

RARITAN VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES' REGULAR MEETING  
APRIL 24, 2018

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, April 24, 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 5:15 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.”

II. Roll Call of Members

The roll call was taken as follows:

Attendees: Caren Bateman  
W. Timothy Howes  
Edward Malley  
Andrew J. McNally  
Donald Rica  
Juan Torres  
Margaret Windrem  
Robert P. Wise  
Tracy DiFrancesco Zaikov

Absent: Paul J. Hirsch  
Felecia Nace

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

A quorum was present.

Chairman Robert Wise welcomed Hunterdon County Freeholders Matthew Holt and Suzanne Lagay to the meeting.

III. Agenda Items

1. Approval of Regular Meeting Minutes

On motion by Trustee Windrem, seconded by Trustee Howes, the Special and Regular Meeting minutes of March 27, 2018 were approved by voice vote. Trustee Torres respectfully abstained.

2. Chairman's Report

Chairman Robert Wise reminded Board members that the annual financial disclosure statement filing deadline is on or before April 30, 2018.

The Chairman reported that the Honorable Paul W. Armstrong (Ret.), a nationally recognized pioneer of patients' rights, will deliver the commencement address at Raritan Valley Community College's annual spring commencement, Saturday, May 12, at 10 a.m. Judge Armstrong will receive an honorary degree during

the ceremony, which will be held on the soccer field at the College's campus. More than 1,200 students are expected to be awarded associate degrees or certificates.

### President's Report

President Michael McDonough reported that it has been an extraordinary academic year and extended his appreciation to the entire College community for all their hard work helping our students achieve academic success. The President also expressed his appreciation to John Trojan, VP of Finance and Facilities, and his staff for the wonderful new RVCC entrance sign. The President's full written report, which highlights several upcoming student celebration events and employee/student achievements, is provided below.

### *Upcoming Board Events*

The next Board of Trustees meeting is scheduled for Tuesday, May 15, 2018 at 5:15 p.m. (Committee schedule to follow.)

### *Upcoming College Events*

- Nurses Pinning Ceremony, May 10, 2018, 4 p.m.
- Annual RVCC Commencement, May 12, 2018, 9 a.m. Platform Party Reception
- RVCC Foundation 15<sup>th</sup> Annual Golf Classic, July 9, 2018
- 50<sup>th</sup> Anniversary Golden Harvest Gala, October 25, 2018, The Palace at Somerset Park

### *Handouts/Attachments*

- Flyer – RVCC Foundation 15<sup>th</sup> Annual Golf Classic
- Flyer – The Institute for Holocaust and Genocide Studies Seminar for Educators

### *Items of Note*

▪Congratulations to Nathan Forster, an RVCC dance major, whose piece *Development* was chosen for the Gala Concert at the American College Dance Conference at Montclair State University. Nathan's performance is now being considered for the national concert in June at The John F. Kennedy Center for the Performing Arts in Washington D.C. A vibrant performing arts division is surely an essential part of any college campus.

▪Congratulations to Coach Ryan and the Men's Basketball team for setting a school record for wins. After going 21-9 during the regular season, the team won their first round Region XIX playoff to post twenty-two wins for the season. The Women's Basketball team also posted their best record in over a decade, making their first appearance in the Region XIX playoffs in over fifteen years.

▪An illuminating article by Professor Lindskoog in The Washington Post. Titled "How the Haitian Refugee Crisis Led to the Indefinite Detention of Immigrants," Carl's essay provides historical context to better understand U.S. policy toward immigrants and immigration. If you'd like to access the essay online, go to [https://www.washingtonpost.com/news/made-by-history/wp/2018/04/09/how-the-haitian-refugee-crisis-led-to-the-indefinite-detention-of-immigrants/?utm\\_term=.a99edld575fc](https://www.washingtonpost.com/news/made-by-history/wp/2018/04/09/how-the-haitian-refugee-crisis-led-to-the-indefinite-detention-of-immigrants/?utm_term=.a99edld575fc)

▪Three RVCC students were able to present the results of their engineering research to LabCorp, the largest biological testing facility in the U.S. Nick Lavorsa, Brian Nunez, and Christian Vergas will return to LabCorp in May to launch their production prototype. Kudos to Professor Stupak for his leadership in the "authentic engineering experience" and for his innovative and dynamic pedagogy.

