

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
SEPTEMBER 25, 2018

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, September 25, 2018, at Raritan Valley Community College, Route 28 and Lamington Road, Branchburg Township, North Branch, New Jersey.

Chairman Robert P. Wise called the Regular Board of Trustees 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
Paul J. Hirsch
W. Timothy Howes
Roger R. Locandro
Andrew J. McNally
Felecia Nace
Eric Neira
Donna M. Simon
Juan Torres
Robert P. Wise
Tracy DiFrancesco Zaikov

Absent: Donald Rica
Margaret Windrem

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

A quorum was present.

III. Agenda Items

1. Approval of Regular Meeting Minutes

On motion by Trustee Paul Hirsch, seconded by Trustee Caren Bateman, the Regular Meeting minutes of August 25, 2018 were approved by voice vote.

2. Chairman's Report

Chairman Robert Wise reported with great sadness on the passing of Dr. Catherine Hebson McVicker, a true champion of Raritan Valley Community College who served three decades on the Board of Trustees and two years as its Chair. The Chairman commented that when Hunterdon and Somerset County Freeholders approved co-sponsorship of the College in 1986, Catherine was the first trustee appointed to represent Hunterdon County, and she did so with grace, commitment, and determination. She continued her support by serving two decades on the RVCC Foundation Board. From the moment Catherine arrived, she was the College's greatest advocate—praising the benefits of RVCC throughout the two counties, the state and across the country. She continued to support RVCC while serving on the Executive Committee of the New Jersey Council of County Colleges. Catherine's commitment to higher education was further acknowledged in June

2017 when she received the Ronald D. Winthers Community College Trustee Leadership Award for her dedicated service to NJ's 19 community colleges.

The Chairman further commented that at RVCC, Catherine was a constant, very welcome presence, applauding student accomplishments, supporting academic and cultural programs, and nurturing a strong community. She will be greatly missed by all of us at the College and it's difficult to imagine RVCC without Catherine.

The College hosted a celebration of the life of Catherine Hebson (McVicker) on September 16, 2018, joined by Catherine's family and her wide community of friends and colleagues.

The members of Board of Trustees and audience then held a moment of silence in Catherine's memory.

Chairman Wise reported that this year, the RVCC Foundation is holding its annual raffle ticket sale early to coincide with RVCC's 50th Anniversary Golden Harvest Gala on October 25, 2018, when the winning tickets will be drawn. (Raffle winners need not be present.) This year, in addition to one extraordinary gift and three consolation prizes, we will have 10 extraordinary gifts to raffle off. Gifts include: One of three trips to Europe; Four tickets to *Hamilton* on Broadway; Exclusive, pre-game, on-the-field experience for four at Yankee Stadium, followed by a 2019 regular season game to name a few.

President's Report

President McDonough provided a fall 2017/2018 enrollment comparison, which reflected a 4.4% decline in headcount and a 5.9% decline in credit hours, respectively. The President also shared an interesting analysis on four different enrollment categories – STEP enrollment (fall'17-1790 vs fall'18-2431), concurrent enrollment (fall'17-3599 vs. fall'18-3828), online enrollment (fall'17-6458 vs. fall'18-6743), and on-campus credit hours (fall'17-64985 vs. fall'18-59672 or 8.1% down) – and described the complexity that each had on revenue and credit hours. In addition, the President reported that the community college sector reflected declines ranging from 1% to 13% - revealing the seriousness of this issue is not unique to Somerset and Hunterdon Counties but to all NJ community colleges.

The President reported on the steps being taken to address the College's deficit, which has included a hiring freeze, deferred maintenance, energy savings plans, and enrollment past the 10th day. The President indicated that further efforts are being made to identify additional savings.

President McDonough expressed his appreciation to John Trojan and Violet Willensky for their hard work and efforts managing the deficit. Trustees also expressed their appreciation to President McDonough and the Board Finance Committee for their diligent efforts and difficult decisions to keep the budget as tight as possible.

The President's full written report, which highlights several achievements, is provided below.

Upcoming Board Events

The next Board of Trustees meeting is scheduled for Tuesday, October 30, 2018 at 5:15 p.m. (Committee schedule to follow.)

Attachments

- Flyer – *LEOS Lifelong Educational Opportunity Students*
- Flyer – *Golden Harvest Gala Raffle Tickets*

- Flyer – The Institute for Holocaust and Genocide Studies High School Learning Through Experience Program
- News Release – *RVCC Recognized with National Award for Diversity Initiatives*

Items of Note

- RVCC was ranked seventh in the country in the 2018 Sustainable Campus Index. This is the fourth time that RVCC has achieved this national ranking. The ranking reflects the College's 2009 agreement with the EPA, its recycling programs, its carbon neutrality, its reduced water usage, its four level-2 electric car charging stations, and its upgraded cogeneration plant.
- The 2018 Community of Color Reception: Celebrating a More Inclusive College was a success. Faculty, staff, students, alumni and Trustees began the event with an opportunity to meet other individuals within the RVCC community. Members of the community were able to connect and to share experiences with members of the community. The event was co-sponsored by the Office of Human Resources and the Office of Multicultural Affairs. The event was impactful. Remarks provided by President McDonough, Board of Trustee Chairman Wise and Foundation Board member Henry reminded the community of our commitment to access and equity. The event culminated with Dr. Liz Henry's remarks about RVCC's intentional practices such as the reception to build a welcoming and more inclusive campus community.
- Admissions & Recruitment Collaborative On-Site Events and Programs (Spring 2018)

Admissions Information Sessions & Campus Tours – This ongoing initiative continues to be popular and well-attended by prospective students. This is a collaborative effort with the Workforce Training Center, Athletics, and Rutgers to showcase more of the College and transfer opportunities.

