

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
MARCH 21, 2017

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, March 21, 2017, at Raritan Valley Community College, Route 28 and Lamington Road, Branchburg Township, North Branch, New Jersey.

Chairman Robert P. Wise called the meeting to order at 5:20 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:	Gary Hazard	Absent:	Caren Bateman
	Paul J. Hirsch		Lisa D. Midgett
	W. Timothy Howes		Thomas Wilson
	Michael Kalafer		
	Catherine Hebson McVicker		
	Kevin Rosero		
	Juan Torres		
	Margaret Windrem		
	Robert P. Wise		
	Tracy DiFrancesco Zaikov		

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

A quorum was present.

III. Agenda Items

1. Approval of Regular Meeting Minutes

The Regular Meeting minutes of February 28, 2017 were approved by voice vote. Trustee Torres respectfully abstained.

2. Chairman's Report

Chairman Robert Wise reported that Trustee Catherine Hebson McVicker has been a member of the Raritan Valley Community College Board of Trustees since 1986, including serving with the highest distinction as Chair of the Board from November 2011 through November 2013. He remarked that Trustee McVicker has been a strong and steady voice for the College and through her leadership in the community, the State of New Jersey, and also nationally, she helped shape the growth and the direction of community colleges. The Chairman noted that Trustee McVicker is considered to be an instrumental member and expert advisor of the Raritan Valley Community College Board of Trustees and to the Foundation Board of Directors. On behalf of the RVCC Board of Trustees, President Michael McDonough, and members of the College community, Chairman Wise expressed his deepest gratitude and appreciation to Trustee Catherine Hebson McVicker for her leadership, dedication, and service to the Board of Trustees and to Raritan Valley Community College.

Trustee Paul Hirsch remarked that it has been a great privilege and pleasure to serve on the Board with Trustee Catherine Hebson McVicker.

Chairman Wise announced that members of the Board of Trustees and the Foundation Executive Board are invited to a special luncheon to celebrate Catherine Hebson McVicker's, Lisa Midgette's, and Peter Schoberl's exemplary service to the RVCC Board of Trustees and to the Foundation Board of Directors and to thank them for their commitment, vision, and stewardship to the College and the many residents it serves. The event is scheduled for Tuesday, May 16, 2017, 11:30 to 1:30 p.m., at the Raritan Valley Country Club. The Chairman noted that the Board of Trustees will also acknowledge Catherine, Peter, and Lisa with a special Board resolution to acknowledge their years of dedicated service at the May 16th Board of Trustees meeting.

The Chairman expressed his appreciation to Michael Camerino, Charles Schalk, and their legal firm for years of outstanding service to the College.

The Chairman announced the following upcoming Board events:

- Trustee Retreat – Tuesday, April 18, 2017 10 a.m. to 1 p.m., followed by Committee meetings and Regular Board of Trustees meeting
- Ribbon Cutting Ceremony for Workforce Training Center – Tuesday, May 23, 2017, 9 a.m. (details to follow.)

3. President's Report

President Michael McDonough commented that Trustee Catherine Hebson McVicker has always been incredibly gracious to him and he expressed his appreciation for her tremendous support. The President remarked that Trustee McVicker has been a powerful advocate for all students, promoting programs and policies to support student success. He commented that with over thirty years of service to the College, Trustee McVicker is of the generation that made community colleges successful and that her passion, persistence, and dedication have been instrumental in helping thousands of students. On behalf of the Board of Trustees and the entire College community, the President expressed his gratitude to Trustee Catherine Hebson McVicker for her years of service and extraordinary contributions that helped shape the growth and direction of the College.

The President reported that Governor Chris Christie visited campus on Monday, March 20, 2017 to sign a Declaration of Commitment that promotes a greater partnership between the 19 NJ community colleges and the Department of Labor and Workforce Development. Aaron Fichtner (Acting Commissioner of the New Jersey Department of Labor and Workforce Development) and staff; Rochelle Hendricks (New Jersey's Secretary of Higher Education) and staff; Lawrence Nespoli (President of the New Jersey Council of County Colleges) and staff, industry, community college, and community leaders; and several members of the RVCC Board of Trustees, faculty, administration, staff, and students were amongst those present for the special signing. On behalf of the College community, the President expressed his appreciation to Janet Thompson, Donna Stolzer, Michele Boronkas, Karen Vaughan, Robert Szkodny and the many other individuals that contributed to make this event so successful.