▪A team of faculty from RV has been selected to participate in the AAC&U's 2018 Institute on High-Impact Practices and Student Success. The Institute will take place at the University of Utah and run from June 19-

22. Led by Provost Preston, the team includes Brandyn Heppard, Carina Gonzalez, Ahmed Katsha, and Lauren Braun.

#### Admissions and Recruitment Team

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

Adult Information Sessions (ongoing) – This initiative continues to be popular and well attended. We have continued success with Saturday morning information sessions.

#### Career Program Collaboration Events:

- *Engineering Night (4/2)* – Collaborative effort with Science & Engineering (Antonella Pompo and Peter Stupak) to promote Authentic Engineering Experience opportunity for prospects and current students
- *Business Career Night (4/11)* – Collaborative effort with Business & Public Service/Business (Ellen Lindemann and Elaine Moore) to promote Business programs for prospects and current students
- *Criminal Justice Career Night (4/18)* – Collaborative effort with Business & Public Service/CJS (Brian Donnelly) to promote Criminal Justice programs for prospects and current students
- *Health Science/STEM/Computer Science Career Program (6/5)* – Collaborative effort with Academic areas (Kathleen Michell, Peter Stupak, Steven Schwarz) to promote programs for prospective and current students
- *Making the Most out of Your Transition to College (4/18)* – This is a new collaborative initiative with Admissions and the Disability Services office to provide information for prospective students, parents/guardians, care takers, and school personnel. The program included: Current RVCC Student Panel, Disability Services for Students, Disability Services for Supports, Wellness for Students, and Financial Aid for Supports. The program was well received and we are planning for the 2018-19 year.
- *Creative Writing Workshop (4/25)* – This is a new collaborative initiative with Admissions, Theatre Arts, and the English Department (Creative Writing.) We will be hosting *Poet Jee Leong Koh* for a poetry reading and creative writing workshop to promote programs for prospects and current students
- *Spring Open House (4/26)* – The Admissions Team is gearing up for the Spring Open House, which is a College wide collaborative recruitment event. All academic divisions, student services, College programming, our Alumni, the Workforce Training Center, our University Partners, and RVCC student volunteers.

#### Earth Week

Raritan Valley Community College is joining with Somerset County Business Partnership's (SCBP) Sustainable Somerset Committee and NJ Higher Education Partnership for Sustainability to present a series of events celebrating Earth Week, April 16-23. The public was invited to attend the following events, at no charge, at the College's campus:

- "The Evolution of a Local Organic Farm," Monday, April 16, 11:30 a.m.-12:50 p.m., Whitman Science Center (Lecture Hall 100-101): Jon Knox, co-owner of Dogwood Farms in Hillsborough, will speak about his five-year-old farm, including how it was incubated by Duke Farms, its organic certification process,

its use of rotational grazing, and its community-supported agriculture program. The event is co-sponsored by the SCBP's Sustainable Somerset Committee and RVCC's Environmental Sustainability Committee.

- "Green Jobs Panel," Tuesday April 17, 1-2:20 p.m., Conference Center (Room C): Local professionals will describe their organizations and career paths in their fields and give advice for those seeking environment-related jobs. The event is co-sponsored by the SCBP's Sustainable Somerset Committee and the Environmental Sustainability Committee. Lunch will be provided. Speakers will include:
  - Ky Asral, Manager, Operations and Coordination, NJ Department of Environmental Protection Air Quality, Energy, & Sustainability
  - Bill Kibler, Director of Policy, Raritan Headwaters Association
  - Walter Lane, Director, Planning Division, Somerset County
  - Jon Wagar, Deputy Executive Director, Duke Farms Foundation
  - Victoria Zelin, Director of Development, Possible Planet
- "Sustainable Food Conference," Friday, April 20, 8:30 a.m.-3:30 p.m., Conference Center: Experts from Duke Farms, Profeta Farms, Farmers Against Hunger, US Environmental Protection Agency, Rutgers and RVCC will offer information about such topics as food security, food waste and agro-ecology. Various organizations and businesses, including NJ Department of Environmental Protection, Whole Foods, America's Grow-a-Row, FOR Solutions, LocalShare and Citizens' Climate Lobby, will display their information at exhibition tables. The conference is co-sponsored by the NJ Higher Education Partnership for Sustainability and the Environmental Sustainability Committee. Those interested in attending the conference, which includes lunch, should register online at <http://www.raritanval.edu/foodconf>.
- "RVCC Sustainability Student Intern Projects," Monday, April 23, 11:30 a.m.-12:50 p.m., Science Center Lecture Hall: RVCC hires environmentally minded students each year to work as campus sustainability interns. The interns apply what they have learned in their classes to make RVCC a more sustainable and environmentally friendly campus. During the event, the interns will present some of the campus sustainability projects they have designed and implemented over the past two years. Learn how intern Deidre Supple boosted campus recycling and intern Abi Schmid investigated a ridesharing app for RVCC students. The event is co-sponsored by the SCBP's Sustainable Somerset Committee and the Environmental Sustainability Committee.

