

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
NOVEMBER 12, 2019

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, November 12, 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.”

Introduction – Foundation Board Chair

Stacey Kimmins, Chair of the Foundation Board of Directors, introduced herself to the members of the Board of Trustees and indicated that she looks forward to working with them in her new role.

Middle States Presentation

Dr. Patrice Marks, Dean of Liberal and Fine Arts and MSCHE Accreditation Liaison Officer, provided an update on the College's Self-Study Preparation visit by our Middle States Accreditation Commission Staff Liaison (Dr. Robert Bonfiglio) to our campus in spring 2020. Dr. Bonfiglio will meet with the Self-Study Committee Chairs and the Board of Trustees during his visit (details to follow.)

Swearing-In New Board of Trustees Members

Philip Stern, College Counsel, then swore-in Helena Swanicke, the new Gubernatorial appointment to the Board of Trustees. A resident of Warren, Helena Swanicke is a full professor at Middlesex County College. On behalf of the Board of Trustees and the President, Chairman Wise welcomed Dr. Swanicke to the Board of Trustees and indicated that he looks forward to working with her in her new capacity on the Board.

II. Roll Call of Members

The roll call was taken as follows:

Attendees: Caren Bateman
Thomas Boon
Paul J. Hirsch
W. Timothy Howes
Roger Locandro
Felecia Nace
Donald Rica
Donna Simon
Helena Swanicke
Margaret Windrem
Robert P. Wise
Tracy DiFrancesco Zaikov

Absent: Roger Jinks
Andrew McNally
Juan Torres

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

A quorum was present.

III. Agenda Items

1. Approval of Regular Meeting Minutes

On motion by Trustee Rica, seconded by Trustee Hirsch, the Regular minutes of September 17, 2019 were approved by voice vote.

2. Chairman's Report

Chairman Robert Wise announced that the Annual RVCC Foundation Trip Raffle tickets are now available to purchase and that the drawing is scheduled for January 3, 2020. The annual fundraising effort benefits the RVCC scholarship fund.

The Chairman then presented the following resolution, as follows:

Resolution #180-2019 Appointments, Foundation Board of Directors

BE IT RESOLVED, that the Committee on Trusteeship of the RVCC Foundation Board of Directors has recommended the following individuals be appointed to the RVCC Foundation Board of Directors:

- Rich Berliner – Resident of Martinsville, NJ; Publisher, Fifth Gen Media, with offices in Fairfield, NJ.
- Gabrielle Taylor – Resident of Stewartsville, NJ; Digital Media/Film Student and RVCC Class of 2020 (part of the RVCC Foundation “Emerging Class” appointments).
- Brianna Allardice – Resident of Branchburg, NJ; Executive Vice President, Student Life Activities & Planning Board, and RVCC Class of 2021 (part of RVCC Foundation “Emerging Class” appointments).

BE IT FURTHER RESOLVED, that the Chairman of the Board of Trustees recommends these appointments to the Foundation Board of Directors;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College hereby approves the appointment of Allan Boomer to the RVCC Foundation Board of Directors.

The resolution was moved by Chairman Wise, seconded by Trustee Bateman, and approved unanimously by voice vote.

3. President's Report

President Michael McDonough reported that for the first time in our Athletics' program history, the Women's Volleyball Team are NJCAA District L and NJCAA Region XIX Champions. On behalf the College community and Board of Trustees, the President expressed his congratulations to the team and to the coaches.

The President remarked that the RVCC's Authentic Engineering Experience continued its track record of innovation and success in 2018-2019. The program features team-based projects in which groups of 2-4 students solve a real problem for a real customer in one semester. All AEE projects are funded by the RVCC Foundation through the generous support of donors to the College.

The AEE Teams' successes included the following initiatives in 2018-2019:

- A device for LabCorp to increase the process throughput and precision of an existing medical test that requires placing two antibiotic-saturated paper discs onto a bacterial growth at a separation of 12+-0.5mm. The device is currently being qualified by LabCorp for use in production.
- A Hunterdon Transformer project featuring a finite-element based mathematical model and Graphic-User-Interface (GUI) to reduce the customer quotation time for transformer design by a factor of 10-20 times. The customer is qualifying the model and GUI in its quotation process.