President McDonough reported that the RVCC Foundation held its 4th annual *An Evening of Elegance for Education* on Thursday, March 16, 2017 from 6:30 to 9:00 pm at The Ryland Inn in Whitehouse Station and that over 200 people were in attendance to learn more about the College. The President remarked that it was a magnificent event and expressed his appreciation to Ronnie Weyl and her staff for their hard work making our institution look wonderful. It was reported that net proceeds from this wine-tasting and purchasing fundraiser will benefit the RVCC Foundation.

The President reported that BestColleges.com (an on-line research company that has partnered with HigherEducation.com to help prospective students find the school that best meets their needs through proprietary research, user-friendly guides, and hundreds of unique college rankings) has announced Raritan Valley Community College as the **Best Community College in New Jersey**. BestColleges.com further reported that “students attending New Jersey’s 19 community colleges account for nearly half the overall student population, according to the National Center for Education Statistics. Of those 161,000 students, enrollment is split evenly between part-time and full-time study. It was further reported that county schools are a great option for students looking to lessen the burden of student debt typically incurred at a four-year institution. Many have partnerships or Guaranteed Admission Program (GAP) agreements, with a number of four-year schools allowing students to make seamless transitions to a bachelor’s degree program.

A report by the Community College Research Center found that for students who complete an associate degree before moving into a bachelor’s program, the economic benefit totals almost \$50,000 over 20 years. With New Jersey being ranked the fifth most expensive state in America, those extra funds can go a long way.”

(To help spread the word about this special recognition, artwork has been created for the College community to use in their electronic signature on emails.)



The President’s full written report is as follows:

Upcoming College Events

- Kente Ceremony – Tuesday, May 9, 2017, 6 pm
- Academic Awards Ceremony – Wednesday, May 10, 2017, 6 pm
- Ribbon Cutting Ceremony for Workforce Training Center – Tuesday, May 23, 2017, 9 am
- Nurses Pinning Ceremony – Thursday, May 11, 2017, 4 pm
- Commencement – Saturday, May 13, 2017, 10 am (9 am Platform Party Reception)
- Hold the Date - 50th Anniversary Gala, October 25, 2018 (details to follow)

Upcoming Foundation Events

- Scholarship Reception Honoring Donors and Students, Conference Center, Tuesday, April 18, 5:30 to 7:00 PM

The RVCC Foundation invites the RVCC Board of Trustees to attend its annual Scholarship Reception that brings together donors and RVCC students who have received scholarship support. The formal program gives our donors a chance to hear from students about the journey they have taken that brought them to RVCC and how the college has made a difference in their lives. As important, our students get the opportunity to hear from donors why they care about our students and why they make donations to the Foundation.

- President’s Dinner, hosted by Sandy and Karolee Glassman, Wednesday, May 17, 6:00 – 8:30 PM

The RVCC Foundation is working with major donors Sandy and Karolee Glassman to welcome RVCC Foundation board members, RVCC Trustees, and major donors and donor prospects for an exclusive dinner at the Glassman’s 30,000 square-foot home. The dinner is intended to thank our donors and friends for their support of Raritan Valley Community College and to plant the seeds of generosity for our 50th Anniversary Campaign. John Stanley, author of *Connected for Good: A Generosity Gameplan*, will engage us in a thoughtful discussion about giving.

- Philanthropy in Action: Two Sides of the Coin, Thursday, May 18, 2017, 8:30 AM – 12:30 PM, Conference Center, RVCC

The RVCC Foundation is hosting a forum to take a fresh look at philanthropy and generosity through the lens of both the donor and the beneficiary. Keynote speaker John Stanley will discuss the power of transformational giving and the partnerships that nonprofit leaders and donors can forge to reimagine generosity and create a legacy of real change. Our panelists will address the challenges facing nonprofits in these uncertain times (e.g., the future of Charitable Giving Incentives and the status of NJ Charitable Giving Deductions); and strategies for securing gifts, trends in personal wealth management, and the financial knowledge gap of Baby Boomer women.

