

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
MAY 21, 2019

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, May 21, 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.”

The Chairman indicated to the audience that during Public Session, speakers would be limited to two minutes and that the total time allotment for public comments would be 40 minutes. Individuals planning to speak were asked to provide their name in writing to the Board secretary prior to Public Session.

II. Roll Call of Members

The roll call was taken as follows:

Attendees: Caren Bateman

Roger Jinks

Paul J. Hirsch

W. Timothy Howes

Roger Locandro

Felecia Nace

Donald Rica

Donna Simon

Margaret Windrem

Robert P. Wise

Tracy DiFrancesco Zaikov

Absent: Andrew McNally

Eric Neira

Juan Torres

Also in attendance: Michael J. McDonough, President; Richard Flaum, Esq., Legal Counsel; and members of the faculty, administration, and staff; and students.

A quorum was present.

Lori Moog, the College's Director of Service Learning, provided the following presentation to the Board of Trustees.

Newman Civic Leadership Award

Kaeley Ipson of Branchburg, a second-year Civil Engineering major enrolled in Raritan Valley Community College's Honors College, has been selected as a 2019 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.

As an NJ STARS student and a member of the Phi Theta Kappa Honor Society who maintains a 4.0 Grade Point Average, Kaeley 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 detention 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 utilized by busy low-income families for growing food.

As President of RVCC's Enactus team, Kaeley worked on an "illuminut" shake-light project manufacturing ecofriendly 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.

Raritan Valley Community College Service Learning Leadership Award

The Raritan Valley Community College Service Learning Leadership Award honors students annually for their outstanding leadership and personal development attained through their service learning project and reflection activity. The award focuses on projects showing a high level of initiative in all areas of planning, including identifying the community need, planning the service, and putting that plan into action.

Helen Holton and Corine Fonzetti are receiving this year's award for their group service learning project completed in the Cosmetology Program during the fall 2018 and spring 2019 semesters.

Both students took a leadership role in the planning and delivery of a yearlong project that engaged other cosmetology and esthetician students in learning about domestic violence and how they can help combat the problem. The project began in the fall 2018 semester with a domestic violence training provided by the non-profit organization, Safe in Hunterdon. It continued into the spring 2019 term by inviting over 50 hair salons and spas to attend the same training as a professional development opportunity at RVCC.

The project helped the students and salon professional learn about the complexities of domestic increasing sensitivity and communication skills for their work in the beauty industry. The project was highlighted on a News 12 segment on April 24, 2019.

On behalf of the Board of Trustees and College community, Chairman Wise and President McDonough congratulated the students on their outstanding achievements.

III. Agenda Items

1. Approval of Regular Meeting Minutes

On motion by Trustee Windrem, seconded by Trustee Bateman, the Regular minutes of April 30, 2019 were approved by voice vote. Trustee Jinks respectfully abstained.

2. Chairman's Report

On behalf of the Board of Trustees, Chairman Wise congratulated our graduates and all of the students celebrated throughout last week's ceremonies. The Chairman further expressed his gratitude to faculty, staff, administrators, and trustees for all of their hard work helping our students succeed and for also attending many of the celebration events.

The Chairman extended his congratulations to Freeholder Shaun Van Doren for receiving the College's 2019 Distinguished Alumni Award because of his many professional, public, and community-based

accomplishments and also to Dr. John McGuire on being named Trustee Emeritus for being such an incredible champion for the College and our students.

Chairman Wise reported that the Board of School Estimate, a six-member board composed of freeholders from Somerset and Hunterdon Counties as well as RVCC trustees, approved Raritan Valley Community College's FY 2020 last week. He remarked that the College is extremely grateful to the Counties of Somerset and Hunterdon for their ongoing support of the College, demonstrating once again their commitment to the success of the College and its students and their ongoing support and investment in our future.