- A fully designed “Electrical Energy Generation” professional development training seminar for Duke Farms designed for fourth grade teachers. The seminar includes multiple sets of hands-on demonstrations that will be available, on loan, to local schools in fall 2019.
- A Bohler Engineering project for an access road on difficult terrain that includes vertical and horizontal road alignment, grading, and culvert design based on a complete drainage analysis. The project included learning and applying an important civil engineering design software (Civil 3D) and adhering to local road design codes and requirements. The quality of the work and the effort it required earned both students involved paid summer internships—one at Bohler and one at Ferriero Engineering.
- An automated blood-sample tube barcode-reading device that reads the barcodes and generates recall inventory locations. The six-second process is far faster than hand-scanning each tube. The technology is applicable to companies such as LabCorp, but the project was not specifically sponsored by LabCorp

The President provided an update on NJCCC’s legislative strategies and vision for their proposal to the Governor and legislature for an increase in operating funds. The President indicated that there is a proposal in the House of Representatives for a comprehensive reform of American high education called “the College Affordability Act” which seeks to restore state and federal spending on public institutions, which would lower the cost for students and their families.

The President’s distributed a copy of his written report, as follows:

Attachments

- Flyer – Resource Center & Food Pantry
- Flyer – Foundation Raffle
- Photos – RVCC Women’s Volleyball Team

Highlights from President’s Messages

▪In New Jersey, the manufacturing sector generates \$49.3 billion a year and employs over 247,000 workers. The average salary is \$92,097 per year. There are about 7,000 manufacturing companies in the state and the rapidly evolving industry needs highly skilled workers. Recent New Jersey initiatives – the \$500 million bond for vo-techs and community colleges and the launch of the Apprentice Network – promise to make the community college sector a key partner in the support and development of this crucial industry sector. I am delighted that RVCC’s talented workforce staff are making our College such an innovative and agile leader in this area.

▪Susan Dorward reports that RVCC has a STARS Sustainability rating of 59.69, a silver-level rating. This rating makes RVCC the 4th highest rated community college in the nation (1st in the “air and climate” category). Congratulations to all the member of the RVCC community who made this recognition possible.

▪Congratulations to Professor Carol Patterson. She is the 2019 recipient of the New Jersey League for Nursing Nurse Recognition Award. As Professor Beryl Stetson notes, Carol is an exemplary colleague and a “luminary” within the profession: “she sets the benchmark for excellence.”

▪Federal law requires RVCC to publish an annual security report. The *2019 Annual Report* can be accessed at www.raritanval.edu/2019AnnualReport

▪A new transfer agreement between RVCC and Kutztown University will prompt a more fluid transfer process between the two institutions. In addition, by submitting a “letter of intent,” RVCC students will be eligible for greater opportunities in academic scholarships and a one-time book award of \$500.

▪My thanks to Lonny Buinis for sending me an article from *Campus Technology*. Rhea Kelly’s article highlights three institutions that have improved degree completion rates and offers a brief summary of the innovative strategies that adopted to achieve these measurable successes:

University of Central Florida

- prepared first-generation and low-income students for STEM careers;
- mentored African American students to achieve personal, academic, and career goals;
- offered a completion grants program to address financial needs.

UNC Charlotte

- newly designed “A Prospect for Success” curriculum for first-semester students;
- new technologies to identify emerging indicators of academic risk;
- a graduation metrics platform to help departments identify barriers to completion.

University of Rhode Island

- strategic investments in new advising and curriculum maps;
- new Teaching and Learning office;
- increased focus in high-impact experiential learning;
- adopting an early-alert system;
- creating a “winter term” to help students get back on track.

▪Many thanks to George Eversmann for providing the link to RVCC’ Athletics YouTube Channel, the media we now use to live stream all RVCC home games. In addition, our athletics staff use the channel to create highlight reels to help in the recruiting of RVCC athletes. The link is <https://www.youtube.com/channel/UCh-LEPtK9xOiqDRgBIHJBcA/featured>

▪Some interesting data from Lori Moog on student voting rates. Supported by a mini-grant, RVCC participated in the Engage the Elections: 2018 project, designed to advance electoral engagement on community college campuses. Consider these comparisons between 2014 and 2018:

Voting and registration Rates			
	2014	2018	Change
Total eligible voters	6,371	6,439	
Number registered	3,479	4,470	+991
Number of students who voted	915	2,668	+1,753
Registration rate	54.6%	69.4%	+14.8%
Voting rate of registered student voters	26.3%	59.7%	+33.4%

The 2018 voting rate of 41.4% represents a 27.1% increase since 2014.

