

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

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, March 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 6:01 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: Paul J. Hirsch

Roger Jinks

Roger Locandro

Felecia Nace

Eric Neira

Donald Rica

Donna Simon

Juan Torres

Margaret Windrem

Robert P. Wise

Tracy DiFrancesco Zaikov

Absent: Caren Bateman

W. Timothy Howes

Andrew McNally

Also in attendance: Michael J. McDonough, President; Richard Flaum, Esq., Labor 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 Margaret Windrem, seconded by Trustee Felecia Nace, the Regular Meeting minutes of February 19, 2019 were approved by voice vote. Trustees Jinks, Rica, and Simon respectfully abstained.

2. Chairman's Report

Chairman Robert Wise tabled Resolution #54-2019 until the next meeting.

President's Report

President Michael McDonough distributed a copy of his written report, as follows:

*Upcoming Board Events*

- The next Regular Board of Trustees meeting is scheduled for Tuesday, April 30, 2019 beginning at 5:15 p.m. (Committee schedule to follow.)

- Nurses Pinning Ceremony – Thursday, May 16, 2019, 4 p.m.
- Annual Spring Commencement – Saturday, May 18, 2019, 9 a.m.

### *Handouts*

- RVCC Giving Day (Thursday, March 21) and Stoney Brook Coupon

### *Items of Note*

#### Service Learning Program

Kaeley Ipson of Branchburg, a second-year Civil Engineering major enrolled in Raritan Valley Community College's Honors College, has been selected as a Newman Civic Fellow by Campus Compact. Ipson joins 262 students from across the country for this national honor recognizing their leadership skills and investment in solving public problems.

Based in Boston, Campus Compact is a non-profit organization working to advance the public purposes of higher education. The Newman Civic Fellowship, named for Campus Compact co-founder Frank Newman, is a one-year experience emphasizing personal, professional, and civic growth. Through the fellowship, Campus Compact provides a variety of learning and networking opportunities, including a national conference of Newman Civic Fellows in partnership with the Edward M. Kennedy Institute for the United States Senate. The fellowship also provides fellows with access to apply for exclusive scholarship and post-graduate opportunities.

As an NJ STARS student and a member of the Phi Theta Kappa Honor Society who maintains a 4.0 Grade Point Average, Kaeley Ipson is a true student leader both inside and outside of the classroom. Her multiple engineering-related experiences have benefitted not only the College, but also the local community. Through her service learning coursework, she assisted engineers at a local municipal office in mapping out retention basins and educating residents about retro fitting. Kaeley has been involved with several initiatives to help combat food insecurity. Her Honors Research Capstone project focused on developing an innovative hydroponic system designed to be efficient, cost effective, and practical enough to be used by busy low-income families for growing food.

As President of RVCC's Enactus team, Kaeley worked on an "illuminut" shake-light project manufacturing eco-friendly lights, with profits benefitting a local food pantry. Her Enactus efforts also included volunteering at a food pantry garden, creating a hydroponic competition for homeschooled students, and offering multiple hydroponic demonstrations for a food pantry, environmental center, and K-12 schools. As Vice President of Communications for the Society of Women Engineers, she participated in projects supporting young females pursuing STEM careers.

The Newman Civic Fellowship is supported by the KPMG Foundation and Newman's Own Foundation. For additional information, visit [compact.org/newman-civic-fellowship](http://compact.org/newman-civic-fellowship).

#### Some Early History of College

Recently, the President received an envelope full of newspaper clippings and programs from Somerset County College's early history: a March 11, 1979 program for Ella Fitzgerald (8:00 pm in the gym; \$10); on December 3, 1979 "An Evening with Bill Cosby;" an overflow crowd of 1,800 on December 5, 1976 to see Bob Hope. Hope donated \$10,000 to the College to establish the Bob Hope Scholarship Fund; a December 2, 1977 Jack Jones concert; Victor Borge in concert on March 5, 1978. Thanks to Don Bowers for these memories. He also notes that Billy Joel, The Jimmy Dorsey Orchestra, Woody Herman, and Harry Chapin also played at the College. A bygone era.

#### Community College Opportunity Grant Program

Governor Murphy's proposed FY20 budget includes \$58.5 million for expanding the Community College Opportunity Grant Program. The funding would make these grants (last dollar awards) available to all of New Jersey's two-year colleges and to full-time (12 credits) dependent students with adjusted family incomes of less

than \$45,000. The program would provide funding to part-time independent students who have enrolled in at least 6 credits. The budget reflects slight increases in TAG and in EOF funding. Overall, the Governor's FY20 budget for higher education reflects an increase of 1.2% over FY19 appropriations.

