

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
OCTOBER 30, 2018

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, October 30, 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
Felecia Nace
Donald Rica
Donna M. Simon
Juan Torres
Margaret Windrem
Robert P. Wise
Tracy DiFrancesco Zaikov

Absent: Andrew J. McNally
Eric Neira

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 September 25, 2018 were approved by voice vote. Trustees Rica and Windrem respectfully abstained.

2. Chairman's Report

Chairman Robert Wise reported that nearly 500 individuals attended the College's 50th Anniversary Golden Harvest Gala held on October 25, 2018. The Chairman remarked that RVCC shone brightly as our students presented the four distinguished honorees, and one student spoke of the impact RVCC has had on her life. It was reported that the College grossed more than \$410,000 and while expenses are still being tallied, it appears that we will net at least \$315,000 or more. The Chairman then shared with the Board proclamations from the State of New Jersey and General Assembly (Joint Legislative Resolution by Senator Bateman and Assemblymen Zwicker and Freiman) and also from the Hunterdon County Board of Chosen Freeholders to recognize, congratulate Raritan Valley Community College on its 50th Anniversary Celebration.

The Chairman reported that the Board had an excellent educational retreat on campus safety earlier in the day, which will be reported on in more detail under the Governance Committee report. Trustee Juan Torres distributed an invitation to the full Board to the Hunterdon County School Safety Summit, scheduled for November 28, 2018.

President's Report

President McDonough highlighted the impressive work from RVCC students in our Authentic Engineering Program, in which several students tackled a production problem at LabCorp that was causing significant production delays and creating a potentially harmful situation for employees. The President reported that our students were asked to develop a label remover prototype to automate a manual process, improve productivity, reduce the risk of injury, and accelerate production times. The RVCC design proved successful and three students – Brian Nunez, Christian Vargas, and Nick LaRosa – were all hired as summer interns to enhance the prototype. The President remarked that our students continue to exceed even our highest expectations.

President McDonough further remarked that the Golden Harvest Gala was a stunning success and expressed his gratitude to all the individuals who worked so hard over the past year to guarantee its success.

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

Service Learning Program Students Honored with Resolution

State Assemblymen Zwicker and Freiman, New Jersey Assembly 16 Legislative District, honored the following students with a Resolution for their outstanding service to the community after the students accepted the **2018 Governor's Jefferson Award** on behalf of the Service Learning Program.

*Environmental Science student and 2018 Newman Civic Fellow, Amber Lindsey, for leading a "Little Scientist Night" program in which hundreds of local elementary school students visited the campus for a fun-filled night of science; securing a student enrichment grant to fund a study abroad program in Brazil for RVCC students focusing on environmental science; and organizing a public event, "From PennEast to Standing Rock: Impacts of Oil and Natural Gas Pipelines on Our Lives," which brought to campus speakers and environmental leaders from a wide variety of conservation and community groups in New Jersey, including the Sierra Club, NJ Conservation Foundation, Pinelands Preservation Alliance, and Rethink Energy NJ.

*Trends in Nursing students and 2018 Alumni, Janet Adeleke and Sindy Serrano-Maradiga, for delivering the topics of healthy food choices, growth and development, holistic health care delivery, disease prevention, recovery from illness and promotion of wellness to the Martin Luther King Youth Center children and youth.

*Trends in Nursing students and 2018 Alumni, Aaron Habrack, Lesley Garro and Eshley Pinto for developing and managing the new RVCC Food Pantry website, creating T-shirt designs, button and flyer templates for food drives and events planned for the current and future semesters.

New Grant Projects to Engage Students in the Mid-term Elections

Raritan Valley Community College has received a \$1,850 mini-grant to participate in Engage the Elections: 2018, a project that aims to advance non-partisan electoral engagement on community college campuses. The project is part of Campus Compact's The Democracy Commitment Initiative. RVCC is one of only 14 community colleges in the country—and the only New Jersey college—to be awarded the mini-grant. Engage the Election: 2018 is a direct response by Campus Compact, through its newly acquired initiative, The Democracy Commitment (TDC), to engage community college students in the 2018 midterm elections. Its goal is to create wide-reaching electoral engagement opportunities for community college students, many of whom are first-generation, low-income and students of color.