Items of Note

Library

Associate Professor Alyssa Valenti and Instructor Janelle Bitter presented at the C2 Summit for Pedagogical Advancements in STEM held at Raritan Valley Community College on October 18, 2019. Their presentation was titled, “Scientific Research and Information Literacy.” Janelle spoke about integrating information literacy into a STEM course by proposing a sample activity that encourages critical thinking about source types and how various information is presented. Alyssa spoke about a live example of information literacy in a nursing course by having students interact with a scholarly journal and answer questions about their understanding by using a library created learning object and assessment.

Athletics Fall Sport Recap

For the first time in program history, the Women’s Volleyball Team are NJCAA District L and NJCAA Region XIX Champions. In a tough battle versus RCSJ-Gloucester, the Lions won in straight sets, 25-21, 25-11 and 25-20. Hannah Chiswick (Del Val H.S.) and Tess Rogovin (North Hunterdon H.S.) were honored as Tournament MVP and member of the All-Tournament Team, respectively.

The National Championship Tournament will be a 12-team bracket and held at UCR Regional Sports Center in Rochester, MN. November 14-16, 2019. The team will be leaving Tuesday November 12, 2019.

Congratulations to the Team, Head Coach Phil Herro, and Assistant Coach Kelsie Fleming.

Congratulations goes out to Men's Soccer as well. The team won their first playoff match in over a decade at the NJCAA Region XIX Championship Tournament where they faced Northampton Community College in the 1st round and won 4-0. Advancing to the 2nd round, they faced #1 seed Camden County and unfortunately lost. The progression of the team over the past 5 seasons and ability to compete shows the resilience and recruiting ability of Head Coach Mark Malchow.

4. Committee Reports

A. Audit Committee

Chairman Wise reported that the Committee had a meeting with the College's auditors and that the preliminary audit report is in good order. The draft Annual Financial Report of RVCC for the years ended June 30, 2019 and 2020 will be sent to the full Board for their review prior to the next Board meeting.

B. Finance Committee

Trustee Margaret Windrem reported on the Treasurer's Report (Resolution #181-2019) for the period 09/01/19 to 09/30/19. 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 #182-2019 through #184-2019 and Resolution #186-2019 through Resolution #190-2019, On motion by Trustee Windrem, seconded by Trustee Rica, the above stated Consent Agenda resolutions were approved by voice vote. Resolution #185-2019 (Online Orientation Services) was withdrawn. Resolution #191-2019 (Extension of Security Services Agreement) was presented separately and approved. Trustees Timothy Howes, Donna Simon, and Margaret Windrem voted no.

Resolution #182-2019 – Various Vouchers for Payment

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

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

Check #s	304980-305708	
ACH#s	2	
Total Checks		\$1,392,801.53
Total ACH		34,050.29
Total Vouchers		1,426,851.82
Construction and Architect Vouchers		90,451.52
Less Previously Approved		(77,144.16)
Total		<u>\$1,440,159.18</u>

Resolution #183-2019 Accounts Receivable Write-Offs

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

WHEREAS, College management has identified 611 individual regular student accounts totaling \$505,074 of previously billed revenue and spanning primarily two fiscal years from 2013 through 2014; and

WHEREAS, management has also identified 602 STEP prison program accounts totaling \$931,928 of previously billed revenue in FY 2019 and 2018; and

WHEREAS, management has performed all reasonable due diligence to collect moneys legitimately owed to the College;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College hereby authorizes the write-off of \$505,074 in regular student accounts and \$931,928 of STEP prison program students. This amount will be charged to reserves previously established for this purpose.

John Trojan
Vice President of Finance and Facilities

Resolution #184-2019 Digital Marketing Services – Second Phase (eDesign Interactive)

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 Resolutions #178-2018 and #89-2019 authorized eDesign Interactive to conduct a digital marketing campaign and develop website enhancements in order to promote Fall 2019 enrollment; and

WHEREAS, the digital marketing campaign and website enhancements have combined to produce positive results, contributing to record attendance at recruitment events and increases in applications, new visitors to the College’s website and first-time students for Fall 2019; and

WHEREAS, continued investments in digital marketing campaigns and website monitoring and enhancements are essential components in generating new student enrollment among recent high school graduates and adult learners for 2020 and beyond, as well as promoting the Community College Opportunity Grant to underserved populations; and

