

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
MAY 15, 2018

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, May 15, 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.”

Presentation – 2018 Newman Civic Fellows Award

President Michael McDonough reported that Raritan Valley Community College student Amber Lindsay of Somerset has been selected as a 2018 Newman Civic Fellow by Campus Compact in recognition of her commitment to finding solutions for challenges facing communities. Ms. Lindsay will join 268 exemplary students nationwide nominated by their college and university presidents for this prestigious award.

The President remarked that Amber Lindsay truly embodies the spirit of service at Raritan Valley Community College. As President of the RVCC Environmental Club, and through her participation in service learning environmental science courses, she has pursued her passions with great impact.

Lori Moog, the College's Director of Service Learning and Community Outreach reported that 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 Civic 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

Ms. Moog noted that Ms. Lindsay's many activities at RVCC have included leading a “Little Scientist Night” program in which hundreds of local elementary school students visited the campus for a fun-filled night of science. As part of that effort, she worked with a local non-profit serving under-resourced families. Through fundraising efforts and securing a student enrichment grant, she helped fund a study abroad program in Brazil for RVCC students focusing on environmental science. Lindsay also organized a public event, “From PennEast to Standing Rock: Impacts of Oil and Natural Gas Pipelines on Our Lives,” conducted in partnership with the RVCC Environmental Justice Partnership. The event brought speakers and environmental leaders from a wide variety of conservation and community groups in New Jersey, including the Sierra Club, NJ Conservation Foundation, Pinelands Preservation Alliance, and Rethink Energy NJ.

Presentation – RVCC Service Learning Leadership Awards

Lori Moog reported that the Raritan Valley Community College Service Learning Leadership Award honors students annually for their outstanding leadership and personal development attained through their service learning project and reflection activity. The award focuses on projects showing a high level of initiative in all areas of planning, including identifying the community need, planning the service and putting that plan into action.

The following students are receiving this year's award for their group service learning project completed in the course, *Trends in Nursing*, during the spring 2018 semester: Janet Adeleke, Phebean Messeh, Anyanna Onwumelu, Patricia Sanchez Reyes, Sindy Serrano-Maradiaga.

For their project, the students selected Martin Luther King Youth Center, an after-school program serving low-income, minority children and youth from Somerset County. All the presenters are immigrants of the United States of America and they chose the Center because of their own cultural similarities to the population.

- The focus of their work was on school aged children, low-income families and immigrants. Their project delivered the following topics: Healthy Food Choices, Growth and Development, Holistic Health Care Delivery, Disease Prevention, Recovery from Illness and Promotion of Wellness.
- The students shared important facts about the cost of health care delivery in the United States System: weight loss yields decreased at an annual cost by 10% and weight loss saves \$2,200.00 - \$5,200.00 yearly.
- The presentation taught the youngsters about the differences between healthy food and fast food as well as the nutritional characteristics of ethnic dishes.
- The presenters shared their own cultural recipes for healthy eating and encouraged the MLK students to cook their rich ethnic food using more heart healthy alternatives.
- The students received a congratulatory letter and certificate from the MLK Center thanking them for teaching their children in a thoughtful, dynamic and interactive way about making healthy food choices.

Swearing-In New Board of Trustees Members

Philip Stern, College Counsel, then swore-in new Board of Trustees members Donna M. Simon and Roger R. Locandro. Donna Simon, a resident of Whitehouse Station, served two terms as a member of the NJ General Assembly. Roger Locandro, a resident of Stockton, owns and operates a construction company, Roger Locandro Jr., Inc.; Pun'kin Hollow Farms; and Energy Smarts Mechanical. On behalf on of the Board of Trustees, the President, and College community, Chairman Robert Wise welcomes the new members. The Chairman commented that their combined, extensive experience in such areas as public service, business, and educational policy will make them both highly valued assets to the Board.

II. Roll Call of Members

The roll call was taken as follows:

Attendees: Caren Bateman
W. Timothy Howes
Roger R. Locandro
Andrew J. McNally
Felecia Nace
Donald Rica
Donna M. Simon
Juan Torres
Margaret Windrem
Robert P. Wise
Tracy DiFrancesco Zaikov

Absent: Paul J. Hirsch
Edward Malley

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.

III. Agenda Items

1. Approval of Regular Meeting Minutes

On motion by Trustee Windrem, seconded by Trustee McNally, the Regular Meeting minutes of April 24, 2018 were approved by voice vote. Trustees Locandro and Simon respectfully abstained.

