

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
JANUARY 22, 2019
DRAFT
MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, January 22, 2019, 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.”

College Counsel then swore-in Trustee Margaret Windrem to the Board of Trustees. It was reported that Trustee Windrem, who has served as a Gubernatorial appointment, has been appointed by the Somerset County Board of Chosen Freeholders to serve on the College’s Board of Trustees. On behalf of the President, the Board of Trustees, and the College community, Chairman Wise extended his congratulations to Trustee Windrem on her four-year appointment. The Chairman further congratulated Trustee Tracy DiFrancesco Zaikov on her four-year reappointment to the Board by the Somerset County Board of Chosen Freeholders.

II. Roll Call of Members

The roll call was taken as follows:

Attendees: Caren Bateman	Absent: Felecia Nace
Paul J. Hirsch	Juan Torres
W. Timothy Howes	
Roger Locandro	
Andrew McNally	
Eric Neira	
Donald Rica	
Donna M. Simon	
Margaret Windrem	
Robert P. Wise	
Tracy DiFrancesco Zaikov	

Also in attendance: Michael J. McDonough, President; Philip Stern, Esq., College Counsel; Robert McNally, Esq.; 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 Margaret Windrem, seconded by Trustee Paul Hirsch, the Annual Reorganization and Regular Meeting minutes of December 4, 2018 were approved by voice vote. Trustee Roger Locandro respectfully abstained.

2. Chairman's Report

Chairman Robert Wise welcomed back the members of the Board of Trustees and College community and further wished everyone a good start to the spring semester.

The Chairman announced that the April 16, 2019 Board of Trustee meeting has been rescheduled to April 30, 2019.

President's Report

President Michael McDonough also welcomed back the Trustees and members of the College community. The President further extended his appreciation to everyone for their steadfast commitment to the success of all of our students.

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

Items of Note

The next Regular Board of Trustees meeting is scheduled for Tuesday, February 19, 2019 beginning at 5:15 p.m. (Committee schedule to follow.)

PLEASE HOLD THE DATE – The College's Annual Spring Commencement is scheduled for Saturday, May 18, 2019

Items of Note

Thanks to a generous contribution by Sanofi, Raritan Valley Community College Nursing students are gaining valuable, hands-on medical experience before they step foot in a hospital with an on-campus Nursing Simulation Lab that was completely renovated with a \$125,000 donation from Sanofi. The Nursing Simulation Lab includes two glassed-in simulation scenario rooms, high-fidelity mannequins, and a control room. Through the use of a one-way mirror in a separate room, instructors can watch the students treat "patients" or film their efforts and discuss their work afterwards. The electronic simulation mannequins can perform a number of functions, offering students with an experience caring for or monitoring patients. These functions include sweating, blinking, becoming cyanotic (blue), breathing, and having a heartbeat. The lab also includes a 55-inch, wall-mounted television for the nursing computer room that enables students to view debriefing videos as continuous teaching tools. The television was donated by Nursing Professor Kathleen Krov, who recently retired from RVCC.

The RVCC Authentic Engineering initiative strikes again. Three RVCC students – Louis White, Stryker Schultz, and Jakob Harmon – tackled an engineering problem experienced by Hunterdon Transformer. Professor Stupak summarized the project – "The team used a sophisticated finite-element software from Hunterdon to model the induction properties of a 144 transformer and used mathematical modeling to reduce the 144 designs into five algebraic equations that they programmed into an easy-to-use computer interface." Essentially, reducing the product sales-quotation time for this class of transformer by a factor of at least fifty.

RVCC ratified a transfer agreement with Emerson College in January 2019. Emerson, which has its flagship campus in Boston and branch campuses in Los Angeles and the Netherlands, is renowned for its programs in Communications, Media Arts, and Performing Arts. Under the agreement, RVCC graduates with a minimum GPA of 3.2 will have a guaranteed admission and waiver of application fees, except for select programs that require an artistic review as part of the admissions process. Emerson offers transfer students scholarships ranging up to one half tuition.

RVCC and Ramapo College signed a memorandum of agreement to enhance student experience and increase the graduation rate for students who transfer to Ramapo. As part of the agreement Ramapo will provide a Transfer Advisor who will assist potential transfer students on the RVCC campus and remotely.

RVCC signed a transfer articulation agreement with Centenary University for the B.A program in Elementary Education. This effort is also part of the plans to bring Centenary into the RVCC University Center to provide students access to the upper division courses in teacher education to be offered on the RVCC campus.

RVCC signed updated agreement with the School of Visual Arts in New York City. The agreement specifies a transfer pathway for RVCC graduates for BFA programs in Fine Arts and Visual & Critical Studies.

English Department

Charlie Bondhus, Associate Professor of English, was selected to do a livestreamed poetry reading in the "Poets in Pajamas" series sponsored by Sundress Academy for the Arts. He also placed a poem in *SurVision*, a literary journal based in Ireland.

Michelle J. Brazier, Associate Professor of English, attended the Modern Language Association (MLA) Annual Convention in Chicago, January 4-6, as a member of the Delegate Assembly Organizing Committee. She will serve as Chair of that committee 2019-2020.