Adult Information Sessions – This ongoing initiative is a collaborative effort with the Workforce Training Center to provide prospective adult students with the opportunity to visit the campus and learn about RVCC. This collaboration also includes our University Partners.

Spanish Information Sessions & Campus Tours – The Admissions and Recruitment Team is launching information sessions in Spanish in order provide guests information and campus tours in Spanish.

High Schools

Fall Recruitment – The fall recruitment season is well underway. The recruiters are attending college/career fairs and recruitment visits throughout both counties.

Concurrent Enrollment Program (Matriculation Focus) – The Admissions Team is collaborating with K-12 partners to promote the Top Ten Reasons to attend RVCC, financial savings, transfer opportunities, and matriculation to RVCC upon graduation.

On-Campus Events

RVCC Community Day (September 22, 2018) – A college-wide event to promote the 50th Anniversary and celebrate RVCC. The Admissions & Recruitment team had an Information Table and also offered campus tours.

Fall Open House (October 13, 2018) – College wide collaborative recruitment event, which will include all academic divisions, student services, College programming, alumni, the Workforce Training Center, University Center partners, Hart public transportation, and RVCC student volunteers.

Safe Communities Coalition's Professional Fall Conference (October 26, 2018) – The Admissions & Recruitment Team and Workforce Training will be hosting a literature table to provide information and answer any questions from guests.

College & Career Exploration Event (tentative date November 13, 2018) – This is a collaborative event with RVCC/K-12 partners to introduce a variety of RVCC programs to this group of prospective students.

Engineering Career Night (December 5, 2018) – This initiative is a collaborative effort with the Engineering Department & the Authentic Engineering Program to provide prospective students with the opportunity to visit the campus, network with industry leaders and professionals, and to learn about career pathways, hands-on projects, and internships.

Dates are also set for our Spring Career Nights for Business, Engineering, and the Criminal Justice Departments.

Junior Achievement Career Readiness Program (November 2, 2018) – The third annual collaborative recruitment event with Admissions & Recruitment, the Workforce Training Center, STEM Authentic Engineering Experience, Junior Achievement, and Accenture.

College & Career Exploration Event (11/13) – This is a collaborative event with RVCC K-12 Partners-College Readiness Now Program, Academics and Admissions to introduce a variety of RVCC programs to this group of prospective students.

Off-Campus Events

Somerset County Libraries – New RVCC Overview and promotion initiative for our Spanish & Adult Information Sessions and upcoming events.

Hunterdon Healthcare Hospital (September 18, 2018) - Information table for employees of the hospital.

“Back to School” at RWJ Hospital, New Brunswick (September 27, 2018) – Information table for employees of the hospital.

Annual Convention and Business Expo 2018 (October 12, 2018) – This event is organized by the Statewide Hispanic Chamber of Commerce of New Jersey. Attracting Hispanic-run organizations across the state, the Expo is a great opportunity to reach the Latino business community.

Aging Out Event (October 19, 2018) – For youth 18-21 who are “aging out” of the Somerset County system. The event is designed to link youth with resources throughout the county. RVCC will share the benefits of a higher education.

Ortho Raritan Health Fair (October 25, 2018) – Information table for employees at Ortho.

The Arc of Somerset County Benefits Fair (October 26, 2018) – Information table for employees of the Arc.

Health & Wellness Expo @ Bridgewater Mall (October 29, 2018) – Information table to promote RVCC and meet with prospective students.

Hunterdon County Business Expo & Food Showcase (November 8, 2018) – Admissions & Recruitment and the Workforce Training Center will have an information table for guests.

- As part of the yearlong celebration marking RVCC’s 50th Anniversary, the public was invited to a Community Day, on Saturday, September 22, 2018 from 2-6 p.m., at the College. Hosted by the Planetarium, RVCCArts, and the Workforce Development department, the day included a music festival, laser shows, and an art exhibition.

RVCC Cosmetology students also provided free hand and arm massages, and participants had the opportunity to win giveaways or services at Protégé, the College’s working salon and spa, by taking a

spin on a Wheel of Beauty. In addition, a racecar was parked near the front entrance of the College, offering car enthusiasts the chance to take photos and chat about the industry with the driver, as well as learn about RVCC's Automotive program.

The Planetarium hosted free screenings of a laser show for recommended audiences ages 6-12. The program featured songs from the Planetarium's Laser Kids show, such as the *Pokémon* theme song and "Everything is Awesome" from the *LEGO Movie*. The 3M Observatory, located next to the Planetarium, also was open and hands-on activities were available in and around the Planetarium.

As part of the Community Day celebration, members of the public witnessed the talent of the College's Visual Arts faculty during the Art Faculty Exhibition. The show, featuring work representing a wide range of media included drawing, painting, sculpture, ceramics, printmaking, video, graphic design, digital media, interior design, and photography.

