

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
MARCH 27, 2018

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, March 27, 2018, at Raritan Valley Community College, Route 28 and Lamington Road, Branchburg Township, North Branch, New Jersey.

Chairman Robert P. Wise called the Regular Board of Trustees meeting to order at 5:20 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: Caren Bateman
W. Timothy Howes
Andrew J. McNally
Felecia Nace
Donald Rica
Margaret Windrem
Robert P. Wise
Tracy DiFrancesco Zaikov

Absent: Paul J. Hirsch
Edward Malley
Juan Torres

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

On motion by Trustee DiFrancesco, seconded by Trustee Nace, the Regular Meeting minutes of February 20, 2018 were approved unanimously by voice vote.

2. Chairman's Report

Chairman Robert Wise announced the sad passing of Sandy Glassman and noted that he was a good friend to the College community and to the residents of Hunterdon County. The Chairman commented that his generosity helped many of our students succeed, which truly changed many lives as the result. On behalf of the Board of Trustees, the President, and the entire College community, the Chairman expressed his deepest sympathy to his family.

The Chairman announced that the RVCC Foundation invites the RVCC Board of Trustees to attend its annual Scholarship Reception scheduled for Tuesday, April 10th from 5:30 to 7 p.m. The annual scholarship reception 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.

The Chairman reported that the NJ Division of Local Government Services has notified the College of the annual financial disclosure statement filing. An email from Sheri Pontarollo will be sent out in early April to advise trustees that they can begin the filing process. The deadline to file is on or before April 30th.

President's Report

President Michael McDonough expressed his appreciation to the Board of Trustees for their support and approval of the College's 2018-2019 budget. He noted that the new budget will ensure that RVCC can continue to fulfill its mission of providing our students with outstanding instruction and services to support success, while keeping tuition affordable. Recognizing that these are challenging fiscal times, the President reported that the College has taken responsible measures to cut operating costs by restructuring administrative positions and through attrition.

The President announced the tragic passing of RVCC student Michelle Marie Chaloka. Michelle was an active student at the College where she belonged to Phi Theta Kappa Honor Society, organized community food drives, and was instrumental in the creation of the College's first food pantry. On behalf of the entire Raritan Valley Community College, the President expressed his heartfelt sympathy to Michelle's family and friends, and to all the individuals from the College community who also knew Michelle. The President also reported that he received very sad news about the passing of Jeri Gorman, the wife of Dr. Michael Gorman, President of Salem Community College. The President asked Board members and those individuals in the audience to keep each of the families in their thoughts and prayers during this difficult time.

The President congratulated Diane Lemcoe, the College's Dean of Student Services, on her retirement. The President remarked that Diane has been the heart and soul of student affairs – noting that she is relentless and unflinching in her support of students. The President remarked that Diane has made a lasting impact on our college and that RVCC is a better institution because of her contributions.

The President's full written report is as follows:

Upcoming Board Events

The next Board of Trustees meeting is scheduled for Tuesday, April 24, 2018.

Upcoming College Events

- HVAC Showcase and Employer Open House – March 27, 2018, 6-8 p.m., Workforce Training Center
- Nurses Pinning Ceremony, May 10, 2018, 4 p.m.
- Annual RVCC Commencement, May 12, 2018, 9 a.m. Platform Party Reception
- RVCC Foundation 15th Annual Golf Classic, July 9, 2018
- 50th Anniversary Golden Harvest Gala, October 25, 2018, The Palace at Somerset Park

Upcoming Foundation Events

- Raffle Tickets

The RVCC Foundation is selling raffle tickets to raise funds for scholarships for students attending Raritan Valley Community College. The person holding the winning raffle ticket may choose from four different trips: 1) Alaskan Cruise; 2) Monte Carlo, Monaco; 3) Palm Springs, California; and 4) Sonoma, California. Each travel package is for two people to enjoy, and

includes airfare. Details on each trip can be found at www.raritanval.edu/tripraffle. Tickets cost \$100 each, and only 300 tickets will be sold.

