

RARITAN VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES' REGULAR MEETING  
APRIL 18, 2017

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, April 18, 2017, at Raritan Valley Community College, Route 28 and Lamington Road, Branchburg Township, North Branch, New Jersey.

Chairman Robert P. Wise called the meeting to order at 5:15 p.m., and made the following statement in compliance with the Open Public Meetings Act of the State of New Jersey:

“Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act of the State of New Jersey.”

II. Roll Call of Members

The roll call was taken as follows:

Attendees:	Caren Bateman	Absent:	Michael Kalafer
	Gary Hazard		Juan Torres
	Paul J. Hirsch		Thomas Wilson
	W. Timothy Howes		
	Lisa D. Midgette		
	Kevin Rosero		
	Margaret Windrem		
	Robert P. Wise		
	Tracy DiFrancesco Zaikov		

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

A quorum was present.

Presentation – Campus Safety

Robert Szkodny, Director of Security, provided a brief presentation on the collaborate efforts of the RVCC Security staff with the Somerset Prosecutor’s Office, the Somerset County Sheriff’s Office, and the Branchburg Police Department specifically relating to the Governor’s recent visit to campus as well as for the Congressman Leonard Lance Town Hall meetings recently held on campus.

Chairman Wise expressed his appreciation to Robert Szkodny and his staff for their exemplary service on behalf of the Board of Trustees and the College community. President McDonough further expressed his appreciation to Robert Szkodny and the RVCC Security Department staff and noted that they have done an excellent job creating a safe and welcoming environment on our campus.

III. Agenda Items

1. Approval of Regular Meeting Minutes

The Regular Meeting minutes of March 21, 2017 were approved unanimously by voice vote.

2. Chairman's Report

Chairman Robert Wise welcomed Philip Stern, the College's new legal counsel, to the Board of Trustees meeting.

Chairman Wise then reported on the following resolution:

Resolution #63-2017 – Appointments, Foundation Board of Directors

BE IT RESOLVED, that the Committee on Trusteeship of the RVCC Foundation Board of Directors has recommended the following individuals to the Chairman of the RVCC Board of Trustees for their appointment to the RVCC Foundation Board of Directors.

Jeffrey Brenner is a highly accomplished senior executive with more than 35 years' experience in managing the financial and operational functions of major corporations as well as small & midsize entrepreneurial companies. Jeff currently serves as the Managing Director of CFO Advisory Services, a New-Jersey based accounting and operations consulting company that serves start-up, small and middle market entrepreneurial companies throughout the Tri State area. Jeff founded CFO Advisory Services in 1998 and during his 15 years worked in over 10 different industries and 25 different companies. In 2012 Jeff was nominated by a major regional CPA firm and selected as a finalist for the NJBIZ CFO of the Year for Private Companies up to \$50 million in revenue.

Catherine Hebson McVicker has been a member of the Raritan Valley Community College Board of Trustees since 1986, and served with the highest distinction as Chair of the Board from November 2011 through November 2013. Catherine also has served as a Trustee Representative on the RVCC Foundation Board for more than 15 years. Catherine has been a powerful advocate for the role of community colleges and has championed RVCC students, promoting programs and policies to support student success.

BE IT FURTHER RESOLVED that the Chairman of the Board of Trustees recommends to the full Board of Trustees the appointment of Jeffrey Brenner and Catherine Hebson McVicker.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College hereby approves the appointment of Jeffrey Brenner and Catherine Hebson McVicker to the RVCC Foundation Board of Directors.

The Resolution was moved by Chairman Wise, seconded by Trustee Hirsch, and approved unanimously by voice vote.

The Chairman announced that following the Board of Trustees meeting, the RVCC Foundation invites the RVCC Board of Trustees to attend its annual Scholarship Reception that brings together donors and RVCC students who have received scholarship support. The formal program gives our donors a chance to hear from students about the journey they have taken that brought them to RVCC and how the college has made a difference in their lives. As important, our students get the opportunity to hear from donors why they care about our students and why they make donations to the Foundation. The event is scheduled in the Conference Center from 5:30 to 7:00 PM.