Speakers include:

- Linda M. Czipo, President and CEO, Center for Non-Profits
- Lynn Evans, President and CEO, Northeastern Financial Consultants, Inc. and author of “Power of the Purse, Fear Free Finances for Baby Boomer Women”
- Margarethe P. Laurenzi, Director, Leadership Grantmaking and Engagement, Community Foundation of New Jersey
- Robert Milligan Jr., CFP®, CIMA®, Senior Vice President, Wealth Advisor, Senior Investment Management Consultant, Morgan Stanley
- John Stanley, author of “Connected for Good: A Gameplan for a Generous Life”

Attachments

- Flyer – *Beyond Reconciliation: The Potential for Common Ground on the Environment and Labor* – April 21, 2017
- Flyers – The Institute for Holocaust and Genocide Studies (The Middle School Learning Through Experience Program) – May 3 and 4, 2017

Items of Note

Admissions & Recruitment Team Collaborative On-site Events & Programs – Spring 2017 (as of March 17th)

1. Admissions Information Sessions & Campus Tours – 200+ Prospective Students & Guests (January and February)

This is a new initiative to host Admissions Information Sessions & Campus Tours on most Friday mornings and one Thursday evening each month. This initiative has been well received, and we are now collaborating with Workforce Training, Athletics, and Rutgers during the event to showcase more of the College.

2. Koresh

This was a collaborate event coordinated between VAPA Dance, RVCC Arts and Admissions & Recruitment, around our presentation of Koresh Dance Company. Thirty-five (35) dancers from the area (high school students mixed with RVCC students) took a class from members of KDC. Following the class, students heard a presentation on RVCC and our dance program. The evening closed with a lecture-demonstration by Artistic Director Ronen Koresh and the company. Our guests returned on Saturday for the Koresh concert.

3. Campus Experience Day – 293 high school students

This was a college wide collaborative event for high school juniors and seniors to provide them with an opportunity to visit the College and experience classroom simulations with RVCC faculty. The Admissions Team collaborated with the following areas:

- Academic and Workforce Training
- Student Services, RVCC Students and Student Ambassadors
- Sanofi Grant helped fund the event
- Campus Store, Planetarium & Athletics provided RVCC swag
- Concurrent Enrollment and College Readiness Now students participated
 - 2 buses of students from North Plainfield HS – College Readiness Now Program
 - 2 buses of students from Bound Brook HS – College Readiness Now Program
 - College Readiness Now Program Grant also helped fund the event

4. Counselor Program – 14 high school guidance counselors

This was a collegewide collaborative event showcasing RVCC to high school guidance counselors. The Admissions Team collaborated with the President, Academics, Student Services, Workforce Training, the RVCC Authentic Engineering Experience students, and student ambassadors to provide an excellent program. The program was well-received and our guests were very impressed with meeting the President, learning about our programs and student services, touring the campus and meeting faculty, and hearing firsthand from the Engineering and Visual and Performing Arts students who shared their projects and their experiences at RVCC.

Athletics

It was great season for the Raritan Valley Community College men's basketball team. The RVCC Lions finished their 2016-17 season with a record of 18-11, and this marked the team's fourth consecutive trip to the Region XIX playoffs under head coach Kevin Ryan.

The men's basketball team picked up a victory over Manor College in the first round of the Region XIX playoffs on March 4 by a final score of 85-68. The Lions took a 34-31 lead into halftime and battled in the second half. With 10 minutes remaining, the Lions were trailing 51-50, but they dominated the final stretch and outscored Manor 35-17 the rest of the game. Prior to the game, Manor College was nationally ranked 14th in NJCAA Division II.

Freshman guard Kenyan Goodson had an impressive game, scoring a game-high 29 points and going 6-7 from three-point range. Freshman forward Ron Washington had a big game as well, finishing with 19 points and a game-high 16 rebounds. Sophomore guard Zaire Robinson added 14 points, 10 rebounds and five assists, while freshman guard Kevin Saylor chipped in 13 points. The Lions played tough defense all game as they held a talented Manor team to 34 percent shooting and forced 17 turnovers.

With the victory, the Lions advanced to the Region XIX semifinals on March 11 and faced Rowan College at Burlington County. RVCC fell short in a hard fought game by a final score of 81-78. Goodson once again led the scoring for RVCC with 26 points. He went 4-7 from the three-point line, and a perfect 12-12 from the free throw line. Washington added 15 points on 7-11 shooting from the field and five rebounds. Saylor added 14 points, six rebounds and seven assists, and Zaire Robinson scored 10 points. Sophomore forward Jawan Robinson had a team-high eight rebounds.

Freshman Megan Mack (Manville) was named to the All Region 2nd Team for Women's Basketball
Sophomore Zaire Robinson (Hillsborough) was named to the All Region 1st Team **and** was named the Region XIX Player of the Year for Men's Basketball.