Lynne DeCicco, Professor Emeritus of English, completed her legacy sabbatical project, which was two-fold: (1) writing a narrative outlining the establishment and growth of the Honors program; and, (2) writing a narrative of the founding and early years of the College, entitled: "Portrait of an Age: Examining the Energy that Created a College - Raritan Valley Community College, formerly Somerset County College: 1962-1971." Both narratives, with accompanying documents, diverse artifacts, and other sources have been placed in the College Archives.

Fall 2018 Honors College Freshman Class Profile:

- 48 students (the largest freshmen class to date)
- 17 high schools (and 2 homeschooled) represented
- Four counties represented
- 3.66 first semester grade point average
- 13 students earned 4.0 grade point average
- Only three students earned less than a 3.00 grade point average
- 1st semester to 2nd semester retention rate of 100%

Visual and Performing Arts Department

Robert DiMatteo, adjunct faculty in the VAPA Department, will be showing a selection of works from his "Periodic Table of Elements" project at the Princeton Library, Princeton, NJ. The show opens January 12th with an artist talk on February 4th at 7pm.

Darren McManus will have several paintings in a group exhibition titled "Square Peg" at Parlor Gallery in Asbury Park, NJ. This exhibition celebrates the gallery's 10th anniversary and will feature the work of regularly shown artists at Parlor (a venue McManus has shown at since 2012.) The opening reception is Saturday, February 9th from 7 to 11 pm and the exhibit runs through March 2nd, 2019.

Additionally, Darren McManus will present at the 2019 College Art Association Conference in New York City in mid-February as part of a panel titled: "Collaborations in and out of the Classroom: New Ideas and Interdisciplinary Approaches" sponsored by the Community College Professors of Art and Art History (CCPAAH.) The paper – "Progressive Pedagogy: An Interdisciplinary Approach to Collaborative Design" – was co-authored with Professor Peter Stupak and chronicles their two, semester-long interdisciplinary collaborations between Visual Communication and Engineering students at RVCC.

Adjunct, Val Sivilli, as a founding member of The Hunterdon Art Tour (THAT) will be curating the exhibition entitled "SEED/s" at Whittemore – Community, Culture, and Conservation - organization in Oldwick, NJ. SEED/s will open on Saturday evening, May 4th, 2019 as part of THAT's third annual tour

weekend celebrating a newly formed partnership between THAT and WCCC. SEED/s will include the work of Hunterdon County artists as well as members of the RVCC's art faculty.

Loretta Fois's submission – Listening to the Voice of the Body in Motion: *Espressione Corporea as a Tool to a more Dynamic Interaction Between Movement and Music* – was accepted to the 4th International Conference of Dalcroze Studies (to be held in Katowice, Poland in July.) ICDS is a conference dedicated to researching music and movement in education, the arts and humanities, and the social, health, and life sciences.

Dennis Russo, after presenting as an actor and performer from his new play at the Actors Studio in NYC, was invited by the playwright and screenwriter Lyle Kessler to be part of the Studio's Playwrights and Directors Unit. A hand-selected group of writers and directors who present new work before industry professionals. This year, Dennis will have work presented and moderated by Tony and Academy Award winner John Patrick Shanley and Chazz Palmenteri.

The Music Faculty recital is scheduled for Sunday, February 24th at 3 p.m. in the Welp Theatre.

Student Activities:

The annual Independent Study Students Exhibition will open on Tuesday, January 22 and run through February 8. The exhibition is in conjunction with selections of work by current and alumni students from the Interior Architecture & Design program. The Artists' Talk will be held in the Gallery on Friday January 25 from 5-6 p.m., followed by a reception from 6-7 p.m. The exhibition is free and open to the public.

Admissions & Recruitment Team Collaborative On-site Events & Programs

On Campus Informational Session

- 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 a collaboration 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 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

- Spring Recruitment – The fall recruitment season is well underway. The recruiters are attending college/career fairs and recruitment visits throughout both counties.
- CJS Information Session & HS – Collaboration with CJS presentation at high school to promote CJS, CJS Career Night, Early College, benefits of RVCC, and matriculation upon graduation.
- Honors College - Collaboration with Honors presentations at high school to promote Career Nights, Early College, benefits of RVCC and matriculation upon graduation.
- Concurrent Enrollment Program – Matriculation Focus – Collaboration with RVCC/K-12 partners to promote CEP seniors to matriculate to RVCC upon graduation. A CEP Matriculation Night is planned in April.

Middle Schools

- McKinley School, New Brunswick Campus – Collaboration with the Planetarium. Forty-five 8th graders were greeted by our current students who shared their experience at RVCC. They visited the Planetarium, ate lunch in the cafeteria, and enjoyed a student led campus tour.

On Campus Events

- Instant Decision Day (January 8) – 131 prospective students participated in this event. This convenient, express enrollment service makes the college application process seamless. This was a collaborate initiative, which included several departments: Student Services, Testing Center, Career & Transfer, Library, and the Tutoring Center. The IDD's were well-received and we received great feedback from parents and students that this event made the enrollment process easy and seamless.
- National Signing Day (February 15) – Collaboration with our colleagues in the Workforce Training Center and Admission & Recruitment team to promote our current students to commit to completing their program and for prospective student to commit to starting in fall 2018.