### Environmental Stewardship

On Friday, March 1, the Environmental Stewardship Committee and the NJ Academy of Sciences co-hosted a conference entitled [\*Ecological Changes in Northern NJ Forests: Implications for Effective Stewardship\*](#), which was standing-room only with over 300 people in our conference center. The State Forester kicked the event off and a series of speakers from academia, non-profits, and NJDEP followed. It seems that we tapped into a real need in the community and we hope that we are able to arrange similar events in the future. Professor Jay Kelly took a lead role organizing the event.

### Career and Transfer Services

On March 5, RVCC ratified a transfer articulation agreement with the Fashion Institute of Technology (FIT). The agreement provides a pathway for RVCC graduates with the AFA in Visual Communication to enter as 5<sup>th</sup> semester juniors in the BFA degree in Toy Design. FIT is part of the State University of New York (SUNY) system and the Toy designed program is renowned as the best of its kind in the United States with excellent internship and job opportunities for graduates. The program is endorsed by the Toy Industry Association and was the first accredited bachelor's degree program in toy design worldwide. Special thanks go to Vanny Nadkarni and Patrice Marks for doing the networking to make this agreement possible and to RVCC faculty and staff who prepared special presentations to highlight the inspired work of RVCC students.

RVCC has begun the recruitment process for the third cohort of the Sanofi Corporate Mentor program. As a direct result of this program, Sanofi is now recruiting RVCC students for part and full-time positions.

### Phi Theta Kappa

Phi Theta Kappa held various fundraising events in order to raise the funds required to induct all eligible NJ prisoners. The campaign was a massive success. The most successful fundraiser was our GoFundMe campaign that raised over \$2600. As a result, we were able to induct 102 incarcerated students.

### Business & Public Service Department

Professors Pattiann Kletz, Bill Klinger, and Tracy Rimple developed Open Educational Resources for the Introduction to Business course beginning in the Fall 18 semester. With 600 students enrolled in the course in the 18/19 AY, that's a savings of approximately \$70,000. With an OER grant administered through the Library, the professors adopted an OER text from Virginia Tech, created PowerPoint slides for the book, a test bank, chapter outlines, and Alexa skills that review each chapter.

Professor Melanie Morris is teaching Business Law I at Edna Mahan Prison as part of the NJ Step program this Spring. This is the first Business Law class being taught at Edna Mahan.

On September 20, 2018, industry experts from Johnson and Johnson in the area of supply chain management and talent acquisition joined students at RVCC to discuss trends and current challenges in their respective industry. The discussion ensued in a panel format where each participant was able to share their experiences and expertise with the audience. Over 150 students attended the panel discussion walking away with current business updates as well as career advice. RVCC's very own Sebastian Galvez, in conjunction with the Department of Business and Public Service, designed this unique panel discussion to serve the needs of community college students. Johnson and Johnson is a valued partner of the College and participates in the cooperative program here at RVCC. Sebastian Galvez completed the cooperative program and was hired by Johnson and Johnson as a Capacity Management Business Analyst working in R&D under the Janssen Brand.

On September 27, 2018, Professor Ellen Lindemann in conjunction with the International Advisory Committee sponsored a presentation delivered by Professor Megan Dempsey of the RVCC Library on "Discerning Good Sources of Business Information and Data."

The Business and Public Service Speaker Series hosted Rodney Roberts of The Innocence Project on October 22<sup>nd</sup>, 2018. There were approximately 300 attendees from the campus and community, with standing room only. The Criminal Justice Club collected over \$150 for Mr. Roberts' foundation.

The Leading Women Entrepreneurs (LWE) Top 25 Entrepreneurs Recognition Event was held at the Liberty Event on November 12, 2018. Professor Tracy Rimple, Enactus Advisor, was awarded The LWE Future Leaders Award. The Future Leaders Award recognizes those who have shown strong leadership and potential. The Honorees also aim to inspire others to engage in innovation and community issues and make a difference. Professor Rimple and the Enactus team were the first recipients of this award.

On November 6, 2018, Professor Brian Donnelly, as advisor to the Criminal Justice Club, hosted three Special Agents from Drug Enforcement Administration who gave a presentation on the goal of the DEA and career opportunities. One of the Special Agents was a former RVCC student who discussed how RVCC prepared him for his career in law enforcement and how it helped him obtain his police positions.