Lastly, the Chairman announced that the RVCC Foundation's 16th Annual Golf Event Classic is scheduled for July 8th, 2019 at the Stanton Ridge Golf & Country Club. The RVCC Foundation's annual Golf Classic generates funds for scholarships and program support to benefit RVCC students, faculty, and the community at large. The RVCC Foundation and the Golf Committee seek golfers, sponsorship support, journal ads, and donated items for the silent and live auction. Proceeds benefit educational programs and initiatives at RVCC. For more information, contact Janet Dunne at Janet.Dunne@raritanval.edu or 908-526-1200 x8246

3. President's Report

On behalf of the Board of Trustees and College community, the President Michael McDonough extended his congratulations to Chairman Robert Wise for being inducted into the Hunterdon County Business Hall of Fame as the 2019 Distinguished Leader on Tuesday, May 7, 2019 at a ceremony held at the Ryland Inn. The Business Hall of Fame has been established to honor past and present business leaders and companies who have made important contributions to Hunterdon County. The Distinguished Leader award is given to an individual that has enhanced the community, fostered business and community partnership through his/her leadership, courageous thought, and entrepreneurial spirit.

The President highlighted the College Spring 2019 graduating class profile.

The President remarked that RVCC has been ranked "The Best Community in the State" by MSN.com. – <https://www.msn.com/en-us/money/education/the-best-community-college-in-every-state/ssAABme6X?li=BBnb7Kz>. (Niche.com and wallethub.com also ranked RVCC on top in 2018.)

Lastly, the President announced that the American Association of Community Colleges (AACC) accepted our grant proposal for the *Expanding Community College Apprenticeship Initiative* funded by the U.S. Department of Labor. The amount of the award is for \$140,000 and will advance RVCC's apprenticeship model of education in advanced manufacturing.

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

President's Volunteer Service Award - Corporation for National and Community Service Two groups of nursing students from the Trends in Nursing daytime and evening sections received the premier President's Volunteer Service Award for their outstanding community service learning completed through the course during the spring 2019 semester. Another nursing student also received the award for co-curricular service leaning during the fall 2018 and spring 2019 semesters.

The President's Volunteer Service Award is a [civil award](#) bestowed by the [President of the United States](#). It honors individuals who have demonstrated exemplary service to the community. The following nursing students received a personalized certificate and a congratulatory letter from the President, which was presented at the Pinning Ceremony on May 16, 2019 in the Edward Nash Theater.

Lisa Fortunato, Ewa Kiedrowska, Viktoria Pajewski, Blazej Rozanski, and Emily Unger received the President's Volunteer Service Bronze Award for their outstanding service learning completed in the Trends in Nursing spring 2019 daytime class taught by Professors Beryl Stetson and Heather Heithoff.

The students developed and completed the project, *Hospice 101*, and provided service to the service learning community partner, Compassionate Care Hospice in Branchburg Township.

Brittany Halverson, Lisa Dorflinger, Craig Simon, Joseph Scangarella, and Nikole Angelone received the President's Volunteer Service Bronze Award for their outstanding service learning completed in the Trends in Nursing spring 2019 evening class taught by Professor Balut.

The students developed and completed the project, *Young Child Safety to Proactively Prevent Abduction, Abuse and Preventable Injuries*, and provided service to the service learning community partner, South Branch Reform Preschool in Hillsborough Township.

Glen Cole received the President's Volunteer Service Gold Award for his co-curricular service learning activity completed during the fall 2018 and spring 2019 semesters. Glen completed 1,000 hours of community service to the RVCC Food Pantry. He ordered food and picked it up at the Hillside Food Pantry for donations to the RVCC pantry, making multiple food drives. He also picked up food from the Samaritan Homeless Interim soup kitchen in Somerville every Friday and the Flemington Food Pantry to pick up bread and other items they donated to RVCC's pantry. Glen staffed the campus food pantry on Fridays and over the summer of 2018 and many other times over the past year, stocked shelves, and marketed it to community partners. The RVCC Food Pantry was a success because of his service!

Highlights from President's Messages

On Saturday, May 18, we applauded our graduates as they ended one journey and began another. There's a satisfying quality to the inevitable cycle of our academic calendar, of our academic lives, a reassuring island of comfort, familiarity, and continuity. The academic calendar is, for me, an anchor, a fixed place that has been my home for so long.

