

RARITAN VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES' REGULAR MEETING  
DECEMBER 4, 2018

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, December 4, 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 5:23 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  
Paul J. Hirsch  
W. Timothy Howes  
Felecia Nace  
Eric Neira  
Donald Rica  
Donna M. Simon  
Juan Torres  
Margaret Windrem  
Robert P. Wise  
Tracy DiFrancesco Zaikov

Absent: Roger Locandro  
Andrew McNally

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 Paul Hirsch, seconded by Trustee Caren Bateman, the Regular Meeting minutes of October 30, 2018 were approved by voice vote.

2. Chairman's Report

Chairman Robert Wise congratulated the faculty, administration, and staff on a great fall semester and further wished the President, the members of the Board of Trustees, and entire College community a very happy and safe holiday season and best wishes in the New Year.

The Chairman reported that the Board had an excellent educational retreat earlier in the day on student housing and the College's future strategic vision.

President's Report

President McDonough highlighted the impressive work and well-deserved praise and recognition of two retiring professors – Deborah Corbett and Lynn DeCicco – and also that of the late Professor Chris Koep,

who sadly passed away this past summer. The President remarked that they have demonstrated outstanding teaching, impactful campus citizenship, and sustained professional development over the length of their tenure at RVCC and that RVCC is a better college because of their dedication to student success and to the signature values of the comprehensive community college. The President commented that their presence both in and outside the classroom will be missed. (The President noted that the Board of Trustees will be considering a resolution to bestow the title of Professor Emeritus to the aforementioned professors later on in the meeting.)

The President's full written report, which highlights several achievements, is provided below.

### *Items of Note*

#### Statewide Community College Spirit Award

On Friday, Nov. 16, as part of the Vision 2028 Leadership Summit, the New Jersey Council of County Colleges presented the Community College Spirit Award to Raritan Valley Community College Director of Service Learning and Community Outreach Lori Moog. The Community College Spirit Award is presented to a New Jersey community college employee to recognize his or her significant contributions above and beyond his or her day-to-day duties at the community college.

RVCC has a nationally ranked and recognized Service Learning program, thanks to Moog's vision, dedication, and exemplary partnerships with students, faculty, and community organizations. She directs the efforts of over 1,000 students who contribute over 50,000 hours of service to hundreds of local community organizations. This program provides students with unique real-world opportunities to apply classroom learning.

RVCC students have addressed such critical issues as hunger, homelessness, illiteracy, environmental stewardship, domestic violence, substance abuse, and animal welfare. As a result, the program has been named to the President of the United States Community Service Honor Roll "With Distinction" in two categories, the only community college in the country to receive this honor.

This year, RVCC's Service Learning program was honored with the 2018 New Jersey State Governor's Jefferson Award for extraordinary service to the community.

Lori Moog also has offered more than 40 professional development workshops to community college faculty and staff, highlighting the essential ingredients in a successful service learning program. She served as the project director of Developing Regional Collaboration, a project that created a regional network for community colleges in New Jersey, New York and Pennsylvania. She helped establish the first New Jersey Campus Compact, and for the past three years she has coordinated a multi-state grant from the Teagle Foundation to assess and develop students' civic and moral responsibility. She is now fully engaged in the National Democracy Commitment initiative to ensure that all community college students graduate with an education in good citizenship practices.

The award, a glass acorn atop a metal base, was designed and created through a partnership between Salem Community College and Camden County College. Salem Community College has one of the most innovative glass programs in the country and Camden County College has been a leader in New Jersey in training and educating students to work in the metal fabrication and advanced manufacturing industries. The award embodies the commitment of New Jersey's community colleges to creativity, knowledge, innovation, and collaboration.

The New Jersey Council of County Colleges is the state association representing New Jersey's 19 community colleges. As an independent, trustee-headed organization that joins the leadership of trustees and presidents, the Council is a resource that strengthens and supports the state's 19 community colleges.

English Department

Charlie Bondhus has been touring in support of his newest poetry book *Divining Bones* (Sundress Publications, 2018). In October and November he had readings in New York City, Chicago, Cincinnati, and St. Paul, MN. He also read at Jefferson Community College's (SUNY) North County Writers' Festival and met with their creative writing students.