The first-ever three-day professional development workshop for New Jersey personal finance teachers was held November 8-10, 2018 at the Rutgers University Inn and Conference Center in New Brunswick, NJ. Titled the Fall Financial Education Institute (FFEI), this 3-day meeting combined two days of the Jump\$tart Coalition Financial Foundations for Educators (JSFFE) course with one day of a Next Gen Personal Finance Fin Camp. Program participants included Dr. O'Neill from Rutgers, Professor Tracy Rimple from Raritan Valley Community College presenting six JSFFE modules, four "real world speakers" from financial services companies, and three NGPF staffers who coordinated the FinCamp day. Professor Rimple presented on topics of Earning Capability and Managing Credit & Debt.

Professor Bill Klinger gave the talk "Becoming Money Wi\$e" as part of the PTK Leadership Series on November 27, 2018. Eighty students attended the introduction to saving and investing.

In January 2019, Professors Anne Marie Anderson and Alisa Shapiro of the Business & Public Service Department have both been re-certified by the IRS as Expert Tax Preparers in preparation of being site coordinators for the 2018 Volunteer Income Tax Program.

Professor Bill Klinger is quoted as a subject matter expert in a WalletHub article on Credit Cards for Fair Credit. [https://wallethub.com/credit-cards/fair-credit/#expert=William\\_Klinger](https://wallethub.com/credit-cards/fair-credit/#expert=William_Klinger)

In February 2019, Professors Anne Marie Anderson, Pattiann Kletz, Melanie Morris, and Steve Schwarz were selected to present at the Instructional Technology eLearning Conference in Las Vegas, NV. The presentations delivered by RVCC faculty were as follows:

"Online Courses that Sparkle and Sparkle" – Anderson/Kletz

"Academic Integrity in the Era of Coursehero" – Morris/Schwarz

"Seven Suggestions for Building and Sustaining a Culture of Academic Integrity in our Digital World" – Morris

"Giving Credit Where Credit is Due: Academic Honesty and the Online Student" – Morris

On February 28<sup>th</sup> and March 5<sup>th</sup>, Professor Brian Donnelly of the Business and Public Service Department gave a presentation to multiple Hunterdon Polytech Criminal Justice classes. Professor Donnelly spoke about career paths, job opportunities, and the Criminal Justice program at Raritan Valley.

#### Ongoing/Upcoming Events

On March 27<sup>th</sup>, Professor Ellen Lindemann, in coordination with the International Advisory Committee will be hosting a presentation on Tariffs from 6-8PM.

On April 9<sup>th</sup>, Andy Fish, President & COO of Readington Farms will be the Spring speaker for the Business & Public Service Speaker Series. The presentation, "Why Is It Important to Understand Industry Trends &

Innovations,” will be focused on consumer expectations, supply chain management, and technological advancements specific to the food and beverage industry.

On April 10<sup>th</sup>, we will be hosting a Business Career Night with local industry professionals from 6-8PM in the Conference Center. There will be representatives from the fields of Accounting, Marketing, Supply Chain Management, Finance, Insurance, and Small Business Entrepreneurs.

We will be hosting a Criminal Justice Career Night on April 17<sup>th</sup> with attendees from local and federal government agencies. The event will be from 6-8 PM in the RVCC Conference Center.

Professor Bill Klinger has volunteered to deliver a lecture series on budgeting to court defendants for the Hunterdon Division of Probation.

The Volunteer Income Tax Assistance course conducted by Professors Anne Marie Anderson, CPA and Alisa Shapiro, CPA, opened with a strong start. Serving as site coordinators as well as instructors, Professors Anderson and Shapiro supervise students as they prepare tax returns for the many poverty level citizens within our community and neighboring communities. The program is run in partnership with the United Way of Northern NJ. Students work in pairs, have all been certified as Basic Preparers by the IRS, and to date they have assisted over 40 taxpayers in their first three sessions.

#### Communication & Languages

On Friday March 8, Professor Bick Treut was master of ceremonies at the Somerville Education Foundation’s (SEF) annual Hand-Bag Bingo fundraiser. The event, held at Somerville Elks Club, netted \$7,000. SEF awards funds for teacher grants and student scholarships. This is Treut’s second year hosting the event.

#### English Department

As two faculty members on a team of six, Professors Lisa Tucker and Barbara Seater, will be facilitating focus groups for RVCC students of color. This is for the college-wide Opportunity Gap Initiative led by Provost Debbie Preston.

#### Honors College Update

Four of our Honors College Students submitted papers to this year’s Beacon Conference: Celebrating Student Scholars at Two-Year Colleges, hosted this year at Lehigh Carbon Community College, June 7, 2019.

Student submissions:

- Luke Baker *Nation Divided: Analyzing Literature during the Civil War Era*
- Elizabeth Webb *Sibling and Family Dynamics*
- Alec Wrana (two submissions) *Examining CGRP as Potential Cause of Astrocyte Waves in Migraine Attacks*

Papers approved will be part of a scholarly research competition within their research category. Winners receive a monetary scholarship.