Planetarium

The Planetarium will be running the United States premier of a new planetarium show called *To Worlds Beyond*. It was created by a planetarium in the Ukraine and the English script was written by Bill Gutsch, former Chairman of the Hayden Planetarium. *To Worlds Beyond* is a journey through our Solar System, combining beautiful images taken by orbiting satellites with high-end animations to present current information about our neighborhood of planets.

Transfer and Career Services

Raritan Valley Community College and Chestnut Hill College have signed a new agreement that will allow students to seamlessly transfer to the four-year college located on the northwestern edge of Philadelphia. The “Dual Admissions, Transfer and Core-to-Core Agreement” stipulates that students who receive an associate degree from RVCC may transfer into a bachelor’s degree program at CHC’s School of Undergraduate Studies or School of Continuing & Professional Studies with junior-year status as long as they fulfill certain requirements. Students may enroll either full-time or part-time at CHC.

The new agreement with Chestnut Hill College offers a wonderful opportunity for RVCC students to continue their education and complete their bachelor’s degree at a competitive Philadelphia college. As an added benefit, RVCC graduates transferring to Chestnut Hill may be eligible for substantial scholarships or discounted tuition.

RVCC graduates transferring to Chestnut Hill may be eligible for academic scholarships, ranging from \$12,000-\$19,000 for full-time students, depending on their grade point average and membership in the Phi Theta Kappa honor society. Discounted tuition is available for part-time students and those attending the School of Continuing & Professional Studies, based on their GPA. The agreement also offers RVCC students such benefits as waiving the admissions application fee to Chestnut Hill.

To take advantage of the transfer agreement RVCC students must maintain the requisite grade point average; fill out an “Intent to Enroll” form in their final year of study at RVCC; and complete at least 45 academic credits at Chestnut Hill.

Faculty/Administration/Student Highlights

Business & Public Service Department

On March 23, the Business & Public Service Department will be hosting a Business Career Night from 6-8 PM in the Grand Conference Room. The event will begin with business professionals describing their fields as well as educational requirements and helpful skills, rewards and challenges of their profession, and suggestions for students who hope to enter the field. Students will then have the opportunity to meet with four of the professionals during 15 minute breakout sessions, where they can gain additional information on various career opportunities. Speakers from finance, accounting, international business, supply Chain, and marketing will participate.

Professor Elaine Moore invited RVCC alumni Douglas Brown to guest lecture to her Principles of Marketing students on the topic of *Professional Sales*. The Professional Sales degree is offered by William Paterson University and Mr. Brown’s presentation advised the students of the various avenues a degree in marketing can take.

Adjunct Professor Ellen Marshall took her Legal Research and Writing class to the Congressman Leonard Lance Town Hall demonstration on February 22nd. The students unanimously voted to participate. Some student feedback included that they were invigorated and impressed by the effort people made to come out and be heard, to make interesting placards, to speak their beliefs, and by how respectful demonstrators and police were. In addition, they found the whole process of demonstrating one’s conscience inspiring and they loved that it was at their school.



On March 9, Professors Brian Donnelly, Ellen Lindemann, and Tracy Rimple participated in the College Experience Day for current high school students. Professor Donnelly discussed aspects of criminal procedure, specifically the search warrant requirement of the Fourth Amendment. Professor Lindemann had students participate in an exercise illustrating how limited resources and the demand for those resources can affect trade. Professor Rimple shared with students the various disciplines in business, and how business knowledge is valued even in non-business areas. She demonstrated the “shake-light” that was developed by students in a joint partnership with Manufacturing, then had students participate in a costing activity for that product. Professor Rimple ended the presentation with highlighting the various service learning projects students could engage in while at RVCC.

Adjunct Professor Darleen Fiorelli has begun work on a research project with Wiley Publishing to identify the most effective methods for delivering education to today’s business student. She met with a Wiley Project Manager in early March to discuss the expectations for the project.

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 word has spread and taxpayers have been scheduling appointments through the United Way. Students work in pairs, have all been certified as Basic Preparers by the IRS, and to date they have assisted over 30 taxpayers in their first three sessions.

On March 1st, Adjunct Professor Ellen Marshall invited guest presenter Irene Hsieh (an associate at Greenbaum, Rowe, Smith & Davis) to her Legal Research and Writing class. Together, they took the class through a real-life research exercise – from a research assignment memo through framing the issues, interfacing with the assigning lawyer, doing the research, and verifying that all cases being used are still good law. This type of professional, real-world interaction gives students a sense of how their learning in the classroom connects to their future careers.

