

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
FEBRUARY 19, 2019

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, February 19, 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.”

II. Roll Call of Members

The roll call was taken as follows:

Attendees: Caren Bateman
Paul J. Hirsch
W. Timothy Howes
Roger Locandro
Eric Neira
Margaret Windrem
Robert P. Wise

Absent: Andrew McNally
Felecia Nace
Donald Rica
Donna Simon
Juan Torres
Tracy DiFrancesco Zaikov

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

A quorum was present.

III. Agenda Items

1. Approval of Regular Meeting Minutes

On motion by Trustee Timothy Howes, seconded by Trustee Paul Hirsch, the Regular Meeting minutes of January 22, 2019 were approved by voice vote. Trustee Caren Bateman respectfully abstained.

2. Chairman's Report

Chairman Robert Wise reported that he and President McDonough recently attended the 2019 Association of Community College Trustees National Legislative Summit in Washington, D.C. He commented that the Summit provided several leaders with an increased understanding of federal legislative priorities and challenges, policies, and processes; relationship-building with our congressional members and their staff as well as with our New Jersey community college leaders; and a greater understanding of New Jersey community college's position within the national higher education system. The Chairman commented that it is important as trustees to remind our community leaders of the tremendous asset community colleges are to our students, business and industry, residents, to the State of New Jersey, and to the nation.

Appointments – Foundation Board of Directors

The Chairman presented the following resolution:

Resolution #21-2019 – Appointments, Foundation Board of Directors

BE IT RESOLVED, that the Committee on Trusteeship of the RVCC Foundation Board of Directors has recommended the following individuals to the Chair of the RVCC Board of Trustees for their appointment to the RVCC Foundation Board of Directors:

- Alyssa Darden – RVCC student (Class of 2019)
- John Giotis – Resident of Ringoes, NJ; Educator

BE IT FURTHER RESOLVED, that the Chair of the Board of Trustees recommends their appointments to the full Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College hereby approves the appointment of Alyssa Darden and John Giotis to the RVCC Foundation Board of Directors.

It was reported that the RVCC Foundation established a student representation position for its Board of Directors.

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

President's Report

President Michael McDonough reported that Niche.com has once again ranked Raritan Valley Community as the best community college in New Jersey.

The President reported that Dr. Zakiya Smith Ellis, Secretary of Higher Education, invited NJ college presidents to attend a special announcement to unveil Governor Murphy's Special Higher Education blueprint at Rutgers Camden on Wednesday, February 20, 2019.

President McDonough further reported that the New Jersey President's Council recently endorsed a Bachelor of Applied Science degree in Scientific Glass Technology at Salem Community College. Pending approval by the New Jersey Office of the Secretary of Higher Education, the baccalaureate program would be the first offered by a NJ community college. President McDonough noted that if the program is approved, RVCC will consider a limited number of its own baccalaureate degree programs.

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

Upcoming Board Events

The next Regular Board of Trustees meeting is scheduled for Tuesday, March 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

Handouts

- Commencement Regalia/RSVP Form
- Flyer – Institute for Holocaust & Genocide Studies Seminar for Educators

Items of Note

RVCC Sustainability Efforts

RVCC continues to be recognized for its sustainability efforts, recently earning top honors in both the NJ Department of Environmental Protection's 2018 NJ Charging Challenge and the NJ Smart Workplaces program. The College scored the highest in the state in the 2018 NJ Charging Challenge: *Electrify Your*

Workplace recognition program. RVCC recently installed two dual-port Level 2 charging stations at its Branchburg campus. With electric cars becoming more popular, all four of the College's electric car chargers are often in use during weekday business hours. Charging at the stations is free and it's open to the public. Station equipment and installation were funded by grants from NJDEP's It Pays to Plug In: NJ's Electric Vehicle Charging Grant Program.

RVCC earned the Platinum award from the New Jersey Smart Workplaces program. The statewide initiative recognizes employers who show vision and leadership by providing commuter benefits and alternative transportation options for employees. RVCC earned the top honor for meeting 11 criteria, including reducing the number of commuters by offering online classes. The award was given by RideWise, Somerset County's transportation management authority, which strives to connect people and businesses to safe and sustainable travel options that enhance the quality of life and create a vibrant economy.

RVCC Service Learning Update

Every year, hundreds of college students make a difference in the community through Raritan Valley Community College's Service Learning Program. RVCC's nationally recognized program enables students to use community service as part of the classroom experience and receive academic credit for their service. Students serve many different kinds of organizations—from non-profits, to public schools, to government agencies.