Information about RVCC's Earth Week events was provided by Sustainability & Energy Coordinator Sue Dorward. The Somerset County Business Partnership creates vibrant connections as Central Jersey's regional Chamber of Commerce. NJ Higher Education Partnership for Sustainability challenges the higher education community to practice sustainability and contribute to the state, region and world's emerging understanding of sustainability.

#### *Faculty/Administration/Student Highlights*

##### English

Three of our faculty will be presenting at the conference Transitions and Transactions IV: Literature Pedagogies and Social Justice in Community Colleges, April 20-21, 2018 at the Borough of Manhattan Community College:

- Alexa Offenhauer, "Stories Over Stereotypes: Teaching a Special Topics 'Immigrant Experiences' Composition Course During the First 100 Days of the Trump Administration"
- Ronald Tyson, "Using Afrofuturist Fiction to Facilitate Social-Justice Pedagogy in a Team-Taught Humanities Course"
- Michelle Brazier, "Struggle, Survival, and Self-Definition: Teaching Social Justice in Literature Survey and Genre Courses"

Lisa Tucker and Lori Moog also sent a proposal that was accepted to the same conference, but because of scheduling problems they are unable to attend. Their presentation would have been, "A Bi-Disciplinary Approach to the FYC Research Paper: Merging Service Learning and English Composition"

#### Humanities and Social Science

In March 2018, the American Philosophical Society awarded Professor Lauren Braun a prestigious Franklin Research Grant to support research on her book, *Italy in America: State Activism, Gatekeeping, and Mass Immigration Restriction 1891-1908*. Last week, Lauren also presented a paper at the Organization of American Historians Annual Meeting in Sacramento, California.

In addition, Professor Braun recently delivered two invited talks based on her research at universities in the Philadelphia area; presented on "The 1891 New Orleans Italian Lynching and the Limits of State Power to Protect and Control Immigration" at Temple University; and presented on "U.S. Immigration Restriction Reconsidered: The Italian Case," at St. Joseph's University. Talks were co-sponsored by the Italian Consulate of Philadelphia. Professor Braun reported that she is enjoying these accomplishments with the support of a Sabbatical Award granted by the College and the Board of Trustees.

#### Visual and Performing Arts

##### Student Activities:

The Spring Music Students Recital was held on Wednesday, April 18 at 8:00 p.m. in the Welpel Theatre. Tony Strong coordinated the event.

Part Two of the annual Student Art Exhibition opened on April 20 and continues through May 4 in the College Art Gallery. Part Two includes works in acrylic and oil painting, watercolor, three-dimensional design, sculpture, visual design, typography, animation, video production, sound production, photography, and printmaking. The exhibition is a faculty curated event, coordinated by Darren McManus.

The Student Dance Works will be performed at 8 p.m. on both April 24 and on April 25 in the Edward Nash Theatre. Loretta Fois is coordinating the performance.

The Student Jazz Ensemble performs their end of the semester concert on April 26 at 7:30 p.m. in the Welpel Theatre. The ensemble is directed by adjunct John Loehrke.

The RVCC Chorale will be performing on April 28 in the Welpel Theatre at 8:00 p.m. The Chorale is directed by Professor John Sichel.

##### Faculty Activities:

Cynthia Teeters, VAPA Computer Lab Technician, has been awarded the Adobe Certified Associate in Visual Design Using Adobe Photoshop. The Adobe Certified Associate (ACA) certification is the industry-recognized validation of one's skill in Adobe Photoshop CC. This certification requires in-depth knowledge of setting project requirements, understanding the Adobe Photoshop CC interface, as well as creating and publishing digital images using Adobe Photoshop CC.

Loretta Fois presented a new work, *With only the clothes on our backs*, based on immigration policy at The Space in Montclair, NJ on April 21. She also facilitated a panel and workshop on "DanceEdNJ on the Move for Dance Educators in Higher Education" on March 25.

