Partnership	
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\*Budget code 100-3010-5310-40/replacement

\*\*Budget code 100-3013-5310-40/E. Cronin

Resolution #156-2017 – Appointment, Full-Time Temporary Spring 2018 Semester

BE IT RESOLVED, that at the recommendation of the President, the following full-time one semester faculty appointment be approved for Spring 2018:

Name	Title	Department	Start Date	Salary
*Arathi Shankri	Instructor Computer Science Temporary	Computer Science	1/1/18	\$29,882

\*Budget code 100-3120-5140-10

Resolution #157-2017 – Salary Correction, Reappointments, First Year Teaching Faculty

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

**Approved per resolution February 17, 2017- \*\*\*SALARY CORRECTION\*\*\***

Name	Title	Department	Start Date	Salary
George Soliman	Instructor Mathematics	Mathematics	9/1/17	\$57,750

C. Finance Committee

Trustee Margaret Windrem reported on the Treasurer’s Report (Resolution #158-2017) for the period 09/01/17 to 09/30/17. On motion by Trustee Windrem, seconded by Trustee Howes, the Treasurers’ Report was approved unanimously by voice vote.

Trustee Windrem further presented Consent Agenda Resolutions #159-2017 through #169-2017. On motion by Trustee Windrem, seconded by Trustee Howes, the above stated Consent Agenda resolutions were approved unanimously by voice vote.

Trustee Windrem reported that the Committee had a productive preliminary budget discussion and review of Capital project status.

Resolution #159-2017 – Various Vouchers for Payment

BE IT RESOLVED, that the following September 2017 vouchers be approved for payment; and

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

Check #s	280508-281251	
ACH#s	3	
	Total Checks	\$1,598,882.20
	Total ACH	13,716.85
	Total Vouchers	1,612,599.05
	Construction and Architect Vouchers	50,887.50
	Less Previously Approved	(14,338.75)
	Total	<u>\$ 1,629,147.80</u>

Resolution #160-2017 – Data Network Management and Security Systems Services

WHEREAS, due to the significant increase in usage of the campus data network, RVCC requires comprehensive data network management and security system services including the purchase of hardware, software licenses and configuration services; and

WHEREAS, the campus data network is essential to all academic and administrative computing as well as internet access; and

WHEREAS, maintenance, support and service for management and security hardware and software will be needed during Fiscal Year 2018 and is available from Extreme Networks through their authorized reseller PhillyCom, Inc; and

WHEREAS, in accordance with N.J.S.A. 18A:64A-25.9, a county college without advertising for bids, may purchase any materials, supplies, good, services or equipment pursuant to a contract for such items entered into on behalf of the State of New Jersey by the Division of Purchase and Property; and

WHEREAS, Extreme Networks, Inc. is under contract with the Western State Contracting Alliance (WSCA) of which the State of New Jersey is a member (Contract #87722); and

WHEREAS, a purchase order will be issued as follows:

<p><b>PhillyCom, Inc.</b> <b>3801 Germantown Pike</b> <b>Suite 201F</b> <b>Collegeville, PA 19426</b> <b><u>Amount: \$60,578.00</u></b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove to PhillyCom, Inc.

Michael DePinto  
Director of Purchasing

Resolution #161-2017 – New Steelcase Furniture for the Nursing Department

WHEREAS, the purchase and installation of new furniture is needed in the Nursing department; 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, Arbee Associates is an authorized distributor of Steelcase furniture; and

WHEREAS, Steelcase, Inc. has entered into a contract with E&I Cooperative Services (E&I Contract #07Z00800), of which RVCC is a member; and

WHEREAS, a purchase order will be issued as follows:

<p><b>Arbee Associates</b> <b>1531 South Washington Avenue</b></p>
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**Piscataway, NJ 08854**

**Amount: \$30,032.86**

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 Arbee Associates.