Annually, students contribute the economic equivalent of over \$1 million in service to more than 250 community partners. In a five-year period, students have contributed the economic equivalent of over \$5 million to the community, making the College widely regarded as an important and reliable community partner.

Examples of community organizations assisted by RVCC service learning students include preK-12 schools, environmental centers, nursing homes and adult day care centers, courthouses, foodbanks, and homeless, domestic violence and animal shelters. Students learn about important community issues while helping diverse populations that include low-income residents, immigrants, disabled, homeless, elderly, animals, at-risk children and youth.

The advantages to the community organization are numerous. Students provide assistance without financial cost, helping the organization improve services to its clients and the community while lessening the staff's workload.

RVCC's efforts to improve the quality of life for its neighbors have been recognized beyond the local community. Since 1998, the College has received national recognition for its leadership role in advancing service learning. Most recently, the Service Learning Program students received the 2018 Governor's Jefferson Award for outstanding service to the community. Since 2006, the College has been named to the President's Community Service Honor Roll with Distinction for the development of quality service learning opportunities for students and collaborative contributions to the community. The collaborative efforts with non-profits, government agencies and public schools were further recognized with the Carnegie Community Engagement Classification from the Carnegie Foundation for the Advancement of Teaching. RVCC was one of nine community colleges nationwide—and the only community college in New Jersey—to receive the Carnegie honor.

Several RVCC service learning students also have received the Newman Civic Fellowship. The national award recognizes and supports community-committed students who are change-makers and public problem-solvers at Campus Compact member institutions. Newman Civic Fellows are provided with training and resources that nurture their assets and passions, helping them develop strategies for social change.

Students who participate in the College's Service Learning Program benefit in a number of ways. The program is an extension of the students' classroom experience, teaching students how to become active, caring

citizens. It validates the positive ways students can contribute to their communities by becoming leaders in solving public problems with community partners.

Service Learning Faculty Development Workshop
February 20, 2019

Presented by: Lori Moog, Director of Service Learning and Community Outreach, and Lisa Tucker, Professor of English

Title: *The Power of Service Learning Partnerships in Teaching about Diversity*

Workshop Description: This workshop presented information on how service learning experiences provide diversity training for students. During their service, students meet people from different cultures, economic backgrounds, educational levels and life circumstances. Their involvement with diverse populations and situations offers new insights in solving problems which strengthens students' understanding of human differences and commonalities, empathy toward others and a sense of social responsibility. As the students get involved with reflective analyses, they discover solutions to complex social problems and gain a deeper understanding of various issues while realizing their place in the global community and how they can contribute. Proven program resources and syllabi were provided.

Co-sponsored by the Service Learning Program and the Center for Teaching, Learning and Scholarship.

English Department

Charlie Bondhus had poetry accepted for publication in the *Cape Cod Poetry Review* and *Survision*, an Ireland-based literary journal. In addition to working on his sabbatical project, he has been giving readings in support of his newest book, most recently in Baltimore, Philadelphia, and Fanwood, NJ.

Honors College Update

The Honors College received a record number of applications (40) during our Early Application period

Library Updates

Alyssa Valenti, Assistant Professor-Electronic Resources Librarian, presented "Working the Problem and Sharing our Value with Chat Reference" at the annual VALE/ACRL-NJ/NJLA-CUS Users' Conference along with Romel Espinel (Stevens Institute of Technology) and Laura Costello (Rutgers University). The session spoke about the advantages of having proactive chat on library websites in order to best meet the needs of library users.

Alyssa Valenti also presented at the 11th annual Bridging the Spectrum Symposium at The Catholic University of America in Washington DC on February 8, 2019. Alyssa presented "Through Our Users Eyes: Usability Testing Tips & Tools" which shared experiences and lessons learned performing usability testing on the RVCC library website that other users could take, and in turn perform their own usability testing.

Megan Dempsey, Associate Professor-Instructional Services Librarian, presented a breakout session and poster at the annual VALE/ACRL-NJ/NJLA-CUS Users' Conference. "VALE & OTN: Supporting Libraries OER Efforts" was presented with Ann Hoang from NJIT and informed attendees about the professional development opportunities available through VALE's membership in the Open Textbook Network. Her poster, "Show Me the Money: How OER Publishing Works" graphically depicts the publishing process for open textbooks to demonstrate that these free resources undergo similar publishing and peer review processes as commercial textbooks.