The RVCC Foundation also will award second, third and fourth prizes for those who do not win the trip, including a Dell Latitude 3180 computer; two-night weekend stay at the DoubleTree by Hilton Hotel New York Times Square West; and four tickets to Yankee Stadium for one game during the 2018 season.

The drawing will be held Friday, March 30 at noon, on RVCC's Branchburg campus, in the College Atrium. The winner does not have to be present at the drawing.

Handouts/Attachments

- Flyer – RVCC Foundation Trip Raffle
- Flyer – RVCC Foundation 15th Annual Golf Classic
- Flyer – The Institute for Holocaust and Genocide Studies Seminar for Educators

Items of Note

- Bee City USA has renewed RVCC's certification as a *Bee Campus USA Affiliate*, recognizing our sustained efforts to support a habitat for pollinators.
- RVCC student Amber Lindsay of Somerset has been selected as a national Newman Civic Fellow by Campus Compact. Lindsay is a second-year Environmental Science major and joins 268 students from across the country for this honor. Based in Boston, Campus Compact is a non-profit organization working to advance the public purposes of higher education. The Newman Civic Fellowship, named for Campus Compact co-founder Frank Newman, is a one-year experience emphasizing personal, professional, and civic growth. Through the Fellowship, Campus Compact provides a variety of learning and networking opportunities, including a national conference of Newman Fellows in partnership with the Edward M. Kennedy Institute for the United States Senate. The fellowship also provides fellows with access to apply for exclusive scholarship and post-graduate opportunities. The Newman Civic Fellowship is supported by the KPMG Foundation and Newman's Own Foundation.

Campus Compact is a national coalition of over one thousand colleges and universities committed to the public purposes of higher education. Campus Compact supports institutions in fulfilling their public purposes by deepening their ability to improve community life and educate students for civic and social responsibility. As the largest national higher education association dedicated solely to campus-based civic engagement, it provides professional development to administration and faculty to enable them to engage effectively, facilitate national partnerships connecting campuses with key issues in their local communities, build pilot programs to test and refine promising models in engaged teaching and scholarship, celebrate and cultivate student civic leadership, and convene higher education institutions and partners beyond higher education to share knowledge and develop collective capacity.

- NORWESCAP, a nonprofit social service agency dedicated to creating “a united community transforming poverty into opportunity,” has awarded the RVCC Foundation a \$34,000 grant to establish the NORWESCAP Legacy Fund. The fund will provide emergency support for students enrolled at RVCC and help defray the cost of rent, food, car repairs, child care, or other basic needs. A student may receive a maximum of \$500 a year. Nearly 30% of students enrolled at RVCC are eligible for Pell Grants. In addition, the College has seen an increase in students from ALICE (Asset Limited, Income Constrained, Employed) households, who are struggling to pay for the basic

necessities of housing, food, child care, health care, and transportation, but don't live below the poverty line. While Somerset and Hunterdon Counties are among the wealthiest areas in the nation, many families have low-wage jobs and are experiencing economic hardship.

As the cost of living increases, RVCC has recognized a growing problem of food and housing insecurity among RVCC students that stops their progress, forcing them to choose between tuition and books, and rent and food. To address these needs, a group of faculty and administrators, led by Professors Alicia Liss, Karen Gutschall-Seidman, Karen Gaffney, and Maryann Balut, have begun to coordinate advocacy efforts and have spearheaded the creation of a formal Resource Centre on campus.

- Athletics Department

Academics

Student athletes in their first semester of participation for RVCC athletics are required to attend study hall for 3 hours each week. If a 3.0 GPA is achieved for an entire semester that student-athlete is considered to be exempt from attending study hall the next semester. This year of the 68 students required to attend study hall in the Fall 17 semester, 38 became exempt for the spring semester. Meaning a very solid 55.8% of our student athletes in study hall earned over a 3.0 GPA.

Twenty student-athletes made the All-Region Academic Team by earning GPA's of 3.25 or higher. Topping the list were Women's Basketball and Softball with 5 honorees each. Two Softball players earned perfect 4.0 GPA's.

