

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
AUGUST 29, 2017

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, August 29, 2017, at Raritan Valley Community College, Route 28 and Lamington Road, Branchburg Township, North Branch, New Jersey.

Trustee Tracy DiFrancesco (vice-chair, Somerset), who presided over the meeting in Chairman Wise's absence, called the 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.”

Swearing-in New Board of Trustees Member – Felecia Nace

At that time, Philip Stern, College Counsel, swore-in new Board of Trustees member Felecia Nace. Dr. Nace, a resident of Bedminster, is the owner of Partners 4 Educational Change, an international education consulting firm. Dr. Nace indicated that she is honored to become a member of the RVCC Board of Trustees and that she looks forward to working with the President and the Board. On behalf of the Board of Trustees and the President, Trustee DiFrancesco welcomed Dr. Nace and congratulated her on her appointment by the Somerset County Board of Chosen Freeholders to the RVCC Board of Trustees.

II. Roll Call of Members

The roll call was taken as follows:

Attendees:	Caren Bateman	Absent:	Donald Rica
	Gary Hazard		Margaret Windrem
	Paul J. Hirsch		Robert P. Wise
	W. Timothy Howes		
	Felecia Nace		
	Juan Torres		
	Thomas Wilson		
	Tracy DiFrancesco Zaikov		

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

A quorum was present.

III. Agenda Items

1. Approval of Regular Meeting Minutes

The Regular Meeting minutes of June, 2017 were approved unanimously by voice vote.

2. Chairman's Report

Trustee Tracy DiFrancesco reported on the following resolution:

Resolution #118-2017 – Acknowledgement of Service – Michael Kalafer

WHEREAS, Michael Kalafer has announced his resignation to the Raritan Valley Community College Board of Trustees where he has served as a dedicated member since 2013; and

WHEREAS, during his time on the Board, Trustee Kalafer served as a member of the Finance Committee and Labor Relations Committee; and

WHEREAS, his knowledge and guidance over the years have contributed to the growth and success of the College, and have benefitted the community at large; and

WHEREAS, during his tenure the College has made a number of advancements, including expanding the Christine Todd Whitman Science Center to accommodate the growing number of students interested in majoring in science-related fields; constructing the Workforce Training Center to house programs, created in partnership with local industry, to better serve the community's economic and employment needs; opening the Ray Bateman Center for Student Life and Leadership, designed to facilitate collaborative learning and foster leadership development; and graduating a record number of students, including the first classes of RVCC's Honors College;

NOW, THEREFORE, BE IT RESOLVED, that the RVCC Board of Trustees, President Michael J. McDonough, and the members of the College community extend their deepest gratitude and best wishes to Michael Kalafer and further wish him well in all of his endeavors.

The Resolution was moved by Trustee DiFrancesco, seconded by Trustee Hirsch, and approved unanimously by voice vote. Members of the Board of Trustees and the President expressed their appreciation to Mr. Kalafer for his dedication to the Board and to the College community during his tenure.

Trustee DiFrancesco congratulated Ronnie Weyl, the Foundation staff, the members of the Foundation Board, and the many volunteers on a very successful golf fundraiser held in July. The 14th Annual Golf Classic grossed \$178,197, and netted \$126,587, which is the best ever to date!

Trustee DiFrancesco noted that the Foundation will be hosting "An Evening with Kathryn Hall," on Wednesday, September 13, 5:30 – 7:30 PM, at the home of Betsy and Steve Knapp, Martinsville, New Jersey. Details of the event are outlined in the written President's Report.

3. President's Report

President Michael McDonough gave a warm welcome to new Board of Trustees member Felecia Nace and to the College's new Provost/VP for Academic Affairs Debi Preston on behalf of the Board of Trustees and College community. The President also acknowledged two of the four new deans that were in attendance at the meeting – Sarah Imbriglio (Dean of Science, Technology, Engineering, and Math) and Audrey Loera (Dean of Academic Support and Education Partnerships.) The College's other two new deans are Patrice Marks (Dean of Liberal Arts) and Terry Lynn (Dean of Business, Health Sciences Education, and Library.)

The President announced that RVCC has received the Higher Education Excellence in Diversity (HEED) award from *INSIGHT Into Diversity* magazine, which is the oldest and largest diversity publication in higher education. The HEED Award is a national honor recognizing U.S. colleges and universities that demonstrate an outstanding commitment to diversity and inclusion across their campus. President McDonough expressed his gratitude to Richeleen Dashiield, Dean of Multicultural Affairs, for putting together an award-winning application for the College.

The President expressed his gratitude to Dean Patrice Marks and to the team of individuals involved in preparing the College's Periodic Review Report. The President reported that the Middle State's Review Committee accepted the College's report and that we will begin work on addressing the few recommendations and on preparing for the self-study. In addition, President McDonough reported that no site visit or areas requiring additional action are necessary.