The 14 community college mini-grant recipients will serve as case studies for the project, ultimately producing resources that will be useful to a broader network of campuses. In addition, the Engage the

Election: 2018 project will include a variety of other tools that will be available to all 1,000+ Campus Compact member institutions, including a webinar series and a National Voter Registration Day event.

The TDC Engage the Elections 2018 project at RVCC is being coordinated as a collaborative effort with Service Learning, Student Life and the Student Government Association. To date, the project has developed and offered workshops and panel discussions on how voter engagement can be incorporated into service learning courses and co-curricular activities as well as facilitating voter registration drives to get students registered and out to vote through various campus activities.

Additionally, the College has received a \$1,000 gift from #Vote Together to celebrate the voter engagement work that has taken place on campus and to encourage a lifetime habit of voting.

RVCC's scope 1 & 2 greenhouse gas emissions decreased 5% between FY17 and FY18. The decrease was due to reduced electricity usage. Electricity usage decreased due to lighting upgrades (particularly in the parking lots) and reduced demand for cooling (11% fewer "cooling degree days" in FY18 compared to FY17). Note that the decrease occurred despite the addition of the Workforce building, which reflects how energy efficient this building is.

In FY17, we had 1875 tons of scope 1 (natural gas, gasoline, and oil) and 5321 tons of scope 2 (purchased electricity), for a total of 7196 tons of CO2 emissions. For FY18, we had 1882 tons of scope 1 and 4998 tons of scope 2, for a total of 6880 tons. (Note that the FY17 scope 2 number is a revision, as the greenhouse gas calculator formula changed.)

Congratulations to Charlie Bondhus on the publication of his new book of poetry *Divining Bones* (Sundress Publications). As one reviewer noted so eloquently, "magic spells and paranormal experiences abound among beautifully written lines by a poet we will want to share and know."

Very proud of our Phi Theta Kappa officers for dedicating their College Project to providing educational opportunities and support for RVCC's incarcerated students. Their goal is to raise the funds for inducting over 120 eligible incarcerated students into Phi Theta Kappa.

In a recent article, The Courier News highlighted three RVCC alumni, a story that documents the impact of our fifty-year history. Daniel Puntillo, Della Wallace, and Nik Nikitovic remind us about how transformative RVCC is for students. Their biographies are inspiring and are important examples of the unlimited power of this College to change lives.

Congratulations to Amie Gallagher and the RVCC Planetarium for receiving a NJ Space Grant Consortium award. The award allows RVCC to purchase and screen *First and Farthest*, a film documenting America's early space program.

Let's applaud and, more importantly, support the efforts of our Director of Theatre Alan Liddell. On Friday, October 12th at 1:00 pm and then again at 7:00 pm, the theatre will present *Beyond Sacred: Voices of Muslim Identity*, a portrait of five young Muslim New Yorkers who find themselves caught in a time of increasing Islamophobia. The negative responses on social media about the production only confirm the play's relevance and this College's unshakeable commitment to respond to bigotry and hate. RVCC will resist any effort that threatens the richness and the joy of our diverse campus community. Thanks to Alan, we can attend the afternoon performance free of charge or the evening performance for only \$5 (with our IDs – more on IDs in a later weekly message). Please stand up for our colleague and for our neighbors.

Professor Shutack's "Women Who Rock & Write: Female Singers Then & Now" annual series was held on October 8th in the Nash Theatre. Professor Shutack's series, focusing on the rich connections between music and history, has offered exemplary rock 'n' roll insights into our shared musical legacy.