Chairman Wise reported that the Honorable Thomas H. Kean, who served as Governor of New Jersey from 1982-1990 and President of Drew University, will deliver the commencement address at Raritan Valley Community College's 48th annual spring commencement, Saturday, May 13, at 10 a.m. Governor Kean will receive an honorary degree during the ceremony, which will be held on the soccer field at the College's campus. It was reported that approximately 1,200 students are expected to be awarded associate degrees or certificates.

Lastly, the Chairman reported that the November 21 Board of Trustees meeting has been rescheduled for Tuesday, December 5, 2017.

3. President's Report

President Michael McDonough commented that several upcoming events, as follows:

*Upcoming College Events*

- *Beyond Reconciliation: The Potential for Common Ground on the Environment and Labor* – April 21, 2017
- Kente Ceremony – Tuesday, May 9, 2017, 6 pm
- Academic Awards Ceremony – Wednesday, May 10, 2017, 6 pm
- Ribbon Cutting Ceremony for Workforce Training Center – Tuesday, May 23, 2017, 9 am
- Nurses Pinning Ceremony – Thursday, May 11, 2017, 4 pm
- Commencement – Saturday, May 13, 2017, 10 am (9 am Platform Party Reception)
- Hold the Date - 50<sup>th</sup> Anniversary Gala, October 25, 2018 (details to follow)

*Upcoming Foundation Events*

- Scholarship Reception Honoring Donors and Students, Conference Center, Tuesday, April 18, 5:30 to 7:00 PM

The RVCC Foundation invites the RVCC Board of Trustees to attend its annual Scholarship Reception that brings together donors and RVCC students who have received scholarship support. The formal program gives our donors a chance to hear from students about the journey they have taken that brought them to RVCC and how the college has made a difference in their lives. As important, our students get the opportunity to hear from donors why they care about our students and why they make donations to the Foundation.

- President's Dinner, hosted by Sandy and Karolee Glassman, Wednesday, May 17, 6:00 – 8:30 PM

The RVCC Foundation is working with major donors Sandy and Karolee Glassman to welcome RVCC Foundation board members, RVCC Trustees, and major donors and donor prospects for an exclusive dinner at the Glassman's 30,000 square-foot home. The dinner is intended to thank our donors and friends for their support of Raritan Valley Community College and to plant the seeds of generosity for our 50<sup>th</sup> Anniversary Campaign. John Stanley, author of *Connected for Good: A Generosity Gameplan*, will engage us in a thoughtful discussion about giving.

- Philanthropy in Action: Two Sides of the Coin, Thursday, May 18, 2017, 8:30 AM – 12:30 PM, Conference Center, RVCC

The RVCC Foundation is hosting a forum to take a fresh look at philanthropy and generosity through the lens of both the donor and the beneficiary. Keynote speaker John Stanley will discuss the power of transformational giving and the partnerships that nonprofit leaders and donors can forge to reimagine generosity and create a legacy of real change. Our panelists will address the challenges facing nonprofits in these uncertain times (e.g., the future of Charitable Giving Incentives and the status of NJ Charitable Giving Deductions); and strategies for securing gifts, trends in personal wealth management, and the financial knowledge gap of Baby Boomer women.

Speakers include:

- Linda M. Czipo, President and CEO, Center for Non-Profits
  - Lynn Evans, President and CEO, Northeastern Financial Consultants, Inc. and author of “Power of the Purse, Fear Free Finances for Baby Boomer Women”
  - Margarethe P. Laurenzi, Director, Leadership Grantmaking and Engagement, Community Foundation of New Jersey
  - Robert Milligan Jr., CFP®, CIMA®, Senior Vice President, Wealth Advisor, Senior Investment Management Consultant, Morgan Stanley
  - John Stanley, author of “Connected for Good: A Gameplan for a Generous Life”
- 14<sup>th</sup> Annual Golf Classic, Monday, July 10, Stanton Ridge Country Club

The RVCC Foundation’s annual Golf Classic, the Foundation’s major fund-raising event, generates funds for scholarships and program support to benefit RVCC students, faculty and the community at large. The RVCC Foundation and the Golf Committee are seeking support for sponsorships, journal ads, and donated items for the silent and live auction. For more information, call Ronnie Weyl at 908-526-1200, ext. 8349.