2. Chairman's Report

The Chairman reported that the Board of School Estimate, a six-member board composed of freeholders from Somerset and Hunterdon Counties as well as RVCC trustees, approved Raritan Valley Community College's FY 2019 earlier today. The Chairman stated that the College is extremely grateful to the Counties of Somerset and Hunterdon for their ongoing support of the College, demonstrating once again their commitment to the success of the College and its students and their ongoing support and investment in our future.

President's Report

President Michael McDonough also expressed his gratitude to the Freeholders for their support of the College. The President noted that their enhanced Chapter 12 funding opportunity has offered RVCC a unique opportunity to make significant progress on realizing the College's strategic vision, which will allow us to further enhance our services for our students and better serving the residents of Hunterdon and Somerset Counties.

President 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'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, June 19, 2018 at 5:15 p.m.
Items of Note

Celebrating Our Students

Thanks to those of you who helped plan and participate in a busy couple weeks of celebration events for our students, including *Note Bene*, STEM's Annual Poster Session, the Robeson Awards, Kente Ceremony, Academic Awards, Nurses Pinning, Student Leadership Celebration, Academy Graduation luncheon, and our Annual Spring Commencement.

I thank every member of the RVCC community for the joy of commencement. You've all played a role in clearing a path for our students, supporting them on these arduous and complicated journeys. It remains my privilege to count each of you as a colleague and to acknowledge your many contributions to this inspiring and remarkable college.

Some numbers for our spring 2018 graduates:

- 607 graduates
 - Youngest graduate: 17
 - Oldest graduate: 60
 - Somerset residents: 352
 - Hunterdon residents: 150
 - Associate of Arts degrees: 151
 - Associate of Applied Science: 146
 - Associate of Science: 260
 - Associate of Fine Arts: 18
 - Certificates: 32

In addition, forty Honors College students graduated on Saturday. Some of the schools this graduating class has been accepted to include:

- American University of Paris
- Berklee College of Music
- Boston University
- Carnegie Mellon University
- Drew University
- Emerson College
- Fairleigh Dickinson University
- John Hopkins
- Kean University
- John Cabot University (Rome)
- John Jay College
- Liberty University
- Montclair State University
- NJIT
- New York University
- North Carolina State University
- Ramapo College
- Rutgers-Camden
- Rutgers -Newark
- Rutgers University- New Brunswick (various schools)
- Stockton University
- SUNY-Binghamton
- The College of New Jersey
- University of Delaware
- University of Massachusetts-Lowell
- University of Michigan
- University of North Carolina-Chapel Hill
- University of Wisconsin
- Virginia Tech

Newman Civic Fellow by Campus Compact

Raritan Valley Community College student Amber Lindsay of Somerset has been selected as a national Newman Civic Fellow by Campus Compact in recognition of her commitment to finding solutions for challenges facing communities. Lindsay, a second-year Environmental Science major at RVCC, will join 268 students from across the country for this honor. Amber Lindsay truly embodies the spirit of service at Raritan Valley Community College. As President of the RVCC Environmental Club, and through her participation in service learning environmental science courses, she has pursued her passions with great impact.

Lindsay's many activities at RVCC have included leading a "Little Scientist Night" program in which hundreds of local elementary school students visited the campus for a fun-filled night of science. As part of that effort, she worked with a local non-profit serving under-resourced families. Through fundraising efforts and securing a student enrichment grant, she helped fund a study abroad program in Brazil for RVCC students focusing on environmental science. Lindsay also organized a public event, "From PennEast to Standing Rock: Impacts of Oil and Natural Gas Pipelines on Our Lives," conducted in partnership with the RVCC Environmental Justice Partnership. The event brought speakers and environmental leaders from a wide variety of conservation and community groups in New Jersey, including the Sierra Club, NJ Conservation Foundation, Pinelands Preservation Alliance, and Rethink Energy NJ.

The Newman Civic Fellowship is supported by the KPMG Foundation and Newman's Own Foundation.

RVCC Service Learning Leadership Award

The Raritan Valley Community College Service Learning Leadership Award honors students annually for their outstanding leadership and personal development attained through their service learning project and reflection activity. The award focuses on projects showing a high level of initiative in all areas of planning, including identifying the community need, planning the service and putting that plan into action.

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For their project, the students selected Martin Luther King Youth Center, an after-school program serving low-income, minority children and youth from Somerset County. All the presenters are immigrants of the United States of America and they chose the Center because of their own cultural similarities to the population.

- The focus of their work was on school aged children, low-income families and immigrants. Their project delivered the following topics: Healthy Food Choices, Growth and Development, Holistic Health Care Delivery, Disease Prevention, Recovery from Illness and Promotion of Wellness.
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Transfer Agreement with LaSalle

On May 9, 2018, RVCC ratified a dual admission transfer agreement with La Salle University. The agreement contains several advantages including transfer scholarships ranging from \$4,000 to \$13,500 and a core-to-core agreement. The agreement covers 18 different academic programs.