Admissions & Recruitment Collaborative On-site Events & Programs

On Campus Information Sessions

Admissions Information Sessions & Campus Tours – This ongoing 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 collaboration with the Workforce Training Center, Athletics and Rutgers during the event to showcase more of the College and transfer opportunities

Adult Information Sessions – This ongoing initiative is a collaboration 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 – Rutgers has been participating.

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 RVCC K-12 Partners to promote the Top Ten Reasons to attend RVCC, financial savings, transfer opportunities, matriculation to RVCC upon graduation.

On-Campus Events

Fall Open House (10/13) – A college-wide collaborative recruitment event to include all academic divisions, student services, college programming, Alumni, Workforce Training Center staff, University Center partners, Hart public transportation, and RVCC student volunteers.

Safe Communities Coalition’s Professional Fall Conference (10/26) – The Admissions & Recruitment Team and Workforce Training staff will host a literature table.

Boys to Men 10/30 - The Admissions & Recruitment Team will collaborate with OMA to present to the guidance counselors, offer free applications to Hunterdon & Somerset County attendees, and host literature table to provide information and answer any questions from guests.

The 3rd Annual Junior Achievement (11/2)- Career Readiness Program – This is a collaborative recruitment event with Admissions & Recruitment, the Workforce Training Center, STEM Authentic Engineering Experience, Junior Achievement, and Accenture.

HBCU College Fair (11/15) - The Admissions & Recruitment Team will collaborate with OMA to present to the guidance counselors, offer free applications to Hunterdon & Somerset County attendees, and host literature table to provide information and answer any questions from guests.

Creative Writing & Poetry Workshop (11/19) - This is a collaborative recruitment event with RVCCARTS, the English Department, Charlie Bondhus, and the Admissions & Recruitment team to offer an opportunity for students to visit the campus, participate in a creative writing workshop, listen to poetry from Sherwin Bitsui, enjoy a pizza dinner, learn about RVCC, and take a campus tour.

Engineering Career Night (12/5) – This initiative is a collaboration with the Engineering Department & 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 Spring Career Nights for the Business, Engineering, and Criminal Justice Departments.

Off-Campus Events

Somerset County Libraries (New Initiative) – RVCC overview and promotion of our Spanish and Adult Information sessions and other upcoming events.

Ortho Raritan Health Fair (10/25) – Informational table for employees at Ortho.

The Arc of Somerset County Benefits Fair (10/26) - Informational table for employees of the Arc.

Health & Wellness Expo @ Bridgewater Mall (10/29) – Information table to promote RVCC and meet with prospective students.

Annual Fall Job Fair @ Woodbridge Community Center (11/1) – Information table to promote RVCC and meet with prospective students.

CARE: Hunterdon County Resource Event (11/2) – Information table to promote RVCC and meet with prospective students.

Hunterdon County Business Expo & Food Showcase (11/8) – Admissions & Recruitment and the Workforce Training Center will have an information table for guests.

3. Committee Reports

A. Finance Committee

Trustee reported on the Treasurer’s Report (Resolution #152-2018) for the period 09/01/18 to 09/30/18. On motion by Trustee Windrem, seconded by Trustee Howes, the Treasurers’ Report was approved unanimously by voice vote.

Trustee Windrem presented Consent Agenda Resolution #153-2018 and Resolutions #155-2018 through #157-2018 and Resolutions #159-2018 through #166-2018. On motion by Trustee Windrem, seconded by Trustee Torres, the above stated Consent Agenda resolutions were approved unanimously by voice vote. Resolution #154-2018 (Acceptance of Perkins Career and Technology Education Grant Funds for FY 2019) was removed from Consent Agenda and voted on separately. On motion by Trustee Windrem, seconded by Trustee Howes, Resolution #154-2018 was approved by voice vote. Trustee Torres respectfully abstained. Resolution #158-2018 (Masonry Related Services 2018-2020) was withdrawn.