The President was pleased to report that *Washington Monthly* magazine has ranked Raritan Valley Community College fifth in its national rankings of the best two-year colleges for adult learners. The President commented that we are honored to receive national recognition for our commitment to providing adult students with a welcome and supportive learning environment. In addition to the national recognition, *Courier-News* reporter Mike Deak will be highlighting our ranking in an upcoming article to its local readers.

A copy of the comprehensive student housing analysis prepared by Danter Company, LLC was distributed at the Board meeting to all the members of the Board of Trustees for their review and in-depth discussions at future meetings. The President reported that an Internet survey of our currently enrolled students was conducted as part of the analysis and that an astounding 780 responded in favor of a student housing project. The report evaluates the potential to develop a 122-unit (380 beds) student housing development along vacant college property adjacent to Route 28.

The President expressed his gratitude to Ronnie Weyl, Executive Director of the Foundation, for regularly sending him the list of names of all our donors so that he can write personalized thank you notes each individual or organization. President McDonough commented that this is a very meaningful tradition to thank those that support our students and our programs.

President McDonough reported that Thursday, August 31, 2017 kicks off the fall semester with our official *All College Day* program and that he looks forward to welcoming everyone back.

The President indicated that a copy of the 2017/2018 Theatre schedule is enclosed in the Board's packet and that we have a very provocative and creative line-up of performances this season due to our exceptional Theatre Director, Mr. Alan Liddell.

President McDonough reported that the College will likely meet its enrollment projections for the fall semester and he expressed his appreciation to Dean Lemcoe and all of her staff for their hard work.

The President's full written report is as follows:

Upcoming College Events

- Hold the Date - 50th Anniversary Gala, October 25, 2018 (details to follow)

Upcoming Foundation Events

- "An Evening with Kathryn Hall," Wednesday, September 13,
5:30 – 7:30 PM, Home of Betsy and Steve Knapp, Martinsville, NJ

Kathryn Hall - - vintner, proprietor of HALL Wines and WALT Wines, and co-author of *A Perfect Score: The Art, Soul, and Business of a 21st-Century Winery* - - was unable to attend the Foundation's wine-tasting event on March 16. Kathryn is making a special trip to New Jersey to honor her commitment to guests who had expected to meet her at the VIP reception. Kathryn will share her personal and expert account of the art, soul, and business of a modern winery, and engage guests in an interactive conversation about wine! Betsy and Steve Knapp, donors to the Foundation, are hosting the evening that will include a hearty cocktail spread. For more information, contact Ronnie Weyl at 908-526-1200, ext. 8349.

Handouts

- 2017-2018 Theatre Season Brochure

Items of Note

Solar Eclipse

The Raritan Valley Community College Planetarium heated up with excitement on August 21st, as the Planetarium—and the rest of the country—prepared for a total Solar Eclipse. Approximately 2,000 visitors visited RVCC’s campus and participated in the viewing outside the 3M Observatory, located next to the Planetarium. It was reported that it was the first time in 99 years that the United States experienced a coast-to-coast total Solar Eclipse. While the “Path of Totality” for complete viewing of the Solar Eclipse ran diagonally across the country from Oregon to South Carolina, New Jersey residents were able to see approximately 75 percent of the Sun covered by the moon.



Cosmetology Student Peter Wicks

Raritan Valley Community College cosmetology student Peter Wicks of Whitehouse recently attended Beacon 2017, one of the beauty industry’s most prestigious events for graduating students. The annual Las Vegas event, held this year July 8-10, was part of the Professional Beauty Association (PBA) Beauty Week.

The Beacon provided the nation's most promising cosmetology students with education and opportunities to network with the industry's highest profile salon owners and stylists during the PBA Week. Wicks was one of 300 students selected nationwide to attend the conference out of 1,000 applicants.

During the national conference, Peter and other students attended the NAHA (North American Hairstylist Awards), the Oscars of hair, and a Business Forum that provided an overview on key trends and issues affecting the beauty industry. He also attended specially designed breakout sessions that focused on interviewing for jobs, leadership skills, entrepreneurship and more.

RVCC's next full-time Cosmetology program begins August 30. A daytime Esthetics (Skin Care) program begins July 25, and an evening program begins September 6. Financial aid and industry scholarships are available for those who qualify. For information about the programs, contact Marcia Bird, 908-526-1200, ext. 8618. For additional information, visit www.raritanval.edu/workforce and click on Cosmetology or Skin Care Specialist.

RVCC, Thomas Edison EnergySmart Charter School Agreement

Raritan Valley Community College and Thomas Edison EnergySmart Charter School (TEECS) of Somerset are launching a new academy this fall that will enable charter school students to pursue an associate degree while they are still in high school. The new partnership between RVCC and TEECS was formally established at a signing ceremony, held June 21 at RVCC.

According to the agreement, the College and Charter School will partner to create the Thomas Edison EnergySmart Charter School (TEECS) Academy for grades 9-12. Graduates of the TEECS Academy will receive an Associate of Science Degree in General Science/Pre-Health Professional from the College and a high school diploma from TEECS.