For a second year, Val Sivilli is part of the organizational committee of The Hunterdon Art Tour (THAT). The Hunterdon Art Tour is a volunteer-driven initiative that aspires to build awareness of (and connections to) the artists in Hunterdon County by coordinating an annual countywide open studios tour; building community

among artists, arts educators, and students of all ages; and promoting Hunterdon County as an arts destination (<http://www.thehunterdonarttour.com>)

Ann Tsubota, Bill Macholdt, Chris Koep, and Kathy Schulz have donated art work to the Hunterdon Art Museum's Art Party Silent Auction for April 28, 2018.

Darren McManus has five paintings in a curated group exhibition titled "*Feel Good Twice*" at The HomeFront Gallery in Princeton, NJ. Fifty percent of all sold works are being donated to the support of HomeFront New Jersey, a not-for-profit organization dedicated to breaking the downward spiral of homelessness in Central New Jersey by harnessing the caring, resources, and expertise of the community in order to guide them onto a path toward stability and success. The exhibition is live and runs through April 29.

Additionally, Professor McManus co-authored another academic paper with Professor Peter Stupak (Engineering) detailing the efforts and results of their second, successful semester-long collaborative project between the VAPA Department's Visual Communication students and Advanced Engineering students. Titled, "Backpacking Tent Light – An Engineering/Visual Communication Interdisciplinary Product Development." The paper has already been accepted by the American Society of Engineering Education (ASEE) and will be part of the programming at the North East Conference at the University of Hartford on April 27-28, 2018.

#### Foundation

Ronnie Weyl was awarded the Woman in Philanthropy Award by United Way and honored at the Rise and Shine Breakfast held on April 13, 2018. Congratulations, Ronnie!

### 3. Committee Reports

#### A. Governance Committee

Trustee Margaret Windrem reported that the Committee, consisting of Chairman Robert Wise and Trustees Margaret Windrem and Andrew McNally, interviewed three labor counsel firms who submitted qualified responses to the College Labor Request for Proposals and that the Committee unanimously makes the following recommendation to the full Board of Trustees:

#### Resolution #46-2018 – Appointment, Labor Counsel

WHEREAS, the Board recently conducted a search for legal services using a fair and open process in accordance with New Jersey's Pay to Play Law, P.L. 2004, c.19; and

WHEREAS, funds are available for this purpose;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Raritan Valley Community College that:

The Chairman of the Board of Trustees of Raritan Valley Community College is hereby authorized to retain the firm of DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C., 15 Mountain Boulevard, Warren, New Jersey 07059, as labor counsel for the Board of Trustees at the rate of \$195 per hour for all attorneys until April 2020.

John Trojan  
Vice President of Finance and Facilities

The Resolution was moved by Trustee Windrem, seconded by Trustee McNally, and approved by voice vote. Trustees Bateman, Howes, and Zaikov respectfully abstained.

The Committee was provided with a brief summary regarding the Forum-sponsored town hall on student housing. The initiative enjoyed the overwhelming and enthusiastic support of the faculty and staff present. Indeed, the town hall prompted an additional hour-long Q&A session with the President.

Committee members were reminded about the process of evaluating the president. Trustee Windrem will manage the online tool and the president will provide trustees with a self-evaluation.

The Committee was provided an update on new safety initiatives. These projects include enhanced training for staff members, completing exterior lighting upgrades, attending the CUPSA safety conference, and exploring the need for mandatory student IDs and vehicle registration protocols.

As required by the State of New Jersey, the Committee also reviewed the Campus Safety Report for the period March 27, 2018 through April 23, 2018.

**B. Finance Committee**

Trustee Margaret Windrem reported on the Treasurer's Report (Resolution #47-2018) for the period 03/01/18 to 03/31/18. On motion by Trustee Windrem, seconded by Trustee Howes, the Treasurers' Report was approved unanimously by voice vote.

Trustee Windrem presented Consent Agenda Resolutions #48-2018 through #50-2018, Resolution #52-2018 through #56-2018, and Resolutions #58-2018 through #58A-2018. On motion by Trustee Windrem, seconded by Trustee McNally, the above stated Consent Agenda resolutions were approved unanimously by voice vote.

Resolutions #51-2018 and Resolution #57-2018 were removed from the Consent agenda and were presented separately. On motion by Trustee Windrem, seconded by Trustee Bateman, Resolution #51-2018 and #57-2018 were approved by voice vote. Trustee Torres respectfully abstained.