Center for Teaching, Learning, and Scholarship

Center Co-Directors Michelle Brazier and Melanie Morris are pleased to report the following for the Center for Teaching, Learning & Scholarship (CTLTS).

The CTLTS is in the midst of *March Madness* – a time when we host *Elite Eight* professional development sessions in just over two weeks. While Stella forced us to reschedule our first tournament, the rest of our brackets promise high scores and no upsets. Here is our program flyer.

The Center for Teaching, Learning & Scholarship presents:

**March Madness
CTLTS Edition
Elite Eight**

POSTPONED
New Date Coming Soon
Invitation Event

- Engaged Scholarship Institute

March 21 ~ 4:00 in S 308

- FIG – Research Writing Group

March 23 ~ 1:10 in L 123

- Facilitating Healthy Classroom Dialogue

March 27 ~ 1:10 in L 123

- Conversation with Disability Services

March 28 ~ 4:00 in S 308

- FIG – Critical Theory Reading

March 29 ~ 3:00 in L 123

- Conversation with Disability Services

March 30 ~ 1:10 in TBA

- Fake News & Critical Thinking, Part I

March 30 ~ 4:00 L 123

- FIG – Road to Tenure

Room L 123 is the NEW CTLTS space, first floor, Library Building. Entrance is to the right of the main entrance to the Library on the raised walkway.

Technology Fellow Alyssa Valenti received a grant from the NJ Council of County Colleges Center for Student Success to attend the Lilly Conference on Evidence-Based Teaching & Learning in Bethesda, MD from June 1 – 4, 2017. The Lilly Conferences are multi-disciplinary and provide opportunities for faculty and administrators at various stages of their academic careers to attend sessions, workshops, table discussions, and plenary addresses centered on the scholarship of teaching and learning. Alyssa will create an online teaching and learning resource inspired by the conference for the RVCC CTLTS website, currently under construction. In addition, Co-Director Melanie Morris received a grant from NJCC Center for Student Success to attend the POD Network Institute for New Faculty Developers in Saratoga, NY. She is one of five directors from across the state selected to attend the Institute. The POD Network sponsors the Institute to facilitate excellence in practice among its members. The theme for the 2017 Institute is *Critically Reflective Educational Development* of new faculty.

The podcast for the February faculty development session on *Democratizing the Classroom* is now available. This [podcast](#), and its accompanying [Democratizing Toolkit](#), was shared campus-wide in the monthly CTLTS newsletter.

Planning is underway for many more spring events. For additional information on these or any other future CTLTS events, or to learn of future offerings, please contact us at CTLTS@raritanval.edu.

Mathematics

Lori Austin successfully defended and passed her dissertation on March 2, 2017. Her degree is an Ed.D. in Educational Leadership with a focus in Community College Leadership. Her dissertation title is *The Impact of an Elementary Algebra Course on Student Success in a College-Level Liberal Arts Math Course and Persistence in College*.

Science and Engineering

Professor Emilie Stander is an author on a paper that was just published in the journal BioScience (as described below). This is all work that she has done since coming to RVCC and RVCC is listed as her affiliation. The paper can be accessed online at <https://academic.oup.com/bioscience/article/doi/10.1093/biosci/bix012/3065740/Planning-for-the-Future-of-Urban-Biodiversity-A?guestAccessKey=5975a661-c6e7-4a8d-991b-27e07200791f>.

Planning for the Future of Urban Biodiversity: A Global Review of City-Scale Initiatives
Cities represent considerable opportunities for forwarding global biodiversity and sustainability goals. We developed key attributes for conserving biodiversity and for ecosystem services that should be included in urban-planning documents and reviewed 135 plans from 40 cities globally. The most common attributes in city plans were goals for habitat conservation, air and water quality, cultural ecosystem services, and ecological connectivity. Few plans included quantitative targets. This lack of measurable targets may render plans unsuccessful for an actionable approach to local biodiversity conservation. Although most cities include both biodiversity and ecosystem services, each city tends to focus on one or the other. Comprehensive planning for biodiversity should include the full range of attributes identified, but few cities do this, and the majority that do are mandated by local, regional, or federal governments to plan specifically for biodiversity conservation. This research provides planning recommendations for protecting urban biodiversity based on ecological knowledge.

Professor Jay Kelly gave a public presentation on the effects of deer and invasive species on forests in central NJ in Harding Township on Thursday, March 9, 2017, sponsored by the Harding Township Environmental Commission.