WHEREAS, based on an analysis of website usage, enrollment data and market research, eDesign Interactive has proposed a \$279,000.00 campaign covering the period January 1, 2020 through June 30, 2020 which combines digital marketing with website maximization; and

WHEREAS, \$50,000.00 in funding is available from the Community College Opportunity Grant Planning Project and the remaining \$229,000.00 is available from the Fiscal Year 2020 Public Relations Operating Budget to support these digital marketing services; 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 which includes website content strategy, social media management, search engine optimization and analytics, creative design, media placement, tracking and return on investment analysis, as follows:

<p>eDesign Interactive 163 Madison Avenue, Suite 220-5 Morristown, NJ 07960 <u>Six-Month Total: \$279,000.00</u></p>
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Michael DePinto
Director of Purchasing

Resolution #186-2019 Wireless Microphones for the Theatre – Pay to Play (Sound Productions)

WHEREAS, the purchase of new wireless microphones and all related accessories is required for the Theatre at Raritan Valley Community College; and

WHEREAS, the Federal Communications Commission (FCC) has removed the frequencies that the Theatre currently uses from general service and requires the replacement of the existing wireless microphones by July 2020; and

WHEREAS, three (3) quotes were obtained with Sound Productions, LLC presenting the College with the most favorable pricing; 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:

<p>Sound Productions, LLC 6631 North Belt Line Road Suite 100 Irving, TX 75063 <u>Amount: \$18,463.64</u></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described 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 #187-2019 Solar Power System Installation and Operation Update

WHEREAS, the College advertised for bids to provide the financing, design, engineering, materials, installation, operation and ownership of a Solar Power Energy System which will capture the solar resources at the Workforce Training Center building; and

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized EZENERGY NJ, LLC to install and operate a Solar Power Energy System on campus utilizing a 15-Year Power Purchase Agreement (PPA), via Resolution #164-2019; and

WHEREAS, the College received a bid protest from Ferreira Construction Company, Inc. disputing the maximum size that the solar power system can be built by law; and

WHEREAS, The New Jersey Clean Energy Act, P.L. 2018, Chapter 17, Section 6, limits the size of any new solar power system to the average Kilowatt Hour (kWh) consumption for that metered account over the previous 12 month period; and

WHEREAS, the College’s bid specifications did not seek proposals offering the maximum allowable facility size, but instead clearly solicited bids for a 240kW system; and

WHEREAS, after careful analysis of the situation, none of the proposals received conformed to the solar power system size set forth in the bid specifications; and

WHEREAS, N.J.S.A. 18A:64A-25.15 states that no bid shall be accepted which does not conform to the specifications therefor consequently allowing any county college to reject all bids; and

WHEREAS, re-bidding the project would allow RVCC to ensure that all bid proposals are consistent with the bid specifications and remove all doubts and concerns relating to the bid award; and

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees of Raritan Valley Community College hereby authorizes the revocation of Resolution #164-2019, the rejection of all bids related to this project and authorizes the Director of Purchasing to publicly re-bid this project.

Michael DePinto
Director of Purchasing

Resolution #188-2019 Lens Edger for the Ophthalmic Science Program – Pay to Play (Coburn Technologies)

WHEREAS, the purchase of an Excelon 410 patternless lens edger and all related accessories is needed for the RVCC Ophthalmic Science program; and

WHEREAS, the New Jersey State Board of Ophthalmic Dispensers has embraced modern technologies to maintain parity with the current marketplace and for the attainment of technical skills for students in Ophthalmic programs; and

WHEREAS, three (3) quotes were obtained with Coburn Technologies, Inc. presenting the College with the most favorable pricing; and

WHEREAS, the approved Fiscal Year 2020 Perkins Grant budget includes the purchase of this lens edger via Budget Line #490; 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:

<p>Coburn Technologies, Inc. 8 Gerber Road South Windsor, CT 06074 <u>Amount: \$18,795.00</u></p>

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

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

Michael DePinto
Director of Purchasing

Resolution #189-2019 Testing Center Modular Systems (Trendwall Modular Systems)

WHEREAS, the construction of new offices and specialty rooms is needed in the new testing department which is part of the total enrollment center project; and

WHEREAS, 170 linear feet of modular wall systems account for most of the physical space definition; and

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

WHEREAS, Trendway, Inc.. has entered into a contract with then New Jersey division of Purchase & Property (Contract #81642-G2004); and

WHEREAS, a purchase order will be issued as follows:

<p>Trendway c/o Arbee Associates 1531 South Washington Avenue Piscataway, NJ 08854 Amount: not to exceed \$145,000</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 Trendway c/o Arbee Associates.