Resolution #153-2018 – Various Vouchers for Payment

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

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

Check #s	293018-293988	
ACH#s	2	
	Total Checks	\$1,552,059.92
	Total ACH	125,166.15
	Total Vouchers	1,677,226.07
	Construction and Architect Vouchers	24,800.00
	Less Previously Approved	(24,927.43)
	Total	<u>\$1,677,098.64</u>

Resolution #155-2018 Acceptance of Perkins Career and Technology Education Grant Funds for FY 2019

WHEREAS, the Board of Trustees previously by board resolution approved the grant application of the Carl D. Perkins Career and Technical Education (CTE) Improvement Act of 2006; and

WHEREAS, the purpose of the Carl D. Perkins Career and Technical Education (CTE) Improvement Act of 2006 is to develop more fully the academic and career and technical skills of postsecondary students enrolled in Perkins eligible CTE programs by developing and assisting students in meeting high standards, integrating academic and career and technical instruction, linking secondary and postsecondary education, collecting and disseminating research and information on best practices, providing technical assistance and professional development, supporting partnerships among diverse stakeholders, and providing individuals with the knowledge and skills to keep the U.S. competitive; and

WHEREAS, the Board of Trustees has determined that funding for these project activities will enhance the quality of the College's educational offerings; and

WHEREAS, a formal acceptance of the Perkins Career and Technology Education grant funds by board resolution is required;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College approves the acceptance of Perkins Career and Technology Education grant funds for fiscal year 2019 in the amount of \$332,632 and further authorizes Dr. Michael McDonough President of the College, to accept the Perkins Grant funds.

Resolution #155-2018 Renewal of the 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, 2018 through June 30, 2019; 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:

<p>Oracle America, Inc. 500 Oracle Parkway Redwood Shores, CA 94065 <u>Amount: \$175,598.20</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 as described hereinabove to Oracle America, Inc.

Michael DePinto
Director of Purchasing

Resolution #156-2018 Certification Kits for the Automotive Technology Program

WHEREAS, the purchase of certification equipment kits are needed for the College's Automotive Technology Program; and

WHEREAS, these certification equipment kits will be purchased using the Perkins Grant Funding (FAIN #V048A170030); and

WHEREAS, N.J.S.A. 18A:64A-25.5(3) permits the purchase, without the requirement for advertising, of materials or supplies which are not available from more than one potential bidder, including without limitation materials or supplies which are patented or copyrighted; and

WHEREAS, Snap-On Industrial has provided documentation indicating that they are the sole source for the following Automotive Technology certification kits:

- Automotive Scanner Diagnostics
- Mechanical and Torque Instruments
- Precision Measuring Instruments

WHEREAS, three (3) purchase orders will be issued for each certification kit as follows:

<p>Snap-On Industrial P.O. Box 9004 Crystal Lake, IL 60039 <u>Total Amount Not to Exceed: \$130,000.00</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 issue three purchase orders which will not exceed the total amount shown above to Snap-On Industrial.

Michael DePinto
Director of Purchasing

Resolution #157-2018 Exterior Roadway Signage

WHEREAS, the design, production and installation of new roadway directional signage is needed to aid visitors traveling along Campus Drive; and

WHEREAS, the existing roadway directional signage is either outdated or too difficult to read due to years of wear; and

WHEREAS, the College has retained SSP Architects to perform architectural services necessary for the upgrade of the exterior signage on campus; and

WHEREAS, Designer Sign Systems, LLC is working in conjunction with SSP Architects on this project as a sub-contractor; and

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

WHEREAS, a purchase order will be issued as follows:

<p>Designer Sign Systems, LLC 50 Broad Street Carlstadt, NJ 07072 <u>Amount: \$209,915.00</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 as described hereinabove to Designer Sign Systems, LLC.