Of course, commencement is also your triumph, the ritual punctuation to all your efforts to help our students succeed. Thank you for your dedication, for your caring, and, above all, for focusing on our students and in helping them make real their goals. Ours is a uniquely shared and collaborative profession – our students succeed because of the collective labor of the entire RVCC community. Thank you for believing in and investing in the transformative power of our College, and thank you for your powerful belief in all our students.

At the moment, we may confront significant challenges but our focus on students remains clear and we will continue to find ways of supporting and sustaining their dreams.

It is a rare privilege to represent this institution and this community of faculty and staff. I hope you were energized by the unabashed joy of commencement and renewed by our preparations for another entering class. I wish you a restorative and restful summer.

New Jersey Council of County College Updates

The Council has undergone some changes over the past year, including new leadership. There is a spirit of optimism and energy about the work of the Council and we seem to be focused on a rededication to the empowering mission of our sector and of our central role in the higher education sector in New Jersey. Recently, the Council has

- expressed strong support for Governor Murphy’s vision for higher education in New Jersey, including his signature initiative the Community College Opportunity Grant. The Council has been very insistent in offering modifications to the program and in advocating for additional operating funds in order to support the program;
- reorganized all the Council-sponsored committees to better serve and advance the needs of the sector. This significant reorganization reflects the bold new strategic vision of the Council and its renewed interest in sector-wide reform. The new committees include Economic Mobility, Workforce Alignment, Learning Innovations, Collaboration and Operations, and State and Federal Policy;
- managed a series of public events and demonstrations of the power of New Jersey’s community college sector, including *Community College Month*, a strong and vocal presence at the state budget hearings, multiple meetings with the Secretary Smith Ellis and the Governor, and the newly imagined *Community College Scholars Celebration*;
- launched a new strategic vision for the Workforce Consortium, focusing on apprenticeship strategies (including pre-apprenticeship models), on closer collaboration with state and federal Department of Labor initiatives (and funding), and on fostering stronger regional collaborations to serve labor market needs.

The President thanked all the RV staff who have analyzed our enrollment data and who have proposed a new enrollment initiative: if students increase their enrollment intensity from eighteen to twenty-four credits, we will waive \$500 of the cost associated with a second summer course. A survey showed that about 40% of RVCC’s students would be very likely or likely to enroll for twenty-four credits if they received a \$500 discount on summer tuition. We will continue to explore additional enrollment strategies to address not only our declining market share but our persistent trend toward part-time enrollment (and the resulting loss of credit revenue).

HESAA and the Office of the Secretary of Higher Education announced that the spring CCOG (Community College Opportunity Grant) pilot would now include all nineteen community colleges. While it provides no additional operating funds for RVCC, it may impact as many as forty currently enrolled students. HESAA has identified these students as eligible for CCOG and they may receive opportunity funds that close the gap between their current aid and their tuition and fees. I’m glad to see this expansion and I’m happy to see some of our students benefit from this decision.

New Jersey’s Secretary of Higher Education Zakia Smith Ellis has announced the creation of five working groups to help realize Governor Murphy’s vision for higher education in New Jersey. These groups are *Creating On-ramps to College*, *Making College Affordable*, *Student Success*, *Safe and Inclusive Learning Environments*, and *Research, Innovation, and Talent*. RVCC Professor Maria DeFilippis has been asked to serve on the *Creating On-ramps to College* working group.

Congratulations to RVCC student Samantha Gonzalez who will continue her education at the University of Sheffield in the fall. While it is unfortunately located in South Yorkshire, it is currently ranked in the top 100 universities in the world.

Thanks to Stephanie Smullen of our Foundation staff for securing a significant award from Sanofi Aventis to support the *Sanofi US Corporate Mentor Program at RVCC*. This program provides our students with an exceptional mentorship experience, making the link between classroom learning, the development of essential career skills, and career exploration.

I want to thank all the RVCC faculty and staff who are supporting all our enrollment initiatives. These programs include open houses, the *Jumpstart College Program*, the countless information sessions and campus tours, and the *Honors College Information Session*. As I have said before, we are all responsible for recruitment and retention and I hope we can all find ways to market our remarkable College to potential students.