Trustee Windrem reported that the Committee had a discussion concerning the Governor's proposal for students to attend community colleges in the State of New Jersey free of charge.

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	287296-289181	
ACH#s	3	
Total Checks		\$2,481,694.96
Total ACH		13,344.77
Total Vouchers		2,495,039.73
Construction and Architect Vouchers		5,401.25
Less Previously Approved		<u>(89,741.55)</u>
Total		<u>\$2,410,699.43</u>

Resolution #49-2018 Date, Time, and Place – Board of School Estimate Meeting

WHEREAS, N.J.S.A. 18A:64A-17 requires the Board of Trustees to fix a date, place and time for the holding of a public hearing by the Board of School Estimate of Raritan Valley Community College with respect to the 2018/2019 Operating Budget, the 2018/2019 Capital and Minor Capital Budgets; and the 2018/2019 Chapter 12 Budget;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College, in compliance with N.J.S.A. 18A:64A-17, does hereby fix a date, place, and time for a public hearing by the Board of School Estimate of Raritan Valley Community College as:

DATE: Tuesday, May 15, 2018  
PLACE: Hunterdon County Freeholders Office/Main Street County Complex  
Freeholders' Meeting Room, 2<sup>nd</sup> Floor  
71 Main Street  
Flemington, NJ 08822  
TIME: 10:00 a.m.

at which time and place the Board of School Estimate of Raritan Valley Community College will hold a public hearing with respect to the itemized statement of the amount of money estimate to be necessary for the operation of the College for 2018/2019; and

BE IT FURTHER RESOLVED, that the Vice President of Finance and Facilities is hereby directed to advertise in The Courier News and The Hunterdon Democrat the new date, place and time of said meeting of the Board of School Estimate of Raritan Valley Community College along with the proposed 2018/2019 Operating Budget, the 2018/2019 Capital and Minor Capital Budgets; and the 2018/2019 Chapter 12 Budget; and.

BE IT FURTHER RESOLVED, that said itemized statement of operating funds shall be on file and open to the public between the business hours of 9 a.m. and 4 p.m. at the Office of the Vice President of Finance and Facilities of Raritan Valley Community College, North Branch from April 25 through the close of business on May 14, 2018.

Resolution #50-2018 Authorization to Participate in the NJEdge Cooperative Pricing System

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System for the provision and performance of goods and services and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, NJEdge.Net, Inc., herein referred to as the "Lead Agency" has offered voluntary participation in the EdgeMarket Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on April 24, 2018, the governing body (the Board of Trustees) of Raritan Valley Community College, situated in the County of Somerset, State of New Jersey, duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services:

NOW, THEREFORE, BE IT RESOLVED, as follows:

TITLE

This Resolution shall be known and may be cited as the EdgeMarket Cooperative Pricing Resolution of Raritan Valley Community College.

AUTHORITY

Pursuant to the provisions of N.J.S.A. 40A:11-11(5), Michael J. McDonough, President of Raritan Valley Community College, is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING THE UNIT

The Lead Agency shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1et seq.) and all other provisions of the revised statutes of the State of New Jersey.

EFFECTIVE DATES

July 1, 2018 – July 1, 2019

Resolution #51-2018 Hunterdon County Educational Services Commission Membership



WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Hunterdon County Educational Services Commission, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

WHEREAS, on April 24, 2018, the governing body of Raritan Valley Community College, Counties of Somerset and Hunterdon, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services; and

NOW, THEREFORE BE IT RESOLVED as follows:

**TITLE**

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Raritan Valley Community College.

**AUTHORITY**

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5) AND 18A:64A-25.10*, the Vice President of Finance and Facilities is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

**CONTRACTING UNIT**

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

**EFFECTIVE DATE**

This resolution shall take effect immediately upon passage.

Resolution #52-2018 Purchase of Library Books and Materials (Amazon)

WHEREAS, the purchase of books, audio books, DVD's and other materials are needed for the regular operation of the Evelyn S. Field Library; and

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

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><b>Amazon</b> <b>P.O. Box 9020</b> <b>Des Moines, IA 50368</b> <b><u>Amount:</u> \$32,000.00</b></p>
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Michael DePinto  
Director of Purchasing

Resolution #53-2018 Purchase of New Laptops for Nursing Students

WHEREAS, the purchase of forty (40) Dell Latitude 3380 laptops and two (2) laptop charging carts are needed for the continued advancement of the Nursing program curriculum; and

WHEREAS, these laptops are essential in providing Nursing students with access to the technology available in the classroom; and

WHEREAS, the laptops and charging carts will be purchased using the Perkins Grant Funding (FAIN #V048A170030); 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:

<p><b>Dell Marketing L.P.</b> <b>1 Dell Way</b> <b>Round Rock, TX 78682-0001</b> <b><u>Amount: \$23,748.94</u></b></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 Dell Marketing L.P.