This new partnership between Raritan Valley Community College and Thomas Edison EnergySmart Charter School is a terrific example of the College's ongoing commitment to promote STEM education by introducing high school students to exciting career opportunities available in science. The new Science Academy will offer talented and dedicated high school students the chance to get an early start on reaching their higher education goals. By the time their peers are graduating from high school, these students will already have earned an associate degree and will be better prepared to succeed—and thrive—at a four-year college or university.

For additional information about the new Academy, contact Omer Robert, TEECS Guidance Counselor, orobert@energysmartschool.org or Brenda Fisher, RVCC Director of Early College Programs, brenda.fisher@raritanval.edu.

The agreement with TEECS marks the third specialized Academy for high school students at RVCC. The College also offers the Academy for Health and Medical Sciences, a partnership between Somerset County Vocational & Technical High School and RVCC, and the Somerville Academy for Liberal Arts (SALA), a partnership between Somerville High School and RVCC.

TEECS is a tuition-free public school and the first K-12 school in NJ to focus specifically on green/renewable energy. The school is committed to providing a rigorous curriculum for its students in a small and personalized learning environment. TEECS' mission is to offer a safe, secure, structured and stimulating educational environment to develop students' academic, technical, personal, and critical thinking skills necessary to meet the standards that will enable them to succeed in a global economy, predicated on knowledge and innovation.

Deer Management Pilot Program

The Environmental Sustainability Committee's proposal for a deer management pilot program has been approved after review by the Safety Committee, Security, and the Administration. Under the program, two bow-hunters will hunt in tree stands in 6 wooded areas of campus (at least 150 feet from all buildings, roads, parking lots, and property boundaries.) Security will monitor the hunting area(s) and hunting will only be permitted during bow-hunting season on Sundays and on campus closing days, before 9 am and after 3 pm. Signs will be posted on the roads into the college on hunting days and on trees at the edges of the woods where hunting may occur. A letter notifying the neighbors has been sent and Sustainability Coordinator Sue Dorward will notify the campus community. The program runs 9/10/17 through 4/12/18.



RVCC-Honors College Overview: 2017

- Total number of students in the Honors College - 90
 - 42 freshmen
 - 41 returning (38 for their 2nd year & 3 for their 3rd year)
 - 7 transfer students

NOTE: *These numbers are all records for the Honors College Class of 2019:*

- 69 freshman students applied for Fall 2017 admission
- 42 freshman were enrolled into the program

- 19 different high schools are represented
- 23 female & 19 male
- Average SAT of 1200; Average ACT of 32
- 7 transfer students were enrolled into the program

Class of 2018:

- 38 of the 40 students originally admitted as freshmen are returning for their sophomore year
- 95% Year #1 to Year #2 retention rate
 - 1 student transferred without their degree (in good standing at RVCC)
 - 1 student withdrew from the program (but remains at RVCC)
- Average Year #1 grade point average was 3.72
- 10 students had perfect 4.0 grade point averages at the end of their freshmen year

Class of 2017:

- 24 of 29 originally admitted as freshmen graduated in 2 years
 - Average grade point average was 3.76
- 3 are staying for a 3rd year (Nursing & Engineering students). All are on track to graduate.
- 2 transferred without their degree (in good standing at RVCC)
- Students were accepted at the following schools:
 - University of Pennsylvania, University of Michigan, UNC-Chapel Hill (2), NYU (2), Georgetown (2), Virginia Tech, Drexel, Northeastern & Fordham...along with *all* NJ schools applied to...

Leadership:

Throughout the course of the 16-17 Academic year, many Honors College students took on leadership roles around campus. Some of these include:

- Student Ambassadors
- Multiple members of Student Government (Senators)
- RVCC Phi Theta Kappa Vice-President
- Rotaract service trip to Nepal
- NJ Statewide Phi Theta Kappa President
- Officers in various RVCC clubs
- Statewide & national Enactus presentation teams
- Multiple Supplemental Instructors (SI)
- Spearheaded fundraising efforts such as “Soles for Souls”

Research & Scholarship:

Throughout the course of the 16-17 Academic year, several Honors College students took part in a variety of scholarly endeavors. Some of these include:

- Fall & Spring Capstone research presentations (some examples include):
 - Science Poster sessions
 - NASA Community College Aerospace Scholars project: http://www.nj.com/messenger-gazette/index.ssf/2016/10/rvcc_student_selected_to_participate_in_nasa_program.html
 - NJIT Summer Research: <http://cda.njit.edu/>
 - Presentations at Beacon Conference: <http://www.beaconconference.org/>

Faculty/Administration/Student Highlights

English

Assistant Professor Charlie Bondhus spent two weeks in residency at the Sundress Academy for the Arts.

Professor Karen Gaffney presented a training workshop in August at the national Netroots Nation conference called “Never Woke Enough: Talking to White People about White Supremacy.” For more information, visit Karen’s blog at <https://dividednolonger.com/>

Humanities, Social Science, and Education

On June 19, during its annual New Jersey Community College Awards Ceremony, the New Jersey Council of County Colleges presented the 2017 Community College Spirit Award to Kathryn Suk, assistant professor of education at Raritan Valley Community College, for her exemplary support of New Jersey’s community colleges.