Athletic Performance: Winter Sports

Men's Basketball

Coach Kevin Ryan earned his 100th career win by way of a 67-59 victory over Mercer County Community College in the first round of the Region XIX Playoffs. Men's basketball has now made the playoffs for five consecutive years.

Their 22-10 overall record is Coach Ryan's second twenty win season and the most wins in a single season under his guidance.

Rick'keem Mixson, a freshman from Linden NJ, was voted as the NJCAA Region XIX Player of the Year. In addition, Mixson was voted as a First Team All-Region performer. Rick averaged 18 points per game, 8 rebounds per game, and 6 assists per game. He led the entire NJCAA Division II Basketball in free throws taken and made per game.

Rick'keem Mixson joins a growing list of recent fellow RVCC Players of the Year: Marvin Crawford, James Richardson, and Zaire Robinson. In the last five seasons RVCC has produced four Region XIX Player of the Year Winners.

Women's Basketball:

Their 22-9 overall record is the most wins the program has had in over a decade.

The Lions made the Region XIX Playoffs for the first time in over 15 years.

In the past three seasons the program has grown exponentially. In 2015-16 they were a club team with a 1-7 record. They transitioned the following season to a varsity team and compiled a record of 8-14. This season RVCC was a playoff contender with a 22-9 overall record.

Ashley Hunt was named to the All-Region XIX First Team. The sophomore from Edison averaged 16 points, 5 rebounds, and 6 assists per game. Hunt's 6 assists per game ranked her top 5 in the entire country. Hunt was also a member of the GSAC Women's Volleyball Championship Team.

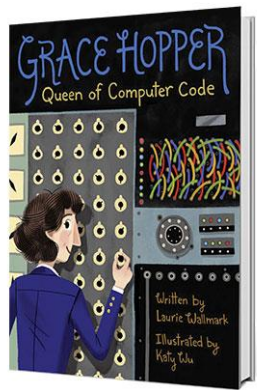
Freshman Olivia Nilsen, from Bound Brook, was named to the All-Region XIX Third Team. Nilsen led her team in scoring with 18 points per game and was second on the team with nearly 7 rebounds a game.

Faculty/Administration/Student Highlights

Computer Science Department

Laurie Wallmark, an adjunct in the CS department (who also teaches at Edna Mahan) is a published author and is now working on her third children's book about influential women in the early days of computing:

<https://njmonthly.com/articles/jersey-living/books/laurie-wallmark-defying-stem-stereotypes/>



[Laurie Wallmark is Defying STEM Stereotypes](https://njmonthly.com/articles/jersey-living/books/laurie-wallmark-defying-stem-stereotypes/)

njmonthly.com

Laurie Wallmark's latest book, "Grace Hopper: Queen of Computer Code"—a Parents' Choice Gold Medal awardee—follows the life of a trailblazing software tester and inventor who taught computers how to speak English.

Mathematics Department

On Friday 3/16/18, Frank Forte participated in the Rutgers "Good Ideas in Teaching Precalculus and ..." Conference.

He presented a session called "Using Exploration and Technology to Teach Graph Translations" and also moderated one of the sharing sessions on how we can help high school students to prepare for college mathematics.

Cyndee Geoffroy has been invited to serve as a "course redesign facilitator" this summer as a part of the New Jersey Center for Student Success course re-design initiative.

Nora Thornber published two mathematical solutions in the *Mathematical Association of America* journals:

- 1) Problems and solutions: A sum involving the power of roots, 11976. *The American Mathematical Monthly*, Vol. 124, No. 10 (December 2017), pp. 970-978.
- 2) Problems and solutions: A functional equation, 1090. *The College Mathematics Journal*, Vol. 48, No. 5 (November 2017), pp. 376-377.

Science and Engineering

Two new fall 2017 RVCC Engineering projects were formalized as technical papers and were accepted for presentation at and publication in the Proceedings of the Northeast Section of the American Society for Engineering Education to be held in Hartford on April 28.