On November 22-24, Assistant Professor Izabela Zieba participated in "Waving Borders/Affranchir la frontière," an international symposium of the research project "Out of Place: Law, Literature, and Migration" (SSHRC), organized by the University of Montreal in collaboration with La Maison de la Syrie. She presented a paper titled "Accidentally Subversive: Returns to Ancestral Homelands in Contemporary Jewish American Novels."

Visual and Performing Arts Department

Student Activities:

The Annual VAPA Holiday Art Show and Sale starts on Monday, December 3 through Friday, December 7 in the College Art Gallery. The sale will be open noon to 8 p.m. (and until 6 p.m. on Friday.) Art work and crafts made by faculty, students, and alumni will be available for sale. The show and sale is coordinated by Professor Ann Tsubota.

Dance Works, an evening of student and faculty choreography will be performed in the Nash Theatre on December 4 and 5 at 8:00 p.m.

The RVCC Arts performance will be on December 6 at 1:30 in the Welpel Theatre. Loretta Fois is the producer.

The RVCC Jazz Ensemble concert will be held on December 6 at 7:30 p.m. in the Welpel Theatre. Adjunct John Loehrke is the director.

The annual Holiday Concert by the RVCC Chorale will be performed on Saturday, December 8 at 8 p.m. in the Welpel Theatre. The chorale is directed by Professor John Sichel.

Faculty Activities:

In September selections from John Sichel's *Duets for Our Times* was performed in three concerts in Germany by Vladimir Tsylin (violin) and Irith Gabrieli (clarinet). The three movements performed were "Political Debate as a Means of Seeking a Deeper Truth," "Relax the past was even worse," and "the Normalization of Madness."

Loretta Fois presented on *Espressione Corporea: Making connections between artistic disciplines and body movement* at the National Dance Education Conference in San Diego this October. As Vice President of Dance New Jersey, Loretta also co-presented on *Unifying Dance Throughout One State: Building Dance New Jersey as a Resource, a Service, and a Voice*. As a performer, Professor Fois's work *With only the clothes on our backs*, was presented at the American Dance Guild Festival at the Ailey Center, NYC on October 27<sup>th</sup>, and at the SMUSH Festival in Jersey City on November 30<sup>th</sup>. Additionally, she led a professional development workshop, *Espressione Corporea: A study in cross-disciplinary engagement*, for K-12 teachers and sponsored by DanceEdNJ on the Move on November 15<sup>th</sup>.

Bill Crosbie will be coordinating the 2019 Global Game Jam with assistance from John Harford and Steve Caruso. The event in the West Building will run from January 25-January 27, 2019. It is the 9th time we will be hosting the event at RVCC.

A large scale mural designed by Ji Yong Kim was completed in Brooklyn, NY. Located in a backyard of a hidden shelter for domestic violence victims of women and children, the mural was painted with a help of volunteers from Morgan Stanley, New York Cares, NYU students, and more.

In October, Ji Yong Kim was commissioned a permanent large installation work in the display windows of VIA 57 apartment building in NYC. The installation titled "Sun, moon and 5 mountains" depicts a large scale

landscape based on a traditional Korean painting. The installation was successfully completed and is now on view located in 12th Avenue/58th Street. Ji Yong Kim won a mural design competition to be painted in Freeport, Long Island. This 20 foot tall by 50 foot long mural is located on the exterior wall of Freeport Memorial Library, and funded by a grant from Freeport Arts Council of Long Island. The mural is aimed to be completed by early December.

After participating in a successful group exhibition this summer at Beaudry Gallery in Dallas, Texas, the gallery has added Darren McManus to their list of gallery artists. His gallery representation begins with an exhibition titled, "Sanctuary" opening Thursday, November 17<sup>th</sup> and runs to mid-January, 2019. McManus will have all six of his four-foot diameter paintings from his Rose Window series in the exhibition, along with an installation consisting of 37 circular paintings presented in a large geometric composition. Additionally, in early November, Professor McManus served as the sole juror for the *Virginia Center for the Creative Arts International Residency Program at the Salzburg Künstlerhaus* in Salzburg, Austria. As a former recipient of this prestigious fellowship (2011), McManus was asked to evaluate the pool of applications and select the lone recipient for this 2019 Summer residency. The program provides an opportunity for the selected artist to spend six weeks in the *Künstlerhaus*, located in the heart of Salzburg, to focus on their work.