Career Program Collaboration Events:

- Humanities, Social Science, Social Work and Education (HSSE) Career Night (February 7) – New collaboration with HSSE (Brandyn Heppard) to promote HSSE programs for prospects and current students.
- Business Career Night (April 10) – Collaboration with Business & Public Service/Business (Ellen Lindemann and Elaine Moore) to promote Business programs for prospects and current students.
- Engineering Night (April 15) – Collaboration with Science & Engineering (Antonella Pompo and Peter Stupak) to promote Authentic Engineering Experience opportunity for prospects and current students.
- Criminal Justice Career Night (April 17) – Collaboration with Business & Public Service/CJS (Brian Donnelly) to promote Criminal Justice programs for prospects and current students.
- RVCC Arts/VAPA/Admissions Collaboration/Partnerships
RIOULT Dance NY (March 8 and 9) - Collaboration with RVCC Arts, VAPA-Dance (Loretta Fois), the RVCC Dance Club, and Admissions & Recruitment.
- Transition to College (March 7) – This initiative is a collaboration with Disability Services to provide prospective students, parents/guardians, and school personal with the opportunity to visit the campus, gain valuable information about our support services and to meet our team members and hear from our current students.
- Spring Open House (March 28) – The Admissions Team is gearing up for the Spring Open House, which is a College wide collaborative recruitment event that includes all academic divisions, student services, College programming, alumni, the Workforce Training Center staff, University Partners, Hart public transportation, and RVCC student volunteers.

3. Committee Reports

A. Strategic Planning Committee

Trustee Tracy DiFrancesco Zaikov reported that Committee received an update on the College's ongoing digital marketing campaign as well as the implementation of Admit Hub software. The Committee also had a comprehensive discussion concerning the "Building for the Future" strategic initiatives. At the conclusion of discussions, the Strategic Planning Committee unanimously endorsed resolutions that will be presented by the Finance Committee for their full Board's consideration.

B. Governance Committee

Trustee Paul Hirsch reported that the Committee discussed the “Building for the Future” document distributed to the full Board of Trustees that detailed issues relating to stagnant public funding, declining enrollment trends, and additional concerns that confront the College as well as the strategic framework for addressing those challenges. The Committee also discussed land-use possibilities for student housing and the expansion of the Workforce Training Center. Following discussions, the Governance Committee unanimously endorsed the resolutions that will be presented by the Finance Committee for the Board’s consideration. It was noted that Trustee Bateman recused herself from that portion of the meeting

As required by the State of New Jersey, the Campus Safety Report for the period November 21, 2018 to January 13, 2019 was provided to the Committee for their review.

An Educational Retreat on Board Governance will be scheduled for Tuesday, April 30, 2019 to bring in an outside consultant from the Association of Community College Trustees (ACCT) to provide a Trustee workshop on Governing Board roles and responsibilities and to answer questions about issues affecting boards today. (Details to follow.)

C. Educational Programs and Services Committee

Trustee Timothy Howes presented Consent Agenda Resolutions #8-2019 through #12-2019 and Resolutions #14-2019 through #20-2019. On motion by Trustee Howes, seconded by Trustee Hirsch, the above stated Consent Agenda resolutions were approved unanimously by voice vote. Resolution #13-2019 (Exemption for 60-Credit Rule) was tabled until next month to provide the Committee with additional time for discussion.

Trustee Howes reported that the Committee also discussed the College’s “Building for the Future” initiatives. Following discussions, the Committee unanimously endorsed the resolutions that will be presented by the Finance Committee to the full Board of Trustees.

The Committee further received updates on the Lab Technician Program and the Community College Opportunity Grant.

Resolution #8-2019 Human Resources Action Report

The Board resolves that the following personnel actions be taken:

Human Resources Action Report for _January 22, 2019

1. Status Change- Administrator

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

Name	Title	Salary	Department	Start date
Christina Bailey	Director of Testing Services	\$67,294	Testing Center	12/1/18

2. Returning Workforce Delivery/Allied Health Instructional Staff

The following individuals are reappointed as members of the Workforce Delivery instructional staff. All appointments in this category are subject to sufficient tuition paying enrollment to support class offerings. Hourly rates for instructional staff are indicated.

All returning appointments are based upon positive qualitative assessments of prior assignments at the College.

Last Name	First Name	Appointment start date	Appointment end date	Hourly rate
Angenor	Hans	1/22/19	5/7/19	\$41.20

Foran	James	1/22/19	5/6/19	\$51.00
Gerstl	Lori	1/23/19	5/1/19	\$41.20
Lee	Leonel	5/21/19	6/25/19	\$35.00
Tait	Christopher	5/22/19	6/26/19	\$35.00
Stefanick	Jessica	3/3/19	5/1/19	\$45.00
Watson	Enrique	7/29/19	7/31/19	\$48.00

3. Resignation

The following reflect employee(s) who intends to resign from the college.

Name	Title	Department	Effective Date
Remond Carter	Financial Aid Specialist	Financial Aid	1/11/19
Jessica Cicero	Workforce Educator	Cosmetology	12/14/18
Corinna Harrigan	Administrative Assistant	Workforce Delivery	1/4/19
Diana Trybulski	Administrative Assistant II-STEM	Dean Division of STEM	1/14/19

4. Retirement

The following reflect employees who intend to retire from the college or who has retired.