One project was in the “Authentic Engineering Experience” where an interdisciplinary Team of RVCC Engineering and Visual Arts students made a real product for a real customer in one semester. The product was a no-battery electromagnetic-induction back-packing light that provides 30 minutes of battery-free “green-energy”.

The second project was a student-motivated Undergraduate Research project to analyze and make a working model of contactless magnet-gears. Magnetic gears are used industrially for machinery where maintenance is critical and difficult, for example in remotely located wind-turbines. The gears slip at a specified force to prevent damage.

The addition of these two new papers brings the total since spring 2016 to eight papers published and twenty-eight student authors who can use the publication citations on their resumes and can relate their differentiating project stories to potential internship and professional employers.

Visual and Performing Arts

Student Activities:

The RVCC Dance Alumni Concert, celebrating 10 years of dance at RVCC, is scheduled for Saturday, March 24 at 8:00 p.m. in the Nash Theatre. The concert is produced by Loretta Fois.

The Student Theatre Production of *The Three Penny Opera* by Bertolt Brecht & Elisabeth Hauptmann will be performed on March 27-29 and April 4-7 in the Welp Theatre. The production is directed by Lisa Deo. The curtain rises at 7:30 p.m.

The spring Student Music Recital will be held on April 18 at 7:30 in the Welp Theatre. Tony Strong is the coordinator.

Part One of the annual Student Art Exhibition opens on March 30 and runs through April 13 in the College Art Gallery. The reception is scheduled for March 30 from 5-7 p.m. Part One includes works in drawing, design, ceramics, printmaking, interior design color theory, and illustration. The Exhibition is free and open to the public.

Part Two of the annual Student Art Exhibition opens on April 20 and runs through May 4 in the College Art Gallery. Part Two includes works from painting, watercolor, sculpture, 3D Design, visual design, video, sound, and photography. The reception is scheduled for April 20 from 5-7 p.m. Exhibition is free and open to the public.

Faculty Activities:

Loretta Fois and four RVCC dance students attended the American College Dance Conference at Montclair State University on March 14-18, 2018. The conference provided a venue for students and faculty to engage in three days of performances, workshops, panels, and master classes taught by instructors from around the region and country. RVCC students showed three works at the conference and dance major Nathan Forster had his work, *Development*, adjudicated by a panel of nationally recognized dance professionals. His piece was chosen for the Gala concert (which concluded the conference) and he is a candidate for the National performance at The John F. Kennedy Center for the Performing Arts in Washington D.C. in June 2018. Loretta Fois presented on *Espressione Corporea* at the conference, which is based on her Dalcroze work and studies in arts collaborations.

Ann Tsubota and Bill Macholdt are donating their art work to the silent auction sponsored by the 10 Hairy Legs Dance Group who are performing in New Brunswick later in the spring.

Foundation

Alina V. Klein has been selected as the Somerset County Business Partnership's Somerset County Outstanding Citizen. Alina is a very active member of our Foundation and a great ambassador for the College. Congratulations, Alina!

3. Committee Reports

A. Governance Committee

The Committee had a substantial discussion concerning safety protocols and measures regarding all campus safety. Committee members were each provided with an outline of the College's current protocols and measures, emergency procedures, the newly published *Emergency Handbook* for faculty, staff, and students, as well as other pertinent data concerning campus safety. The President expressed his appreciation to Robert Szkodny for his ongoing efforts and hard work overseeing campus safety. The President further expressed his gratitude to the Board of Trustees for their continued due diligence to ensure a secure learning environment for our students, employees, and visitors. Trustee Windrem then presented the following resolution:

Resolution #30A-2018 – Campus Safety

WHEREAS, the Raritan Valley Community College (RVCC) Board of Trustees is determined to make RVCC one of the safest colleges in the entire nation; and

WHEREAS, RVCC has already implemented a variety of measures to improve campus safety, including but not limited to:

- A Behavioral Intervention Team to evaluate and address student behavior raising safety concerns;
- Annual safety and security training for all newly hired full-time faculty members;
- Well-established relationships with local law enforcement and training for active shooter events;
- Technical upgrades that allow RVCC to send messages to the entire campus or individual buildings regarding emergency situations;
- A newly published *Emergency Handbook* for faculty and staff, and one for students;
- Annual training on safety procedures, fire safety, response to violence, and incident reporting protocols; and

WHEREAS, campus safety is among the highest priorities for the Board of Trustees; and

WHEREAS, the Board of Trustees will continue to diligently explore new methods to further improve campus safety and to provide a secure learning environment for all;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees states its firm commitment to making RVCC among the safest colleges.