Faculty/Administration/Student Highlights

Career Services

For her assistance with resume reviews at the April 18, 2018 job fair, Career Services Advisor Wendy Schnall was awarded a General Assembly Certificate of Appreciation by Assemblyman Joe Daniels.

English

Michelle J. Brazier, Assistant Professor in English, will be presenting at the Mid-Atlantic Regional Conference on College Composition and Communication taking place at Virginia Commonwealth University on Friday, May 25, 2018. The theme of the conference is *Inclusive Composition Practices, Processes, and Pedagogies*. Michelle's presentation title is, "Reading Pedagogies for Inclusive Teaching: Basic Writers in First-Year Composition."

Library

On Friday, April 20, RVCC honored the outstanding works of our students in the celebratory event, *Nota Bene*. Student work, submitted by faculty, was put on display for the RVCC community, allowing all to acknowledge the creativity, ingenuity, and imagination of our students. The event itself is also an homage to student work as *Nota Bene* is entirely planned - from theme to presentation - by our Event Production students. Every year they transform the Evelyn S. Field Library at RVCC into a venue resplendent with the approbation our students deserve.

On April 26th, the RVCC College Archives held an Open House event in conjunction with Preservation Week, a national initiative by the History & Preservation section of the American Library Association. Attendees of the Archive Open House consisted of students and faculty / staff. Activities offered included tours of the archive, an opportunity to look through the archive collection and speak with the acting college archivist, Jennifer Sulligan, and a photo preservation workshop. Free preservation resources were provided. During the course of the event, we developed contacts with faculty members interested in sharing their knowledge to help future archive-related endeavors, such as identifying people in archival photos and participating in an archive-related 50th Anniversary event. In light of the success of this event, we plan to host a similar event in the future.

Two important resources provided by the Evelyn S. Field Library were presented at the workshop, "Civic Engagement and Academic Libraries," sponsored by the NJLA College and University Section on April 27th. Adjunct librarian Jennifer Sulligan presented and led roundtable discussions on the Library's Voter Information Station and our Resources for the Undocumented.

With the June 5th Primary and Local Elections coming up, the Evelyn S. Field Library has set up the Voter Information Station to encourage students and other patrons to register to vote and apply to vote by mail. We even collect and mail the documents for those who are unable to get to the post office. All documents are available for both Somerset and Hunterdon county residents, in English and in Spanish.

We also have an updated guide on the Library website, with links to local, state, and federal voting resources.

Megan Dempsey, Associate Professor/Library Chair, presented as a webinar panelist on May 9th for CCCOER (Community College Consortium for Open Educational Resources), an organization of which RVCC recently became a member in support of increasing awareness on campus about OER. During the webinar, "The Importance of Student Collaboration in OER Projects," Megan discussed RVCC students' activism around the high cost of textbooks and OER activities organized this year by Student Government Association leaders.

On Friday, May 11th, Megan also presented on open educational resources at Passaic County Community College's OER Showcase. Megan was invited along with a colleague from NJIT to present on the Open Textbook Network and her role in motivating the VALE Academic Library Consortium to join OTN as a consortia member. This membership would bring valuable professional development opportunities around issues of textbook affordability to higher education institutions throughout New Jersey.

Visual and Performing Arts

Professor Loretta Fois who is one of the nine New Jersey choreographers to be featured at *Artists Who Innovate: A Celebration of New Jersey Choreographers Dance Showcase*. The two-day showcase (May 4-5) is held at the South Orange Performing Arts Center. Professor Fois also performed in FREESPACE DANCE 2018 40+ concert on April 21m 2018 at The Space in Montclair.

Ann Tsubota will be exhibiting her art work in the invitational group exhibition *Making Matters: Fresh Perspectives in Fine Craft* in the Sally D. Francisco Gallery at Peters Valley School of Craft in Layton, New Jersey from June 2-September 3, 2018.

3. Committee Reports

A. Strategic Planning Committee

Chairman Wise reported that the Committee reviewed the 2018-2021 Strategic Planning metrics. The next step in the process is to establish goals and benchmarks. It was announced that the full Board will have a chance to review the metrics at the upcoming Educational Retreat. In addition to strategic planning metrics, the Board will also discuss safety and student housing.

B. Finance Committee

Trustee Margaret Windrem reported on the Treasurer's Report (Resolution #61-2018) for the period 04/01/18 to 04/30/18. On motion by Trustee Windrem, seconded by Trustee Howes, the Treasurers' Report was approved unanimously by voice vote.