Name	Title	Department	Effective Date
Deborah Corbett	Professor, Psychology	Social Sciences & Education	1/1/19
Lynne DeCicco	Professor, English	English	1/1/19
Ronnie Weyl	Anniversary Campaign Director	Foundation	1/1/19

Resolution #9-2019 Reappointments, Second Year and Beyond Teaching Faculty, Librarians, Counselors, and Teaching Assistants

BE IT RESOLVED, that the recommendation of the President, the following teaching faculty, librarians, Counselors and Teaching Assistants be notified of their reappointments by the Board of Trustees for the 2019-2020 academic or fiscal year.

Reappointments salaries based on current contract

*Represents Tenure Awarded

Last Name	First Name	Rank	Salary
Anderson	Anne Marie	Associate Professor-Accounting	\$74,954
Aronson	Daniel	Professor -Economics	\$108,194
Arvay	Susan	Associate Professor-English	\$73,945
Austin	Lori	Associate Professor-Math	\$78,861
Balut	Maryann	Professor, Nursing	\$83,296
Banfield	Sara	Associate Professor- Comm/Speech	\$74,171
Baricevic	Marianne	Associate Professor A&P/Micro	\$82,036
Bazar	Carrie	Career Counselor IV	\$98,413
Bell	Cheryl	Associate Professor - ESL	\$77,665
Bendjilali	Khadidja	Assistant Professor, Mathematics	\$60,995
Bendjilali	Boualem	Associate Professor - Mathematics	\$84,041
Black	William	Professor - Accounting	\$91,098
Bondhus	Charles	Associate Professor - English	\$74,619
Braun	Lauren	Associate Professor-History	\$73,637

Last Name	First Name	Rank	Salary
Brazier	Michelle	Associate Professor-English	\$81,421
Brower	Stephen	Assistant Professor - CIS	\$71,929
Burns	Keith	Instructor, Fitness & Wellness	\$61,392
Campoli	Alison	Assistant Professor, Nursing	\$69,647
Carr	Edward	Professor- Microbiology	\$90,270
Caruso	Steven	Instructor, Computer Science	\$58,438
Case	Rebecca	Instructor - Spanish	\$60,199
Case	Patrice	Professor, Nursing	\$86,070
Chase	David	Associate Professor- English	\$77,662
Choi	Youngjun	Associate Professor - Math	\$76,964
Cleary	John	Assistant Professor-Philosophy	\$69,872
Copty	Nader	Associate Professor, Physics	\$80,229
Crosbie	William	Associate Professor-Computer Science	\$79,013
Czerw	Margaret	Professor, Chemistry	\$87,153
Darkenwald-DeCola	Jessica	Instructor, English	\$60,135
DeFilippis	Maria	Professor-Legal	\$102,316
Dempsey	Megan	Associate Professor-Librarian	\$78,808
*Donnelly	Brian	Assistant Professor Criminal Justice	\$66,358
Fagan	W Michael	Associate Professor - Finance	\$77,564
Felix	Justin	Associate Professor - English	\$76,785
Flor	Paul	Assistant Professor- Bus Admin-HVAC	\$81,969
Fois	Loretta	Professor-Dance	\$82,590
Forte	Frank	Instructor - Math	\$61,960
Gaffney	Karen	Professor - English	\$85,444
Geoffroy	Cynthia	Associate Professor-Math	\$79,033
Gorini	Rosemarie	Associate Professor -Math	\$78,232
Gutierrez	Isabel	Assistant Professor, Psychology	\$68,993
Gutshall-Seidman	Karen	Professor- Human Services	\$85,444
Harford	John	Instructor Graphic Design	\$63,244
Heithoff	Heather	Assistant Professor, Nursing	\$64,701
Hemlow	Lance	Assistant Professor - Mathematics	\$75,904
Heppard	Brandyn	Assistant Professor, Philosophy	\$65,692
Hinkle	Robert	Professor-ESL	\$83,769
Hulsen	Patricia	Professor- Mathematics	\$89,971
Iannacone	Eric	Associate Professor-Biology A/P	\$75,741
Jones	Jason	Instructor, Automotive	\$61,252
Katsha	Ahmed	Assistant Professor-A/P Bio	\$64,465
Kaufman	Stephen	Professor - Anthropology	\$132,298
Kelly	Jay	Associate Professor- Biology	\$79,877
*Kinebrew-Bosa	Carolyn	Instructor Communications	\$59,086