John Trojan, Vice President
Finance and Facilities

Resolution #159-2018 Accounts Receivable Write-Offs

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

WHEREAS, College management has identified 651 individual regular student accounts totaling \$455,150.55 of previously billed revenue and spanning two fiscal years from 2012 through 2013; and

WHEREAS, management has also identified 502 STEP prison program accounts totaling \$795,859 of previously billed revenue in FY 2018; 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 up to \$455,150.55 in regular student accounts and \$795,859.00 of STEP prison program students. This amount will be charged to reserves previously established for this purpose.

John Trojan, Vice President
Finance and Facilities

Resolution #160-2018 Concrete Bases

WHEREAS, management has developed a plan with SSP Architects and Designer Sign Systems to dramatically improve exterior wayfinding along campus roads and within parking lots; and

WHEREAS, the Board by resolution #157-2018 will be asked to authorize the production of all of the required signage and certain aspects of their installation; and

WHEREAS, a masonry contractor will also have to be engaged to construct support bases for 15 of the larger signs before they can be installed; and

WHEREAS, purchasing has just begun the process to select such a contractor and because time is of the essence with respect to the project schedule completion requirement of December 2018 and winter weather related concerns.

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 an amount not to exceed \$60,000 to the appropriate qualified masonry contractor for construction of the sign bases.

John Trojan, Vice President
Finance & Facilities

Resolution #161-2018 Modular Walls for New Math Faculty Office

WHEREAS, the construction of new offices and purchase of furniture is needed in the Math 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, Trendway, Inc.. has entered into a contract with then New Jersey division of Purchase & Property (Contract #81642-G2004); and

WHEREAS, Arbee Associates is an authorized distributor of Steelcase furniture; and

WHEREAS, a purchase order will be issued as follows:

<p>Trendway c/o Arbee Associates 1531 South Washington Avenue Piscataway, NJ 08854 <u>Amount: not to exceed \$90,000.00</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 as described hereinabove to Trendway c/o Arbee Associates.

Michael DePinto
Director of Purchasing

Resolution #162-2018 Underground Tank Removal

WHEREAS, the College has already commenced Phase 1 of the Arts building renovation plan which involves constructing a new building for the print shop and general campus storage; and

WHEREAS, in the process of preparing the site and providing a pathway for new utilities, College personnel during excavation uncovered a previously unknown and abandoned 500 gallon fuel oil storage tank that serviced the grounds garage waste fuel collection system; and

WHEREAS, while facilities management believes that there are no signification issues with this finding, the NJ EPA requires independent assessment prior to removal; and

WHEREAS, this issue must be resolved prior to completing the building project and management must engage a certified contractor for this assessment and removal; and

WHEREAS, management has no firm estimate at this time for the cost of removal and the possibility that the surrounding soil might be subject to remediation.

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 an amount not to exceed \$40,000 to a firm qualified to assess the integrity of the storage tank, evaluate the need for more extensive site remediation, and to perform all required work.

John Trojan, Vice President
Finance & Facilities

Resolution #163-2018 Storefront System for the New Print Shop Building

WHEREAS, the College requires the purchase and installation of a storefront system for the new Print Shop Building once substantial completion has been achieved; and

WHEREAS, three (3) quotes were obtained with Roselle Glass Company 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:

Roselle Glass Company
464 Chestnut Street
Union, NJ 07083
Amount: \$25,810.00

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

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

Michael DePinto
Director of Purchasing

Resolution #164-2018 New Flooring Third Floor Bateman Center

WHEREAS, management is developing a plan to complete the third floor of the Bateman Center for Student Life and Leadership; and

WHEREAS, Phase 1 of the project entails installing new flooring (approximately 3,100 square feet) and most of the eventual lighting and electrical service; and

WHEREAS, the partially finished area will become the temporary location of the Academic Support Center, their move being part of the larger Enrollment Center project;

WHEREAS, purchasing has almost finished selecting the manufacturer of the architect approved flooring product and because time is of the essence with respect to the project schedule completion requirement of December 2018.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to purchase in an amount not to exceed \$30,000 the appropriate flooring materials from a qualified manufacturer /distributor to complete the third floor of the Bateman Center