#### Humanities, Social Science, Social Work & Education

Professor Lauren Braun, History, has been selected as an Alternate for a 2019-2020 Fulbright Award: the Fulbright Research Lectureship in U.S. History at the University of Roma.

A panel Lauren organized and will Chair for the American Historical Association Annual Conference in New York in January 2020 has been selected as one of ten Presidential Panels. This panel will focus on improving training, recruitment, careers, and teaching skills for historians with a terminal Master's degree. This population makes up the bulk of our adjunct teaching faculty at community colleges across the nation.

In May of this year Lauren will present a paper at the Labor and Working Class History Association biannual meeting at Duke University. The paper is based on a chapter in my book-in-progress that the College supported last year with a Sabbatical.

### Nursing

Congratulations to our nursing faculty, staff, and students. The 2018 NCLEX report shows that RVCC's first-time pass rate is 92.5%. I know that the faculty and staff will continue to find ways of supporting and improving student success. Well done to all.

### Science and Engineering

More kudos to our engineering faculty and students. Three RVCC students will give poster presentations at the American Society of Engineering Education Zone 1 Conference. They are – Lauren Wouck, “An Interdisciplinary Engineering and Artistic Laser Tribute,” William Cullen, Alex Christian, and Kyle LaPolice, “Uniaxial Tensile Tester: A Real Product for a Real Customer,” and Anthony Sibaja, Alec Mulder, and Alec Zarzor, “Electromagnetic-Induction Based Firefly Simulators: A Real Product for a Real Customer.”

### Visual and Performing Arts

#### Faculty Activities:

Dance adjunct, Marissa Aucoin, currently serves as choreographer in residence for ReThink Theatrical, a non-profit theater company committed to providing accessible, high-quality storytelling to local communities. She both choreographed and directed puppetry for their most recent production, *Little Shop of Horrors*, which ran February 15-17, 21-23 at Jacob's Well in North Brunswick.

In addition, Ms. Aucoin premiered a new solo work, "Within Stability," at the New Jersey showing for National Choreographers Month (NACHMO) on February 2nd in Sewell, NJ. She continues to develop this work and has applied for additional performance opportunities in the coming months. Most notably, Ms. Aucoin is the recipient of a 2019 RVCC Adjunct Faculty Research Grant for the research and creation of a dance-theater piece, "Viola: A modern (dance) retelling of William Shakespeare's 'Twelfth Night, or As You Will'". The work aims to use both text and movement to reframe contemporary understandings of Viola's journey as an immigrant who, upon arriving in a foreign land, chooses to disguise her gender in order to survive.

This work is the second part of a larger trilogy that pairs adapted Shakespearean plays with modern movement in an effort to retell these classic tales from a feminist perspective. Aucoin, along with her company *Idyll Shift*, will premiere the early stages of this new piece in April 2019.

Adjunct Robert Burger's illustrated digital painting titled "The Lambdoma Duo" has been included in The Society of Illustrators of Los Angeles' Juried Annual Exhibition of the best illustration work for 2018, "Illustration West 57." Burger's painting of an ostrich playing the oboe and a baboon playing the bassoon busking in the New York City Subway is part of series of paintings of magical musical animals created using Adobe Photoshop.

The online gallery of the show can be viewed :<https://illustrationwest.org/57/> and a link to Professor Burger's accepted work at: <https://illustrationwest.org/57/unpublished/the-lambda-duo/>

The gallery exhibition is being held at Swains HQ, 445 W. Colorado St. Glendale, CA through March 30, 2019.

Adjunct Ji Yong Kim's recent works were published in "New Texture: New Media Art 2019" e-book edition in February 2019 by CICA Museum of Art, South Korea. The paperback version will be available in Amazon and other distributors in coming month. This publication stems from a 2018 exhibition of contemporary artists exploring new media.

Virginia Smith has completed her application to sit for the NCIDQ licensing exam for Interior Designers. The application requires documentation of education and all work history to meet certain requirements to even sit for the exam. Virginia's application was approved on January 10, 2019. In addition, Virginia recently became a member of the Association for Learning Environments - "Leading innovation at the intersection of learning and

place" to support her work as a CTLS fellow on Learning Spaces at RVCC and to expand her research on Learning Spaces.

John Harford has continued the writing and development of content and support material for the roleplaying game release, *Blightrealms*. This is being produced by Golden Dragon Game Studios (of which he is co-owner). He presented and co-moderated debut sessions of this game at Pax East (one of the country's largest analog gaming events) in Philadelphia on December 1, 2018. The game continues to appear at related conferences and is undergoing regular play testing and exhibition in advance of a commercial release. In addition, throughout the month of March, John will be alpha play testing "Tales of the HarrowedLand", a game which he has solely designed system, content, and graphic materials for.