Items of Note

Career and Transfer Services

RVCC ratified a transfer agreement with the Pennsylvania Academy of the Fine Arts (PAFA) in May 2019. Founded in 1805 PAFA is the oldest art museum and art school in the United States. The agreement permits RVCC graduates with a successful portfolio review to transfer a maximum of 63 credits. In addition, the application fee is waived and our graduates are eligible for merit scholarship awards including the Community Connection scholarship. This latter scholarship is automatically awarded to RVCC graduates admitted under this agreement for each full-time semester of enrollment until graduation provided a 3.0 GPA is maintained. Special thanks to Vanny Nadkarni for making the agreement possible.

Sampling of Student Job Placements

- 3 students hired at Sanofi: 1 in IT and 2 Supply Chain
- 1 new student hired at J&J with 2 offered returning co-ops (all 3 Supply Chain)
- 3 students hired at Allergan (1 Lab related, 2 Engineering)
- 1 student hired at Bohler Engineering (civil)
- 1 student hired at Bayer Engineering (civil)
- 1 former student came back to our office for help - hired by Ethicon for a co-op
- 1 student hired by JP Morgan & Chase (IT)
- 1 student hired by Mass Mutual (finance)
- 1 former student came back for assistance hire by Altria in Virginia (Supply Chain)
- 1 student hired by Advanced Solar Panels (Engineering)
- 2 students hired by the Arc Foundation for Marketing Internships
- 1 student hired by NGO, Stop The Traffik for an internship related to human trafficking
- 1 student hired by Flexbiosys (biomedical)
- 1 hired by Ascendant Technologies (IT) and another went from internship to full-time there
- 1 student hired by Surland Conservatory (Marketing)
- 1 student hired by the Princeton Airport
- 1 student hired by Dancker (HR) then hired full-time by Homeplate Catering (HR)
- 1 student hired by Just Tax (Accounting)

- 1 student hired by Dancker (Accounting)

Visual and Performing Arts

Steve Hudson wrote the score to the short film, *The Squirrel*, written/directed by Marco Coppola. The film will be presented at the 8th edition of the Contemporary Italian Film Festival and at theaters around Canada this June. Steve will also be performing at the Rockaway Jazz Festival on July 27 with the Claire Daly Quartet.

Ann Tsubota will be exhibiting her art work in a group exhibition at the Hunterdon Art Museum in Clinton, NJ during the months of June through August.

Adjunct Heejung Kim will be participating in the following multi-media event:

Center for Remembering & Sharing presents [CROSSING BOUNDARIES Concert Series Vol. 523](#) on May 31 (Reception and Artist Talk from 7:30 to 8:30 p.m. and Concert from 8:30 to 9:30 p.m.). The Center is located at 123 4th Avenue (Floor 2) New York, New York.

[ROSE OF SHARON](#)

“Rose of Sharon” is the national flower of Korea and so represents the people’s identity. This performance employs both Korean traditional music (Yeonsanheosang, one of the most representative Korean traditional court music compositions) and contemporary art (mandala paintings) inspired by Buddhism in conjunction with Heejung Kim's exhibition "Celestial Mandala," on view at CRS from May 30 through late July.

curator: gamin
 composition: Yeonsanheosang (traditional)
 musicians: gamin (piri and saenghwang,
 Korea) Minkyung Park (haegeum,
 Korea) Sangmi Kang (gayageum,
 Korea) visual artist: Heejung Kim

Adjunct Professor Bill Macholdt is participating in a group exhibition called SEED/s being held at the Whittemore House in Oldwick, New Jersey from May 4 to June 4, 2019.

Admissions and Recruitment Team Collaborative On-site Events & Programs

Admissions Information Sessions & Campus Tours – This ongoing initiative continues to be popular and well attended. Prospective students and guests attended Admissions Information Sessions and Campus Tours on most Friday mornings and one Thursday evening each month. This is a collaborative effort with the Workforce Training Center, Athletics, and Rutgers university partner to showcase more of the College and transfer opportunities

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

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

Honors College - Collaboration with Honors presentations at high school to promote Career Nights, Early College, benefits of RVCC, and matriculation upon graduation.