John Trojan, Vice President
Finance & Facilities

Resolution #165-2018 Admissions Communications Technology

WHEREAS, the College has identified a need to improve communications with prospective students in order to increase application and enrollment yield rates, enhance outreach to underserved communities and optimize Admissions staff resources; and

WHEREAS, technological advances make it possible to cost-effectively engage prospective students in conversations about the admission process and provide 24/7 support using text messaging and conversational artificial intelligence; and

WHEREAS, AdmitHub has a proven track record of success in providing a fully conversational tool to allow institutions to respond to questions and proactively guide students in navigating the complex enrollment process; and

WHEREAS, N.J.S.A. 18A:64A-25.5(3) permits the purchase, without the requirement for advertising, of materials or supplies which are not available from more than one potential bidder, including without limitation materials or supplies which are patented or copyrighted; and

WHEREAS, AdmitHub has provided documentation indicating that they are the sole source provider in the field of artificial intelligence (AI) enabled mobile messaging for higher education; and

WHEREAS, funding for these services has been identified in the planning grant for the Community College Opportunity Grant program; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a one-year agreement and issue a purchase order for artificial intelligence enabled mobile messaging as follows:

<p>AdmitHub 207 South Street Boston, MA NJ 02111 <u>Amount: \$25,000.00</u></p>

Michael DePinto
Director of Purchasing

Resolution #166-2018 Marketing Outreach Services

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

WHEREAS, the Board of Trustees, via Resolution #177-2017, authorized the College to enter into an agreement with eDesign Interactive for a digital marketing campaign and website enhancements; and

WHEREAS, the combined digital marketing campaign and website enhancements have produced positive results, contributing to increases in attendance at recruitment events, inquiries for admissions information and new visitors to the College's website; and

WHEREAS, the College has an opportunity to develop new and expanded marketing and website strategies to reach out to high school students, potential first generation college students and other underserved populations through the \$250,000.00 planning grant for the Community College Opportunity Grant program; and

WHEREAS, eDesign Interactive has the expertise and knowledge of the College and its enrollment challenges to research and develop comprehensive marketing strategies utilizing digital media, high school college search tools and website user experience improvements that can expand the College's reach and message of access and affordability; and

WHEREAS, these marketing outreach services will advance the goals and objectives of the Community College Opportunity Grant by reaching out to populations that could benefit from free community college tuition and greater access to higher education; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into an agreement and issue a purchase order for marketing outreach services, including creatives, digital media, Naviance enhancements, translations and website user experience improvements, as follows:

eDesign Interactive
163 Madison Ave
Suite 220-5
Morristown, NJ 07960
Amount: \$115,000.00

Michael DePinto
 Director of Purchasing

B. Educational Programs and Services Committee

Trustee Timothy Howes presented Consent Agenda Resolutions #167-2018 and 168-2018. On motion by Trustee Howes, seconded by Trustee Locandro, 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 on the President’s recent travel to Dubai.

Trustee Howes and several Trustees commended the student speakers for their excellent presentations at the Gala.

Resolution #167-2018 Human Resources Action Report

The Board resolves that the following personnel actions be taken:

Human Resources Action Report for October 30, 2018

1. 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
Norton	Sara	Instructor	Social Sciences & Education	\$930	8/29/18
Rajamani	Shalini	Instructor	Business & Public Service	\$930	8/29/18
Saadeh	Rajeh	Instructor	Business & Public Service	\$930	8/29/18

2. Status Change- Administrator

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

Name	Title	Salary	Department	Start date
Jacki Belin	Vice President of Student Affairs & Outreach	\$174,279	Student Affairs	9/16/18
*Inieka Stafford	Coordinator of Allied Health	\$58,680	Allied Health	10/1/18
Cheryl Wallace	Executive Director of Human Resources,	\$129,030	Human Resources	9/16/18