Additionally, John was involved in the writing and the production of a new debut album release – “Born of Fire” – by Baltimore folk metal band *Teshaleh*. This is a professional studio effort encompassing 5 musicians and 2 vocalists performing traditional and original music on modern and historical/folk instruments., John has performed as part of festival lineups supporting national and international touring acts and also designed the cover art and layout for the album.

John Harford will also be assisting Loretta Fois in curating the lobby exhibition in conjunction with the "And Justice For All" performance event to be held at the Welpé Theater on March 30.

Loretta Fois presented at the American College Dance Conference at SUNY-Brockport, March 13-17. Both her presentations entitled: *Eurhythmics for dancers* and *Teaching movement and musicality through Eurhythmics* focused on her work in Espresione Corporea and Dalcroze. Ten dance students from RVCC also attended the conference to perform and take classes. In addition, Loretta performed her solo, *With only the clothes on our backs*, at the faculty concert at the conference.

Loretta also produced and performed in *And Justice for All*. This multi arts event was held at RVCC on March 30. The concert brought together RVCC professors Karen Gaffney, John Sichel, and Brandyn Heppard and other professional artists in an evening of art and conversation on social justice and equality. Proceeds went to the NJ Institute for Social Justice and the President/CEO of NJISJ, Ryan Heywood, spoke at the event.

Lastly, Loretta collaborated with the College’s Theatre staff and the Admissions staff to bring a master class from Pascal Rioult to the College on March 9<sup>th</sup>.

The College Art Association Annual Conference, held in New York City in February, was attended by Ann Tsubota, Vanny Nadkarni, Karren McManus, and Kathy Schulz.

#### Student Activities:

The student theatre production *Tigers Be Still* by Kim Rosenstock and directed by Dennis Russo will be performed Wednesday through Saturday, March 27-29 in the Welpé Theatre. Curtain call is 7:00 p.m.

The Fashion Institute of Technology and RVCC have entered an articulation agreement between FIT’s toy major and RVCC’s Visual Communication. FIT has already accepted one student from RVCC.

### 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 February 11, 2019 to March 10, 2019 was provided to the Committee and to the full Board of Trustees via SharePoint. The Somerset County Prosecutor’s Office is in the process of preparing its security assessment of the College and that report will be provided to the Board once received. The Committee also discussed the College’s campus safety initiative “IF YOU SEE SOMETHING, SAY SOMETHING” as well

as the College’s new 3D software to map campus buildings, which will also be a valuable tool to our local law enforcement agencies.

The Committee reviewed and unanimously approved the President’s *Goals at a Glance* report. In addition, the President’s Annual Evaluation process will commence at the April meeting. Trustee Margaret Windrem graciously agreed to oversee the evaluation process once again.

Each of the Committees reviewed the proposed 2019-2020 Operating, Major and Minor Capital, and Chapter 12 budgets throughout the day. The Committee also discussed Building for the Future strategic initiatives.

An Educational Retreat on Board Governance is scheduled for Tuesday, April 30, 2019. Eduardo Marti, an experienced educator/consultant from the Association of Community College Trustees (ACCT) will facilitate the workshop on Governing Board roles and responsibilities and will answer questions about issues affecting boards today.

**B. Strategic Planning Committee**

Trustee Tracy DiFrancesco reported that the Committee received an update on Building for the Future strategic initiatives, reviewed the proposed 2019-2020 budget, and was also provided on update on the Strategic Plan metrics. The metric dashboard is available for viewing on the RVCC public website.

**C. Finance Committee**

Trustee Margaret Windrem reported on the Treasurer’s Report (Resolution #59-2019) for the period 02/01/19 to 02/28/19. On motion by Trustee Windrem, seconded by Trustee Rica, the Treasurers’ Report was approved by voice vote. Trustee Jinks respectfully abstained.

Trustee Windrem reported that the Committee reviewed the proposed 2019-2020 operating budget, major and minor capital budgets, and the chapter 12 budget and that there were several significant challenges in creating the budget due to declining enrollment and level funding.

Trustee Windrem then presented Consent Agenda Resolutions #60-2019 through #68A-2019. On motion by Trustee Windrem, seconded by Trustee Hirsch, the above stated Consent Agenda resolutions were approved by voice vote. Trustee Jinks respectfully abstained.