Since its inauguration in 1993, the Community College Spirit Award has been an honor bestowed to those who embody the community college spirit – perseverance, dedication and excellence. Kathryn was recognized for her leadership working with the New Jersey Center for Student Success, specifically for working with her colleagues to revise the curriculum for the student success course at Raritan Valley Community College, and co-presenting with other New Jersey community college educators at the First-Year Experience conference in Atlanta earlier this year.

Mathematics

Rosemarie Gorini was elected to the NJAMTE (New Jersey Association of Mathematics Teacher Educators) Executive Board.

Over the summer, Lori Austin was asked by the Charles A. Dana Center at University of Texas, Austin to be a part of their new Monograph Series titled *Emerging Issues of Mathematics Pathways* (to be published in 2018.) Lori is one of 28 authors responsible for writing one chapter each. Lori recently attended a specialized writer’s workshop with the other writers of the project. The Charles A. Dana Center, which was started by Uri Triesman, conducts research and implements math pathways programs in higher education.

4. Committee Reports

A. Strategic Planning Committee

Trustee Tracy DiFrancesco reported that all Committees reviewed the draft Strategic Plan pillars, rationale, and metrics as well as the new academic organization and how it supports the new strategic plan. It is the Committee’s intention to make a recommendation to approve the new Strategic Plan at the October Board of Trustees meeting.

B. Educational Programs and Services Committee

Trustee Timothy Howes presented Consent Agenda Resolutions #119-2017 through #124A-2017. On motion by Trustee Howes, seconded by Trustee Hirsch, the above stated Consent Agenda Resolutions were approved unanimously by voice vote. Trustee Howes commented that the Committee had a very informative presentation on the Strategic Plan and on how the new divisional level of leadership supports student success and completion.

Resolution #119-2017 – Human Resources Action Report

The Board resolves that the following personnel actions be taken:

Human Resources Action Report for _August 29, 2017

1. New Adjunct Faculty

The following individuals are recommended as new adjunct faculty for the Summer/Fall Semester 2017 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$912 to \$972

Last Name	First Name	Rank	Department	Per credit hour rate	Hire Date
Bleah	Joel	Assistant Professor	Mathematics	\$931	9/6/17
Chakrabarty	Mousumi	Assistant Professor	Mathematics	\$931	9/6/17
DeAngelo	Paul	Instructor	Computer Science	\$912	9/6/17
Gandotra	Anshu	Instructor	Computer Science	\$912	9/6/17
Ghosal	Anima	Instructor	Science & Engineering	\$912	9/6/17
Gilbert	Kathleen	Assistant Professor	Science & Engineering	\$931	9/6/17
Grega	Garrett	Instructor	Business & Public Service	\$912	9/6/17
Gulya	Jason	Assistant Professor	English	\$931	9/6/17
Kovarik	Michael	Instructor	Mathematics	\$912	7/10/17
McPherson	Nina	Instructor	English	\$912	9/6/17
Narayanan	Buvanewari	Instructor	Science & Engineering	\$912	9/6/17
Poynter	Katherine	Assistant Professor	Communications & Languages	\$931	9/6/17
Riverson	Erik	Instructor	Humanities, SS & Education	\$912	9/6/17
Romanienko	Lisa	Assistant Professor	Humanities, SS & Education	\$931	9/6/17
Thompson	Anthony	Instructor	Computer Science	\$912	9/6/17
Vasquez	Andrew	Instructor	Mathematics	\$912	9/6/17

2. Returning Adjunct Faculty

The following individual is recommended as returning adjunct faculty for the Summer/Fall Semester 2017 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$912 to \$972.

Last Name	First Name	Rank	Discipline	Per credit hour rate	Hire Date
Thomas	Myra	Assistant Professor	English	\$931	9/6/17

3. New Workforce Development/Allied Health Instructional Staff

The following individual(s) is appointed as a member of the Workforce Development instructional 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
Barrier	Catherine	9/19/17	10/26/17	\$50.00
Sokol	Kristin	9/25/17	11/9/17	\$50.00
Stefanick	Jessica	9/9/17	11/11/17	\$45.00

4. Returning Workforce Development/Allied Health Instructional Staff

The following individuals are reappointed as members of the Workforce Development

instructional 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 returning 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
Angenor	Hans	9/7/17	12/19/17	\$41.20
Foran	James	9/12/17	12/5/17	\$35.00 per student
Gerstl	Lori	9/6/17	12/13/17	\$41.20
Patel	Harshil	10/2/17	11/29/17	\$50.00
Thomas	Brian	8/25/17	9/22/17	\$41.20
Watson	Enrique	9/6/17	12/18/17	\$48.00
Stefanick	Jessica	9/9/17	11/11/17	\$45.00

5. Status Change- Administrator

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

Name	Title	Salary	Department	Start date
George Eversmann	Interim Athletic Director	\$68,032	Athletics	8/16/17

6. Retirement

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

Name	Title	Department	Retirement Effective Date
Glenn Frank	Lead Plant Operator/Electrician	Facilities and Grounds	7/31/2017