Michael DePinto  
Director of Purchasing

Resolution #162-2017 – New File Cabinets for Human Resources Records Storage

WHEREAS, the purchase of new file cabinets is needed for the Human Resources Records Storage area; and

WHEREAS, in accordance with N.J.S.A. 18A:64A-25.9, a county college without advertising for bids, may purchase any materials, supplies, good, services or equipment pursuant to a contract for such items entered into on behalf of the State of New Jersey by the Division of Purchase and Property; and

WHEREAS, Krueger International has entered into a contract with the State of New Jersey (State Contract #A81720); and

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 follows:

**Krueger International  
c/o Arbee Associates  
1330 Bellevue Street  
Green Bay, WI 54302  
Amount: \$22,426.24**

Michael DePinto  
Director of Purchasing

Resolution #163-2017 – Extension of the Security Services Agreement

WHEREAS, the contract with U.S. Security Associates, Inc. for Security Services expired on July 31, 2017; and

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized a two-month extension to this contract via Resolution #117-2017; and

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized a one-month extension to this contract via Resolution #148-2017; and

WHEREAS, U.S. Security Associates has agreed to extend the contract for two months at the current rate of approximately \$68,000.00 per month; and

WHEREAS, during this time period the College will publicly advertise for bids and evaluate proposals for a new three-year Security Services contract; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to extend the current contract for the two-month period of November 1, 2017 through December 31, 2017 with:

**U.S. Security Associates, Inc.  
1000 Route 9 North  
Woodbridge, NJ 07095**

Michael DePinto  
Director of Purchasing

Resolution #164-2017 – Purchase of Lighting Retrofit Kits

WHEREAS, Raritan Valley Community College has advertised for bids for the purchase of Lighting Retrofit Kits for the Campus Drive light poles; and

WHEREAS, the Bid Opening is scheduled for Friday, October 27, 2017, which is after the October 2017 Board Meeting; and

WHEREAS, as of October 10, 2017, twelve (12) bids have been distributed to vendors; and

WHEREAS, the College administration estimates the cost of the purchase to be approximately \$100,000.00; 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, December 5, 2017; 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 December 2017 Board Meeting.

Michael DePinto  
Director of Purchasing

Resolution #165-2017 – Renewal of Oracle License and Support Agreement

WHEREAS, Raritan Valley Community College requires the renewal of the Oracle License and Support agreement for the period of July 1, 2017 through June 30, 2018; and

WHEREAS, Oracle is the database management software used to contain all of the data from the College's Banner System; and

WHEREAS, this licensing contract allows RVCC to use Oracle for applications other than Banner, providing the College with tools to diagnose problems, improve system performance and afford unlimited processor licensing for our servers; and

WHEREAS, in accordance with N.J.S.A. 18A:64A-25.9, a county college without advertising for bids, may purchase any materials, supplies, good, services or equipment pursuant to a contract for such items entered into on behalf of the State of New Jersey by the Division of Purchase and Property; and

WHEREAS, Oracle America, Inc. is under contract with the Western State Contracting Alliance (WSCA) of which the State of New Jersey is a member (Contract #42967); and

WHEREAS, a purchase order will be issued as follows:

**Oracle America, Inc.  
500 Oracle Parkway**



**Redwood Shores, CA 94065**

**Amount: \$175,598.20**

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 Oracle America, Inc.

Michael DePinto  
Director of Purchasing

Resolution #166-2017 – Accounts Receivable Write-Offs (Regular)

WHEREAS, the Board of Trustees is required to approve the write-off of accounts deemed to be uncollectible;

WHEREAS, College management has identified 641 individual accounts totaling \$409,839.39 of previously billed revenue and spanning several fiscal years from 2012 to 2017; and

WHEREAS, management has performed all reasonable due diligence to collect moneys legitimately owed to the College;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College hereby authorizes the write off of a total of \$409,839.39. This amount will be charged to reserves previously established for this purpose.

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John Trojan  
Vice President of Finance and Facilities

Resolution #167-2017 – Accounts Receivable Write-Offs (STEP)

WHEREAS, the Board of Trustees is required to approve the write-off of accounts deemed to be uncollectible;

WHEREAS, College management has identified 502 individual accounts of students within prisons totaling \$733,019.00 of previously billed revenue in fiscal year 2017; and

WHEREAS, management has performed all reasonable due diligence to collect moneys legitimately owed to the College;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College hereby authorizes the write off of a total of \$733,019.00 related to the STEP. This amount will be charged to reserves previously established for this purpose.