**Resolution #60-2019 – Various Vouchers for Payment**

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

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

Check #s	298207-299293	
ACH#s	2	
	Total Checks	\$1,763,611.87
	Total ACH	27,194.08
	Total Vouchers	1,790,805.95
	Construction and Architect Vouchers	29,250.00
	Less Previously Approved	(65,740.00)
	Total	<u>\$1,754,315.95</u>

**Resolution #61-2019 Tuition and Fees**

WHEREAS, the Board of Trustees of Raritan Valley Community College did, by Resolution #33-2018, authorize a schedule of tuition rates and fees for the Fall 2018 term; and

NOW, THEREFORE, BE IT RESOLVED, that the following new schedule of Tuition and Fees will apply effective with the Fall 2019 semester:

**TUITION**



Hunterdon/Somerset County Residents	\$ 162.00 per credit
Out-of-County Chargeback Residents	\$ 162.00 per credit
Out-of-County Residents (Board grants a waiver of \$50 per credit to students who provide verification of employment in Somerset or Hunterdon Counties)	\$ 212.00 per credit
Out-of-State Residents	\$ 212.00 per credit
Early College Program	\$ 200.00 for all courses taken at participating high schools;
RVCC On-Line Courses and NJ Virtual Community College Courses	\$ 212.00 per credit; no fees charged
Hunterdon/Somerset Senior Citizens Minimum Age 65. One course per semester on a space available basis. May register during the 5 business days prior to course start	No tuition assessed; \$33 enrollment service fee. Course books/materials extra cost. Audit status, no credit awarded.
NJ National Guard and Reserves	Free tuition up to 16 credits per term for individual only; fees Apply
Volunteer Emergency Medical Personnel and Firefighters	Free tuition up to \$600 per year and \$2,400 lifetime per family of volunteer; Fees Apply
September 11 Victims' Families	Free tuition for children and spouses of victims; Fees Apply

**FEES**

General Registration Fee (all students)	\$ 27 per credit hour
Technology Fee -- full-time students	\$ 125 per semester
-- part-time students	\$ 80 per semester
Enrollment Service Fee	\$ 33 per semester
Course/Lab Fee (all students) (A)	\$ 60 - \$360 per lab (or similar) course
Nursing Fee	\$680 per semester
Occupational Therapy Assistant Fee	\$250 per semester
Honors College Fee	\$150 per semester
Automotive Program Fees:	
Specific automotive course	\$155 per credit
Uniform fee (one time, beginning of program)	\$120
Industry certification (aggregate one time)	\$180
International Student Processing Fee	\$200 per semester
First Time Application Fee	\$ 25
Developmental Student Fee	\$ 15 per student in developmental course per semester
Late Registration Fee	\$ 50
Official Transcript Fee	\$ 10
Returned Check or Disallowed Credit Card Fee	\$ 25
Replacement Diploma Fee	\$ 15
Graduation Fee	\$ 35

**SPECIFIC WORKFORCE PROGRAM FEES**

Cosmetology - Foundations	\$ 7,221.50
Advanced	<u>6,519.50</u>
Total	<u>\$ 13,741.00</u>
Esthetics - Foundations	\$ 4,275.00
Advanced	<u>2,875.00</u>
Total	<u>\$ 7,150.00</u>
Machining Fundamentals	\$ 2,362.50

Manual Mill Operator	\$ 3,307.50
Engine Lathe Operator	\$ 3,307.50
CNC Production Technician	\$ 4,462.50

(A) The College may change existing course/lab fees or add new fees with 30 days notice prior to the start of each semester.

Resolution #62-2019 Purchase 74 Lamington Road

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 by resolution #7A-2019 authorized management to make a reasonable offer for two properties adjacent to the campus that are currently for sale; 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 the additional structure and acreage provided by 74 Lamington Road; and

WHEREAS, Management has negotiated a purchase price of \$482,500 subject to the results of various environmental inspections, full funding provided by the Somerset County Board of Chosen Freeholders, and approval by the Board of School Estimate.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes Management to execute all of the documents necessary to enter into a Contract of Sale to purchase 74 Lamington Road subject to the above identified contingencies being satisfied prior to closing of title.

John Trojan, VP Finance & Facilities

Resolution #63-2019 Purchase of 102 Lamington Road

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 by resolution #7A-2019 authorized management to make a reasonable offer for two properties adjacent to the campus that are currently for sale; and

WHEREAS, Management has identified that the construction of student housing to address enrollment and budget challenges would significantly benefit from the additional acreage provided by 102 Lamington Road; and

WHEREAS, Management has negotiated a purchase price of \$1,000,000 subject to the results of various environmental inspections, full funding provided by the Somerset County Board of Chosen Freeholders, and approval by the Board of School Estimate.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes Management to execute all of the documents necessary to enter into a Contract of Sale to purchase 102 Lamington Road subject to the above identified contingencies being satisfied prior to closing of title.