The RVCC Environmental Club just finished its annual maple syrup production, helping to restore a local forest preserve in Three Bridges by over-tapping invasive Norway Maples. The club is currently bottling the syrup, which will be available for purchase.



The following two paper titles and abstracts were accepted for presentation and publication in the proceedings of the American Society for Engineering Education Mid-Atlantic Conference in April 2017. The authors include Professor Peter Stupak and the RVCC students involved in the projects, both from the Science and Engineering Department and VAPA.

- *Illuminated Umbrella – An Engineering/Visual Arts Interdisciplinary Product Development* (M. Romero, J. Sitarz, T. Skibik, E. Smith, N. Vuolde, J. Jannone, M. Zgorzynski, D. McManus, and P.R. Stupak): The Raritan Valley Community College Engineering program "Authentic Engineering Experience" course tasked a team of four Engineering students to design, prototype, build, and deliver a real product to a real customer. The product, designed in collaboration with RVCC Visual Arts students, was an umbrella that illuminated 200 LED lights when opened (without the use of batteries.) The objective of the course was to expose students early in their academic careers and under "authentic engineering" conditions, to vital skills and practices used daily in industry. A secondary goal was to give students product development and project execution experience to relate to potential internship and professional employers.
- *Laser Music – Authentic Engineering Product Development for a Real Customer* (T. Rokosky, J. Rodriguez, K. Donlan, K. Rickman, T. Strong, and P.R. Stupak): The Raritan Valley Community College Engineering program "Authentic Engineering Experience" course tasked a team of four Engineering students to design, prototype, build, and deliver a real product to a real customer. The product was a laser-music system that uses only modulated laser-light to transmit music across a room to multiple receivers with audio-speakers. The objective of the course was to expose students early in their academic careers and under "authentic engineering" conditions, to vital skills and practices used daily in industry. A secondary goal was to give students product development and project execution experience to relate to potential internship and professional employers.

Visual and Performing Arts

Faculty Activities:

Loretta Fois received a 2017 Individual Artist Choreographic Fellowship from NJ State Council on the Arts. She was recently elected to the position of Vice President of Education for Dance New Jersey.

Sabatino Verlezza conducted a workshop on *Wellness for Humans and Canine* in Graham, NC. He also attended and represented RVCC dance majors at the 2017 American College Dance Association conference at County College of Morris, where he taught two master classes.

Ann Tsubota and Bill Macholdt have donated their ceramic art work to the *10 Hairy Legs* auction to be held on April 13, 2017 at the George Street Playhouse. They are also donating work to the Hunterdon Art Museum Art Auction to be held on the evening of April 29 at the museum in Clinton, NJ.

Student Activities:

The Student Art Exhibition Part I will open on Thursday, March 23 with a reception from 5-7 p.m. Part One includes ceramics, 2D Design, Color Theory, all Drawing classes, Illustration, Interior Design, and Printmaking. The exhibition is faculty curated.

Part II of the Student Art Exhibitions opens on April 12-28 with a showing of paintings, visual design, digital artmaking, video production, animation, 3D Design, and sculpture. The opening reception is on April 12 from 5-7 p.m.

The first theatre production will be *Circle Mirror Transformation* by Annie Baker and directed by Dennis Russo. Performances are Wednesday through Saturday, March 29-April 1 in the Welpe Theatre. Curtain time is 7:00 p.m.

The Student Music Recital coordinated by Tony Strong will be on Wednesday, April 12 in the Welpe Theatre at 7:30 p.m.

The second Student Theatre Production *The Anatomy of Gray* by Jim Leonard and directed by Danielle Russo will be performed on Wednesday through Saturday, April 19-22 in the Welpe Theatre at 7:30 p.m.

4. Committee Reports

A. Audit Committee

Trustee Margaret Windrem reported that the Committee met earlier and interviewed the two audit firms that replied to the College's RFP for Raritan Valley Community College's Annual Audit Reports for the Fiscal Years ended June 30, 2017 and June 30, 2018. Trustee Windrem reported that the Committee unanimously recommends to the full Board of Trustees the following resolution for auditing services:

Resolution #50 – 2017 – Appointment of College Auditor

WHEREAS, there exists a need for the retention of an auditor for Raritan Valley Community College's Annual Audit Reports for the Fiscal Years ended June 30, 2017 and June 30, 2018; and

WHEREAS, in the aggregate, the sum of these services over an annual period will exceed \$17,500, the Pay-to-Play threshold; and