In 2017, Darren McManus was hired to rebrand Ajiri Tea and Coffee. This six-month project included a complete re-design of their visual identity and full-range of tea and coffee packages. Since completion, sales, distribution and partnerships have all increased with Ajiri Tea and Coffee products now available in several hundred stores across the United States including: Whole Foods, Bed Bath & Beyond, Blue Apron, Dean and DeLuca, and the Smithsonian National Museum of African Art. Most recently, *Forbes* named *Ajiri's Coffee and Tea Gift Set* as one of the nine best gift sets in their "tea and coffee" category for their 2018 Forbes Holiday Gift Guide.

Steve Hudson, adjunct professor of music, composed the score for the short film, "A Still Water Runs Deep" written and directed by Abbesi Akhamie. The film is a heartfelt film about a father and his son in Nigeria. The film was most recently screened at the BFI film festival in London, and was nominated for a 2018 African Academy Award.

Ann Tsubota and Adjunct Bill Macholdt will be teaching a two-day ceramics workshop sponsored by the Hunterdon Art Museum on January 12 and 19.

The application for THAT's 3rd annual tour opens December 1, 2018. Val Sivilli created The Hunterdon Art Tour in 2016. THAT's tour this year is on May 4th-5th 2019. On the 3rd, The Hunterdon Art Museum will showcase a sample of each artists work with a Gala opening. THAT features students as well as established artists working throughout Hunterdon County in their studios, in groups exhibitions, in poetry readings, at music related events. <http://thehunterdonarttour.com/artist-application/>

Val Sivilli has illustrated a second book of poetry for poet Fred Lowe. This book of poetry, features poetry by a group of poets. The book is available at <https://www.amazon.de/Moon-Mr-Fred-Lowe/dp/1727567412>

### 3. Committee Reports

#### A. Strategic Planning Committee

Chairman Robert Wise reported that the Committee discussed a strategic vision for the College that included potential land-use options; recruitment strategies; operational efficiencies; and other strategic initiatives.

#### B. Governance Committee

Trustee Paul Hirsch reported that the Committee covered many topics during their meeting, as follows:

##### Nominating Subcommittee

The 2019 slate of officers were unanimously recommended and approved by the full Board of Trustees at the Annual Reorganization meeting.

The 2019 slate of officers are as follows:

Robert Wise	Chairperson
Caren Bateman	Vice-Chairperson (Hunterdon)
Tracy DiFrancesco Zaikov	Vice-Chairperson (Somerset)
Timothy Howes	Secretary
Margaret Windrem	Treasurer
Robert Wise	Board of School Estimate (Hunterdon County)
Margaret Windrem	Board of School Estimate (Somerset County)

#### Campus Safety Update

Recently, the President met with Somerset County Prosecutor Michael Robertson and Hunterdon County Prosecutor Anthony Kearns regarding campus safety. Raritan Valley Community College is classified under the official command of the Somerset County Prosecutor and Branchburg Police Department is our first call/responders. Prosecutor Robertson and Kearns will conduct a comprehensive “needs assessment” of the RVCC campus. Both Prosecutors noted that the College is doing an excellent job with campus safety.

As required by the State of New Jersey the Committee also reviewed the Campus Safety Report for the period October 15 to November 20, 2018.

#### Building Our Future

The Committee discussed the President’s robust presentation held earlier in the day at the Educational Retreat concerning student housing and the College’s future strategic vision. The Committee discussed the urgency of moving forward on student housing. The full Board of Trustees will also discuss potential land use opportunities during an Executive Session at the Regular Board of Trustees meeting.

#### Forum’s No Smoking Policy

For informational purposes, the Committee received the College’s proposed nonsmoking policy.

#### Trustee Retreat

An Educational Retreat on Board Governance will be scheduled during the spring 2019 semester. The Committee unanimously recommended bringing in an outside consultant from the Association of Community College Trustees (ACCT) to provide a “Trustee Talk” presentation on Governing Board roles and responsibilities and to answer questions about issues affecting boards today.