	Compliance & Security			
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*Title Change/Department Transfer-Budget code 100-3091-5010-40

3. Status Change- Support Staff

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

Name	Title	Salary	Department	Start date
Kenneth Ryan	Helpdesk Technician	\$45,707	Technology Services	10/1/18
Robert Sefack	Helpdesk Technician	\$43,773	Technology Services	10/1/18
Kathy Tenzer	Library Technical Services Specialist	\$47,929	Library	9/16/18

Resolution #168-2018 Legacy Sabbaticals

WHEREAS, the Board of Trustees of Raritan Valley Community College did by Resolution #3-2018 (dated January 23, 2018) reappoint Professor Mark Cozin, Professor Donna Stackhouse, Associate Professor James Anthony Strong, Professor John Sullivan, and Associate Professor Susan Williams for the 2018-2019 academic year; and

WHEREAS, the Board of Trustees of Raritan Valley Community College did by Resolution #45-2018 (dated March 27, 2018) approve the Legacy Sabbatical Program for Full-Time Tenured Faculty; and

WHEREAS, Professor Mark Cozin, Professor Donna Stackhouse, Associate Professor James Anthony Strong, Professor John Sullivan, and Associate Professor Susan Williams have requested to participate in the Legacy Sabbatical Program for Full-Time Tenured Faculty and would receive a half-year sabbatical for the Spring 2019 term paid at the rate of half their base annual salary, and relinquish their tenure as of June 30, 2019;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby approve the Legacy Sabbatical Leave to Professor Mark Cozin, Professor Donna Stackhouse, Associate Professor James Anthony Strong, Professor John Sullivan, and Associate Professor Susan Williams for Spring 2019.

C. Labor Relations Committee

Chairman Robert Wise reported that the Committee had its preliminary meeting with the College’s Labor Relations counsel as we gear up for a new cycle of negotiations.

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 27, 2018 meeting. The full Board of Trustees will also have adequate opportunity to review the full report prior to considering its approval at the December 4th Board of Trustees meeting. It was noted that the official final Audit Report would be delayed until the State of New Jersey generates information concerning the new implementation of GASB Statement No. 75 (post-retirement benefits other than pensions.)

E. Governance Committee

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

Nominating Subcommittee

The Nominating Subcommittee members (Trustees Paul Hirsch, Andrew McNally, Donna Simon, and Juan Torres) met to review the current list of officers and reported that the following slate of officers were unanimously recommended and would be voted on by the full Board of Trustees at the Annual Reorganization meeting scheduled for Tuesday, December 4, 2018.

The recommended slate of officers for 2019 are as follows:

Robert Wise	Chairperson
Caren Bateman	Vice-Chairperson (Hunterdon)
Tracy DiFrancesco Zaikov	Vice-Chairperson (Somerset)
Timothy Howes	Secretary
Margaret Windrem	Treasurer
Robert Wise	Board of School Estimate (Hunterdon County)
Margaret Windrem	Board of School Estimate (Somerset County)

An email asking for officer nominations was sent to the full Board of Trustees and the floor will be open for nominations at the time of the Reorganization meeting as well.

Board Self-Evaluation

The Committee reviewed the Survey Monkey results on the Board’s Annual self-evaluation. The Committee agreed that the Board’s self assessment, which provides an excellent framework for a collaborative governance, has been a valuable tool in improving internal processes – for instance, all Committee agendas provide members with an opportunity to have major decision-making discussions such as with the budget process, strategic planning, and the mission statement as it is being developed. To further enhance discussions with the full Board, Educational Retreats on campus safety and student housing have also been scheduled. A subsequent Educational Retreat on Board Governance would also be beneficial and will be scheduled in the near future.

The full Board of Trustees will meet in Executive Session to review the results.

Committee members expressed their appreciation to Trustee Margaret Windrem for once again overseeing the process.