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

It was reported that the Committee will continue to update the full Board of Trustees on campus safety measures on a regular basis.

As required by the State of New Jersey, the Committee also reviewed the Campus Safety Report for the period February 20, 2018 through March 26, 2018.

B. Finance Committee

Trustee Margaret Windrem reported on the Treasurer's Report (Resolution #31-2018) for the period 02/01/18 to 02/28/18. On motion by Trustee Windrem, seconded by Trustee Howes, the Treasurers' Report was approved unanimously by voice vote.

Trustee Windrem presented Consent Agenda Resolutions #32-2018 through #42B-2018. On motion by Trustee Windrem, seconded by Trustee McNally, the above stated Consent Agenda resolutions were approved unanimously by voice vote.

Resolution #43-2018 (Department of Education Carl D. Perkins Audit for FY 2016 as described below) was presented separately and discussed with the full Board of Trustees. There being no comments or questions, the Resolution was moved by Trustee Windrem, seconded by Trustee Nace, and approved unanimously by voice vote.

Resolution #32-2018 – Various Vouchers for Payment

BE IT RESOLVED, that the following February 2018 vouchers be approved for payment; and

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

Check #s	286063-287295	
ACH#s	3	
	Total Checks	\$2,008,603.92
	Total ACH	25,399.37
	Total Vouchers	2,034,003.29
	Construction and Architect Vouchers	
	Less Previously Approved	(89,741.55)
	Total	<u>\$2,123,744.84</u>

Resolution #33-2018 Tuition and Fees

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

NOW, THEREFORE, BE IT RESOLVED, that the following new schedule of Tuition and Fees will apply effective with the Fall 2018 semester:

TUITION

Hunterdon/Somerset County Residents	\$ 153.00 per credit
Out-of-County Chargeback Residents	\$ 153.00 per credit
Out-of-County Residents (Board grants a waiver of \$45 per credit to students who provide verification of employment in Somerset or Hunterdon Counties)	\$ 198.00 per credit
Out-of-State Residents	\$ 198.00 per credit

Developmental Student Fee	\$ 15 per student in developmental course per semester
Late Registration Fee	\$ 50
Official Transcript Fee	\$ 10
Returned Check or Disallowed Credit Card Fee	\$ 25
Replacement Diploma Fee	\$ 15
Graduation Fee	\$ 35

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

Resolution #34-2018 Appointment, Joint Insurance Fund Alternate Commissioner

WHEREAS, the SOMERSET COUNTY JOINT INSURANCE FUND (hereinafter the JIF) is duly chartered Joint Insurance Fund as authorized by NJSA 40A:10-36 et seq.; and

WHEREAS, the Raritan Valley Community College is a member of said JIF through December 31, 2020; and

WHEREAS, the bylaws of the JIF require a primary and alternate Commissioner to insure that a quorum is always present to vote on matters that come before the governing body currently consisting of 13 participating entities; and

WHEREAS, John Trojan, VP Finance & Facilities, is the primary Commissioner and a vacancy in the alternate position arose with the retirement of Nancy Moore, VP Human Resources & Labor Relations;

WHEREAS, Ms. Cheryl Wallace, Executive Director Human Resources & Labor Relations, succeeded Ms. Moore.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College hereby appoints Ms. Cheryl Wallace as an Alternate Commissioner to the Somerset County Joint Insurance Fund effective immediately.