#### C. Finance Committee

Trustee Margaret Windrem reported on the Treasurer’s Report (Resolution #175-2018) for the period 10/01/18 to 10/31/18. On motion by Trustee Windrem, seconded by Trustee Howes, the Treasurers’ Report was approved unanimously by voice vote.

Trustee Windrem presented Consent Agenda Resolution #176-2018 and Resolutions #178-2018 through #187-2018. On motion by Trustee Windrem, seconded by Trustee Torres, the above stated Consent Agenda resolutions were approved unanimously by voice vote. Resolution #177-2018 (Application for Amendment of the Perkins CTE Grant) was removed from Consent Agenda and voted on separately. On motion by Trustee Windrem, seconded by Trustee Howes, Resolution #177-2018 was approved by voice vote. Trustee Torres respectfully abstained.

Trustee Windrem reported that the Committee reviewed the College’s preliminary budget, some potential saving opportunities, and new opportunities and vision strategies.

#### Resolution #176-2018 – Various Vouchers for Payment

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

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

Check #s	293989-296078	
ACH#s	2	
	Total Checks	\$3,185,992.93
	Total ACH	63,695.96
	Total Vouchers	3,249,688.89
	Construction and Architect Vouchers	140,675.00
	Less Previously Approved	<u>(24,800.00)</u>
	Total	<u>\$3,365,563.89</u>

Resolution #177-2018 Application for Amendment of the Perkins CTE Grant

WHEREAS, the Board of Trustees of Raritan Valley Community College previously approved a resolution on October 30, 2018 to formally accept funds for the Carl D. Perkins Career and Technology Education (CTE) Improvement Act of 2006 grant in the amount of \$332,632 to provide quality occupational program improvements and ensure access to these programs; and

WHEREAS, several budget line items will be reallocated especially in Digital Media/Video and Gaming for a lab technician, additional new equipment in Automotive due to reduced pricing, additional repairs in Ophthalmic Science, other funding source used or an inability to attend conferences, and additional computers needed in Interior Design and Computer programs, as be part of the amended budget in Perkins eligible programs; and

WHEREAS, the New Jersey Department of Education (NJDOE) requires an application for amendment to be processed for new equipment and revised budget lines that exceed the threshold on the Perkins CTE grant according to the Perkins FY19 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 #178-2018 Digital Marketing Campaign

WHEREAS, the Board of Trustees of Raritan Valley Community College has supported marketing strategies including digital campaigns and website enhancements in order to heighten the College's image in the community and to support enrollment; and

WHEREAS, the Board of Trustees via Resolutions #177-2017 and #79-2018 authorized eDesign Interactive to conduct a digital marketing campaign and website enhancements in order to promote Fall 2018 enrollment; and

WHEREAS, the combined digital marketing campaign and website enhancements have produced positive results, contributing to increases in attendance at recruitment events, inquiries for admissions information and new visitors to the College's website; and

WHEREAS, continued investments in digital marketing campaigns and website monitoring and enhancements are essential components in generating new student enrollment among recent high school graduates and adult learners for 2019 and beyond; and

WHEREAS, based on an analysis of website usage, enrollment data and market research, eDesign has proposed a \$161,000.00 campaign which combines digital marketing with website maximization for the six-month period of January 1, 2019 through June 30, 2019; and

WHEREAS, these services are considered professional services and therefore exempt from public bidding in accordance with N.J.S.A. 18A:64A-25.5(a) (1); and

WHEREAS, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into an agreement and issue a purchase order for marketing services which includes website content strategy and social media management, search engine optimization and analytics, creative design, media placement, tracking and return on investment analysis, as follows:

eDesign Interactive 163 Madison Ave Suite 220-5 Morristown, NJ 07960 <u>Six-Month Total</u> : \$161,000.00
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Michael DePinto  
Director of Purchasing

Resolution #179-2018 Truck Purchase

WHEREAS, Raritan Valley Community College has deemed it necessary to purchase a replacement pick-up vehicle to support the various daily facilities and grounds maintenance tasks on campus; and

WHEREAS, the College additionally intends to purchase the snow plow option for the truck in order to aid in the removal of snow, slush and ice during inclement winter weather; 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, it is the intention of the College to purchase one of the truck and snow plow options offered through the New Jersey State contract for utility and pick-up trucks; and

WHEREAS, the Facilities and Grounds department is presently in the process of evaluating the current inventory of the State awarded dealers; and

WHEREAS, the College estimates the total cost of this purchase to not exceed \$35,000.00; and

WHEREAS, in order to receive delivery in time for the upcoming inclement winter weather, the College administration would like to award this purchase prior to the next regularly scheduled meeting of the Board of Trustees on Tuesday, January 22, 2019; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the College administration to make this award and report the pertinent information at the January 2019 Board Meeting.