Resolution #120-2017 Appointment, Full-Time Temporary One-Year Faculty

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

Name	Title	Department	Start Date	Salary
*Christine Chynoweth	Instructor-ASL	Communications & Languages	9/1/17	\$56,235
**Dominick DePinto	Instructor-Commercial Energy Mgmt Tech	Business & Public Service	9/1/17	\$60,051
***Pascal Meier	Instructor-Chemistry	Science & Engineering	9/1/17	\$60,051

*Budget code 100-3140-5140-10

**Budget code 223-6000-5140-80/New Grant Funded

***Budget code 100-3180-5140-10/replacing S. Imbriglio

Resolution #121-2017 Reappointment Correction, Non-Unit Administrative

BE IT RESOLVED, that upon recommendation of the President, the following unit Administrators are reappointed for the 2017/2018 fiscal year. Salaries include a 2% contractual increase.

LAST_NAME	FIRST_NAME	Title	Salary
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*Pescinski	Robert	Executive Director of Technology Services	*\$120,686
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*key error was 120,689

Resolution #122-2017 Reappointment Correction, Non-Unit Support Staff

BE IT RESOLVED, that upon recommendation of the President, the following non-unit employees be reappointed for the 2017/2018 fiscal year. Salaries include a 2% increase.

Last Name	First Name	Title	Salary
Rogers	Chandra	Admin Asst II- Student Services	*\$50,279

*includes educational attainment

Resolution #123-2017 Reappointment Correction, Support Staff

BE IT RESOLVED, that upon recommendation of the President, the following employees be reappointed for the 2017/2018 fiscal year.

Last Name	First Name	Title	Salary
Ciecwisz	Debra	Testing Specialist Temporary	*\$45,924

*salary includes 2% increase

Resolution #124-2017 Artists and Fees

WHEREAS, 2018-2019 is the 35th Season at the College Theatre; and

WHEREAS, the College Theatre provides continuing entertainment and cultural events as a service to the College and the community; and

WHEREAS, it is necessary, in order to fulfill that obligation, to book appropriate acts and artists one season in advance of the performances; and

WHEREAS, the College Theatre, in fulfillment of its obligation, has entered into negotiations with several performing artists and/or agents for the 2018-2019 season;

WHEREAS, compensation for artists and attractions requires Board approval;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College (the College) enter certain artist and attraction contracts for the 2018-2019 season, compensation not to exceed \$450,000, as permitted pursuant to the N.J.S.A. 18A:64A-25.5, subject only however, to final review of the contract provisions by counsel to the College; and

BE IT FURTHER RESOLVED, that the President of the College, or his designee, is hereby authorized to execute and deliver the above-named contracts by and on behalf of Raritan Valley Community College with such amendments or modifications as counsel to the College may suggest and as are acceptable to the Artists and their representatives and, in the event of scheduling problems, to reschedule or change any of the above-mentioned performances to times convenient to the College and the Artists.

Resolution #124A-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
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Ardath Youngblood	Instructor- Nursing/Maternity	Health Science Education	9/1/17	\$60,051
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Budget code 100-3170-5140-10/replacing K. Krov

C. Finance Committee

Trustee Tracy DiFrancesco reported on the Treasurer's Report (Resolution #125-2017) for the period 06/01/17 to 07/31/17. On motion by Trustee DiFrancesco, seconded by Trustee Hirsch, the Treasurers' Report was approved unanimously by voice vote.

Trustee DiFrancesco further presented Consent Agenda Resolutions #126-2017 through #141-2017. On motion by Trustee DiFrancesco, seconded by Trustee Hirsch, the above stated Consent Agenda resolutions were approved unanimously by voice vote.

Resolution #126-2017 – Various Vouchers for Payment

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

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

Check #s	277943-279840	
ACH#s	5	
	Total Checks	\$3,876,855.70
	Total ACH	56,953.23
	Total Vouchers	3,933,808.93
	Construction and Architect Vouchers	313,846.93
	Less Previously Approved	<u>(42,604.36)</u>
	Total	<u>\$ 4,205,051.50</u>

Resolution #127-2017 Adjustment to Bid Threshold

WHEREAS, N.J.S.A. 18A:64A-25.3 established the bidding threshold at \$25,000.00; and

WHEREAS, N.J.S.A. 18A-64A-25.3(b) gives authority to the Governor and the State Department of the Treasury to adjust the bid threshold in direct proportion to the rise or fall of the Consumer Price Index for all urban consumers in the New York, Northeastern New Jersey and Philadelphia areas as reported by the U.S. Department of Labor; and

WHEREAS, this adjustment is done every two (2) years; and

WHEREAS, from January 7, 2004 through July 1, 2015, the State Treasurer has adjusted the bidding threshold for County Colleges from \$25,000.00 to \$35,000.00; and

WHEREAS, on July 1, 2017, the State Treasurer adjusted the bidding threshold for County Colleges from \$35,000.00 to \$35,300.00.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College permits the bidding threshold to be adjusted to \$35,300.00 for College procurements requiring bidding in accordance with N.J.S.A 18A:64A-25.