Michael DePinto  
Director of Purchasing

Resolution #54-2018 Purchase and Installation of Reception Furniture for the Welcome Center

WHEREAS, the purchase and installation of new reception furniture is needed for the Welcome Center renovation project; 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 of New Jersey by the Division of Purchase and Property; and

WHEREAS, OFS Brands has entered into a contract with the State of New Jersey (State Contract #A81635); and

WHEREAS, a purchase order will be issued as follows:

<p><b>OFS Brands</b> <b>1204 East 6<sup>th</sup> Street</b> <b>Huntingburg, IN 47542</b> <b><u>Amount: \$35,533.95</u></b></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 the OFS Brands

Michael DePinto,  
Director of Purchasing

Resolution #55-2018 Elevator Maintenance Services 2018-2019 – Pay to Play

WHEREAS, Raritan Valley Community College requires Elevator Maintenance Services for the period of May 1, 2018 through April 30, 2019; and

WHEREAS, these services include inspection, maintenance and repair activities; 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:

**Independence Elevator Company, LLC**  
**16 Leigh Street**  
**Suite 2B**  
**Clinton, NJ 08809**  
**Amount: \$17,880.00**

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 #56-2018 Training Materials for the Automotive Technology Program – Pay to Play

WHEREAS, training aids are required for the advanced level Automotive Technology courses which will be offered for the second-year of the recently approved AAS degree; and

WHEREAS, the College has previously purchased trainers and simulators for the lower level courses which have been incorporated into the lab in order to reduce the diagnostic learning curve and allow the students to see what components they are working on; and

WHEREAS, the trainers being requested are needed for the integration into the electrical and engine performance courses; and

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

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

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 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:

**ATech Training, Inc.**  
**12290 Chandler Drive**  
**Walton, KY 41094**  
**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 in the amount shown above to ATech Training, Inc.

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

Michael DePinto  
Director of Purchasing

Resolution #57-2018 Application for Amendment of the Perkins CTE Grant

WHEREAS, the Board of Trustees of Raritan Valley Community College previously approved a resolution on February 20, 2018 to formally accept funds for the Carl D. Perkins Career and Technology Education (CTE) Improvement Act of 2006 grant in the amount of \$278,005 to provide quality occupational program improvements and ensure access to these programs; and

WHEREAS, several budget line items will be reallocated especially in the Nursing tutoring and consulting and Game Development conference and other conferences due to a change in need, deferral and inability to attend conferences, and funds will be transferred to allowable expenses in Perkins eligible programs especially for the Nursing, Exercise Science, and Computer Networking programs; and

WHEREAS, the New Jersey Department of Education (NJDOE) requires an application for amendment to be processed for new and revised budget lines on the Perkins CTE grant according to the Perkins FY18 guidelines; and

WHEREAS, the Board of Trustees has determined that funding for these project activities will continue to enhance the quality of the College's educational offerings; and

WHEREAS, a formal recognition of the Perkins Grant amendment by Board Resolution is required;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College approves the application for amendment of the Perkins CTE grant.

Resolution #58-2018 Bookstore Contract Extension

WHEREAS, The Board of Trustees authorized management to enter into a multi-year contract with the Follett Education Group to provide bookstore management services in August 2010; and

WHEREAS, the contract provided that Follett would be granted two five-year extensions after the initial five-year period which ended June 30, 2015; and

WHEREAS, in accordance with N.J.S.A 18A:64A-25.28(h) a County College is permitted to enter into a contract for bookstore management services for a term not exceeding 30 years; and

WHEREAS, College management exercised the first renewal option in 2015 that currently ends June 30, 2020 and now wishes to extend it an additional two years before the next renewal period; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees authorizes the College to extend Follett's current first renewal term by two years to June 30, 2022.