Trustee Windrem presented Consent Agenda Resolutions #62-2018 through #69-2018, On motion by Trustee Windrem, seconded by Trustee Howes, the above stated Consent Agenda resolutions were approved unanimously by voice vote.

Resolution #62-2018 – Various Vouchers for Payment

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

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

Check #s	289182-289832	
ACH#s	2	
Total Checks		\$1,344,748.57

Total ACH	13,344.77
Total Vouchers	2,495,039.73
Construction and Architect Vouchers	5,401.25
Less Previously Approved	(89,741.55)
Total	<u>\$2,410,699.43</u>

Resolution #63-2018 Purchase of New Laptops for the Computer Networking Program

WHEREAS, the purchase of thirty (30) Dell Latitude 3590 laptops and one (1) laptop charging cart are needed for the advancement of the Computer Networking program; and

WHEREAS, these laptops are essential in providing students with access to the technology available in the Computer Networking Lab; and

WHEREAS, the laptops and charging cart 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>Dell Marketing L.P. 1 Dell Way Round Rock, TX 78682-0001 Amount: \$25,722.75</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 #64-2018 Fire Alarm Testing and Inspection Services 2018-2019

WHEREAS, Raritan Valley Community College requires Fire Alarm Testing and Inspection Services for the period of July 1, 2018 through June 30, 2019; 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, 2018 through June 30, 2019, 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:

Fire and Security Technologies
281 Potterstown Road
Lebanon, NJ 08833
Amount: \$21,290.00

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 #65-2018 Increase to Elevator Maintenance Services 2018-2019 Agreement

WHEREAS, Board Resolution #55-2018 authorized the College to enter into an agreement for 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 College must increase the agreement amount with Independence Elevator to incorporate the addition of two (2) elevators located in the Whitman Science Center and the Workforce Training Center; 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, 2018 through June 30, 2019, 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; and

WHEREAS, an increase to the Elevator Maintenance Services agreement will be issued as follows:

Independence Elevator Company, LLC
16 Leigh Street
Suite 2B
Clinton, NJ 08809
Agreement Increase Amount: \$5,700.00

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to increase the agreement to Independence Elevator Company in the amount shown above. The new total for this agreement will be \$23,580.00.

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

Michael DePinto
Director of Purchasing

Resolution #66-2018 Emergency Power Plant Repair

WHEREAS, the College depends on its cogen facility to generate a significant amount of electricity that supports the institution's cooling capacity at an attractive cost that is important to the viability of its operating budget ; and

WHEREAS, the pollution control system is a critical component of the cogen's performance and required to be fully operational to meet NJ Department of Environmental permitting requirements; and

WHEREAS, in light of the system's failure and management's evaluation that replacement is more cost effective than repair and that time is of the essence to mitigate a negative impact; and

WHEREAS, in accordance with N.J.S.A. 18A: 64A-25.6, any purchase, contract, or agreement may be made, negotiated, or awarded by a county college without public advertising for bids, when an emergency affecting the health, safety, or welfare of occupants of college property requires the immediate delivery of the materials, or supplies, or the performance of the work required to rectify such conditions; and

WHEREAS, Management obtained three proposals to perform the work ranging from \$61,750 to \$199,748;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Vice President of Finance and Facilities to issue a purchase order to the following vendor:

<p>G 7 Automation 100 Horizon Center Blvd. Hamilton NJ Amount: \$ 61,750</p>
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John Trojan, Vice President
Finance and Facilities

Resolution #67-2018 Renewal of the License and Support Agreement for the Oracle Exadata Hardware and Software

WHEREAS, WHEREAS, Raritan Valley Community College requires the renewal of the Oracle License and Support agreement for the period of July 1, 2018 through June 30, 2019; and

WHEREAS, Oracle is the database management software used to contain all of the data from the College's Banner System; and

WHEREAS, the Oracle Exadata hardware is needed to run this software; and

WHEREAS, this licensing agreement allows RVCC to use Oracle software for applications providing the College with tools to diagnose problems, improve system performance, support the Exadata Hardware and provide real-time data backup and recovery; 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, Mythics, Inc. has entered into a contract with The Cooperative Purchasing Network (TCPN Contract #R141801), 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>Mythics, Inc. 1439 North Great Neck Road Suite 201 Virginia Beach, VA 23454 <u>Amount: \$111,613.11</u></p>

Michael DePinto
Director of Purchasing

Resolution #68-2018 Servers and Data Storage Equipment for Administrative Systems

WHEREAS, the purchase of three (3) PowerEdge R740 Servers, two (2) PowerEdge FC630 Server Nodes and two (2) additional 12GB data storage kits are critical for the security of all software and data from the RVCC administrative systems; and

WHEREAS, the appropriate equipment is needed to provide multiple, reliable servers as well as sufficient capacity for the creation of multiple instances of software for development, testing, production and copies of the data backups; and

WHEREAS, this 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:

<p>Dell Marketing L.P. 1 Dell Way Round Rock, TX 78682-0001 <u>Amount: \$90,953.00</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 purchase orders as described hereinabove to Dell Marketing L.P.