Open Educational Resources

The OER Steering Committee is excited to share that in the summer and fall 2018 semesters, students enrolled in courses that adopted open educational resources in lieu of a commercial textbook saved over \$90,000 on textbook costs. 967 students were enrolled in 11 z-courses (zero-textbook cost courses) in summer

and fall. This semester, 7 more zero- or low-cost courses were offered, as well as an expanded number of sections for existing z-courses. The research and course re-design required for effective OER adoptions has been supported by a generous donation to the RVCC Foundation.

New Workforce Programs

As part of its ongoing efforts to keep pace with the changing needs of the workforce, the College is offering a variety of new programs this winter and spring. The classroom sections of the following programs, which are open to anyone 16 or older, will be held in the Workforce Training Center:

Principles of Municipal Court Administration (POMCA), Mondays, February 25-May 13, 4-7 p.m.
The 33-hour program is geared for anyone interested in obtaining employment in Municipal Court Administration. Prospective judiciary employees will receive information about the positions' responsibilities and an overview of the New Jersey Court System structure. Students will gain an understanding of judiciary policies, procedures and workplace expectations, as well as the general duties of a court administrator, deputy court administrator or a violations clerk. Topics will include basic court procedures, traffic court, the criminal and bail process, case management and financial fundamentals. The fee is \$830.

Drone FAA Part 107 Certification Course, Monday-Wednesday, March 11-13, 8 a.m.-4 p.m.
The three-day course is designed for anyone interested in obtaining a commercial pilots license to operate small unmanned aerials (sUAS). The course will focus on all elements included in the FAA sUAS certification test. Participants will learn how to operate sUAS safely and with FAA compliance. The program will include information about different types of UAS and remote sensing applications, with real projects used as examples. Instruction will focus on FAA Part 107 regulations and safety concerns regarding weather, airspace, obstacles, temporary flight restrictions, proximity to other people, and when and when not to fly. The course includes 16 hours of classroom time and 8 hours of field work. Following successful completion of the course, students may register with the FAA to take their certification exam. The fee is \$500.

To learn more about the Drone FAA Part 107 Certification Course, attend an Information Session, February 26, at 4 p.m., in RVCC's Workforce Training Center.

Major Appliance Repair Technician Program, Monday-Friday, May 6-June 7, 9 a.m.-1 p.m.
The 100-hour program is designed for anyone interested in obtaining National Appliance Service Technician Certification (N.A.S.T.C) and working in major appliance repair. The hands-on program explains the operation, troubleshooting, maintenance and repair of key electronic/electrical circuits and electro-mechanical systems commonly used in all major home appliances. The course requires no previous knowledge of electronics or electricity to enroll. Upon successful completion of the program, students will be prepared to take the N.A.S.T.C exam. The fee is \$3,000.

To learn more about the Major Appliance Repair Technician Program, attend an Information Session, April 18, at 4 p.m., in RVCC's Workforce Training Center.

To register for any of the programs or for additional information, contact Elizabeth Coccia at elizabeth.coccia@raritanval.edu or 908-526-1200, ext. 8529.

To learn more about all of RVCC's Workforce programs, attend a Workforce Showcase, April 4, from 4-6 p.m., in the Workforce Training Center. The event will provide an overview of RVCC programs in such areas as Cosmetology, Esthetics, Advanced Manufacturing, Automotive Technology, Environmental Control Technology and Welding, as well as professional development courses. For additional information about all of RVCC's career training programs, visit <https://www.raritanval.edu/career-training>.

3. Committee Reports

A. Governance Committee

Trustee Paul Hirsch reported that as required by the State of New Jersey, the Campus Safety Report for the period January 14, 2019 to February 10, 2019 was provided to the Committee and to the full Board of Trustees via SharePoint.

The Somerset County Prosecutor's Office recently sent eight of its law enforcement officers to campus to conduct a security assessment of the College's campus. An update will be provided to the full Board once the report is received by the President.

Preliminary work on the College's budget continues. It was reported that this year's budget faces significant financial challenges.

The Committee received and accepted the President's travel and expense reports.

The Committee discussed the usefulness of adjacent property to the campus for student housing and future development. The Committee also received an update on land appraisals, at which time Trustee Caren Bateman recused herself from the meeting and had left the room.

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

B. Strategic Planning Committee

As part of the strategic market planning, Chairman Robert Wise reported that the Committee discussed program growth, areas of opportunities, and strategies to identify areas of growing student interest.