The Aiken & Friends Fest was held outdoors in RVCC's center Courtyard. There was no charge for the entertainment, and guests were treated to four sets of live music by such artists and groups as Jo Stones & Phil Swanson, MSG Acoustic Blues Trio, Banjo Nickaru & Western Scooches, and Session Americana. The Festival also included a drop-in Pickers Tent where local musicians were invited to play together. In addition, the Festival featured local craft vendors and activities for children.

- The New Jersey Council of County Colleges is trying to develop a more dynamic, responsive framework for the future of New Jersey's community colleges. The Council intends to produce a focused report of national significance, a document that will offer a bold vision for the state's community college sector.

With an ambitious deadline of December 2018, the report will

- articulate an ambitious vision that will serve as a rallying point for all institutions within the sector;
- solidify community colleges as a vital cornerstone of the state's educational system, incorporating strengthened partnerships with high schools, colleges, and universities;
- support the formation of an ever-expansive coalition of partners, including the business community, foundations, state government, and community-based nonprofits;
- develop a clear and transparent rationale for a legislative policy agenda;
- inform any strategic plan that the Secretary of Higher Education advances for higher education in New Jersey;
- help shape the state's economic development strategy and the priorities of other key state departments and agencies;
- guide and inform future collaborations among the state's community colleges, promoting those partnerships that respond best to student, industry, or other postsecondary needs;
- focus the work of the Council and any other component offices of the Council.

In order to accomplish this task, the Council will

- meet with key state government leaders;
- build a broad coalition of leaders throughout the state;

- operationalize the vision by building on the Council’s existing strategic plan;
- establish a clear legislative agenda for the Council;
- incorporate the efforts of the Center for Student Success.

The President will update the RVCC community on the progress of this important effort.

- The following offers a brief update on legislation that affects the community sector in New Jersey:

A2001/S2455: Health Benefits Transfer

The Assembly will consider this bill in the fall session.

A3902/S2293: Securing Our Children’s Future Bond Act

The Governor gave this bill a conditional veto on August 27th. The bill, now reduced from \$1 billion to \$500 million, will be placed on the November ballot as a referendum to approve \$350 million for the county vocational school districts, \$100 for school district water infrastructure improvements, and \$50 million for the community college sector for career and training facilities. A 25% match is still required for the community college and the vo-tech school projects. Additionally, priority funding will be given to projects that include a partnership between the vo-tech and the county college.

S865/A1299: Public Private Partnerships P3s

This bill has been signed into law and allows for county colleges to enter into private funding partnerships for certain buildings and highway projects.

S767/A3892: College Affordability Study Commission (CASC) Package

This commission recommendation directs the Secretary of Higher Education to launch a marketing campaign to encourage students to enroll in thirty credits a year. The second part of the bill requires institutions to report to the Secretary concerning those strategies and incentives to accomplish this goal.

S1265/A3634: College Affordability Study Commission (CASC) Package

Establishes the standard number of credits for an associate degree as sixty and the standard number of hours for the award of a baccalaureate degree as 120. The bill allows for exceptions for programs with professional accreditation or certification requirements. College governing boards may also approve exceptions after consultation with the Secretary of Higher Education. Signed into law on August 17, 2018.

S2046/A3625: Tuition and Fees Transparency

Passed the Senate and now at the Assembly Higher Education Committee. The bill would require institutions of higher education to improve transparency of tuition and fees.

Faculty/Administration/Student Highlights

English

Charlie Bondhus’s third poetry book, *Divining Bones*, was released from Sundress Publications on September 15. Charlie and Brandyn Heppard will be holding a reading and discussion on October 2 at 4 pm as part of RVCC's *National Coming Out Week* event series.

Visual and Performing Arts

Faculty Activities:

Wes Sherman, adjunct professor, is currently exhibiting at The Center for Contemporary Art in Bedminster, New Jersey in his 43rd solo exhibition. “Enough to Swear By” is a series of small paintings, (11 x 14 inches or smaller) that explores the complex experience of being an artist, most particularly an artist in nature. Wes

Sherman also is proud to announce that his studio is now sponsored by Guerrilla Painter and Judsons Art Outfitters.

This past spring, Steve Caruso once again participated in organizing PrinceCon (now in its 43rd year) at Princeton University. PrinceCon is one of the oldest roleplaying conventions in the world and consists of a weekend of storytelling games based upon the Dungeons & Dragons 5th Edition rules. The weekend included classical and experimental roleplaying techniques, new applications of computerized systems for character generation and management, as well as multimedia systems to augment and enhance real-time storytelling with music, sound effects, and visualizations. Raritan Valley was well represented, with over 15% of the player participants in attendance hailing from the Game Development and Interactive Digital Media programs, the faculty, and their family members.

This past summer Steve Caruso also published an abstract at SIGGRAPH '18 in Vancouver on his DEGAS oil painting algorithm and software implementation (<https://doi.org/10.1145/3230744.3230777>). SIGGRAPH is the world's largest conference on computer graphics which takes place once a year and is attended by tens of thousands of computer graphics professionals. DEGAS was also used to paint his work that is currently on display in the Faculty Art Show and was again featured in Arts in the Park 2018 where it came in 3rd place in its category "Digital Graphics & Printmaking".

In addition, Steve has taken on a two year term as Technology Fellow at the CTLS where he is looking forward to meeting the technological needs of fellow faculty members in their pedagogical pursuits.