Michael DePinto,
Director of Purchasing

Resolution #128-2017 Equipment Maintenance for Central Utility Plant (Various Vendors)

WHEREAS, Raritan Valley Community College requires annual preventive maintenance and repairs for various equipment in the Central Utility Plant and the Science Building; and

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

WHEREAS, the maintenance agreements and the equipment repairs from the manufacturers of the equipment ensure that the upgrade continues to operate smoothly; and

WHEREAS, in accordance with N.J.S.A. 18A:64A-25.5(9), a county college, without advertising for bids, may purchase equipment repair services if in the nature of an extraordinary unspecifiable service and necessary parts furnished in connection with such services; and

WHEREAS, purchase orders for the current fiscal year will be issued as follows:

Chillers	Trane Company	\$35,000.00
Cogeneration Engine	Northeast Energy Systems	\$35,000.00
Heat Recovery	Broad USA	\$30,000.00
Science HVAC	Daikin Applied (McQuay)	\$15,000.00
Boilers	Miller & Chitty	\$10,000.00
Emergency Generators	Penncat Corporation	\$7,500.00

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 #129-2017 Annual Service for Temperature Control Automation System (Automated Logic)

WHEREAS, Raritan Valley Community College requires annual service for the campus temperature control automated system for the period July 1, 2017 through June 30, 2018; and

WHEREAS, the Automated Logic system is proprietary and the controls are critical to maintain heating and cooling; and

WHEREAS, N.J.S.A. 18A:64A-25.5(3) provides for the purchase of any materials or supplies which are not available from more than one potential bidder, including without limitation materials or supplies which are patented or copyrighted, without advertising for bids; and

WHEREAS, a purchase order will be issued as follows:

Automated Logic Corporation 100 Delawanna Avenue Suite 400 Clifton, NJ 07014 <u>Amount: Not to Exceed \$58,116.00</u>
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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 above to Automated Logic Corporation.

Michael DePinto
Director of Purchasing

Resolution #130-2017 Removal of Underground Storage Tank and Installation of a New Aboveground Storage Tank (R.J. Walsh & Associates)

WHEREAS, the College requires the installation of a new aboveground 8,000-gallon fuel oil storage tank and the complete removal of the two (2) existing underground fuel oil storage tanks; and

WHEREAS, the current underground fuel oil storage tanks are at the end of their useful life (20 years) which has led to recent issues with the water in the secondary containment area; and

WHEREAS, earlier this year RVCC reached an agreement with the Department of Environmental Protection to remove the existing underground tanks and replace them with one smaller aboveground tank that will be installed behind the power plant; and

WHEREAS, N.J.S.A 18A:64A-25.9 provides for the purchase of any materials, supplies, goods, services or equipment pursuant to a contract entered into on behalf of the State by the Division of Purchase and Property, without advertising for bids; and

WHEREAS, R.J. Walsh Associates, Inc. has entered into a contract with the State of New Jersey for the Purchase, Installation, Removal and Repair of Aboveground Fuel Tanks and related equipment (State Contract #42268); and

WHEREAS, a purchase order will be issued as follows:

<p>R.J. Walsh Associates, Inc. P.O. Box 119 Allentown, NJ 08501 <u>Amount: \$84,389.00</u></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described above to R.J. Walsh Associates, Inc.

Michael DePinto
Director of Purchasing

Resolution #131-2017 New Seating for the Planetarium (Longo Associates)

WHEREAS, the purchase of one-hundred and three (103) Irwin Seating Signature fixed chairs are needed for the Raritan Valley Community College Planetarium; and

WHEREAS, the Board of Trustees had previously approved a Planetarium renovation project which now stands at \$210,000 of which seating is a part; and

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

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

WHEREAS, Longo Associates, Inc. has entered into a contract with the Middlesex Regional Educational Services Commission (New Jersey State Approved Purchasing System 65 MCESSCCPS), of which RVCC is a member; and

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

Longo Associates, Inc.
100 Hilltop Road
Ramsey, NJ 07446
Amount: \$35,816.76

Michael DePinto
Director of Purchasing

Resolution #132-2017 Purchase of an Aboveground Storage Tank (Whitemarsh Corporation)

WHEREAS, the College requires the purchase of a new aboveground 8,000-gallon fuel oil storage tank with secondary containment; and

WHEREAS, the current underground fuel oil storage tanks are at the end of their useful life (20 years) which has led to recent issues with the water in the secondary containment area; and

WHEREAS, earlier this year RVCC reached an agreement with the Department of Environmental Protection to remove the existing underground tanks and replace them with one smaller aboveground tank that will be installed behind the power plant; and

WHEREAS, N.J.S.A 18A:64A-25.9 provides for the purchase of any materials, supplies, goods, services or equipment pursuant to a contract entered into on behalf of the State by the Division of Purchase and Property, without advertising for bids; and

WHEREAS, Whitemarsh Corporation has entered into a contract with the State of New Jersey for the Purchase, Installation, Removal and Repair of Aboveground Fuel Tanks and related equipment (State Contract #42262); and

WHEREAS, a purchase order will be issued as follows:

Whitemarsh Corporation
80 Baekeland Avenue
Middlesex, NJ 08846
Amount: \$29,027.94

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described above to Whitemarsh Corporation.