C. Finance Committee

Trustee Margaret Windrem reported on the Treasurer's Report (Resolution #22-2019) for the period 01/01/19 to 01/31/19. On motion by Trustee Windrem, seconded by Trustee Hirsch, the Treasurers' Report was approved unanimously by voice vote.

Trustee Windrem presented Consent Agenda Resolutions #23-2019 through #28-2019. On motion by Trustee Windrem, seconded by Trustee Hirsch, the above stated Consent Agenda resolutions were approved unanimously by voice vote.

Trustee Windrem reported that the Committee discussed the College's preliminary budget.

Resolution #23-2019 – Various Vouchers for Payment

BE IT RESOLVED, that the following January 2019 vouchers be approved for payment; and

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

Check #s	297536-298206	
ACH#s	3	
Total Checks		\$1,569,062.18
Total ACH		11,747.86
Total Vouchers		1,580,810.04
Construction and Architect Vouchers		65,740.00
Less Previously Approved		(205,678.13)
Total		<u>\$1,440,871.91</u>

Resolution #24-2019 Perkins Amendment

WHEREAS, the Board of Trustees of Raritan Valley Community College previously approved a resolution on October 30, 2018 to formally accept funds and a resolution on December 4, 2018 for an amendment to the existing Carl D. Perkins Career and Technology Education (CTE) grant in the amount of \$332,632; and

WHEREAS, the State of New Jersey Department of Education provided additional funds to Raritan Valley Community College in the amount of \$3,080 for currently approved career and technical education programs in our FY2019 Postsecondary Perkins plan increasing the current allocation to \$335,712; and

WHEREAS, a formal recognition of the Perkins amendment to include additional funds of \$3,080 is required;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College approves the amendment to include additional funds of \$3,080 in the current FY2019 Postsecondary Perkins grant and further authorizes Dr. Michael McDonough, President of the College, to accept the additional Perkins grant funds.

Resolution #25-2019 Concrete Footings for Campus Signage - Pay to Play (C. Lombardi Construction)

WHEREAS, the Board of Trustees approved the award of the Concrete Footings for Campus Signage bid to Forman Sign Company, Inc. via Resolution #181-2018; and

WHEREAS, due to several factors, College management made the determination to rescind the contract award and notified Forman Sign Company of its decision on January 25, 2019; and

WHEREAS, in order to move this project along with the roadway signage delivery looming, the College significantly revised and reduced the scope of the project; and

WHEREAS, C. Lombardi Construction was pre-qualified by the Board of Trustees via Resolution #182-2018, to perform smaller masonry projects whose construction costs are under the College's public bid threshold of \$35,300.00; and

WHEREAS, C. Lombardi Construction provided RVCC with a proposal in the amount of \$31,815.00 to complete the revised scope of the project; and

WHEREAS, the Director of Purchasing has determined and certified in writing that the value of the services will exceed \$17,500.00; and

WHEREAS, such award of contract shall be made in compliance with New Jersey's Pay to Play Law as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 2018 through June 30, 2019, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p>C. Lombardi Construction, LLC 40 Grover Lane West Caldwell, NJ 07006 <u>Amount: \$31,815.00</u></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order in the amount shown above to C. Lombardi Construction.

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

Michael DePinto
Director of Purchasing

Resolution #26-2019 Electrical Services for the New Print Shop Building

WHEREAS, the College requires electrical services be performed for the installation of all wiring and conduits needed for the interior of the new Print Shop building; and

WHEREAS, three (3) quotes were requested (two (2) quotes were received and one (1) contractor declined to provide a quote) with Global Electrical Services presenting the RVCC with the most favorable pricing; 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>Global Electrical Services, Inc. P.O. Box 2567 Flemington, NJ 08822 <u>Amount: \$34,000.00</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 in the amount shown above to Global Electrical Services, Inc.

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

Michael DePinto
Director of Purchasing

Resolution #27-2019 Emergency Hot Water Line Repairs and Replacement

WHEREAS, emergency repairs were required to alleviate a major leak found on a four inch underground hot water pipe located in the driveway of the Receiving area; and

WHEREAS, this leak caused a low water alarm in the boilers which resulted in the shutdown of the campus heating system; and

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

Schilke Construction Company, Inc.
301 Valley Road
Suite A
Hillsborough, NJ 08844
Amount: \$18,955.34

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 Schilke Construction Company, Inc.