Adjunct Instructor and independent curator Elvis Fuentes will be participating as a guest speaker at the Creative Time Annual Summit, in Miami, Florida from November 1-3, 2018. His presentation will focus on the interception of surveillance technologies and immigration through the work of contemporary artists

The work of Stockton, New Jersey artist/illustrator Adjunct Instructor Robert Burger was featured in a solo art exhibition, *Magical Musical Animals*, at the Software School, 135 Main Street in Flemington New Jersey from July 21 to August 11, 2018 with an opening reception on Saturday, July 21st from 7:00 – 9:00 p.m.

Instructor Burger's current series of digitally created paintings are based on the theme of Magical Musical Animals; an alligator playing the banjo, a pig playing the accordion, an ostrich playing the oboe, a baboon playing the bassoon, etc. His style has been described as painterly cartoon surrealism and his works of art are created using Adobe Photoshop and Adobe Illustrator software.

Throughout his career Burger has created illustrations for a wide range of clients and is well-known for designing the logo for "Conan the Barbarian" and the covers of the "Chief Inspector Morse" books. He is the recipient of a New Jersey State Council on the Arts Design Grant Award in Illustration and his work has been included in exhibitions at the Society of Illustrators of New York, the Society of Illustrators of Los Angeles, and the Art Directors Club of Philadelphia. His designs have been featured in Print's Regional Design Annual, the Graphic Design Annual, and in numerous books on Adobe Illustrator software.

Sarah Roche is exhibiting recent work with Kellyann Monaghan in an exhibition, *What the Water Does*, at Cerulean Arts in Philadelphia. The artists have a long-time connection that began in art school, often painting side by side at the water's edge, and most recently on a trip to the coast of Ireland. Influenced by the urgency of the discussion of climate change, Monaghan has increasingly been focusing on dramatic weather events in her paintings and monoprints, tapping into feelings of anxiety and awe inspired by the natural world. Sharing these concerns, Roche is drawn to return to specific places that serve as touchstones. Practicing watercolor and oil, she responds to the changeable qualities of the environment. The exhibition is the result of two friends' meditation on the elemental force of nature inherent in the power of water. The exhibition is from September 26th to October 21, 2018 with an opening on September 29th from 2-5 pm and an artists' talk on October 13th at 1 pm. Philadelphia art gallery Cerulean Arts Gallery & Studio is located at 1355 Ridge Avenue, Philadelphia.

Loretta Fois presented her solo, *With only the clothes on our backs*, at the Rochester Fringe Festival (Rochester, New York) on September 22nd. She, along with RVCC student Nathan Forster, were asked to perform at the Festival by the Format/Mayhem dance company.

Steve Hudson, pianist and adjunct professor with the Visual and Performing Arts Department at RVCC, will be performing a concert on September 30th at the Jazz Forum, Tarrytown, New York with the Claire Daly Quartet. The same group will also perform at the New Brunswick Jazz Project in New Brunswick, New Jersey on October 18th. Please visit www.steve-hudson.com for more details.

Ann Tsubota, Tony Strong, and Bill Crosbie will represent the Visual and Performing Arts Department at the RVCC Open House on October 13, 2018.

The October Art Gallery Exhibition will be a solo exhibition of the work of retiring Professor Donna Stackhouse. The Exhibition opens on October 1. An artists' talk and reception will be held on Friday, October 6th starting at 5 p.m.

Student Activities

The first student theatre production of the year will be *The Sonic life of the Big Tortoise*, a play by Toshiki Okada and adapted by Aya Ogawa. The production, directed by Dennis Russo, will be performed Wednesday through Friday, October 24-26 at 7:00 p.m. in the Welpel Theatre.

Nineteen ceramics students and two instructors, Bill Macholdt and Ann Tsubota, are making 300 soup bowls that they will donate to the Flemington Food Pantry for their annual lunch on Friday, October 19, 2018.

Foundation

Golden Harvest Gala

The Gala has generated tremendous communitywide support for RVCC. Revenue from sponsorships and ticket sales now totals \$289,000, and ads in the program journal has raised \$27,750.

Attendance now numbers 420 people. Since we want to cap the event at 500 to ensure some breathing space at The Palace that means only 80 tickets remain. If you are interested in sponsoring a table or purchasing tickets, please contact Ronnie Weyl as soon as possible to make sure we can accommodate you.

Raffle Tickets

In celebration of Raritan Valley Community College's 50th Anniversary, the RVCC Foundation is holding its annual raffle ticket sale earlier this year to coincide with its Golden Harvest Gala on October 25, 2018, when the winning tickets will be drawn. (You don't have to be present to win!)

And instead of one extraordinary gift and three consolation prizes, we have 10 extraordinary gifts to raffle off, including a trip to Europe; four tickets to see *Hamilton* on Broadway, with a pre-theater dinner for four at Sardi's, and more. Tickets cost \$100, and only 500 tickets will be sold. The Foundation hopes to raise \$50,000 that will go towards the Gala revenue and support scholarships.

"50 at 50" Campaign

The Foundation has engaged 32 individuals, corporations, businesses, and foundations, who responded generously to the call and made a minimum gift of \$10,000 in honor of the College's 50th Anniversary. These major gifts, totaling over \$886,000, will help Raritan Valley Community College sustain its commitment to excellence, innovation, and access.