John Trojan
Vice President Finance & Facilities

Resolution #35-2018 Low Voltage Electrical Contracting 2018-2020

WHEREAS, Raritan Valley Community College advertised for bids for a new Low Voltage Electrical Service and Repairs contract for the period of March 1, 2018 through February 29, 2020; and

WHEREAS, ten (10) bid packages were distributed and five (5) were opened and read on Thursday, February 8, 2018; and

WHEREAS, the apparent low bidder was disqualified for bidding below the Prevailing Wage Rates determined by the New Jersey Department of Labor and Workforce Development for an Electrician performing "Public Work" in Somerset County and Hunterdon County; and

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

Global Electrical Services, Inc.
984 County Road 519
Frenchtown, NJ 08825

Amount Year 1: \$42,432.06

Amount Year 2: \$43,443.68

Two-Year Total: \$85,875.74

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a two-year agreement and issue a purchase order in the amount shown above to Global Electrical Services, Inc.

Michael DePinto,
Director of Purchasing

Resolution #36-2018 Nuclear Magnetic Resonance Instrument Purchase and Installation

WHEREAS, Raritan Valley Community College advertised for bids for the purchase and installation of a Nuclear Magnetic Resonance Instrument which is needed to update the Organic Chemistry laboratory curriculum; and

WHEREAS, three (3) bids were distributed to vendors and two (2) bids were received and opened on Friday, March 23, 2018; and

WHEREAS, this purchase will be made using Gibson funding from a private donor through the RVCC Foundation; and

WHEREAS, the lowest responsible bidder meeting all requirements and qualifications is:

**Magritek, Inc.
103 Great Valley Parkway
Malvern, PA 19355
Amount: \$43,500.00**

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

Michael DePinto
Director of Purchasing

Resolution #37-2018 Renewal of the Microsoft Enrollment for Education Solutions Agreement (Dell Marketing)

WHEREAS, the renewal of the Microsoft Enrollment for Education Solutions (EES) Agreement is needed for the one-year period of April 1, 2018 through March 31, 2019; and

WHEREAS, this agreement provides a site license for the Microsoft Office and Office 365 products as well as licenses and support for our Microsoft Windows and SharePoint servers; and

WHEREAS, this software is used for a wide variety of academic and administrative purposes; and

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

WHEREAS, Dell has entered into a contract with the State of New Jersey (State Contract #89850); and

WHEREAS, a purchase order will be issued as follows:

Dell Marketing L.P.
1 Dell Way
Round Rock, TX 78682-0001
Amount: \$47,498.07

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 Dell Marketing L.P.

Michael DePinto
Director of Purchasing

Resolution #38-2018 Replacement Personal Computers for Faculty Members (Dell Marketing)

WHEREAS, the purchase of replacement personal computers is needed for thirty-four (34) faculty members; and

WHEREAS, the curricula in many academic departments rely on up-to-date, adaptable computer equipment; and

WHEREAS, the appropriate equipment is required to provide instructors with access to software used for instruction, research and the campus data network; and

WHEREAS, it is College policy to replace the personal computers for faculty members every four (4) years as their warranties expire; and

WHEREAS, this practice allows RVCC to provide equipment to the faculty with state-of-the-art capabilities covered by full warranties with on-site service; and

WHEREAS, the equipment must be fully compatible with the existing campus computer equipment; and

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

WHEREAS, Dell is under contract with the Western State Contracting Alliance (WSCA) of which the State of New Jersey is a part (Contract #89967); and

WHEREAS, a purchase order will be issued as follows:

Dell Marketing L.P.
1 Dell Way
Round Rock, TX 78682-0001
Amount: \$46,164.43

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director Purchasing to issue a purchase order as described hereinabove to Dell Marketing L.P.