Michael DePinto
Director of Purchasing

Resolution #190-2019 Testing Center Service Counter (Butler Built Cabinets)

WHEREAS, the construction of the new testing center is a critical first step towards the creation of a more productive and welcoming enrollment center; and

WHEREAS, an important element of the proper functioning of the space is a particularly designed service counter measuring 60 linear feet and providing a variety student support areas; and

WHEREAS, two other quotes were solicited for this custom-built equipment; 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:

WHEREAS, a purchase order will be issued as follows:

Butler Built Cabinets
107 Maple Street
Bridgewater, NJ 08807
Amount: \$36,100

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 Butler Built Cabinets.

Michael DePinto
Director of Purchasing

Resolution #191-2019 Extension of the Security Services Agreement (U.S. Security)

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 four 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 four-month period of October 1, 2019 through January 31, 2020 with:

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

Michael DePinto
Director of Purchasing

C. Educational Programs and Services Committee

Trustee Donna Simon presented Consent Agenda Resolutions #192-2019 through Resolution #195-2019. On motion by Trustee Simon, seconded by Trustee Rica, the above stated Consent Agenda resolutions were approved unanimously by voice vote. Trustee Simon reported that the Committee received updates on enrollment and new program development.

Resolution #192-2019 Human Resources Action Report

The Board resolves that the following personnel actions be taken:

1. New- Adjunct Faculty

The following individual(s) are recommended as adjunct faculty for the 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
Beirne	Lauren	Assistant Professor	Arts & Design	\$950	9/18/19
Bouakiz	Mokrane	Assistant Professor	Math & Computer Science	\$950	8/28/19
Lempicki	Richard	Instructor	Arts & Design	\$930	8/28/19
Mehrish	Priya	Instructor	Health Science Education	\$930	8/28/19
Raguso	Shyamal	Instructor	Arts & Design	\$930	8/28/19

2. New Hire- Support Staff

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

Name	Title	Salary	Department	Start date
*Kristin Gatti	Department Assistant- Tutoring Services	\$42,105	Academic Support Center	10/17/19
**Amy Layton	Workforce Educator-Esthetics	\$50,620	Cosmetology	10/14/19

*Budget Code 100-3581-5310-50/ Replacement R. Beatty

** Budget Code 100-3496-5310-30/ New

3. New Hire- Administrator

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

Name	Title	Salary	Department	Start date
*Aubrey Flanagan	Manager of Corporate & Professional Development	\$58,074	Workforce Development	11/11/19

*Budget code 665-8710-5010-90/ Replacement E. Coccia

4. Resignation

The following reflects employees who have resigned from the college.

Name	Title	Department	Effective Date
Ivalis Henderson	Academic Recruiter	Admissions	10/31/2019
Adebola Jokogbola	Systems Administrator	Technology Services	10/11/2019

Resolution #193-2019 Appointment, Full-Time Temporary Fall 2019 Semester

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

Name	Title	Department	Start Date	Semester Salary
*Evan Walter	Temporary Instructor-Film	Communication & Languages	9/16/19	*\$28,542

*Budget code 100-3140-5140-10 salary represents one semester

Resolution #194-2019 Legacy Sabbaticals

WHEREAS, the Board of Trustees of Raritan Valley Community College did by Resolution #9-2019 (dated January 22, 2019) reappoint Professor Daniel Aronson and Professor Paul Schueler for the 2019-2020 academic year; and

WHEREAS, the Board of Trustees of Raritan Valley Community College did by Resolution #157-2019 (dated August 21, 2019) approve the Legacy Sabbatical Program for Full-Time Tenured Faculty; and

WHEREAS, Professor Daniel Aronson and Professor Paul Schueler have requested to participate in the Legacy Sabbatical Program for Full-Time Tenured Faculty and would receive a half-year sabbatical for the Spring 2020 term paid at the rate of half their base annual salary, and relinquish their tenure as of June 30, 2020;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby approve the Legacy Sabbatical Leave to Professor Daniel Aronson and Professor Paul Schueler for Spring 2020.