In the year ahead, the Foundation will continue its outreach efforts to secure at least 18 more gifts to reach its goal of 50 donors participating in the 50th anniversary campaign.

3. Committee Reports

A. Finance Committee

Chairman Robert Wise reported on the Treasurer’s Report (Resolution #136-2018) for the period 08/01/18 to 08/31/18. On motion by Chairman Wise, seconded by Trustee Locandro, the Treasurers’ Report was approved unanimously by voice vote.

Chairman Wise presented Consent Agenda Resolution #137-2018 through #149-2018. On motion by Chairman Wise, seconded by Trustee Nace, the above stated Consent Agenda resolutions were approved unanimously by voice vote.

Resolution #137-2018 – Various Vouchers for Payment

BE IT RESOLVED, that the following May 2018 vouchers be approved for payment; and

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

Check #s	292395-293017	
ACH#s	2	
	Total Checks	\$1,812,187.00
	Total ACH	8,203.86
	Total Vouchers	
		11,820,390.86
	Construction and Architect Vouchers	24,927.43
	Less Previously Approved	(85,066.56)
	Total	<u>\$1,760,251.73</u>

Resolution #138-2018 Commodity Agreement – Somerset County

WHEREAS, Raritan Valley Community College Management is always desirous of pursuing cost savings opportunities as developed from its own initiatives or presented by third parties; and

WHEREAS, RVCC currently benefits from the utilization of services made available by the Somerset County Departments of Public Works and Purchasing pursuant to an agreement first adopted by the Board of Trustees in October 2007; and

WHEREAS, RVCC recognizes that the County of Somerset is a leader in the concept of shared services in accordance with P.L. 2007; C.63, Uniform Shared Services and Consolidation Act and

WHEREAS, the County of Somerset is desirous of implementing Commodity Resale System #201SCCRS, in accordance with N.J.A.C. 5:34-17.1 for the resale of gasoline, diesel fuel, snow removal chemicals and public works materials and supplies

WHEREAS, RVCC wishes to enter into a Master Agreement with the County of Somerset to participate in such joint purchases of goods and services for a period not to exceed five years;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees authorizes the Vice President Finance & Facilities to execute such an agreement on behalf of the College for the period September 15, 2018 through September 14, 2023.

John Trojan, VP Finance & Facilities

Resolution #139-2018 Preparation Services for New West Building Windows and Doors

WHEREAS, the College requires the preparation and fortification of the designated locations in West Building Classroom 101 for the impending installation of new windows and doors; and

WHEREAS, the Director of Purchasing has determined and certified in writing that the value of the services 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, 2018 through June 30, 2019, 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>C. Lombardi Construction, LLC 40 Grover Lane West Caldwell, NJ 07006 <u>Amount: \$29,515.00</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 a purchase order in the amount shown above to C. Lombardi Construction.

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

Michael DePinto
Director of Purchasing

Resolution #140-2018 RVCC Print Shop Tilt-Up Building

WHEREAS, Raritan Valley Community College advertised for bids for the construction of a tilt-up building for the Print Shop; and

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized the award of the RVCC Print Shop Tilt-Up Building construction bid at the August 2018 Board Meeting via Resolution #112-2018; and

WHEREAS, the College Administration stated that the pertinent information for this bid would be reported at the September 2018 Board Meeting; and

WHEREAS, three (3) bids were distributed to vendors and two (2) bids were received and opened on Tuesday, August 28, 2018; and

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

<p>Bedrock Concrete Corp. 801 Hartle Street Sayreville, NJ 08872 <u>Amount Not to Exceed: \$246,900.00</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 make this award and issue a purchase order as described above to Bedrock Concrete Corp.

Michael DePinto
Director of Purchasing

Resolution #141-2018 Print Shop Building Roof

WHEREAS, Raritan Valley Community College advertised for bids for the installation of a 3,200 square foot roof to commence once substantial completion of the Print Shop tilt-up building has been achieved; and

WHEREAS, fifteen (15) bids were distributed to vendors and six (6) bids were received and opened on Tuesday, August 28, 2018; and

WHEREAS, the two low bids from Safeway Contracting and VMG Group were of equal amounts; and

WHEREAS, in accordance with N.J.S.A. 18A:64A-25.20, whenever two or more quotations or bids of equal amounts are the lowest quotations or bids submitted by responsible parties, a county college may award the contract to any one of such parties, as, in its discretion, it may determine; and

WHEREAS, after careful analysis of both proposals and the contact of references provided by each company, it is the recommendation of RVCC management that this project be awarded to Safeway Contracting, Inc.; and

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

<p>Safeway Contracting, Inc. 136 Market Street Kenilworth, NJ 07033 <u>Amount: \$42,000.00</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 make this award and issue a purchase order as described above to Safeway Contracting, Inc.