Concurrent Enrollment Program (Matriculation Focus) – Collaborative efforts are underway with RVCC/ K-12 partners to promote CEP seniors to matriculate to RVCC upon graduation. A CEP matriculation night was held in April.

Middle Schools – RVCC presented to Franklin Middle School 6th, 7th, and 8th graders on: *What to do now to prepare for college* and *The Alphabet soup of college and financial aid terminology*

Career Program Collaboration Events:

Business Career Night (4/10) – Collaborative effort with the Business & Public Service Department (Business-Ellen Lindemann and Elaine Moore) to promote Business programs for prospects and current students

Engineering Night (4/15) – Collaborative effort with the Science & Engineering Department (Antonella Pompo and Peter Stupak) to promote Authentic Engineering Experience opportunity for prospects and current students

Criminal Justice Career Night (4/17) – Collaborative effort with the Business & Public Service/CJS Department (Brian Donnelly) to promote Criminal Justice programs for prospects and current student

RVCC hosted 26 high school teachers from China on April 18th. The visit was a collaborative effort with Jesieusa in Pasadena, CA to introduce Chinese educators to the community college system and to the RVCC community. A tour and information session (provided by RV Admissions and International Student Services) gave insight into the US educational system and the differences between the Chinese and US classroom. Peter Stupak topped of the tour with an authentic engineering experience in Chinese of an engineering lab.

RVCC Arts/VAPA/Admissions Collaboration/Partnerships

Transition to College – This initiative is a collaborative effort with Disability Services to provide prospective students, parents/guardians, and school personnel with the opportunity to visit the campus, gain valuable information about our support services, transition to college, meet our team members, and hear from our current students.

Spring Open House – The Admissions team hosted a Spring Open House last month that included all academic divisions, student services, programming, alumni, the Workforce Training Center staff, university partners, Hart public transportation, and RVCC student volunteers.

4. Committee Reports

A. Finance Committee

Trustee Margaret Windrem reported on the Treasurer’s Report (Resolution #81-2019) for the period 04/01/19 to 04/30/19. On motion by Trustee Windrem, seconded by Trustee Hirsch, the Treasurers’ Report was unanimously approved by voice vote.

Trustee Windrem then presented Consent Agenda Resolutions #82-2019 through #90A-2019. On motion by Trustee Windrem, seconded by Trustee Nace, the above stated Consent Agenda resolutions were approved by voice vote.

Resolution #82-2019 – Various Vouchers for Payment

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

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

| | | |
|-------------------------------------|---------------|-----------------------|
| Check #s | 301048-301794 | |
| ACH#s | 3 | |
| Total Checks | | \$1,488,544.99 |
| Total ACH | | 22,413.66 |
| Total Vouchers | | 1,510,957.75 |
| Construction and Architect Vouchers | | 55,800.00 |
| Less Previously Approved | | (58,800.00) |
| Total | | <u>\$1,507,957.75</u> |

Resolution #83-2019 Science and Engineering Purchases

WHEREAS, the Science and Engineering Department requires the purchase of equipment and supplies for the 2019-2020 academic year; and

WHEREAS, RVCC has spent \$23,298.56 to date with Fisher Scientific during Fiscal Year 2019; 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, 2019 through June 30, 2020, 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:

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|-------------------------------------------------------------------------------------------------------------------------|
| Fisher Scientific Company LLC 300 Industry Drive Pittsburgh, PA 15275 <u>Amount: Not to Exceed \$35,000.00</u> |
|-------------------------------------------------------------------------------------------------------------------------|

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes 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 #84-2019 Relocation of Power Lines for the Arts Building Addition Project

WHEREAS, the College requires electrical services be performed to reroute underground power lines and conduits in preparation of the upcoming Arts Building Addition project; 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, 2019 through June 30, 2020, 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:

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|---------------------------------------------------------------------------------------------------------|
| Global Electrical Services, Inc. P.O. Box 2567 Flemington, NJ 08822 <u>Amount:</u> \$29,700.00 |
|---------------------------------------------------------------------------------------------------------|