Michael DePinto  
Director of Purchasing

Resolution #180-2018 Annual Maintenance and Support of the Banner System 2019-2021

WHEREAS, RVCC currently utilizes the Banner administrative software system, which is a product of the Ellucian Company; and

WHEREAS, services are required from Ellucian for the support and maintenance of the Banner system; and

WHEREAS, the Banner system supports the Finance, Financial Aid, Faculty and Advisor, Self Service, Human Resources, Flexible Registration and Document Management modules; and

WHEREAS, the cost of this maintenance for the 2019 calendar year will not exceed \$292,027.00 and a three-year agreement will limit the annual increase amount to 5% for the 2020 and 2021 calendar years; and

WHEREAS, in accordance with N.J.S.A 18A:64A-25.5(19) providing for goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development is exempt from public bidding; and

WHEREAS, purchase orders will be issued as follows:

Ellucian Company L.P. 4 County View Road Malvern, PA. 19355-1408 <u>Calendar Year 2019: Not to Exceed \$292,027.00</u> <u>Calendar Year 2020: Not to Exceed \$306,628.35</u> <u>Calendar Year 2021: Not to Exceed \$321,959.77</u> <u>Three-Year Total Amount: Not to Exceed \$920,615.12</u>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue purchase orders and approve payments as described hereinabove to Ellucian Company, L.P.

Michael DePinto  
Director of Purchasing

Resolution #181-2018 Concrete Footings for Campus Signage

WHEREAS, Raritan Valley Community College advertised for bids for the construction of fourteen (14) concrete footings needed for the installation of the new campus roadway directional signage; and

WHEREAS, thirteen (13) bids were distributed to vendors and five (5) bids were received and opened on Friday, November 30, 2018; and

WHEREAS, the lowest responsible bidder and related information is presented below:

Forman Sign Company, Inc. 10447 Drummond Road Philadelphia, PA 19154 <u>Amount: \$64,100.00</u>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to make this award and issue a purchase order as described above to Forman Sign Company, Inc.

Michael DePinto  
Director of Purchasing

Resolution #182-2018 Masonry Related Services 2018-2020



WHEREAS, the services of qualified masonry contractors are required for smaller campus masonry projects; and

WHEREAS, in order to comply with the State's Pay-to-Play legislation under the Fair and Open process, RVCC advertised a Request for Qualifications (RFQ) to evaluate various contractors qualified to perform masonry related services for the College on an as needed basis; and

WHEREAS, proposals were evaluated on the following criteria:

- Experience and reputation in the field.
- Knowledge of the College and the subject matter addressed under the RFQ.
- Availability to accommodate the requirements of the College.
- Other factors demonstrated to be in the best interest of the College.

WHEREAS, the period covered by this RFQ is December 1, 2018 through November 30, 2020; and

WHEREAS, two (2) proposals were received and evaluated by the RVCC Facilities and Grounds department; and

WHEREAS, inclusion on the Qualified List does not guarantee that these Contractors will participate in masonry projects for the College but is solely intended to reflect RVCC's determination in finding potential suitable contractors for smaller projects whose construction costs are under the College's public bid threshold of \$35,300.00; and

WHEREAS, the College has pre-qualified the following two (2) contractors:

<p>C. Lombardi Construction, LLC 40 Grover Lane West Caldwell, NJ 07006</p> <p>Edge Property Maintenance 10 West Thomas Street Wharton, NJ 07885</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 for masonry related services for smaller projects on an as needed basis over the next two years to either of the two contractors referenced above.