Michael DePinto
Director of Purchasing

Resolution #142-2018 Supplementary Telephone Services 2018-2019

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized the award of a five-year agreement to Mitel, Inc. (formerly Comm Solutions/ShoreTel) for cloud-based telephone and web-based video services via Resolutions 53A-2017 and 70-2017; and

WHEREAS, supplementary telephone services continue to be required from Windstream (formerly Paetec Communications) to support the various campus Plain Old Telephone Service (POTS) lines which Mitel is currently unable to provide; and

WHEREAS, the RVCC Technology Services department estimates the cost of these services to be approximately \$4,000.00 per month; and

WHEREAS, these POTS lines are presently utilized in conjunction with the campus elevators, alarm systems and direct telephone lines; and

WHEREAS, N.J.S.A 18A:64A-25.5(8) provides exceptions to the requirement for advertising for the supplying of any product or the rendering of any service by the public utility which is subject to the jurisdiction of the Board of Public Utilities, in accordance with tariffs and schedules of charges made, charged or exacted, filed with said board; 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 to Windstream for the period of July 1, 2018 through June 30, 2019 as detailed below:

<p>Windstream P.O. Box 9001013 Louisville, KY 40290 <u>Estimated 12-Month Amount: \$48,000.00</u></p>

Michael DePinto
Director of Purchasing

Resolution #143-2018 Verizon Wireless Cell Phone Services

WHEREAS, the use of cell phones is needed to facilitate communication for the efficient operation of College business; and

WHEREAS, these phones are utilized by the Executive Staff, Facilities, Technology Services and Housekeeping to conduct daily College business; and

WHEREAS, Verizon Wireless was deemed to have the best coverage on campus with a high quality network; and

WHEREAS, N.J.S.A 18A:64A-25.9 provides for the purchase of any materials, supplies, goods, services or equipment pursuant to a contract entered into on behalf of the State by the Division of Purchase and Property, without advertising for bids; and

WHEREAS, Verizon Wireless has entered into a contract with the State of New Jersey for Wireless Devices and Services (State Contract #82583); and

WHEREAS, the estimated cost of this service will not exceed \$48,000.00 for Fiscal Year 2019.

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 above to Verizon Wireless in an amount not to exceed \$48,000.00 for Fiscal Year 2019.

Michael DePinto
Director of Purchasing

Resolution #144-2018 HVAC Units for the New Print Shop Building

WHEREAS, the College requires the purchase and installation of two (2) rooftop HVAC units once the construction of the new Print Shop building is complete; and

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

WHEREAS, the Director of Purchasing has determined and certified in writing that the value of the services 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, 2018 through June 30, 2019, 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>Trane, Inc. 19 Chapin Road Suite #200 Pine Brook, NJ 07058 <u>Amount: \$22,242.00</u></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 Trane, Inc.

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

Michael DePinto
Director of Purchasing

Resolution #145-2018 Replacement of Data Network Ethernet Switches

WHEREAS, twelve (12) Ethernet data network switches, which serve the College Center administrative offices, have reached the end of their useful life and are no longer supported by the vendor; and

WHEREAS, Raritan Valley Community College depends on a reliable and secure campus data network for efficient academic and administrative operations; and

WHEREAS, replacement equipment is required to maintain a dependable, high-speed and high-capacity data network throughout the campus; and

WHEREAS, this purchase would allow the College to obtain twelve (12) new Ethernet data network switches to replace the existing outdated equipment; and

WHEREAS, the replacement equipment must be fully compatible with the existing campus data network equipment from Extreme Networks, 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, PhillyCom, Inc. is an authorized distributor of Extreme Networks equipment; and

WHEREAS, a purchase order will be issued as follows:

<p>PhillyCom, Inc. 3801 Germantown Pike Suite 201F Collegeville, PA 19426 Amount: \$60,366.00</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 #146-2018 Architect Selection for Enrollment Center

WHEREAS, the Board of Trustees of Raritan Valley Community College had previously approved the major capital plan for FY 2019 via resolution #28-2018 and the Board of School Estimate also approved the plan on May 15, 2018; and

WHEREAS, the major capital plan includes \$2.0 million in funding for the creation of a centralized enrollment center which would house key student admissions and support functions to better serve new and existing students; and

WHEREAS, College management reviewed the qualifications of several architectural/ engineering firms and selected DiGroup Architecture based on their previous experience in similar projects; and

WHEREAS, the architect has proposed a lump sum fee of \$122,500 which management believes is reasonable for the scope of the project.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College endorses Management's recommendation with respect to the selection of DiGroup Architecture as the Enrollment Center project architect.

John Trojan, VP Finance & Facilities

Resolution #147-2018 Architect Selection for Bateman Student Center

WHEREAS, the Board of Trustees of Raritan Valley Community College had previously approved the major capital plan for FY 2018 via resolution #47-2017 and the Board of School Estimate also approved the plan on May 19, 2017; and

WHEREAS, the major capital plan for FY 2018 included \$450,000 in funding for the completion of the third floor of the Bateman Student Center which comprises approximately 5,000 square feet as general programming space; and

WHEREAS, College management reviewed the qualifications of several architectural/ engineering firms and selected DiGroup Architecture based on their previous experience in similar projects; and

WHEREAS, the architect has proposed a lump sum fee of \$24,000 which management believes is reasonable for the scope of the project.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College endorses Management's recommendation with respect to the selection of DiGroup Architecture as the Bateman Student Center project architect.