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order in the amount shown above to 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 #85-2019 Purchase of Library Books and Materials

WHEREAS, the purchase of books and other materials is needed for the regular operation of the Evelyn S. Field Library; and

WHEREAS, N.J.S.A. 18A:64A-25.5a(6) provides for the purchase of any library materials including without limitation to books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microfilms, pictorial or graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, filmstrips, video and magnetic tapes, other printed or published matter, and audiovisual and other materials of a similar nature, necessary binding and rebinding of library materials and specialized library services, without advertising for bids; and

WHEREAS, RVCC has spent \$23,374.73 to date with YBP Library Services during Fiscal Year 2019; 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, 2019 through June 30, 2020, 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:

YBP Library Services
P.O. Box 277991
Atlanta, GA 30384
Amount: Not to Exceed \$50,000.00

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order 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 #86-2019 Fire Alarm Testing and Inspection Services 2019-2020

WHEREAS, Raritan Valley Community College requires Fire Alarm Testing and Inspection Services for the period of July 1, 2019 through June 30, 2020; 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, 2019 through June 30, 2020, 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:

Fire and Security Technologies
281 Potterstown Road
Lebanon, NJ 08833
Amount: \$21,290.00

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 #87-2019 Offsite Hosting of the RVCC Website

WHEREAS, the Board of Trustees, via Resolution #90-2018, authorized Acquia, Inc. to host the College's public Drupal Content Management System for the RVCC website; and

WHEREAS, Acquia's cloud-based hosting platform has provided an extra level of security, ensuring that the College's website is protected and available in the event of an emergency or disaster; and

WHEREAS, RVCC has a continuing need for hosting services which are vital for the protection of the College's public website; and

WHEREAS, funding is available in the Fiscal Year 2020 Public Relations operating budget to finance a one-year agreement for the period of July 1, 2019 through June 30, 2020, for a fully managed cloud environment, support and software tools; 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, 2019 through June 30, 2020, 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:

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|------------------------------------------------------------------------------------------|
| Acquia, Inc. 25 Corporate Drive Burlington, MA 01803 <u>Amount: \$25,344.00</u> |
|------------------------------------------------------------------------------------------|

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the college administration to enter into an agreement and issue a purchase order in the amount shown above to Acquia, Inc.

Michael DePinto
Director of Purchasing

Resolution #88-2019 Technical Support Services for the RVCC Public Website

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized technical support for the College's public website via Resolution #95-2018; and

WHEREAS, there is a continuing need for technical support for the website including security updates, strategic consulting, creative design, CMS custom development, HTML or CSS edits, and PHP and JavaScript development; and

WHEREAS, David DiGiovanni, L.L.C., a website development firm with expertise in the Drupal 7 operating system, has been providing high quality, 24-7 website technical support and has made improvements to the security, analytics and user experience; 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, 2019 through June 30, 2020, 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:

| |
|----------------------------------------------------------------------------------------------------------------|
| David DiGiovanni, LLC 1527 Southern Avenue Kalamazoo, MI 49001 <u>Twelve-Month Total: \$24,000.00</u> |
|----------------------------------------------------------------------------------------------------------------|

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into an agreement for the twelve-month period of July 1, 2019 through June 30, 2020 and 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 #89-2019 Digital Marketing Services – Second Phase

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

WHEREAS, the Board of Trustees, via Resolution #178-2018, authorized the College to enter into a \$161,000.00 agreement with eDesign Interactive for a digital marketing campaign and website enhancements covering the period of January 1, 2019 through June 30, 2019 in order to promote the Fall 2019 enrollment; and

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

WHEREAS, continued investments in digital marketing campaigns and website monitoring enhancements are essential components in generating new student enrollment for Fall 2019 and beyond among recent high school graduates and adult learners; and

WHEREAS, based on the analysis of website usage, enrollment data and market research, eDesign Interactive has submitted a proposal which combines digital marketing with website maximization in the amount of \$159,000.00 for the six-month period of July 1, 2019 through December 31, 2019; and

WHEREAS, \$159,000.00 in funds have been identified out of the Fiscal Year 2020 Public Relations Operating Budget to support marketing strategies; and