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

Michael DePinto,
Director of Purchasing

Resolution #28-2019 Fitness Center Treadmills

WHEREAS, the Board of Trustees approved the replacement of outdated equipment in the RVCC Fitness Center via Resolution #89-2018; and

WHEREAS, the replacement of five (5) inoperative treadmills in the Fitness Center is needed to modernize performance for the campus community, academic programs and student athletes; and

WHEREAS, the existing Fitness Center treadmills are nearly ten (10) years old which has led to the College falling behind current trends in physical training for overall fitness levels; and

WHEREAS, two (2) quotes were obtained with The Fitness Headquarters presenting the College with the most favorable proposal; and

WHEREAS, the final agreement will show The Fitness Headquarters selling five (5) new Landice L10 treadmills to Jules and Associates, Inc., who in turn will lease the products to RVCC with a fair market value purchase option at the end of the term; and

WHEREAS, Jules and Associates, Inc. will directly invoice the College \$533.00 each month for its services over a 48-month lease period; and

WHEREAS, the Director of Purchasing has determined and certified in writing that the value of the acquisition will exceed \$17,500.00; and

WHEREAS, such award of contract shall be made in compliance with New Jersey's Pay to Play Law as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 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:

Jules and Associates, Inc.
515 South Figuerora Street

Suite 1950
Los Angeles, CA 90071
Monthly Lease Amount: \$533.00
Total 48-Month Amount: \$25,584.00

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

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

Michael DePinto
Director of Purchasing

Resolution #28A-2019 Renewal of the Microsoft Enrollment for Education Solutions Agreement

WHEREAS, the renewal of the Microsoft Enrollment for Education Solutions (EES) Agreement is needed for the three-year period of April 1, 2019 through March 31, 2022; and

WHEREAS, this agreement provides a site license for the Microsoft Office and Office 365 products as well as licenses and support for our Microsoft Windows and SharePoint servers; and

WHEREAS, this software is used for a wide variety of academic and administrative purposes; and

WHEREAS, P.L. 2011, c.139 permits all governmental agencies including County Colleges to utilize contracts awarded by national or regional cooperatives or other states which were competitively bid; and

WHEREAS, Board Resolution #107-2013, dated August 20, 2013, authorized the use of such cooperative contracts; and

WHEREAS, the licensing and support of the Microsoft Licensing Solution Providers Services is available through the NJEDge.net technology purchasing consortium administered by the Software House International (SHI) via Contract #269EMCPS-19-001; and

WHEREAS, NJEDge.net is a non-profit technology consortium of academic and research institutions in New Jersey of which RVCC is a member; and

WHEREAS, a purchase order will be issued as follows:

Software House International (SHI)
290 Davidson Avenue
Somerset, NJ 08873
Year 1: \$39,471.95
Year 2: \$39,471.95
Year 3: \$39,471.95
Total Three-Year Amount: \$118,415.85

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 Software House Internal (SHI).

Michael DePinto
Director of Purchasing

D. Educational Programs and Services Committee

Trustee Timothy Howes presented Consent Agenda Resolutions #29-2019 through #53-2019. On motion by Trustee Howes, seconded by Trustee Bateman, the above stated Consent Agenda resolutions were approved unanimously by voice vote.

Trustee Howes reported that the Committee discussed the College’s “Building for the Future” initiatives; the pending approval of a baccalaureate degree program at Salem and the opportunities that would create for RVCC should that occur; and lastly, the College’s degree programs that exceed the 60-credit limit set by New Jersey Bill S1265 due to its external accrediting body for each program and the greater number of credit hours required (Resolution #53-2019.) Trustee Howes noted that the majority of the College’s degree programs meet the 60-credit limit.

Resolution #29-2019 Human Resources Action Report

The Board resolves that the following personnel actions be taken:

Human Resources Action Report for February 19, 2019

1. Returning- Adjunct Faculty

The following individual(s) are recommended as adjunct faculty for the Spring Semester 2019 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
Bell	Walter	Assistant Professor	Business & Public Service	\$950	1/22/19
Gonzalez	Jeseca	Instructor	English	\$930	1/22/19
Haddad	Moayad	Professor	Math & Computer Science	\$991	1/22/19
Kolatac	William	Assistant Professor	Visual & Performing Arts	\$950	1/22/19