John Trojan, VP Finance & Facilities

Resolution #148-2018 Facilities Master Plan

WHEREAS, the Board of Trustees recognizes the importance and necessity of the College having a long-range campus facilities master plan to complement the strategic planning process and develop a well-reasoned approach to the expansion of its physical plant; and

WHEREAS, the Board last adopted a master plan in 2012; and

WHEREAS, Management has prepared a Request for Proposal (RFP) to distribute to qualified architectural/engineering firms who have expertise in developing effective and thoughtful master plans;

WHEREAS, the plan will identify the need for renovation of existing facilities, the expansion or construction of new facilities, evaluate the adequacy of parking, and the advisability of acquiring adjacent or nearby properties, while coordinating the requirements of a wide array of educational programs and student services.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes Management to conduct an RFP process for the purpose of soliciting facilities master planning proposals and to make a recommendation to the Board once the proposals have been evaluated.

John Trojan, VP Finance & Facilities

Resolution #149-2018 Somerset Hall Elevator Rebuilding

WHEREAS, the College community depends heavily on elevators to navigate several buildings throughout the day; and

WHEREAS, the elevator in the four-story Somerset Hall was installed in 1973 and in the last several years has undergone significant repairs resulting in out-of-service conditions lasting up to five days at a time; and

WHEREAS, in light of the equipment's frequent failure and the increasing difficulty in getting replacement parts because of its age, Management's has determined that a significant replacement of most operating parts including the primary controller, door operating components and power units is necessary at this time; and

WHEREAS, because time is of the essence in ordering the new equipment, some of which have long lead times, Management solicited a proposal from its current elevator servicing company to perform the work during the December/January holiday break; and.

WHEREAS, in accordance with N.J.S.A. 18A: 64A-25.6, any purchase, contract, or agreement may be made, negotiated, or awarded by a county college without public advertising for bids, when an emergency affecting the health, safety, or welfare of occupants of college property requires the immediate delivery of the materials, or supplies, or the performance of the work required to rectify such conditions.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Vice President of Finance and Facilities to issue a purchase order to the following vendor:

<p>Independence Elevator Company 1117 State Route 31 Lebanon NJ 08833 Amount Not to Exceed: \$ 90,000</p>

John Trojan, Vice President
Finance and Facilities

B. Educational Programs and Services Committee

Trustee Timothy Howes presented Consent Agenda Resolution #150-2018. On motion by Trustee Howes, seconded by Trustee McNally, the above stated Consent Agenda Resolution was approved unanimously by voice vote.

Trustee Howes reported that the Committee had a multifaceted discussion on many topics, including the Challenge Grant and a report on Community Outreach Programs for Historically Underrepresented and First Generation Minority Students by Richeleen Dashield, Dean of Multicultural Affairs.

Resolution #150-2018 Human Resources Action Report

The Board resolves that the following personnel actions be taken:

Human Resources Action Report for September 25, 2018

1. Returning- Adjunct Faculty

The following individual(s) are recommended as adjunct faculty for the Fall Semester 2018 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$930 to \$991.

Last Name	First Name	Rank	Department	Per credit hour rate	Hire Date
McKenna	Stevie	Assistant Professor	Social Sciences & Education	\$950	8/29/18
VanDyke	Cleo	Instructor	Social Sciences & Education	\$930	8/29/18

2. New- Adjunct Faculty

The following individual(s) are recommended as adjunct faculty for the Fall Semester 2018 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$930 to \$991.

Last Name	First Name	Rank	Department	Per credit hour rate	Hire Date
Anand	Priyanka	Instructor	Science & Engineering	\$930	8/29/18
Bale	John	Instructor	Business & Public Service	\$930	8/29/18
Beere	Siobhan	Instructor	Business & Public Service	\$930	8/29/18
Brock	Morris	Instructor	Science & Engineering	\$930	8/29/18
Goodrich	Kimberly	Instructor	Social Sciences & Education	\$930	8/29/18
Harmer	Katherine	Instructor	Social Sciences & Education	\$930	8/29/18
Miller	Michelle	Instructor	Business & Public Service	\$930	8/29/18
Montalvo	Grace	Assistant Professor	Science & Engineering	\$950	8/29/18
Montalvo	Roy	Assistant Professor	Science & Engineering	\$950	8/29/18
Murphy	Timothy	Assistant Professor	Communication & Languages	\$950	8/29/18
Puranik	Minal	Assistant Professor	Science & Engineering	\$950	8/29/18
Santos-Martinez	Rose	Assistant Professor	Health Science Education	\$950	8/29/18
Tanahashi	Takanari	Instructor	Business & Public Service	\$930	8/29/18
Taylor	Gina	Instructor	Health Science Education	\$930	8/29/18
Tu	Tsu-Man	Assistant Professor	Business & Public Service	\$950	8/29/18
Yi	Insu	Assistant Professor	Science & Engineering	\$950	8/29/18

C. Governance Committee

Trustee Paul Hirsch reported that the Committee covered many topics during their meeting, as follows:

- Nominating Subcommittee

The Committee, which oversees the Nominating Subcommittee's annual nomination and selection of officers each year, appointed Trustees Paul Hirsch, Andrew McNally, Donna Simon, and Juan Torres (a representation of two trustees from each Hunterdon and Somerset Counties) to handle the 2019 election of officers process. Nominations may be sent directly to Trustee Hirsch or any member of the nominating subcommittee. The 2019 slate of officers will be recommended by the Nominating Subcommittee and voted on by the full Board of Trustees at their annual November Reorganization meeting, which has been rescheduled for Tuesday, December 4, 2018.