WHEREAS, to conduct a fair and open process, the College issued a Request for Qualifications (RFQ) to evaluate various firms; and

WHEREAS, the notice of the audit services opportunity was posted on the College's website and two (7) RFQ's were distributed, two (2) proposals were received, and two (2) firms were interviewed; and

WHEREAS, the County College Contracts Law permits the Board of Trustees to award a contract for professional services without advertising for bids, pursuant to N.J.S.A. 18A-25.5a(1);

NOW, THEREFORE, BE IT RESOLVED, that a recommendation of the Audit Committee that:

Ms. Margaret Windrem, chairman of the Audit Committee of the Board of Trustees of Raritan Valley Community College, is here authorized to retain the services of Suplee, Clooney & Company, Westfield, New Jersey, at a base contract amount not to exceed \$53,500 for FY 2017 and \$54,500 for FY 2018.

John Trojan
Vice President for Finance and Facilities

The Resolution was moved by Trustee Windrem, seconded by Trustee Zaikov, and approved unanimously by voice vote.

B. Finance Committee

Trustee Margaret Windrem reported on the Treasurer's Report (Resolution #51-2017) for the period 02/01/17 to 02/28/17. On motion by Trustee Windrem, seconded by Trustee Howes, the Treasurers' Report was approved unanimously by voice vote.

Trustee Windrem further presented Consent Agenda Resolutions #52-2017 through #53A-2017. On motion by Trustee Windrem, seconded by Trustee McVicker, the above stated Consent Agenda resolutions were approved unanimously by voice vote.

Resolution #52-2017 – Various Vouchers for Payment

BE IT RESOLVED, that the following February 2017 vouchers be approved for payment; and

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

Check #s	273292-275352	
ACH#s	3	
Total Checks		\$2,580,882.05
Total ACH		15,103.75
Total Vouchers		2,595,985.80
Construction and Architect Vouchers		294,780.03
Less Previously Approved		<u>(7,091.79)</u>
Total		<u>\$2,883,674.04</u>

Resolution #53-2017 – Automotive Program Fees

WHEREAS, the Board of Trustees of Raritan Valley Community College did, by Resolution #35A-20176, authorize a schedule of tuition rates and fees for the Fall 2017 term; and

WHEREAS, Management subsequently completed an assessment of restoring the Automotive program to a credit earning status; and

WHEREAS, Management has determined that the cost of operating the program are significant higher than other College offerings.

NOW, THEREFORE, BE IT RESOLVED, that the following additional fees will apply to the Automotive program effective with the Fall 2017 semester:

Automotive Fee (automotive courses only)	\$ 150 per credit
Uniform Fee (assessed at beginning of program – one time)	\$ 120
Industry Certification Fee (aggregate one time)	\$ 180

Resolution #53-2017 – Telephone Services 2017-2022

WHEREAS, N.J.S.A 18A:64A-25.5a(8) provides exceptions to the requirement for advertising for the supplying of any product or the rendering of any service by the public Utility which is subject to the jurisdiction of the Board of Public Utilities, in accordance with tariffs and schedules of charges made, charged or exacted, filed with said board; and

WHEREAS, the College requested proposals for Cloud-Based Telephone and Web-Based Video Services for the five (5) year period of May 1, 2017 through May 31, 2022; and

WHEREAS, this agreement will replace our current premise-based telephone system which will result in improved service and provide greater functionality for both administrative and instructional purposes; and

WHEREAS, three (3) proposals were received and evaluated; and

WHEREAS, it was determined that the submission from Comm Solutions (Shore Tel) presented the College with the most favorable proposal; and

WHEREAS, the firm selected and their fee is presented below:

<p>Comm Solutions (Shore Tel) 140 Quaker Lane Malvern, PA 19355 <u>Monthly Amount:</u> \$13,927.00 per Month <u>Annual Amount:</u> \$167,124.00 <u>Five-Year Total Amount:</u> \$835,620.00</p>

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a five-year agreement and issue a purchase order in the amount shown above to Comm Solutions (Shore Tel).

Michael DePinto
Director of Purchasing

C. Educational Programs and Services Committee

Trustee Timothy Howes presented Consent Agenda Resolutions #54-2017 through #62-2017. On motion by Trustee Howes, seconded by Trustee Torres, the above stated Consent Agenda Resolutions were approved unanimously by voice vote.