2. New- Adjunct Faculty

The following individual(s) are recommended as adjunct faculty for the Spring Semester 2019 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
Batiste	Frank	Assistant Professor	Social Sciences & Education	\$950	1/22/19
Biebel	Rebecca	Assistant Professor	Prison Program	\$950	1/22/19
Buist	Berendina	Instructor	Visual & Performing Arts	\$930	1/22/19
Casciola	Nicole	Assistant Professor	Business & Public Service	\$950	1/22/19
Carolan	Rosemary	Instructor	Prison Program	\$930	1/22/19
De Saro	Robert	Instructor	Science & Engineering	\$930	1/22/19
Dingle	Avery	Instructor	Science & Engineering	\$930	1/22/19
Drzewiecki	Claire	Assistant Professor	Business & Public Service	\$950	1/22/19
Douthitt	Matthew	Instructor	Social Sciences & Education	\$930	1/22/19
Eccles	Joseph	Assistant Professor	Math & Computer Science	\$950	1/22/19
Faulkner	Michael	Assistant Professor	Prison Program	\$950	1/22/19
Hung	Kaman	Assistant Professor	Prison Program	\$950	1/22/19
Kinslow	William	Assistant Professor	Business & Public Service	\$950	1/22/19
Knapp	Gillian	Assistant Professor	Prison Program	\$950	1/22/19

Kukainis	Benjamin	Instructor	Prison Program	\$950	1/22/19
Legato	Marianne	Assistant Professor	Business & Public Service	\$930	1/22/19
Leontaris	Joanne	Assistant Professor	Business & Public Service	\$950	1/22/19
Low-Beer	Alfred	Instructor	Allied Health	\$930	1/22/19
Mohan	Christopher	Instructor	Prison Program	\$950	1/22/19
Parks	Aaron	Instructor	Business & Public Service	\$930	1/22/19
Sheridan	Joan	Assistant Professor	Prison Program	\$950	1/22/19
Shoemaker	Deanna	Assistant Professor	Prison Program	\$950	1/22/19
Sung	Agnes	Instructor	Math & Computer Science	\$930	1/22/19
Syersak	Jacob	Instructor	English	\$930	1/22/19
Thomson	Lesley	Assistant Professor	Social Sciences & Education	\$950	1/22/19

3. Retirement

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

Name	Title	Department	Effective Date
Annette Skov	Assistant Director, Tutoring	Academic Support Center	2/1/19

Resolution #30-2019 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
*Nicholas Sosa	Instructor-Psychology	Social Sciences & Education	9/1/19	\$56,241

*Budget code 100-3190-5140-19/replacement D. Corbett

Resolution #31-2019 Appointment, Full-Time Temporary Academic Year 2018-2019

BE IT RESOLVED that at the recommendation of the President, the following full-time non-tenured faculty appointment be approved: ***Correction-inadvertently not added to September 2018 resolution.**

Name	Title	Department	Start Date	Salary
*Sara Greco	Instructor-ASL Temporary	Communication & Languages	9/1/18	\$58,171

*Budget code 100-3140-5140-10\replacement/ C. Chynoweth

Resolution #32-2019 Sabbatical

WHEREAS, the Board of Trustees of Raritan Valley Community College did by Resolution #9-2019 dated January 22, 2019, reappoint Associate Professor Cheryl Bell, Associate Professor Megan Dempsey, Professor Andrew Manno, Professor Dennis Russo, and Assistant Professor Emilie Stander for the 2019-2020 academic year; and

WHEREAS, Associate Professor Bell has requested a sabbatical leave for the 2019-2020 academic year; and

WHEREAS, Associate Professor Dempsey has requested a sabbatical leave for the Fall 2019; and

WHEREAS, Professor Manno, Professor Russo, and Assistant Professor Stander have requested a sabbatical leave for the Spring 2020; and

WHEREAS, the provisions of the Board/Faculty Agreement concerning sabbatical leaves have been complied with;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby grant sabbatical leave to Associate Professor Bell for academic year 2019-2020, Associate Professor Dempsey for Fall 2019, Professor Manno for Spring 2020, Professor Russo for Spring 2020, and Assistant Professor Stander for Spring 2020

Resolution #33-2019 Food and Beverage Management AAS Deletion

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 Food and Beverage Management, Associate of Applied Science degree 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 Food and Beverage Management, Associate of Applied Science degree effective with the entering class in the spring 2021 term.

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 #34-2019 Food and Beverage Management Certificate Deletion

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 Food and Beverage Management, Certificate degree 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 Food and Beverage Management, Certificate degree effective with the entering class in the spring 2021 term.