Last Name	First Name	Rank	Salary
Kletz	Pattiann	Professor- Business	\$82,642
Klinger	William	Professor, Bus Admin & Management	\$88,294
Kovarik	Tomas	Associate Professor - Math	\$84,487
Kowski	Lynne	Professor, Mathematics	\$89,970
Kuijlaars	Gina	Counselor II-Mental Health	\$76,790
Lenahan	Melanie	Professor - Biotechnology	\$85,444
Lindemann	Ellen	Professor Business Admin	\$87,153
Lindskoog	Carl	Assistant Professor-History	\$65,629
Logan-Bieler	Martha	Instructor-Medical Assistant	\$62,080
Luby	Barbara	Counselor IV	\$98,154
Manno	Andrew	Professor - English	\$92,613
Martin	Philip	Instructor, Communication	\$60,255
McManus	Darren	Assistant Professor, Graphic Design	\$67,269
Meier	Pascal	Assistant Professor-Chemistry	\$65,540
Moore	Elaine	Associate Professor – Marketing	\$80,487
Morris	Melanie	Professor Business Law	\$90,472
Nadkarni	Vandana	Associate Professor- Art History	\$78,571
Nikitovic	Nemanja	Assistant Professor, Mathematics	\$67,289
Offenhauer	Alexa	Instructor, English	\$60,586
O'Neill	Elizabeth	Instructor, Pediatric Nursing	\$62,342
Patel	Aditi	Associate Professor - Mathematics	\$76,812
Patterson	Carol	Associate Professor- Nurse Education	\$92,771
Pearce-Morris	Jennifer	Assistant Professor, Sociology	\$67,679
Pieris-Gunatilaka	Ashlee	Assistant Professor - CIS	\$73,674
Pipitone	Christine	Professor-English	\$85,444
Pompo	Antonella	Professor- Engineering	\$90,071
Portelinha	Isabelle	Assistant Professor-Psychology	\$62,384
Reilly	Kathy	Instructor, Health Info Technology	\$59,374
Reilly	Kevin	Professor - History	\$145,368
Reynolds	Sandra	Associate Professor - French/Spanish	\$83,039
Ricketts	Glenn	Professor-Political Science	\$110,133
Rimple	Tonya	Associate Professor- Bus Admin	\$80,897
Romaine	Linda	Associate Professor Fitness & Wellness	\$74,081
Roop	Joan	Assistant Professor, Nursing	\$66,358
Rosenblithe	Anita	Professor - English	\$136,559
Russo	Dennis	Professor - Theatre	\$82,589
Schirner	Kimberly	Associate Professor- Early Childhood	\$77,665
Schueler	Paul	Professor - Chemistry	\$133,949
Schwarz	Steven	Professor –Computer Science	\$82,993
Seater	Barbara	Associate Professor- Sociology	\$128,087

Last Name	First Name	Rank	Salary
Shah	Madhavi	Assistant Professor-Biology	\$64,577
*Shapiro	Alisa	Assistant Professor-Accounting	\$65,491
Sichel	John	Associate Professor - Music	\$80,103
Smith	Virginia	Assistant Professor-Interior Design	\$70,500
Soliman	George	Instructor, Mathematics	\$58,905
Spencer	Claudette	Assistant Professor-Nursing Med &Sur	\$65,129
Stander	Emilie	Assistant Professor, Environmental Science	\$69,544
Stepanova	Tatyana	Assistant Professor Mathematics	\$74,156
Stetson	Elliot	Associate Professor - Nursing	\$84,307
Stetson	Beryl	Professor, Nursing	\$87,667
*Stupak	Peter	Assistant Professor-Physics & Engineering	\$68,180
Suk	Kathryn	Associate Professor, Elmnty /Second Edu	\$74,694
Thomas	Brian	Professor - Ophthalmics	\$112,806
Thorner	Nora	Professor - Mathematics	\$103,140
Treut	Richard	Professor, Speech/Communication	\$83,708
Tsubota	Ann	Professor - Fine Arts	\$115,447
Tucker	Lisa	Associate Professor- English	\$80,839
Tyson	Ronald	Associate Professor - English	\$77,466
Vaccaro	Andrea	Assistant Professor- ESL	\$67,401
Valenti	Alyssa	Assistant Professor-Librarian	\$68,192
Warren	Jeffrey	Counselor II	\$81,387
Weber	Derek	Professor-A&P/Micro	\$85,366
Youngblood	Ardath	Instructor, Nursing	\$61,252
Yunker	Beau	Instructor, OTA Assist/Cord	\$60,343
Zieba	Izabela	Assistant Professor, English	\$66,358

Resolution #10-2019 Reappointments, First Year Teaching Faculty, Librarians, and Counselors

BE IT RESOLVED, that at the recommendation of the President, the following first year teaching faculty, librarians and counselors be notified of their reappointments by the Board of Trustees for the 2019-2020 academic or fiscal year.

Reappointments salaries based on current contract

Last Name	First Name	Rank	Salary
Awwad	Mutasem	Assistant Professor, Networking	\$65,707
Bitter	Janelle	Librarian-Systems & Technical Services	\$60,459
Duran	Esther	Assistant Professor-Digital Media/Film	\$65,707
Jones	James	Assistant Professor-Criminal Justice	\$65,707

Resolution #11-2019 Reappointments, Faculty Temporary One Year 2019-2020

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

Reappointments salaries based on current contract

Last Name	First Name	Rank	Salary
DePinto	Dominick	Instructor, CEM Tech Temp	\$61,252
Greco	Sarah	Instructor, ASL Temp	\$58,171
Yang	Linda	Instructor, Computer Science Temp	\$60,652