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

WHEREAS, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into an agreement and issue a purchase order for marketing services, including website content strategy and social media management, search engine optimization and

analytics, market strategy, creative design, media placement, tracking and return on investment analysis, as follows:

eDesign Interactive
163 Madison Ave
Suite 220-5
Morristown, NJ 07960
Six-Month Total: \$159,000.00

Michael DePinto
Director of Purchasing

Resolution #90-2019 Workforce Lobby/Dining Furniture

WHEREAS, the purchase and installation of new furniture is needed for the lobby of the Workforce Training Center to better facilitate student use between classes, for dining, and events; and

WHEREAS, although management is still determining the final configuration and fabrics of the base plan, issuing a purchase order at this time will avoid expected price increases; 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, WB Mason is an authorized distributor of Palmer Hamilton and other branded furniture; and

WHEREAS, Palmer Hamilton has entered into a contract with Sourcewell (Contract #031715-PHL), of which RVCC is a member; and

WHEREAS, WB Mason and several other brands they represent also have an approved pricing schedule with the New Jersey Division of Purchase and Property; and

WHEREAS, Funding would be provided through the College's foodservice partner CulinArt which had previously contributed \$125,000 for various furniture and equipment upgrades; and

WHEREAS, a purchase order will be issued as follows:

Palmer Hamilton
143 South Jackson Street
Elkhorn WI 53121
Amount: not to exceed \$57,300

WB Mason
21 Commerce Drive
Cranbury NJ 08512
Amount: not to exceed \$20,000

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

Michael DePinto
Director of Purchasing

Resolution #90A-2019 – Sidewalk Installation and Site Work for the New Print Shop Building

WHEREAS, the installation of concrete sidewalks and the performance of related site work is needed for the impending completion of the new Print Shop Building; and

WHEREAS, this work includes all concrete sidewalks and ramps for the new print shop building including ADA accessible ramps, which will additionally be used for pallet loading; 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, 2019 through June 30, 2020, 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:

| |
|----------------------------------------------------------------------------------------------------------|
| C. Lombardi Construction, LLC 40 Grover Lane West Caldwell, NJ 07006 <u>Amount:</u> \$19,615.00 |
|----------------------------------------------------------------------------------------------------------|

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

B. Educational Programs and Services Committee

Chairman Robert Wise presented Consent Agenda Resolutions #91-2019 through #95-2019. On motion by Trustee Howes, seconded by Trustee Locandro, the above stated Consent Agenda resolutions were approved unanimously by voice vote.

Chairman Wise reported that the Committee was provided an update on the AACC Apprenticeship Grant and the Strategic Plan metrics.

Resolution #91-2019 Human Resources Action Report

The Board resolves that the following personnel actions be taken:

Human Resources Action Report for _May 21, 2019

1. New- Adjunct Faculty

The following individual(s) are recommended as adjunct faculty for the Spring, Summer and Fall 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 |
|-----------|------------|---------------------|---------------------------|----------------------|-----------|
| Davis | Michael | Assistant Professor | Prison Program | \$950 | 1/22/19 |
| Marathe | Surabi | Instructor | Science & Engineering | \$930 | 1/22/19 |
| Mitra | Diditi | Assistant Professor | Prison Program | \$950 | 5/20/19 |
| Pasternak | Edward | Assistant Professor | Business & Public Service | \$950 | 8/28/19 |
| Pounds | Evan | Assistant Professor | Prison Program | \$950 | 5/20/19 |
| Thompson | Pamela | Assistant Professor | Prison Program | \$950 | 1/22/19 |

Resolution #92-2019 Appointment Correction, Full-Time Tenure Track Faculty

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

*Correction from February 2019 resolution; educational attainment.

| Name | Title | Department | Start Date | Salary |
|----------------|-----------------------|-----------------------------|------------|----------|
| *Nicholas Sosa | Instructor-Psychology | Social Sciences & Education | 9/1/19 | \$60,100 |

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

Resolution #93-2019 Participants, Voluntary Separation Incentive Program

WHEREAS, the Board of Trustees of Raritan Valley Community College did by Resolution #70-2019 (dated March 19, 2019) approve the Voluntary Separation Incentive Program for Full-Time Administrators and Staff members; and

WHEREAS, Ruth Beatty, Grace Hsu, Pearl Margolis, and Ann Pyzik have requested to participate in the Voluntary Separation Incentive Program for Full-Time Administrators and Staff members and 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;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby approve the Voluntary Separation Incentive to Ruth Beatty, Grace Hsu, Pearl Margolis, and Ann Pyzik for June 2019.