Michael DePinto  
Director of Purchasing

Resolution #183-2018 Building Automation Controls for the New Print Shop Structure

WHEREAS, the College requires the purchase and installation of all HVAC control and building automation equipment needed for the new Print Shop building once substantial completion has been achieved; and

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

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

WHEREAS, 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:

Automated Logic Corporation 100 Delawanna Avenue Suite 400 Clifton, NJ 07014 <u>Amount:</u> \$17,823.00
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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 in the amount shown above to Automated Logic Corporation.

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

Michael DePinto  
Director of Purchasing

Resolution #184-2018 Electrical Services for the Bateman Center Third Floor

WHEREAS, the College requires electrical work be performed for the Bateman Student Center Third Floor fit out project; 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:

LJS Electric, Inc. 430 Commerce Boulevard Unit C Carlstadt, NJ 07072 <u>Amount:</u> \$35,000.00
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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 in the amount shown above to LJS Electric, Inc.

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

Michael DePinto  
Director of Purchasing

Resolution #185-2018 Emergency Repairs to the Power Plant Engine Catalyst

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

WHEREAS, the engine oxidation catalyst is a critical component of the cogeneration engine's performance and is required to be fully operational to meet the NJ Department of Environmental Protection permitting requirements; and

WHEREAS, in light of the system's failure, it is 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, the scope of work being performed includes the furnishing of all parts as well as the installation of the replacement oxidation catalyst; and

WHEREAS, management attempted to obtain three (3) proposals to perform the replacement but G7 Automation was unable to complete the project and Steuler already agreed to supply the catalyst materials to Northeast Energy Systems; 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:

Northeast Energy Systems 1 Pearl Buck Court Unit B Bristol, PA 19007 <u>Amount:</u> \$24,871.91
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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 in the amount shown above to Northeast Energy Systems.

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

Michael DePinto  
Director of Purchasing

Resolution #186-2018 Power Plant Boilers Preventive Maintenance and Repairs

WHEREAS, Board Resolution #81-2018 authorized annual preventive maintenance and repairs for various pieces of equipment in the Central Utility Plant including the boilers; and

WHEREAS, the College needs to increase the current purchase order with Miller & Chitty for the maintenance of the boilers to cover recent unforeseen repairs and future service calls, and

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

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

WHEREAS, 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:

WHEREAS, an increase to the purchase order will be issued as follows:

Miller & Chitty 135 Market Street Kenilworth, NJ 07033 <u>Purchase Order Increase Amount: \$20,000.00</u>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to increase the purchase order to Miller & Chitty in the amount shown above. The new total for this purchase order will be \$30,000.00.

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

Michael DePinto  
Director of Purchasing

Resolution #187-2018 Replacement of Classroom Video Projectors

WHEREAS, the College requires the purchase and installation of new Epson Bright Link 686Wi video projectors in nine (9) classrooms needed for computer-based presentations; and

WHEREAS, the existing projectors have reached the end of their useful life and are no longer covered under warranty; and

WHEREAS, the new projectors must be fully compatible with the existing instructional technology 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 of New Jersey by the Division of Purchase and Property; and

WHEREAS, Tele-Measurements, Inc. has entered into a contract with the State of New Jersey (State Contract #81123); 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:

Tele-Measurements, Inc. 145 Main Street Clifton, NJ 07014 <u>Amount:</u> \$24,966.00
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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 in the amount shown above to Tele-Measurements, Inc.

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

Michael DePinto  
 Director of Purchasing

**D. Educational Programs and Services Committee**

Trustee Timothy Howes presented Consent Agenda Resolutions #167-2018 and 168-2018. On motion by Trustee Howes, seconded by Trustee Hirsch, the above stated Consent Agenda Resolution was approved unanimously by voice vote.

Trustee Howes reported that the Committee had a multifaceted discussion on many topics.