Resolution #12-2019 Appointment, Full-Time Tenure Track Academic Year 2019-2020

BE IT RESOLVED, that at the recommendation of the President, the following full-time tenure-track faculty appointment be approved for 2019-2020:

Name	Title	Department	Start Date	Salary
*Isabelle Portelinha	Assistant Professor-Psychology	Social Science & Education	1/2/19	\$62,384

*Budget code 100-3190-5130-10

Resolution #14-2019 Discontinue Web Developer, Certificate

WHEREAS, the Board of Trustees of Raritan Valley Community College has adopted the policies and procedures that govern new degree and certificate program approval, granting of degrees and certificates, and discontinuance of programs; and

WHEREAS, said policy permits the discontinuance of degree programs when it is determined they are no longer viable; and

WHEREAS, the Web Developer, Certificate has been identified as a program that is not attracting sufficient applications, maintaining adequate student retention; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College at the recommendation of the President, shall discontinue the Web Developer, Certificate effective with the entering class in the Fall 2019 Semester.

BE IT FURTHER RESOLVED, the President is authorized to carry out the planned phase out of the program in order to minimize the impact on currently enrolled students.

Resolution #15-2019 Discontinue Computer Support, Certificate of Completion

WHEREAS, the Board of Trustees of Raritan Valley Community College has adopted the policies and procedures that govern new degree and certificate program approval, granting of degrees and certificates, and discontinuance of programs; and

WHEREAS, said policy permits the discontinuance of degree programs when it is determined they are no longer viable; and

WHEREAS, the Computer Support, Certificate of Completion has been identified as a program that is not attracting sufficient applications, maintaining adequate student retention; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College at the recommendation of the President, shall discontinue the Computer Support, Certificate of Completion effective with the entering class in the Fall 2019 Semester.

BE IT FURTHER RESOLVED, the President is authorized to carry out the planned phase out of the program in order to minimize the impact on currently enrolled students.

Resolution #16-2019 Discontinue Computer Networking, Certificate of Completion-Cisco Emphasis

WHEREAS, the Board of Trustees of Raritan Valley Community College has adopted the policies and procedures that govern new degree and certificate program approval, granting of degrees and certificates, and discontinuance of programs; and

WHEREAS, said policy permits the discontinuance of degree programs when it is determined they are no longer viable; and

WHEREAS, the Computer Networking, Certificate of Completion-Cisco Emphasis has been identified as a program that is not attracting sufficient applications, maintaining adequate student retention; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College at the recommendation of the President, shall discontinue the Computer Networking, Certificate of Completion-Cisco Emphasis effective with the entering class in the Fall 2019 Semester.

BE IT FURTHER RESOLVED, the President is authorized to carry out the planned phase out of the program in order to minimize the impact on currently enrolled students.

Resolution #17-2019 Nomenclature change Computer Networking and Security, Certificate to Computer Networking and Cybersecurity, Certificate

WHEREAS, the College has approved a nomenclature change for the Computer Networking and Security, Certificate;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the nomenclature change for the Computer Networking and Security, Certificate to Computer Networking and Cybersecurity, Certificate.

Resolution #18-2019 Nomenclature change Computer Networking, A.A.S. in Computer Information Systems to Computer Networking and Cybersecurity, A.A.S. in Computer Information Systems

WHEREAS, the College has approved a nomenclature change for the Computer Networking, A.A.S. in Computer Information Systems;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the nomenclature change for the Computer Networking, A.A.S. in Computer Information Systems; to Computer Networking and Cybersecurity, A.A.S. in Computer Information Systems.

Resolution #19-2019 Nomenclature change Visual Communication, Associate of Fine Arts to Graphic and Interactive Design, Associate of Fine Arts

WHEREAS, the College has approved a nomenclature change for the Visual Communication, Associate of Fine Arts;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the nomenclature change for the Visual Communication, Associate of Fine Arts to Graphic and Interactive Design, Associate of Fine Arts.

Resolution #20-2019 New Program: Associate of Science in Exercise Science: Sports Medicine & Rehabilitation Option

WHEREAS, the College has identified certain academic programs for which there is student demand; and

WHEREAS, it is feasible to introduce a new Associate of Science in Exercise Science: Sports Medicine & Rehabilitation Option;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College’s Board of Trustees approves the establishment of a new Associate of Science in Exercise Science: Sports Medicine & Rehabilitation Option;

D. Finance Committee

Trustee Donald Rica (due to Trustee Windrem’s absence at the Committee meeting) reported on the Treasurer’s Report (Resolution #1-2019) for the period 11/1/18 to 12/31/18. On motion by Trustee Rica, seconded by Trustee Howes, the Treasurers’ Report was approved unanimously by voice vote.

Trustee Rica presented Consent Agenda Resolutions #2-2019 through #7-2019. On motion by Trustee Rica, seconded by Trustee Hirsch, the above stated Consent Agenda resolutions were approved unanimously by voice vote.

Trustee Caren Bateman then recused herself for the remaining portion of the Regular Board of Trustees meeting.