John Trojan, VP Finance & Facilities

Resolution #64-2019 On-Call Plumbing Services 2019-2021 (Craig's Plumbing and Heating)

WHEREAS, Raritan Valley Community College advertised for bids for a new On-Call Plumbing Services agreement for the two-year period of March 1, 2019 through February 28, 2021; and

WHEREAS, five (5) bid packages were distributed and three (3) proposals were received and opened on Friday, February 15, 2019; and

WHEREAS, the low bidder meeting all requirements and qualifications is:

**Craig's Plumbing and Heating, Inc.**  
**275 New Brunswick Avenue**  
**Fords, NJ 08863**  
**Amount Year 1: \$15,195.65**  
**Amount Year 2: \$15,195.65**  
**Two-Year Total: \$30,391.30**

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a two-year contract and issue a purchase order in the amount shown above to Craig's Plumbing and Heating, Inc.

Michael DePinto, Director of Purchasing

Resolution #65-2019 Extension of the Security Services Agreement (U.S. Security Associates)

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 April 1, 2019 through June 30, 2019 with:

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

Michael DePinto, Director of Purchasing

Resolution #66-2019 Elevator Maintenance Services 2019-2020 – Pay to Play (Independence Elevator)

WHEREAS, Raritan Valley Community College requires Elevator Maintenance Services for the period of May 1, 2019 through April 30, 2020; and

WHEREAS, these services include inspection, maintenance and repair activities; 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:

<p><b>Independence Elevator Company, LLC</b> <b>16 Leigh Street</b> <b>Suite 2B</b> <b>Clinton, NJ 08809</b> <b><u>Amount: \$23,580.00</u></b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove; and

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

Michael DePinto, Director of Purchasing

Resolution #67-2019 Replacement of Data Network Ethernet Switches (PhillyCom, Inc.)

WHEREAS, seventeen (17) Ethernet data network switches, which serve the College Center administrative offices, have reached the end of their useful life and are no longer supported by the vendor; and

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

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

WHEREAS, this purchase would allow the College to obtain seventeen (17) new Ethernet data network switches to replace the existing outdated equipment; and

WHEREAS, the replacement equipment must be fully compatible with the existing campus data network equipment from Extreme Networks, Inc., and

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

WHEREAS, Extreme Networks, Inc. has entered into a contract with the State of New Jersey (State Contract #87722); and

WHEREAS, PhillyCom, Inc. is an authorized distributor of Extreme Networks equipment; and

WHEREAS, a purchase order will be issued as follows:

<p><b>PhillyCom, Inc.</b> <b>3872 Jane Court</b> <b>Collegeville, PA 19426</b> <b>Amount: \$157,646.00</b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove to PhillyCom, Inc.

Michael DePinto, Director of Purchasing

Resolution #68-2019 Citrix Systems Software Maintenance

WHEREAS, Raritan Valley Community College requires the renewal of the Citrix Systems software maintenance agreement for the period of April 16, 2019 through April 15, 2020; and

WHEREAS, the Citrix software system provides license management and remote access for academic application software; and

WHEREAS, the utilization of the Citrix software allows the College to provide Math and Science classes with access in any lab on campus, or from home without having to install the software in each of those locations; and

WHEREAS, the software maintenance agreement is needed to provide critical updates, support and troubleshooting for the software; 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:

<p><b>Citrix Systems, Inc.</b> <b>852 West Cypress Creek Road</b> <b>Fort Lauderdale, FL 33309</b> <b><u>Amount: \$28,800.00</u></b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove; and

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

Michael DePinto, Director of Purchasing

Resolution #68A-2019 Breakdown and Overhaul of Powerhouse Chiller #2

WHEREAS, twelve (12) leaks were discovered in various locations of Powerhouse Chiller #2; and

WHEREAS, multiple cracks were additionally detected in the chiller's Advanced Frequency Drive (AFD) power module; and

WHEREAS, these issues are normally signs that a unit is about to fail which would cost the College significantly more money to repair while requiring the chiller to be taken off line for a much longer period of time; and

WHEREAS, the chillers were purchased in 2006 when the College upgraded the Central Utility Plant and installed heavy duty equipment which was proprietary in nature; and

WHEREAS, there is an immediate need to issue a purchase order for the complete breakdown and overhaul of Chiller #2 as well as for the renewal of the advanced frequency drive power module so the College is not forced to enter the summer months with one failing chiller; and

WHEREAS, P.L. 2011, c.139 permits all governmental agencies including County Colleges to utilize contracts awarded by consortiums, 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 Trane Company has entered into a contract with The Cooperative Purchasing Network (TCPN Contract #R150502), of which RVCC is a member; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order to the following vendor:

**Trane, Inc.**  
**19 Chapin Road**  
**Suite #200**  
**Pine Brook, NJ 07058**  
**Amount: \$110,000.00**

Michael DePinto, Director of Purchasing

D. Educational Programs and Services Committee

Trustee Donna Simon presented Consent Agenda Resolutions #69-2019 through #72-2019. On motion by Trustee Simon, seconded by Trustee Nace, the above stated Consent Agenda resolutions were approved by voice vote. Trustee Jinks respectfully abstained.