Michael DePinto
Director of Purchasing

Resolution #39-2018 Replacement Personal Computers for Faculty Members (Howard Technology Solutions)

WHEREAS, the purchase of replacement personal computers is needed for sixteen (16) faculty members; and

WHEREAS, the curricula in many academic departments rely on up-to-date, adaptable computer equipment; and

WHEREAS, the appropriate equipment is required to provide instructors with access to software used for instruction, research and the campus data network; and

WHEREAS, it is College policy to replace the personal computers for the faculty every four (4) years as their warranties expire; and

WHEREAS, this practice allows RVCC to provide equipment to the faculty with state-of-the-art capabilities covered by full warranties with on-site service; and

WHEREAS, the equipment must be fully compatible with the existing campus computer equipment; and

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

WHEREAS, Howard Technology Solutions is under contract with the Western State Contracting Alliance (WSCA) of which the State of New Jersey is a part (Contract #89976); and

WHEREAS, a purchase order will be issued as follows:

<p>Howard Technology Solutions P.O. Box 1588 Laurel, MS 39441 <u>Amount: \$24,480.00</u></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director Purchasing to issue a purchase order as described hereinabove to Howard Technology Solutions.

Michael DePinto
Director of Purchasing

Resolution #40-2018 Replacement of Campus Drive and Parking Lot Light Fixtures – Pay to Play (Global Electrical Services)

WHEREAS, the Board of Trustees approved the purchase of new light fixtures for the Campus Drive and Parking Lot light poles via Resolution #184-2017; and

WHEREAS, the College now requires electrical services be performed to install these new light fixtures; and

WHEREAS, all of the light poles will be retrofitted with LED light fixtures which will decrease energy costs and reduce maintenance; and

WHEREAS, the scope of work will additionally include the replacement of the current banners hanging from the Campus Drive light poles with new banners which display the new RVCC logo; and

WHEREAS, three (3) quotes were obtained with Global Electrical Services, Inc. presenting the College with the most favorable proposal; 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>Global Electrical Services, Inc. 984 County Road 519 Frenchtown, NJ 08825 Amount: \$30,250.00</p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove; and

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

Michael DePinto
Director of Purchasing

Resolution #41-2018 Renewal of Citrix System Software Maintenance – Pay to Play (Citrix Systems)

WHEREAS, Raritan Valley Community College requires the renewal of the Citrix Systems software maintenance agreement for the period of April 16, 2018 through April 15, 2019; and

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

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

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

WHEREAS, the Director of Purchasing has determined and certified in writing that the value of the acquisition will exceed \$17,500.00; and

WHEREAS, such award of contract shall be made in compliance with New Jersey's Pay to Play Law as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 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>Citrix Systems, Inc. 852 West Cypress Creek Road Fort Lauderdale, FL 33309</p>
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Amount: \$27,526.89

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 #42-2018 Nursing Simulation Lab (Amended)

WHEREAS, the Board of Trustees previously approved via resolution # 26-2018 a not-to-exceed contract award to Laerdal Medical Corporation in the amount of \$115,000 for the purchase of various simulation equipment; and

WHEREAS, the Nursing department has subsequently determined that Laerdal would also be the best source for additional equipment valued at \$10,000 previously identified with another vendor; and

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

WHEREAS, a revised purchase order will be issued as follows:

**Laerdal Medical Corporation
167 Myers Corners Road
Wappinger Falls, NY 12590
Amount: \$125,000.00 – Not to Exceed**

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

John Trojan
VP Finance & Facilities

Resolution #42A-2018 Trendway Modular Wall System for the Nursing Simulation Lab

WHEREAS, the College requires the purchase and installation of the Trendway modular wall system in the Nursing Simulation Lab; and

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

WHEREAS, the Trendway Corporation has entered into a contract with the State of New Jersey (State Contract #A81642); and

WHEREAS, a purchase order will be issued as follows:

**Trendway Corporation
13467 Quincy Street
P.O. Box 9016
Holland, MI 49422**

Amount: \$20,876.73

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 the Trendway Corporation.

Michael DePinto,
Director of Purchasing

Resolution #42B-2018 Welcome Center Furnishings (Arbee Associates)

WHEREAS, the purchase and installation of new furniture is needed for the Welcome Center renovation project; 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, Arbee Associates has been assisting the College in planning this area; and

WHEREAS, management has not yet finalized the selection of specific furniture pieces, but will likely do so within the next two weeks ; and

WHEREAS, time is of the essence to complete this project before the end of the term.