Trustee Rica then presented the following Resolutions – Resolution #7A-2019, Purchase Properties Adjacent to the Campus; Resolution #7B-2019, Resolution of the Board of Trustees of RVCC Approving the Financing of a Project Through the Somerset County Improvement Authority and Authorizing Other Matters in Connection Therewith; and Resolution #7C-2019, Lease Agreement with Somerset County Improvement Authority. The resolutions were moved by Trustee Rica, seconded by Trustee Hirsch, and unanimously approved by voice vote. Management will report to the Board the results of the real estate negotiations.

Resolution #2-2019 – Various Vouchers for Payment

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

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

Check #s	296079-297535	
ACH#s	4	
Total Checks		\$3,155,039.32
Total ACH		42,352.47
Total Vouchers		3,197,391.79
Construction and Architect Vouchers		205,678.13
Less Previously Approved		(140,675.00)
Total		<u>\$3,262,394.92</u>

Resolution #3-2019 Extension of Security Services Agreement

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

WHEREAS, Raritan Valley Community College advertised for bids for a new Security Services agreement on Wednesday, November 1, 2017; and

WHEREAS, one (1) bid response was opened and read on Tuesday, November 28, 2017 with one (1) bid being disqualified from consideration due to being received after the publicly advertised date and time set for the receipt of proposals; and

WHEREAS, the Board of Trustees of Raritan Valley Community College rejected the resolution recommendation made by the College at the December 5, 2017 meeting; and

WHEREAS, the RVCC administration has not publicly rebid for these services as the College explores how to appropriately proceed with security services in the future; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to extend the current contract for the three-month period of January 1, 2019 through March 31, 2019 with:

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

Michael DePinto
Director of Purchasing

Resolution #4-2019 Grants Consultant

WHEREAS, the College requires the employment of a consultant to provide contractual grant development services to assist in the planning, developing and writing of a U.S. Department of Education , Strengthening Institutions Programs, Title III-Part A federal grant proposal; and

WHEREAS, three (3) proposals were obtained and evaluated with Resource Development Services 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:

**Resource Development Services
368 Spanish Moss Lane
Arroyo Grande, CA 93420
Amount: \$25,000.00**

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

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

Michael DePinto
Director of Purchasing

Resolution #5-2019 Arts Building Architect

WHEREAS, College management had previously engaged SSP Architects (SSP) to develop conceptual plans for the renovation and expansion of the Arts building on a time and materials basis during the past year; and

WHEREAS, Those plans have now been accepted by management and detailed construction documents are now required for launching the competitive bidding process and permitting with the building department; and

WHEREAS, SSP has submitted a proposal to design two additions approximating 8,750 square feet and to detail a variety of renovations within the existing 40,000 square foot structure, both of which have an estimated cost of \$5,000,000; and

WHEREAS, Management has thoroughly discussed the basis for the proposal

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes a contract award in the amount of \$350,000 to SSP Architects to provide a variety of services including final design, preparation of construction documents and supervision during the project duration.

John Trojan, VP Finance & Facilities

Resolution #6-2019 Steelcase Furniture for Math Faculty Offices

WHEREAS, the purchase and installation of new furniture is needed in the Mathematics department because of an academic reorganization combining it with most of the members of the former Computer Science 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, Arbee Associates is an authorized distributor of Steelcase furniture; and

WHEREAS, Steelcase, Inc. has entered into a contract with the State of New Jersey Division of Purchase and Property; and

WHEREAS, a purchase order will be issued as follows:

<p>Arbee Associates 1531 South Washington Avenue Piscataway, NJ 08854 Amount: not to exceed \$51,000.00</p>

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove to Arbee Associates.

Michael DePinto
Director of Purchasing

Resolution #7-2019 Additional Testing and Well Monitoring Services

WHEREAS, the College requires additional testing and well monitoring of the campus grounds garage area where an underground fuel oil storage tank was recently removed; and

WHEREAS, the Board of Trustees approved the commissioning of a certified contractor to remove this abandoned 500-gallon underground fuel storage tank and assess the surrounding soil via Resolution #162-2018 for an amount not to exceed \$40,000.00; 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, R.J. Walsh Associates, Inc. has entered into a contract with the State of New Jersey for the Purchase, Installation, Removal and Repair of Aboveground Fuel Tanks and related equipment (State Contract #42268); 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>R.J. Walsh Associates, Inc. P.O. Box 119 Allentown, NJ 08501 <u>Amount: \$19,980.00</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 as described above to R.J. Walsh Associates, Inc.

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

Michael DePinto
Director of Purchasing

Resolution #7A-2019 – Purchase Properties Adjacent to the Campus

WHEREAS, the Board of Trustees recognizes the importance and necessity of the College having a long-range view of campus facilities and a strategic approach to the expansion of its physical plant; and

WHEREAS, the Board has from time-to-time discussed the potential value of properties located on Route 28 at the front of the College and along Lamington Road near its rear entrance; and

WHEREAS, Management has identified several opportunities for expansion of the Workforce Training Center for new programs and the construction of student housing to address enrollment and budget challenges, both of which would benefit from additional acreage provided by adjacent properties; and

WHEREAS, the unpredictable nature of real estate market activities requires a flexible approach rooted in a long-term vision and the ability to respond with appropriate resources; and

WHEREAS, two particular properties have recently become available for sale with the following indicated market value: 74 Lamington at \$500,000 and 102 Lamington at \$1,000,000; and

WHEREAS, Management has identified additional costs approximating \$700,000 required to complete these transactions and ready the properties for use.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes Management to pursue the acquisition of adjacent properties located on Lamington Road.