Trustee Simon reported that the Committee also discussed the College's Building for the Future strategic initiatives, was provided an update on STEP and also on Early College Programs and International Opportunities.

Resolution #69-2019 Human Resources Action Report

The Board resolves that the following personnel actions be taken:

Human Resources Action Report for March 19, 2019

1. 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
Hall	Jonathan	Instructor	Social Sciences & Education	\$930	1/22/19
Rowland	John	Assistant Professor	Prison Program	\$950	1/22/19

2. New Hire- Support Staff

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

Name	Title	Salary	Department	Start date
*Melanye Nunez	Financial Aid Specialist	\$43,820	Financial Aid	3/25/19
**Jade Stevens	Workforce Educator Cosmetology	\$49,373	Cosmetology	3/28/19

\*Budget Code 100-3540-5310-50/ Replacement R. Carter

\*\*Budget Code 100-3495-5310-30/ Replacement J. Cicero

### 3. New Hire- Administrator

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

Name	Title	Salary	Department	Start date
*Adebola Jokogbola	Systems Administrator	\$64,794	Technology Services	4/1/19

\*Budget code 100-4300-5010-60

### 4. Faculty- Reduced Load Academic Year 2019-2020

The following reflect recommended changes in the status of employment of the following employee:

Name	Title	Contact Hours	Academic Year	Salary
Youngjun Choi	Associate Professor- Math	24	2019-2020	\$61,571
Anita Rosenblithe	Professor- English	24	2019-2020	\$109,247

### Resolution #70-2019 Voluntary Separation Incentive Program

WHEREAS, Raritan Valley Community College recognizes the need to improve its institutional flexibility in managing and staffing administrative and operational departments as the national higher education sector is undergoing significant structural and demographic changes; and

WHEREAS, College management has proposed a Voluntary Separation Incentive Program (VSIP) for Administrators and Staff members who meet certain eligibility criteria and apply for participation on or before May 1, 2019 for end of fiscal year 2019; and

WHEREAS, the eligible participants would receive three months of base salary, a bonus of \$5,000 or \$7,500 based on years of service plus vacation and sick pay according to their collective bargaining contract, and relinquish their employment as of June 30, 2019; and

WHEREAS, the president reserves the right to recommend accepting participants based on college and department operational needs, subject to approval by the Board of Trustees; and

WHEREAS, upon recommendations by management, the Board of Trustees reserves the right to consider offering the VSIP in subsequent years;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College approves the creation of the Voluntary Separation Incentive Program for full-time Administrators and Staff.

### Resolution #71-2019 Criminal Justice from an A.A. to A.S.

WHEREAS, the College has approved a change in degree designation for the Criminal Justice, Associate of Arts degree;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the change in degree designation for the Criminal Justice, Associate of Arts degree to the Criminal Justice, Associate of Science degree effective with the entering class in Fall 2019.

### Resolution #72-2019 Interface Design and Web Development Certificate

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

WHEREAS, it is feasible to introduce a new Certificate in Interface Design & Web Development;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the establishment of a new Certificate in Interface Design & Web Development.

E. Labor Relations Committee

Richard Flaum, College labor counsel, reported that Committee met earlier and that updates on negotiations will be made to the Board as it progresses.

IV. Old Business

None

V. New Business

The Chairman reported that he and the President attended a meeting of the NJ Council of County Colleges on Monday, March 18, 2019 at Middlesex County College. The Council is in the process of restructuring its committees in order to support the work of the Council in the implementation of the priorities established through the Vision 2028 effort. The bylaws of the Council are also being revised to reflect his new structure. The President and Chairman will continue to provide updates to the Board on Council priorities.

Trustees noted that the student comments about student life on campus were courteous and thoughtful. It was further noted that the College will continue its commitment to diversity and inclusion.

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.”

Michael Marion, the College's Executive Director of the Foundation, reported on the College's 24-hour Giving Day campaign scheduled on Thursday, March 21, 2019. He also provided the Board with an invitation to the the RVCC Foundation Scholarship reception scheduled for Tuesday, April 9.

VII. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 6:30 p.m.

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