Michael DePinto
Director of Purchasing

Resolution #133-2017 Flooring for College Center Classrooms (Forbo Flooring)

WHEREAS, the purchase and installation of Forbo Flotex flooring tiles is needed for College Center Classrooms C08/C10 and C205/C206; and

WHEREAS, the RVCC Facilities and Grounds department have evaluated numerous flooring products over the past few years and determined that particular Forbo products wear very well and require little maintenance; and

WHEREAS, N.J.S.A 18A:64A-25.9 provides for the purchase of any materials, supplies, goods, services or equipment pursuant to a contract entered into on behalf of the State by the Division of Purchase and Property, without advertising for bids; and

WHEREAS, Forbo Flooring, Inc. has entered into a contract with the State of New Jersey for Carpet and Flooring Supply and Install (State Contract #81749); and

WHEREAS, a purchase order will be issued as follows:

<p>Forbo Flooring, Inc. 8 Maplewood Drive Hazleton, PA 18202 <u>Amount: \$22,552.66</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 above to Forbo Flooring, Inc.

Michael DePinto
Director of Purchasing

Resolution #134-2017 Installation of Speed Humps and Traffic Signs for Campus Road (Pave-Rite, Inc.)

WHEREAS, Raritan Valley Community College requires the construction of speed humps and the installation of traffic signs to help alleviate the traffic on Campus Drive; and

WHEREAS, the College engaged Van Cleef Engineering to analyze traffic patterns to reduce bottlenecks during peak exiting times during the day; and

WHEREAS, Van Cleef proposed a number of solutions which management took under advisement; and

WHEREAS, RVCC management elected to start simply with the following initiatives which were deemed to cause the least amount of disruption:

- Two (2) new stop signs on either side of the junction of where cars exit Center Drive to most often make a left onto Campus Drive. Currently there is only one stop sign halting cars before they enter Campus Drive. This action alone, according to modeling techniques, should reduce the wait time range to 23.6 – 57.5 seconds (for the highest delay recorded).
- Addressing the high rate of speed on Campus, four (4) speed humps were installed – two (2) on either side of the crosswalk to the Workforce Training Center. A car can with full control drive over a speed hump at up to 20 mph. A speed bump on the other hand requires a full stop.

WHEREAS, N.J.S.A 18A:64A-25.5(b) provides an exemption to the requirement for advertising for bids if a contract is entered into with the State of New Jersey, or a County thereof; and

WHEREAS, Pave-Rite has entered into a contract with Somerset County (Contract #CC-0028-14); and

WHEREAS, a purchase order will be issued as follows:

Pave-Rite, Inc.
40 Radel Avenue
Bridgewater, NJ 08807
Amount: \$20,275.00

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 to Pave-Rite, Inc.

Michael DePinto
Director of Purchasing

Resolution #135-2017 Print Shop Copier 2017-2021 (Canon Financial Services)

WHEREAS, the contract with Hewlett Packard Financial Services for the Print Shop Canon imagePRESS C6010 expired on July 31, 2017; and

WHEREAS, this machine was heavily used on a daily basis to print a wide range of promotional and informational materials which generated significant savings when compared to the cost outsourcing these materials; and

WHEREAS, PL. 2011, c. 139, was enacted to permit County Colleges to utilize contracts awarded by national or regional cooperatives that were competitively bid; and

WHEREAS, Resolution # 107-2013 authorizes the college to purchase from these contracts, and

WHEREAS, the Pennsylvania Educational Purchasing Program for Microcomputers (PEPPM) has contracts for Canon copiers; and

WHEREAS, United Business Systems, a dealer for Canon copiers, has presented the college administration with a proposal for a new Canon imagePress C750; and

WHEREAS, the monthly cost of the new agreement is shown below:

Canon Financial Services, Inc.
14904 Collections Center Drive
Chicago, IL 60693
Monthly Amount: \$1,602.00

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a four-year contract covering the period August 1, 2017 through July 31, 2021 with Canon Financial Services, Inc.

Michael DePinto
Director of Purchasing

Resolution #136-2017 Lecterns and Desks for Somerset Hall Classroom Upgrades – Pay to Play (Dancker, Sellew & Douglas)

WHEREAS, the purchase and installation of five (5) new Inspiration Plus Lecterns and twelve (12) new Flex Insight Desks are needed for the Somerset Hall classroom upgrades; 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, 2017 through June 30, 2018, 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:

Dancker, Sellew and Douglas
291 Evans Way
Somerville, NJ 08876
Amount: \$28,847.64

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 #137-2017 New Furniture for the Somerset Hall Classroom Upgrades (Dancker, Sellew & Douglas)

WHEREAS, the purchase and installation of new furniture is needed for the classroom upgrades being performed in Somerset Hall Room S-018; and

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

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

WHEREAS, Dancker, Sellew and Douglas (DS&D) is an authorized distributor of Steelcase furniture; and

WHEREAS, Steelcase, Inc. has entered into a contract with E&I Cooperative Services (E&I Contract #07Z00800), of which RVCC is a member; and

WHEREAS, a purchase order will be issued as follows:

Dancker, Sellew and Douglas
291 Evans Way
Somerville, NJ 08876
Amount: \$18,115.92

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 Dancker, Sellew and Douglas.