Resolution #94-2019 Dental Assisting 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 Dental Assisting;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the establishment of a new Certificate in Dental Assisting.

Resolution #95-2019 Promotions

WHEREAS, the Board of Trustees by Resolution #9-2019 dated January 22, 2019 did reappoint the following faculty members for the 2019-2020 academic year; and

WHEREAS, the President of the College has received recommendations for promotion from the Professional Standards Committee; and

WHEREAS, the President has reviewed these recommendations;

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the President, the following faculty members be promoted to the academic rank as indicated, effective July 1, 2019:

| <u>Faculty Name</u> | <u>Department</u> | <u>Current Title</u> | <u>To</u> |
|---------------------------|-----------------------------------------------------|----------------------|---------------------|
| Sara Banfield | Communication & Languages | Associate Professor | Professor |
| Keith Burns | Health Science | Instructor | Assistant Professor |
| Alison Campoli | Health Science | Assistant Professor | Associate Professor |
| John Cleary | Humanities, Social Science, Social Work & Education | Assistant Professor | Associate Professor |
| Jessica Darkenwald DeCola | English | Instructor | Assistant Professor |
| Frank Forte | Mathematics & Computer Science | Instructor | Assistant Professor |
| Isabel Gutierrez | Humanities, Social Science, Social Work & Education | Assistant Professor | Associate Professor |
| Carolyn Kinebrew-Bosa | Communication & Languages | Instructor | Assistant Professor |
| Vandana Nadkarni | VAPA | Associate Professor | Professor |
| Alexa Offenhauer | English | Instructor | Assistant Professor |
| Elizabeth O'Neill | Health Science | Instructor | Assistant Professor |
| Carol Patterson | Health Science | Associate Professor | Professor |
| Emilie Stander | Science & Engineering | Assistant Professor | Associate Professor |
| Andrea Vaccaro | Communication & Languages | Assistant Professor | Associate Professor |
| Alyssa Valenti | Library | Assistant Professor | Associate Professor |

C. Labor Relations Committee

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

D. Governance Committee

Trustee Paul Hirsch reported that as required by the State of New Jersey, the Campus Safety Report for the period April 16, 2019 to May 12, 2019 was provided to the Committee and to the full Board of Trustees via SharePoint. It was reported that the College's new 3D software to map campus buildings is now integrated with local law enforcement agencies.

The Somerset County Prosecutor's Office has completed its safety assessment of the College, and will provide it to the College within the next few days. It will be presented to the Board on the day of the next Board meeting.

An Educational Retreat on Board Governance is scheduled for Tuesday, June 25, 2019. Bradley Ebersole, 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.

An announcement was then made to enter into Executive Session. Chairman Wise read into record the following statement – "In accordance with the provision of the Open Public Meetings Act of the State of New Jersey, I hereby entertain a motion to close the public meeting for the purpose of discussion the President's Evaluation. The Public Meeting will be reopened following closed discussions and the matters discussed in closed session will be made public when action is taken on those matters." The motion was moved by Trustee Bateman, and seconded by Trustee Windrem. The Board entered into Executive Session at 5:39 p.m. No formal action was taken during Executive Session.

The Public Meeting reopened to the public at 6:03 p.m.

IV. Old Business

None

V. New Business

None

VI. Public Questions/Comments.

Chairman Wise read the following statement into record:

"The Board will take any comments from the public at this time. The Board will not respond to comments made and speakers are limited to two minutes. The total time allotment for public comments will be no more than 40 minutes."

Some faculty members commented on contract negotiations.

VII. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 6:25 p.m.

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