**Arbee Associates
1531 South Washington Avenue
Piscataway, NJ 08854
Amount: \$28,000 not to exceed**

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 Arbee Associates.

John Trojan
VP Finance & Facilities

Resolution #43-2018 Department of Education Carl D. Perkins Audit for FY 2016

WHEREAS, the College is periodically audited by outside governmental agencies to insure compliance with grants or other funding receipts; and

WHEREAS, the State of New Jersey Department of Education (NJDOE), Office of Fiscal Accountability and Compliance has completed an audit of Carl D. Perkins grants for FY 2016 in which it identified several findings related to supplanted expenses, incorrect postings and reporting and made recommendations thereto; and

WHEREAS, the Board of Trustees has received this audit report dated March 19, 2018 and reviewed and accepted the three findings and recommendations made therein at its regularly scheduled public meeting on March 27, 2018; and

WHEREAS, the Board also received and approved management's corrective action plan;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College directs management to implement the corrective action plan and remit \$5,972.12 to the NJDOE.

John Trojan
VP Finance & Facilities

C. Educational Programs and Services Committee

Trustee Timothy Howes presented Consent Agenda Resolutions #44-2018 and #45-2018. On motion by Trustee Howes, seconded by Trustee Bateman, the above stated Consent Agenda Resolutions were approved unanimously by voice vote.

Resolution #44-2018 Human Resources Action Report

The Board resolves that the following personnel actions be taken:

Human Resources Action Report for March 27, 2018

1. New Hire- Support Staff

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

Name	Title	Salary	Department	Start date
* Maria Alvarez	Testing Specialist	\$44,844	Testing Center	3/26/18

*Budget Code 100-3590-5310-50/ Replacement S. Jacobs

2. New Hire- Administrator

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

Name	Title	Salary	Department	Start date
* Katisha Gloster	Coordinator Testing Center	\$54,030	Testing Center	3/9/18

*Budget Code 100-3590-5010-50/ Replacement C. Bailey

3. Status Change- Administrator

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

Name	Title	Salary	Department	Start date
*Ralph Dunham	Program Manager High School Outreach and Youth Programs	\$80,170	K-12 Partnerships	4/1/18
Brenda Fisher	Director of K-12 Partnerships	\$81,910	K-12 Partnerships	4/1/18
Joanne Travaglini	Program Manager High School Outreach and Academies	\$63,452	K-12 Partnerships	4/1/18
**Shay Wadher	Coordinator for Student Pathways and Success	\$62,781	K-12 Partnerships	4/1/18
***John Wheeler	Registrar	\$78,000	Enrollment Services	4/1/18

*Title/Department Change

**Title/Department Change

***Budget Code 100-3530-5010-50/Replacement D.Palubniak

Resolution #45-2018 Legacy Sabbatical Program

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

WHEREAS, College management has proposed a Legacy Sabbatical Program (LSP) for senior tenured faculty members who meet certain eligibility criteria and apply for participation on or before April 16, 2018 for Fall 2018 and October 1, 2018 for Spring 2019; and

WHEREAS, the eligible participants would receive a half-year sabbatical for the Fall 2018 term or the Spring 2019 term paid at the rate of half their base annual salary, and relinquish their tenure as of December 31, 2018 for Fall and June 30, 2019 for Spring; and

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

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

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College approves the creation of the Legacy Sabbatical Program for full-time tenured faculty.

Trustee Howes reported that the Committee discussed the new Legacy Sabbatical program being offered for either the fall 2018 semester or the spring 2019 semester. The program, which is being offered for its second time by the College, offers a unique and wonderful opportunity for senior tenured faculty members. A full program description was distributed to the Board of Trustees for their information.

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.”

Faculty member Richard Treut announced that *Note Bene*, a program hosted by an RV events management class to acknowledge excellent student works, is scheduled for Friday, April 20, 2018 at 6 p.m. Members of the Board of Trustees are invited to attend if their schedules permit.

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