**Resolution #188-2018 Human Resources Action Report**

The Board resolves that the following personnel actions be taken:

**Human Resources Action Report for December 4, 2018**

**1. Status Change- Administrator**

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

<b>Name</b>	<b>Title</b>	<b>Salary</b>	<b>Department</b>	<b>Start date</b>
Brian Carter	Network Administrator	\$65,920	Technology Services	10/1/18
Jason Fredericks	Dean of Student Affairs	\$97,769	Student Affairs	11/1/18
Robert Szkodny	Director of Security & Emergency Management	\$93,889	Security	11/1/18
Carolyn White	Executive Director of Enrollment Management	\$81,255	Enrollment Management	11/19/18

**2. New Hire- Administrator**

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

<b>Name</b>	<b>Title</b>	<b>Salary</b>	<b>Department</b>	<b>Start date</b>
*Stephanie Smullen	Development Associate	\$56,670	Foundation	11/15/18

\*Budget code 100-3320-5010-20

**3. Resignation**

The following reflect employee(s) who intends to resign from the college.

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>
Carina Gonzalez	Instructor, Outreach	Library	11/30/18

	Librarian		
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Resolution #189-2018 Faculty Emeritus

WHEREAS, the Board of Trustees of Raritan Valley Community College established the honorary title of “Professor Emeritus” (Resolution #96-86) to recognize distinguished service to the College on the part of faculty members at retirement, and

WHEREAS, as part of the procedure for awarding Emeritus rank at Raritan Valley Community College, a Professor Emeritus Selection Committee was formed to review eligibility requirements and to determine if meritorious performance has been met in teaching, contributions to the College, and to the professional and geographic community; and

WHEREAS, the Chairperson of the Professor Emeritus Selection Committee has notified the President in writing on the Committee’s affirmation; and

WHEREAS, Professors Deborah Corbett and Lynne DeCicco, whose retirements become effective January 1, 2019, for their substantial contributions to RVCC throughout their tenure; and

WHEREAS, the Chairperson of the Professor Emeritus Selection Committee has further notified the President in writing on the Committee’s affirmation to extend the honorary title of Professor Emeritus posthumously to Professor Christopher Koep;

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the President, the Board of Trustees acknowledges the distinguished services of Professors Corbett, DeCicco, and Koep to Raritan Valley Community College by extending the honorary title of Professor Emeritus, effective January 2, 2019, with all of the rights and privileges associated with this honor.

E. Audit Committee

Trustee Margaret Windrem reported that the Committee reviewed the Annual Financial Report of Raritan Valley Community College for the years ended June 30, 2018 and 2019 and congratulated management on a very clean audit. It was further reported that the Board of Trustees may accept the Audit Report at this time, subject to inclusion of the State of New Jersey’s GASB 75 (recording the impact of post-retirement health benefits.) There being no other comments or questions, Resolution #190-2018 was unanimously approved by voice vote on motion by Trustee Windrem, seconded by Trustee Bateman.

Resolution #190-2018 – Annual Audited Financial Report

WHEREAS, the firm of Suplee, Clooney & Company has been engaged as auditor for Raritan Valley Community College; and

WHEREAS, said firm has submitted a Comprehensive Annual Financial Report for the Fiscal Year ending June 30, 2018 and 2017 to the Board of Trustees; and

WHEREAS, the Audit Committee is satisfied with this report and the management letter and recommends to the Board of Trustees the acceptance of the audit subject to the inclusion of final information provided by the State of New Jersey related to GASB 75, recording the impact of post-retirement health benefits;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby accept the Comprehensive Annual Financial Report and the Management Letter, which accompanied the Audit, and that they be made a part of the Minutes of this meeting.

IV. Old Business

None

V. New Business

None

VI. Public Questions/Comments.

Chairman Wise read the following statement into record:

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

Professor Patti Kletz distributed a copy of Professor Daniel Aronson’s sabbatical paper.

VII. Executive Session

An announcement was then made to enter into Executive Session. Chairman Wise read into record the following statement – “In accordance with the provision of the Open Public Meetings Act of the State of New Jersey, I hereby entertain a motion to close the public meeting for the purpose of discussing a contract issue. The Public Meeting will be reopened following closed discussions and the matters discussed in closed session will be made public when action is taken on those matters.” The motion was moved by Trustee Hirsch, and seconded by Trustee Windrem. The Board entered into Executive Session at 6:15 p.m. No formal action was taken during Executive Session. (Trustee Bateman and Philip Stern were not present during Executive Session.)

The Public Meeting reopened to the public at 6:45 p.m.

VIII. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 6:45 p.m.

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