Resolution #54-2017 – Human Resources Action Report

The Board resolves that the following personnel actions be taken:

Human Resources Action Report for March 21, 2017

1. CCE/College Advancement/Allied Health Instructional Staff

The following individual is appointed as members of the CCE/College Advancement instructional/Allied Health staff. All appointments in this category are subject to sufficient tuition paying enrollment to support class offerings. Hourly rates for instructional staff are indicated.

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

Last Name	First Name	Appointment start date	Appointment end date	Hourly rate
Sadler	Kevin	March 11, 2017	May 31, 2017	\$31.00

2. New Hire- Classified Staff

The following individual(s) is recommended for the indicated Classified Staff position at the salary specified:

Name	Title	Salary	Department	Start date
Debra Ciecwisz	Testing Specialist-Temporary	\$45,024	Testing Center	3/6/17

*Budget Code 100-3590-5310-50

3. Resignation

The following reflect employee(s) who have resigned from the college.

Name	Title	Department	Effective Date
ReGina Garrett	Transfer Advisor	Advising & Counseling	March 24, 2017

Resolution #55-2017 – Appointment, 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 the 2017-2018 Academic Year:

Name	Title	Department	Start Date	Salary
*Brian Donnelly	Assistant Professor-Criminal Justice	Business & Public Service	9/1/17	\$65,057

*Budget Code 100-3110-5130-10

Resolution #56-2017 – Appointment, Full-Time Temporary Faculty

BE IT RESOLVED, that at the recommendation of the President, the following full-time temporary faculty appointment be approved for the 2017-2018 Academic Year:

Name	Title	Department	Start Date	Salary
*Susan Madorran	Instructor, Networking	Computer Science	9/1/17	\$60,645

*Budget Code 100-3120-5140-10
5140-10

Resolution #57-2017 – Appointment, Full-Time Temporary Fall 2017 Semester Faculty

BE IT RESOLVED, that at the recommendation of the President, the following full-time one semester faculty appointment be approved for Fall 2017:

Name	Title	Department	Start Date	Salary
*Arathi Shankri	Instructor Computer Science Temporary	Computer Science	9/1/17	\$29,882

*Budget code 100-3120-5140-10

Resolution #58-2017 – Nomenclature Change – Multimedia Communications A.A.S.to Interactive Digital Media A.A.S.

WHEREAS, the Interim Senior Vice President for Academic Affairs and the Curriculum Committee have approved a nomenclature change for the Multimedia Communications A.A.S. to Interactive Digital Media A.A.S.;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the nomenclature change for the Multimedia Communications A.A.S. to Interactive Digital Media A.A.S.

Resolution #59-2017 – Nomenclature Change – A.S. in Interior Design to A.S. in Interior Architecture and Design

WHEREAS, the Interim Senior Vice President for Academic Affairs and the Curriculum Committee have approved a nomenclature change for the A.S. in Interior Design to A.S. in Interior Architecture and Design;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the nomenclature change for the A.S. in Interior Design to A.S. in Interior Architecture and Design.

Resolution #60-2017 – New Certificate in Bookkeeping

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 Bookkeeping;

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

Resolution #61-2017 – New Certificate in Automotive Technology

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 Automotive Technology;

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

Resolution #62-2017 – New Associate of Science Degree in Game Art

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

WHEREAS, it is feasible to introduce a new Associate of Science Degree in Game Art;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the establishment of a new Associate of Science Degree in Game Art.

D. Governance, Policy and Presidential Evaluation Committee

Trustee Paul Hirsch reported that the Committee reviewed and approved the President's Expense Report for the period July 1 – December 31, 2016. It was noted that the President's expenses were very frugal.

The Committee was also provided an update on the reorganization of Academic Affairs as well as the new draft Strategic Plan.

As required by the State of New Jersey, Trustee Hirsch reported that the Committee reviewed the Campus Safety Report for the period February 28 through March 20, 2017.

Trustee Hirsch reported that Trustee Margaret Windrem has graciously agreed to handle the Presidential Evaluation and Trustee Self-Evaluation process again this year. Trustee Windrem will provide additional information on the President's Evaluation process at the next Board of Trustees meeting.

Trustee Hirsch reported that the Committee will review the Board Bylaws as well as discuss the potential need for a conflict of interest statement for the Board of Trustees at a future meeting.

IV. Old Business

None

V. New Business

None

VI. Public Questions/Comments.

Chairman Wise read the following statement into record:

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

There was no public comment at the time.

VII. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 5:50 p.m.

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