Michael DePinto
Director of Purchasing

Resolution #138-2017 New Furniture for the Somerset Hall Classroom Upgrades (Arbee Associates/Krueger International)

WHEREAS, the purchase and installation of new furniture is needed for the classroom upgrades being performed in Somerset Hall; and

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

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

WHEREAS, Krueger International (KI) has entered into a contract with the National Joint Powers Alliance (NJPA Contract #031715-KII, KI Price Contract #OT53838), of which RVCC is a member; and

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

<p>Krueger International c/o Arbee Associates 1330 Bellevue Street Green Bay, WI 54302 <u>Amount: \$62,053.29</u></p>
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Michael DePinto
Director of Purchasing

Resolution #139-2017 Purchase of Library Books and Materials – Pay to Play (YBP Library Services)

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, without advertising for bids; and

WHEREAS, RVCC spent \$45,215.96 with YBP Library Services during Fiscal Year 2017; 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, 2017 through June 30, 2018, 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 \$40,000.00

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 #140-2017 Transportation Services – Pay to Play (A-1 Limousine)

WHEREAS, various departments of Raritan Valley Community College such as Athletics, Science and Engineering, Student Activities and others require that transportation be arranged for student trips and athletic events; and

WHEREAS, the Executive Director for Business Services 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, 2017 through June 30, 2018, 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:

A-1 Limousine
2 Emmons Drive
Princeton, NJ 08540
Amount: \$34,000.00

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 #141-2017 Renewal of Cisco Firewall Server Software Licenses and Support Agreement – Pay to Play (Promedia Technology Services, Inc.)

WHEREAS, Raritan Valley Community College requires the renewal of the Cisco Firewall Software Licenses and Support agreement for the period of October 4, 2017 through October 3, 2018; and

WHEREAS, this agreement provides critical data network firewall protection for College administrative and academic applications; and

WHEREAS, the Cisco Firewall software enables college employees to investigate and remediate data network security problems; 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, 2017 through June 30, 2018, 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>New Era Technology, Inc. 535 U.S. Highway 46 Little Falls, NJ 07424 <u>Amount: \$26,775.00</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

C. Governance, Policy, and Presidential Evaluation Committee

Trustee Paul Hirsch reported that the Committee reviewed and approved the President's semiannual Expense Report for the period January 1 through June 30, 2017. It was noted that the President's expenses were very frugal.

The Committee was provided a copy of the new Academic Affairs organization chart for informational purposes. It was reported that the new divisional level of leadership will help develop a more responsive, comprehensive, and strategic process to provide practical solutions, ultimately reducing barriers to student success and completion.

The Governance Committee discussed the necessity for the Board to update the mission and vision statements. The Committee hopes to make a recommendation on the new mission and vision statements to the full Board of Trustees at the October Board of Trustees meeting (concurrent with Strategic Planning Committee's recommendation of the College's new Strategic Plan.)

The Committee received for informational purposes an internal operational policy on Offsite Location Notification. It was reported that this policy provides administration the ability to obtain Middle States Commission on Higher Education's approval for disbursement of any Title IV funds.

The Committee was informed that the Middle State's Review Committee accepted the College's Periodic Review report and that administration will begin work on addressing the few recommendations and on preparing for the self-study. It was reported that no site visit or areas requiring additional action are necessary.

The Committee was advised that a copy of the comprehensive student housing analysis prepared by Danter Company, LLC would be distributed at the Board meeting to all Trustees for their review and in-depth discussions at future meetings.

The Committee received for their review a copy of the Emergency Operations Plan, which by New Jersey statute requires formal adoption by the Board of Trustees every five years. RVCC last adopted a plan on June 26, 2012 (via resolution #71-2012.) A resolution recommending the adoption of the updated plan to the full Board of Trustees will be on the September Board meeting agenda.

As required by the State of New Jersey, the Committee reviewed the Campus Safety Report for the period June 20 through July 31, 2017 and August 1 through August 28, 2017.

The annual Board self-evaluation process will commence in the fall 2017. The annual evaluation provides an excellent framework for a collaborative governance process. Trustee Margaret Windrem has graciously agreed to oversee the process.

IV. Old Business

None

V. New Business

Trustee Wilson noted that the President's written report includes an incredible summary of the College's Honors program and indicated that the student success is a great reflection on the College.

VI. Public Questions/Comments.

Trustee DiFrancesco read the following statement into record:

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

There were no public comments at the time.

VII. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 5:35 p.m.

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