Michael DePinto  
Director of Purchasing

Resolution #58A-2018 Appointment, Board of School Estimate Alternate Member

WHEREAS, the Board of Trustees of Raritan Valley Community College, at its Reorganization Meeting of December 5, 2017, elected Paul Hirsch and Robert Wise as members of the Raritan Valley Community College Board of School Estimate; and

WHEREAS, the Chairman of the RVCC Board of Trustees appointed Trustee Margaret Windrem as an alternate member;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College confirms Paul Hirsch and Robert Wise as members and Margaret Windrem as an alternate member of the Raritan Valley Community College Board of School Estimate.

C. Educational Programs and Services Committee

Trustee Timothy Howes presented Consent Agenda Resolutions #59-2018 and #60-2018. On motion by Trustee Howes, seconded by Trustee Bateman, the above stated Consent Agenda Resolutions were approved unanimously by voice vote.

Trustee Howes reported that the Committee also had a discussion concerning the Governor's proposal for free tuition.

Resolution #59-2018 Human Resources Action Report

The Board resolves that the following personnel actions be taken:

Human Resources Action Report for April 24, 2018

1. New Adjunct Faculty

The following individuals are recommended as new adjunct faculty for the Summer/Fall Semester 2018 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
Erike	Tobenna	Instructor	Fitness & Wellness Prison Program	\$912	5/1/18
Freeman	Daniel	Assistant Professor	English	\$931	5/1/18
Michael	Elizabeth	Instructor	English	\$912	5/1/18
Oltman	Adele	Instructor	Humanities, SS & Education	\$912	5/1/18
Rosenau	Brenda	Instructor	Science & Engineering	\$912	5/1/18
Stine	Julie	Assistant Professor	English	\$931	5/1/18
Turbitt	Frederick	Instructor	Business & Public Service	\$912	5/1/18

2. Returning Adjunct Faculty

The following individual is recommended as returning adjunct faculty for the Summer 2018 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
Milton	Nicolas	Instructor	Science & Engineering	\$912	5/1/18

3. New Hire- Administrator

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

Name	Title	Salary	Department	Start date
*Annamaria Lalevee	Talent Network Coordinator	\$62,590	Workforce Development	4/16/18
**Michael Marion	Executive Director Foundation	\$150,000	Foundation	4/25/18

\*Budget Code 418G-6000-5010-80/ Grant Funded-ends 12/31/2018

\*\* Budget Code 100-3320-5010-20/Replacement R. Weyl

4 . Retirement

The following reflect an employee who intend to retire from the college.

Name	Title	Department	Effective Date
Chuck Chulvick	Vice President Technology, Assessment & Planning	Technology Assessment & Planning	7/1/18

5. Retirement-Withdraw

The following reflect an employee who has rescinded notification of retirement per resolution February 20, 2018

Name	Title	Department	Effective Date
Deborah Corbett	Professor-Psychology	Humanities, SS & Education	7/1/18

Resolution #60-2018 Appointment, Full-Time Tenure-Track Academic Year 2018-2019 Faculty

BE IT RESOLVED, that at the recommendation of the President, the following full-time tenure-track faculty appointment be approved for 2018-2019:

Name	Title	Department	Start Date	Salary
*Mutasem Awwad	Assistant Professor- Networking	Computer Science	9/1/18	\$65,707

\*Budget code 100-3120-5140-10/replacement S. Madorran

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.”

Student Government President Michael Scardino addressed the Board of Trustees concerning their endorsement of student housing and their non-support of any campus gun initiatives. Mr. Scardino also made a suggestion that

College administration consider providing one or two parking spaces close to a campus building so that students with a special need may have an opportunity to request short-term parking.

Newly-elected student government officers and the new alumni representative to the Board of Trustees introduced themselves to the Board and to the President.

Steve Reichman, the Chairman of the Foundation Board of Directors, thanked the Board of Trustees for their approval to appoint Michael Marion as the College's new Executive Director of the Foundation.

Freeholder Director Matthew Holt announced that the Hunterdon County Board of Chosen Freeholders has appointed Ms. Donna Simon of Whitehouse Station and Mr. Roger Locandro of Stockton as members of the Raritan Valley Community College Board of Trustees. (The two new trustees will be invited to the May 15, 2018 Regular Board of Trustees meeting to be sworn in.)

Freeholder Holt remarked that Hunterdon County and RVCC have made great strides forward over the years in helping our students and that the Freeholder Board recognizes the College's tremendous value. Chairman Wise extended his appreciation to the Hunterdon County Board of Chosen Freeholders for their ongoing support of the College.

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