Campus Safety Update

The Board of Trustees had an excellent presentation and an at length discussion on campus safety at a Board Educational Retreat held earlier in the day. The Board received updates on communications, security cameras, door locking, auto decals, mandatory identification cards, campus public safety officers, and mental health and behavior. It was agreed that the next step would be to arrange a meeting with the Prosecutors of both counties along with the Chairman and the President (and other key individuals deemed essential) to discuss in more detail the College’s comprehensive campus safety plan and to receive their professional assessment.

As required by the State of New Jersey, the Committee also reviewed the Campus Safety Report for the periods September 19 through October 14, 2018.

Trustee Paul Hirsch then presented Resolution #169-2018 (Board of Trustees College-Issued Identification Cards) which was unanimously recommended for approval by the Committee to the full Board of Trustees.

Resolution #169-2018 Board of Trustees College-Issued Identification Cards

Raritan Valley Community College is committed to the safety and security of all its students, faculty, administrators, staff, and visitors to its campus; and

WHEREAS, to facilitate accountability, RVCC has begun to implement a College-issued photo identification system for all its employees and students; and

WHEREAS, an ID system will identify the students currently enrolled and further provide certain privileges to services; and

WHEREAS, an identification system will also enable employees to identify colleagues, enhancing safety and security and will further enhance branding and professionalism; and

WHEREAS, the Board of Trustees of Raritan Valley Community College considers student and employee identification cards as an important component in the campus security system;

NOW, THEREFORE, BE IT RESOLVED, that the members of the Board of Trustees will also obtain and carry a College-issued photo identification card to further promote security, safety, and confidence by ensuring all individuals are identifiable when on College campus.

The Resolution was moved by Trustee Hirsch, seconded by Trustee Bateman, and approved unanimously by voice vote.

It was noted that Board photos for the identification cards will be done at the next scheduled Board meeting (details to follow.)

President's Goals 2018-2019 Academic Year

The Committee reviewed and unanimously recommends for approval to the full Board of Trustees the President's Goals for the 2018-2019 academic year. It was reported that the mutually agreed upon goals, which adopts the strategic plan as a framework, will take longer than one year to accomplish and will require revision and format changes from time-to-time, but that the goals will remain constant. It was noted that the goals will also be a beneficial standard for the President's Annual Evaluation.

Trustee Hirsch then presented the following Resolution:

Resolution #170-2018 President Goals for 2018-2019 Academic Year

WHEREAS, in order to foster a long-term perspective in the decision-making and to ensure long-term achievement of goals, the President and Board of Trustees mutually agree on the President's goals for each academic year; and

WHEREAS, it is the President's intent to adopt the strategic plan as a framework for his goals, anticipating that many of these goals will take longer than one year to accomplish and that some will require continual revision; and

WHEREAS, the members of Board of Trustees have reviewed the President's Goals for the 2018-2019 Academic Year;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College Board of Trustees approve the President's 2018-2019 Goals, which are specific, measurable, and attainable and correlate to the College's strategic plan and signature values.

The Resolution was moved by Trustee Hirsch, seconded by Trustee DiFrancesco, and approved unanimously by voice vote.

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.”

A member of the community expressed her opposition of the Deer Management program.

VII. Executive Session

An announcement was then made to enter into Executive Session. Trustee Hirsch read into record the following statement – “In accordance with the provision of the Open Public Meetings Act of the State of New Jersey, I hereby entertain a motion to close the public meeting for the purpose of discussing the Annual Board Self-Evaluation. The Public Meeting will be reopened following closed discussions and the matters discussed in closed session will be made public when action is taken on those matters.” The motion was moved by Trustee Bateman, and seconded by Trustee Windrem. The Board entered into Executive Session at 5:45 p.m. No formal action was taken during Executive Session.

The Public Meeting reopened to the public at 6:00 p.m.

VIII. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 6:02 p.m.

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