The current slate of officers are as follows: Robert Wise, Chairman; Caren Bateman, Vice-Chair (Hunterdon); Tracy DiFrancesco, Vice-Chair (Somerset); Margaret Windrem, Treasurer; Tim Howes,

Secretary; and Robert Wise, Board of School Estimate Member (Hunterdon) and Margaret Windrem, Board of School Estimate (Somerset).

- Board Self Evaluation

The Committee reviewed and approved the annual Board self-evaluation Survey Monkey instrument. Trustee Margaret Windrem, who has graciously agreed to oversee the process, will send out the survey to all trustees in the near future and the results will be reported on at the next meeting. It was noted that the Board's self-evaluation continues to be a valuable tool in improving its own internal processes.

- Second Reading – Revised Bylaws

A first reading of the revised Bylaws was completed at the August 21, 2018 meeting by the Committee and full Board of Trustees. There being no other changes, the Committee unanimously approved the revised Bylaws.

The changes to the revised Bylaws are provided below:

CURRENT ARTICLE V

2. All officers shall be elected each year at the Annual Meeting of the Board of Trustees to be held in November, and shall take office immediately.

PROPOSED ARTICLE V

2. All officers shall be elected each year at the Annual Meeting of the Board of Trustees to be held in November or December and they shall take office immediately.

EXPLANATION

The underlined words are added, in order to bring recent and current practice, and the Bylaws into conformity.

CURRENT ARTICLE VII

4. QUORUM OF A COMMITTEE: A majority of the members of a Committee, exclusive of ex-officio members, shall constitute a quorum for the transaction of business.

PROPOSED ARTICLE VII

4. QUORUM OF A COMMITTEE: A majority of the members of a Committee, [exclusive of ex-officio members,] shall constitute a quorum for the transaction of business.

EXPLANATION

The [bracketed] phrase “exclusive of ex-officio members” is deleted.

The only ex-officio committee member provided for in our Bylaws, is the Board Chairman, who is “a member ex-officio of all committee and shall be entitled to vote at all meetings...” (Article VI, 1.)

The Board Chairman is always, appropriately, considered part of the quorum, and should not be excluded.

CURRENT ARTICLE IX – BOARD MEETINGS

REGULAR MEETINGS: The Board of Trustees shall hold regular meetings at least once each month (except for July and December) and at such other times as the Board of Trustees may decide.

PROPOSED

REGULAR MEETINGS: The Board of Trustees shall hold regular meetings at least [once each month (except for July and December)] 10 times each year, at approximately monthly intervals; and at such other times as the Board of Trustees may decide.

EXPLANATION

The [bracketed] phrase is deleted, and the underlined phrase added, so that current practice and the Bylaws conform.

CURRENT
ARTICLE IX – BOARD MEETINGS

ANNUAL MEETING: the Annual Meeting of the Board of Trustees shall be held in November...

PROPOSED
ANNUAL MEETING: the Annual Meeting of the Board of Trustees shall be held in November or December...

EXPLANATION
The underlined words are added so that current practice and the Bylaws conform.

CURRENT ARTICLE X
AMENDMENT OF BYLAWS: Proposed amendments to the Bylaws will be referred to the Committee on Policy and Presidential Evaluation....”

PROPOSED ARTICLE X
AMENDMENT OF BYLAWS: Proposed amendments to the Bylaws will be referred to the Committee on Governance, Policy and Presidential Evaluation or any successor committee...”

EXPLANATION
The underlined words have been added to bring us into compliance with current practice.

Trustee Hirsch then read into record the following resolution:

Resolution #151-2018 – Revised Bylaws

WHEREAS, the Revised By-Laws of Raritan Valley Community College Board of Trustees were presented for a First Reading on August 25, 2018; and

WHEREAS, the Governance, Policy, and Presidential Evaluation Committee have reviewed and recommended the attached revised By-Laws;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College hereby adopts the revised Board of Trustees Bylaws.

The resolution was moved by Trustee Hirsch, seconded by Trustee Howes, and approved unanimously by voice vote.

- Campus Safety Update

As part of the College’s ongoing efforts to ensure a safe campus, it was reported that all RVCC students and employees will be required to carry an identification card. In addition, the College will be implementing a faculty/staff and student parking decal system. The Committee unanimously agreed that all Board members should also be required to carry an identification card and that a recommendation for approval will be made to the full Board of Trustees at a future meeting.

The Committee received a presentation on the College’s alert and communication system by Robert Szkodny, Director of Security. The Committee also received a presentation on cyber security by Robert Pescinski, Executive Director of Technology Services. The Committee will continue to review on a monthly basis ongoing safety initiatives to include Communication (Mass Notification and Training), Security Cameras, Door Locking, Campus ID’s, Mental Health & Behavior, and Campus Public Safety.

As required by the State of New Jersey, the Committee also reviewed the Campus Safety Report for the periods August 20, 2018 through September 18, 2018.

- President's Travel and Expense Report

The President's travel and expense report for the period July 1, 2017 through June 30, 2018 was reviewed and unanimously approved by the Committee. It was noted that the President's expenses and travel for the year were very prudent. The Committee will receive a quarterly expense/travel report in January 2019.

- President's Draft Goals

The Committee reviewed the President's draft 2018-2019 goals, which will be discussed further 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 that time.

VII. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 5:55 p.m.

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