John Trojan, VP Finance & Facilities

Resolution #7B-2019 – Resolution of the Board of Trustees of RVCC Approving the Financing of a Project Through the Somerset County Improvement Authority and Authorizing Other Matters in Connection Therewith

WHEREAS, the Board of Trustees (the "*Board*") of Raritan Valley Community College (the "*College*") desires to undertake a project (the "*Project*") consisting of: (a) the acquisition of land and the construction of facilities thereon for lease to and use by the College; and (b) paying the costs of issuing the Bonds (as hereinafter defined); and

WHEREAS, the land to be acquired is Block 3, Lot 13, on the tax map of the Township of Branchburg, more commonly known as 102 Lamington Road. The Board reserves the right to amend this Resolution to include additional land(s) as deemed necessary and beneficial; and

WHEREAS, the College has determined that it is advisable and beneficial for the College to finance the costs of the Project through the issuance by the Somerset County Improvement Authority (the "*Authority*") of its County Guaranteed Lease Revenue Bonds (Raritan Valley Community College Project) (the "*Bonds*"), whether through public offering, direct purchase or otherwise; and

WHEREAS, the College has determined that the Project will be beneficial to and will assist in serving its students and educational mission; and

WHEREAS, although the College intends to finance the costs of the Project with the proceeds of the Bonds, the College may pay for certain costs of the Project prior to the issuance of the Bonds with operating funds of the College that are not borrowed funds; and

WHEREAS, the Board desires to authorize the officers of the College to take any and all actions necessary to accomplish the financing of the Project and all costs related thereto; and

WHEREAS, the Board having deliberated on the matter and for good cause shown;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE COLLEGE AS FOLLOWS:

Section 1. For the purpose of financing the cost of the Project, the Board hereby authorizes the borrowing by the College by the taking of a loan from the Authority in an amount not to exceed \$2,200,000 (the "*Loan*").

Section 2. The Board hereby authorizes that the Loan shall be made pursuant to appropriate legal documents deemed advisable and necessary by the officers of the College set forth below with the advice of counsel, which documents may include, without limitation, a lease purchase agreement, notices, certificates, credit enhancement vehicles, bond purchase agreements, official statements, continuing disclosure agreements, arbitrage and tax certificates, pledges of assets, delivery of required collateral security, creation of debt reserves, title insurance and any other documents deemed necessary and advisable by the Authority.

Section 3. The Chair of the Board, the Secretary of the Board, the President of the College, the Vice President of Academic Affairs of the College and the Vice President of Finance and Facilities of the College (each an "*Authorized Officer*") are each hereby individually authorized to determine the structure of the financing that is most economically advantageous to the College and to execute and approve, with the advice of counsel, any and all necessary documentation, and to do and perform such acts and to take such actions that may be necessary or required by the Authority, with the advice of its bond counsel, to be appropriate, useful or necessary to implement the purposes of this Resolution and generally to take all action necessary to consummate the financing of the Project, including, but not limited to, entering into a lease purchase agreement and any and all legal documents referenced in Section 2 of this Resolution above.

Section 4. The execution of any such documentation by the Authorized Officers shall be conclusive evidence of the approval and content of such documentation on behalf of the College.

Section 5. This Resolution is intended to be and hereby is a declaration of the College's official intent to reimburse the expenditure of Project costs previously paid prior to the issuance of the Bonds with the proceeds of the borrowings to be incurred by the College in accordance with applicable Treasury Regulations.

Section 6. Any action taken or caused to be taken by the College in connection with any matter referred to in this Resolution prior to the date of this instrument, and any and all documents, instruments and certificates executed in connection with the matters contemplated by this Resolution, be, and hereby are, ratified, confirmed and approved as the act and deed of the College.

Section 7. This Resolution supersedes any prior inconsistent resolution and no further approvals are necessary to implement this Resolution, except as may be necessary to incorporate additional land as deemed necessary and beneficial.

Section 8. This Resolution shall take effect immediately.

Resolution #7C-2019 – Lease Agreement with Somerset County Improvement Authority

WHEREAS, the Board of Trustees has already by resolutions 7A – 2019 and 7B -- 2019 authorized the purchase of two adjacent properties and additional related costs with a total value not to exceed \$2,200,000 and funding to be provided by the Somerset County Improvement Authority (SCIA); and

WHEREAS, the SCIA requires repayment by the College over a term not to exceed 30 years via a lease purchase agreement; and

WHEREAS, all of these contemplated transactions are contingent upon approval by the Local Finance Board and the Somerset County Board of Chosen Freeholders.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes Management to enter into a lease purchase agreement with the SCIA after all contingencies have been satisfied.

John Trojan, VP Finance & Facilities

IV. Old Business

None

V. New Business

None

VI. Public Questions/Comments.

Chairman Wise read the following statement into record:

“The Board will take any comments from the public at this time. The Board will not respond to comments made and speakers are limited to two minutes.”

There were no public comments at the time.

VII. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 5:37 p.m.

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