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John Trojan  
Vice President of Finance and Facilities

Resolution #168-2017 – Forward Electricity Purchases

WHEREAS, Raritan Valley Community College consumes a significant amount of electricity during the year to service various campus operations;

WHEREAS, the College already has in place self-generation capabilities in the form of a combined heat and power plant that provides about 45% of our annualized electricity needs that go through the main

meter and the solar array that provides about 90% of the requirements for the secondary meter serving the Arts Building and Child Care Center; and

WHEREAS, the College's current contract expires December 31, 2017 and its independent consultant New Energy Concepts has advised that current market conditions were favorable to a decision to obtain forward pricing of electricity as a commodity to the extent that annual savings could range between \$60,000 - 100,000 on aggregate annual purchases of 9,400,000 kwh; and

WHEREAS, because time is of the essence to make a decision by 3:00 PM on the same day that the bids are due, Management seeks Board of Trustees authority for the VP Finance & Facilities to conduct a public auction process and commit the College on a specific date to purchase electricity for a period not to exceed 36 months if conditions remained favorable.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the President or the VP Finance & Facilities to enter into a contract and issue purchase orders to the successful bidder. The Board will affirm the contract award at its December 5<sup>th</sup> meeting.

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John Trojan  
VP Finance & Facilities

Resolution #169-2017 – Natural Gas Forward Purchase Confirmation

WHEREAS, the College's current contract for raw natural gas material and delivery charges expires October 31, 2017 and the College had been advised by its independent consultant New Energy Consultants (NEC) that current market conditions were favorable to a decision to obtain additional forward pricing; and

WHEREAS, the Board of Trustees per resolution 152A – 2017 authorized management to conduct a bid process and award a contract for purchasing natural gas for a period not to exceed 36 months; and

WHEREAS, NEC received four bids on the College's behalf on September 20 pursuant to a full requirements RFP and advised that the most attractive pricing was for a 36-month period; and

WHEREAS, the forward pricing from Constellation Energy for the period 11/1/17 through 10/30/20 of \$4.98 per dekatherm (taxes included, full requirements) results in an annualized budget increase of approximately \$17,500, versus the daily market price quoted by PSE&G on September 20 of \$5.35, which if annualized, would be an increase of nearly \$31,000.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College affirms the contract award to Constellation Energy to provide natural gas to the college for the period 11/1/17 through 10/31/20 at a price of \$4.98 per dekatherm.

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John Trojan  
VP Finance & Facilities

D. Audit Committee

Trustee Margaret Windrem reported that the Committee had its preliminary meeting with the College's auditors. The Committee will thoroughly review the draft Annual Audit Report with the auditors at their November 21, 2017 meeting. The full Board of Trustees will also have adequate opportunity to review the full report prior to considering its approval at the December 5<sup>th</sup> Board of Trustees meeting.

E. Governance, Policy, and Presidential Evaluation Committee

Trustee Paul Hirsch reported that the Committee arrived at a final version of new mission and vision statements for the College. The President, as part of the College's governance process, will review those statements with the various constituents. The Committee will present the new statements to the full Board at a future meeting.

The Committee reviewed and approved the annual Board self-evaluation instrument. Trustee Margaret Windrem, who has graciously agreed to oversee the process, plans send out the survey to all trustees shortly after the Board meeting. It is the Committee's hope to provide a full report at the next scheduled Board of Trustees meeting.

The Governance Committee will continue to function as the nominating subcommittee for the slate of officers for 2018. An announcement was made that nominations could be sent directly to Trustee Hirsch, as chairman of the Committee, or to Sheri Pontarollo, Board Secretary. The 2018 slate of officers will be recommended by the Nominating Subcommittee and voted on by the full Board at the annual November Reorganization meeting, which has been rescheduled for Tuesday, December 5, 2017.

The Committee reviewed and approved the proposed 2018 Board of Trustees meeting schedule. A resolution for the full Board to approve the meeting dates will be on the Annual Reorganization meeting agenda.

The Committee had an active brainstorming discussion on the College's preliminary budget.

Following the President's trip to Jackson College to assess their new student housing development, the Committee will revisit discussions on potential student housing on our campus.

As required by the State of New Jersey, the Committee reviewed the Campus Safety Report for the period September 19 through October 17, 2017. A Cyber Security update will be provided to the Committee at a future meeting.

IV. Old Business

None

V. New Business

None

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.”

There were no public comments at the time.

VII. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 5:45 p.m.

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