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 #35-2019 Pre-Pharmacy AS in Science and Mathematics-Deletion

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 Pre-Pharmacy, Associate of Science Degree in Science and Mathematics, 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 Pre-Pharmacy, Associate of Science Degree in Science and Mathematics, effective with the entering class in the spring 2021 term.

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 #36-2019 Nomenclature Change, Communication Studies AA in Liberal Arts

WHEREAS, the College has approved a nomenclature change for the Communication Studies, Associate of Arts Degree in Liberal Arts;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the nomenclature change for the Communication Studies, Associate of Arts Degree in Liberal Arts, to Communication Studies, Associate of Arts.

Resolution #37-2019 Nomenclature Change, Web Developer AS

WHEREAS, the College has approved a nomenclature change for the Web Developer, Associate of Science;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the nomenclature change for the Web Developer, Associate of Science to the Interface Design and Web Development, Associate of Science.

Resolution #38-2019 Nomenclature Change, Interactive Digital Media AAS

WHEREAS, the College has approved a nomenclature change for the Interactive Digital Media, Associate of Applied Science;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the nomenclature change for the Interactive Digital Media, Associate of Applied Science, to Interface Design and Web Development, Associate of Applied Science.

Resolution #39-2019 Nomenclature Change, Music AFA

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

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the nomenclature change for the Music, Associate of Fine Arts Degree to the Music, Associate of Fine Arts.

Resolution #40-2019 Nomenclature Change, Liberal Arts Social Science Option AA

WHEREAS, the College has approved a nomenclature change for the Liberal Arts-Social Science Option, Associate of Arts;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the nomenclature change for the Liberal Arts-Social Science Option, Associate of Arts, to Social Sciences, Associate of Arts.

Resolution #41-2019 Nomenclature Change, Theatre Arts AA in Liberal Arts

WHEREAS, the College has approved a nomenclature change for the Theatre Arts, Associate of Arts Degree in Liberal Arts;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the nomenclature change for the Theatre Arts, Associate of Arts Degree in Liberal Arts, to Theatre Arts, Associate of Arts.

Resolution #42-2019 Nomenclature Change, Biology AS in Science and Mathematics

WHEREAS, the College has approved a nomenclature change for the Biology, Associate of Science Degree in Science and Mathematics;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the nomenclature change for the Biology, Associate of Science Degree in Science and Mathematics, to Biology, Associate of Science.

Resolution #43-2019 Nomenclature Change, Chemistry AS in Science and Mathematics

WHEREAS, the College has approved a nomenclature change for the Chemistry, Associate of Science Degree in Science and Mathematics;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the nomenclature change for the Chemistry, Associate of Science Degree in Science and Mathematics, to Chemistry, Associate of Science.

Resolution #44-2019 Nomenclature Change, Computer Programming AAS in Computer Information Systems

WHEREAS, the College has approved a nomenclature change for the Computer Programming, Associate of Applied Science Degree 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 Programming, Associate of Applied Science Degree in Computer Information Systems to Computer Programming, Associate of Applied Science.

Resolution #45-2019 Nomenclature Change, Computer Science AS in Science and Mathematics

WHEREAS, the College has approved a nomenclature change for the Computer Science, Associate of Science Degree in Science and Mathematics;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the nomenclature change for the Computer Science, Associate of Science Degree in Science and Mathematics to Computer Science, Associate of Science.

Resolution #46-2019 Nomenclature Change, Environmental Science AS in Science and Mathematics

WHEREAS, the College has approved a nomenclature change for the Environmental Science, Associate of Science Degree in Science and Mathematics;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the nomenclature change for the Environmental Science, Associate of Science Degree in Science and Mathematics to Environmental Science, Associate of Science.

Resolution #47-2019 Nomenclature Change, Liberal Arts Environmental Studies Option AA

WHEREAS, the College has approved a nomenclature change for the Liberal Arts-Environmental Studies Option, Associate of Arts;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the nomenclature change for the Liberal Arts-Environmental Studies Option, Associate of Arts to the Environmental Studies, Associate of Arts.

Resolution #48-2019 Nomenclature Change, General Science/Pre-Health Professional, AS in Science and Mathematics

WHEREAS, the College has approved a nomenclature change for the General Science/Pre-Health Professional, Associate of Science Degree in Science and Mathematics;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the nomenclature change for the General Science/Pre-Health Professional, Associate of Science Degree in Science and Mathematics to the General Science/Pre-Health Professional, Associate of Science.