Resolution #195-2019 Stackable Credentials in Advanced Manufacturing

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

WHEREAS, it is feasible to introduce a manufacturing workforce program that offers stackable credentials; and

WHEREAS, the manufacturing curriculum has been identified as fulfilling the required related technical instruction for the NIMS Certified Machinist Apprenticeship; and

WHEREAS, it has been identified that these programs be consistent with the National Institute for Metalworking Skills (NIMS) curriculum;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the non-credit stackable credentials for the following programs in advanced manufacturing; *Manual Mill Operator, Engine Lathe Operator, Manual Machinist, CNC Production Technician.*

D. Labor Relations Committee

Chairman Robert Wise commented that the Labor Relations Committee did not meet earlier, but noted that a mutually agreed upon negotiations session with the Faculty Federation is scheduled for November 15, 2019.

E. Strategic Planning Committee

Trustee Tracy DiFrancesco reported that the Committee reviewed the 2019 Strategic Plan dashboard with administration. The 2019 updated metrics will be available on the RVCC's public website by January 1, 2019 and detailed information about each metric will also be available.

F. Governance Committee

Trustee Paul Hirsch reported that the Committee was provided with an update on FY budget results and winter and spring enrollment figures; on the Campus Safety Report for the period September 9 to October 31, 2019; on campus safety progress addressed in the Prosecutor's *Risk Assessment and Security Report*; and on some of the *Building our Future* initiatives.

It was further reported that a Board educational retreat will be planned for spring 2020; that the Committee appointed Nominating Subcommittee members Paul Hirsch (Chair), Andrew McNally, and Juan Torres and that the slate of officers for 2020 will be presented to the Board at their Annual Reorganization meeting; and that a copy of the proposed 2020 Board meeting schedule was distributed for review.

Trustee Hirsch then presented the following resolutions, which were unanimously approved by the Committee:

Resolution #196-2019 Recognition of Service, Patrick J. Fittipaldi, Director Emeritus, RVCC Foundation Board of Directors

WHEREAS, Patrick J. Fittipaldi, Director Emeritus, Board of Directors of the RVCC Foundation, and Foundation Director for 37 years;

WHEREAS, In consideration of Mr. Fittipaldi's influence on major developments at the College, through his leadership as a Somerset County Freeholder, Raritan Valley Community College Trustee, and as a Raritan Valley Community College Foundation Board member;

WHEREAS, Mr. Fittipaldi has helped to secure sustained and significant philanthropic support for the College;

WHEREAS, Mr. Fittipaldi's leadership and service in the community have been widely recognized, including as Plainfield UNICO Man-of-the-Year, 1978; County Officers Association of New Jersey, 2000; Spirit of Somerset County Award, 2001; RVCC Service Award, 2005; North Plainfield High School Hall of Fame, Class of 1948, 2005; and Watchung Hall of Honor for Korean War Service, 2018;

WHEREAS, Mr. Fittipaldi's exemplary service as director of the Foundation has left a lasting mark on Raritan Valley Community College;

NOW, THEREFORE BE IT RESOLVED, that the RVCC Board of Trustees, President Michael J. McDonough, and the Board of Directors of the RVCC Foundation, and members of the RVCC community wish to express their deepest gratitude to Mr. Fittipaldi;

BE IT FURTHER RESOLVED, that the Board of Trustees, the President, and the Board of Directors of the RVCC Foundation will create recognition of Mr. Fittipaldi on the RVCC campus, to be conceived, developed, and funded through private support, as an element of the campus greenspace.

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

Resolution #197-2019 President's Goals for 2019-2020 Academic Year

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

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

WHEREAS, the members of Board of Trustees have reviewed the President's Goals for the 2019-2020 Academic Year;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College Board of Trustees approve the President's 2019-2020 Goals, which are specific, measurable, and attainable and correlate to the College's strategic plan and signature values.

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

IV. Old/New Business

There was no old/new business reported at the time.

V. Executive Session

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 the Board's Annual Self-Evaluation. The Public Meeting will be reopened following closed discussions and the matters discussed in closed session will be made public when action is taken on those matters." The motion was moved by Trustee Hirsch, and seconded by

Trustee Bateman. The Board entered into Executive Session at 5:38 p.m. No formal action was taken during Executive Session.

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

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. Speakers are to remain civil and refrain from any direct comments about Board members.”

Legal Counsel announced that speakers who are uncivil or who direct comments considered harmful to an individual’s reputation and/or considered defamation of character are warned that they are in danger of private action against them.

Several comments were made concerning faculty negotiations and concerning a trustee attending an external event unaffiliated with the College.

VII Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 6:42 p.m.

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