Michael DePinto
Director of Purchasing

Resolution #69-2018 Purchase and Installation of Interior and Exterior Doors for the Welcome Center Entrance

WHEREAS, the College requires the purchase and installation of interior and exterior fiberglass reinforced polymer doors inside the Welcome Center entrance in order to create a vestibule; and

WHEREAS, three (3) quotes were obtained with Smitty's Door Service 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 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, 2018 through June 30, 2019, 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:

Smitty's Door Service, Inc.
170 Oak Grove Road
Pittstown, NJ 08867
Amount: \$24,550.00

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 Smitty's Door Service, Inc.

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

Michael DePinto
Director of Purchasing

C. Educational Programs and Services Committee

Trustee Timothy Howes presented Consent Agenda Resolutions #70-2018 and #71-2018. 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 received a progress update on NJ STEP and Workforce programs.

Resolution #70-2018 Human Resources Action Report

The Board resolves that the following personnel actions be taken:

Human Resources Action Report for May 15, 2018

1. Returning Adjunct Faculty

The following individuals are recommended as returning adjunct faculty for Fall 2018 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$950 to \$991.

Last Name	First Name	Rank	Discipline	Per credit hour rate	Hire Date
Foster	Johanna	Assistant Professor	Humanities & Social Sciences	\$950	8/29/18

Shapiro	Sherry	Instructor	Science & Engineering	\$930	8/29/18
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2. New Hire- Support Staff

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

Name	Title	Salary	Department	Start date
*Nickolas Moustakas	Lead Maintenance Mechanic	\$59,000	Facilities & Grounds	4/30/18

* Budget Code 100-4200-5310-70/Replacement G. Frank

Resolution #71-2018 Additional Sites for Prison Program

WHEREAS, the College has taught at the Edna Mahan Correctional Facility for Women since 2009; and

WHEREAS, the College's commitment to prison education has grown to include offering the Associate of Arts degree at Edna Mahan, Mountainview Youth Correctional Facility Albert C. Wagner Youth Correctional Facility, East Jersey State Prison, Garden State Youth Correctional Facility, Northern State Prison, and South Woods State Prison; and

WHEREAS, the College has active students transferring to Southern State Correctional Facility and Bayside State Prison that need access to courses to complete their education; and

WHEREAS, in 2012 the College engaged in a partnership with New Jersey Scholarship and Transformative Education in Prisons (NJ-STEP) managed by Rutgers University; and

WHEREAS, since 2012 the College has also had a working relationship with Monmouth University teaching associates level courses at New Jersey State Prison (Trenton); and

WHEREAS, the NJ Department of Corrections, the NJ Secretary of Higher Education, and NJ-STEP OC has asked the College to expand these programs because of their documented success; and

WHEREAS, the College has signed MOU's with the Department of Corrections, the NJ-STEP program, and Monmouth University;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees authorizes the College to apply to the Middle States Commission on Higher Education (MSCHE) to add Southern State Correctional Facility, Bayside State Prison, and New Jersey State Prison as official sites where the College can award the Associate of Arts degrees.

D. Governance Committee

Trustee Margaret Windrem reported that 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 results of the survey will be reported at the next Governance Committee and Board of Trustees meeting.

The Committee was provided an update on new safety initiatives. These projects include enhanced training for staff members, completing exterior lighting upgrades, attending the Emergency Management safety conference that focused on complex coordinated attacks, hosting the Somerset County Prosecutors Annual Crisis Management/Hostage Negotiations conference, exploring the need for mandatory student IDs and vehicle registration protocols, and exploring an emergency notification system which will allow messages to be sent to campus computers.

As required by the State of New Jersey, the Committee also reviewed the Campus Safety Report for the period April 24, 2018 through May 14, 2018.

It was reported that the full Board of Trustees will receive a campus safety update at the Educational Retreat scheduled for next month.

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.”

Professor Bick Treut, President of the Faculty Federation, expressed his appreciation to the Board of Trustees, the President, and the College community for a great semester. Professor Treut remarked that Debi Preston, the College’s Provost and Vice President for Academic Affairs, and faculty members have an outstanding rapport and that the new Academic structure is working very well.

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