Resolution #49-2019 Nomenclature Change, Mathematics AS in Science and Mathematics

WHEREAS, the College has approved a nomenclature change for the Mathematics, Associate of Science Degree in Science and Mathematics;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the nomenclature change for the Mathematics, Associate of Science Degree in Science and Mathematics to the Mathematics, Associate of Science.

Resolution #50-2019 Nomenclature Change, Physics AS in Science and Mathematics

WHEREAS, the College has approved a nomenclature change for the Physics, Associate of Science Degree in Science and Mathematics;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the nomenclature change for the Physics, Associate of Science Degree in Science and Mathematics to the Physics, Associate of Science.

Resolution #51-2019 Nomenclature Change, Pre-Medical Professional AS in Science and Mathematics

WHEREAS, the College has approved a nomenclature change for the Pre-Medical Professional, Associate of Science Degree in Science and Mathematics;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the nomenclature change for the Pre-Medical Professional, Associate of Science Degree in Science and Mathematics to the Pre-Medicine and Pre-Pharmacy, Associate of Science.

Resolution #52-2019 Nomenclature Change, Interactive Digital Media Certificate

WHEREAS, the College has approved a nomenclature change for the Interactive Digital Media, Certificate;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the nomenclature change for the Interactive Digital Media, Certificate, to Interface Design and Web Development, Certificate.

Resolution #53-2019 Exemption from 60-Credit Rule

BE IT RESOLVED, by the Board of Trustees of Raritan Valley Community College that the following Associate degree programs exceed the 60-credit limit set by New Jersey bill S1265 because the external accrediting body for each program requires a greater number of credit hours or requires course work that cannot be completed within 60 credit hours.

- Automotive Technology, Associate of Applied Science (66-67 credits) – accredited by Automotive Service Excellence (ASE); accreditation by the National Automotive Technicians Education Foundation (NATEF) pending

- Health Information Technology, Associate of Applied Science (63 credits) – accredited by the Commission on Accreditation for health Informatics and Information Management Education (CAHIIM)
- Nursing (PN/AD), Associate of Applied Science Degree Option in Nursing (68 credits) – accredited by the New Jersey Board of Nursing and the National Accreditation Commission for Education in Nursing (NACEN)
- Nursing/RN, Associate of Applied Science (68 credits) –accredited by the New Jersey Board of Nursing and the National Accreditation Commission for Education in Nursing (NACEN)
- Occupational Therapy Assistant, Associate of Applied Science (67 credits) – accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE) pending
- Ophthalmic Science (Opticianry) (66 credits) – accredited by the Commission on Opticianry Accreditation (COA)
- Paralegal Studies, Associate of Applied Science (61-62 credits) – approved by the American Bar Association

BE IT FURTHER RESOLVED that the Engineering Science, Associate of Science degree program exceeds the 60-credit limit due to accreditation by the Accreditation Board for Engineering and Technology (ABET) at the Baccalaureate level. The eight-degree tracks in the Engineering Science program at Raritan Valley Community College range from 60-66 credits and are aligned carefully with the Engineering programs at Rutgers University, which require 126-135 credits for a Bachelor of Science degree. The Engineering Science program at Raritan Valley Community College is known to be a rigorous and comprehensive program that prepares graduates for successful transfer to numerous four-year institutions. Removing courses from the Associate of Science degree would prevent graduates from transferring with junior status and in most cases require students to spend an extra year at their transfer institution.

BE IT FURTHER RESOLVED that the following Math-intensive programs require entering students to be Calculus-ready in order to complete the Associate of Science degree in 60 credits. As noted above, some tracks in the Engineering Science program require more than 60 credits.

- Computer Science, Associate of Science
- Engineering Science, Associate of Science
- Mathematics, Associate of Science
- Physics, Associate of Science

E. Labor Relations Committee

Chairman Robert Wise reported that Committee met earlier and updates on negotiations will be made to the Board as it progresses.

IV. Old Business

None

V. New Business

The Chairman reported on the value of attending the Association of Community College Trustee Legislative. He reported that it was very apparent to him that President McDonough is not only well-respected by his peers in the New Jersey community college sector, but also nationally. He remarked that Dr. McDonough’s involvement at the state level has had a positive impact on the College’s reputation. It was further reported that President McDonough was a speaker at a policy focus session on “Second Chance Pell for Incarcerated Students” and that he has been asked to present at an upcoming conference in California in the fall 2019.

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