The President’s full written report is as follows:

Nota Bene Event

Raritan Valley Community College will continue its tradition of honoring students’ outstanding academic work at its annual *nota bene* event, April 20, at 6 p.m. The event, which is free of charge and open to the public, will be held in the Evelyn S. Field Library at the College.

Each year, *nota bene* celebrates the power of imagination by showcasing outstanding student work from across the curriculum. Nominated by faculty, the submissions include poetry and essay writing, scientific endeavors, musical and dance performances, and visual arts that celebrate creative expression. Winners are selected by committee.

This year, RVCC will celebrate 31 students whose work exemplifies student inquiry and critical thinking. Latin for “noteworthy,” *nota bene* acknowledges the creative strength and ingenuity that exists at Raritan Valley Community College.

Service Learning and Student Club Student Earns Newman Civic Fellows Award

Kristine Bulava of Basking Ridge, a Business Administration major at Raritan Valley Community College, has been named a 2017 Newman Civic Fellow by Campus Compact. Bulava is one of 273 students from across the country selected for the honor.

Kristine Bulava is a true community and campus leader who is passionate about sustainability, the environment and innovation. As Vice President of Scholarship and Service for the Phi Theta Kappa Honor Society, she has organized fundraising events for the hungry and displaced. While serving as President of RVCC’s Enactus club, an international entrepreneurial-based organization, she taught disadvantaged youth how to operate a small business and offered financial seminars and college completion workshops. One of Kristine’s most successful projects is Plant 2 End Hunger, which provides a sustainable food source for those in need through a local community garden. Kristine helped produce two tons of food last year, a 17 percent increase over last year’s yield.

Bulava, who left her home in Latvia three years ago to work as an au pair in the US, has learned about a hydroponic system—an innovative way to grow a sustainable food source—and secured a mini grant from Unilever and the RVCC Foundation to pursue training in hydroponics. Her goal is to use her education to create sustainable change and spearhead the hydroponic initiative to teach people how to feed themselves.

As a 2017 Newman Civic Fellow, Bulava will be a part of the first cohort to benefit from a completely re-designed fellowship.

The Newman Civic Fellowship, named for Campus Compact co-founder Frank Newman, is a one-year experience emphasizing personal, professional and civic growth. Newman was a tireless advocate for civic engagement in higher education. 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 participants with access to exclusive scholarship and post-graduate opportunities. The Newman Civic Fellowship is supported by the KPMG Foundation and Newman's Own Foundation.

Based in Boston, Campus Compact is a nonprofit coalition of more than 1,000 colleges and universities committed to the public purposes of higher education. As the only national association dedicated to this mission, Campus Compact is a leader in building community engagement into campus and academic life. For more information, visit [www.compact.org](http://www.compact.org).

#### 2017 Coca-Cola Community College Academic Team Gold Scholar Named

Emily Stratton of Phillipsburg, a student at Raritan Valley Community College, has been named a 2017 Coca-Cola Community College Academic Team Gold Scholar. The Coca-Cola Scholars Foundation sponsors the Coca-Cola Community College Academic Team program by recognizing 50 Gold, 50 Silver and 50 Bronze Scholars, and providing nearly \$200,000 in scholarships annually. Each Gold Scholar receives a \$1,500 scholarship and a special medallion.

The Phi Theta Kappa Honor Society administers the Coca-Cola Community College Academic Team Program. Student scholars receive local, state, and national recognition at Phi Theta Kappa's annual convention, which is scheduled for April 6-8 in Nashville, Tennessee. High-achieving students are nominated for the award by campus administrators. An independent panel of judges considers academic achievement, leadership, and engagement in college and community service in the selection process.

Stratton, a Human Services/Pre-Social Work major at RVCC, expects to complete her associate degree in August and then transfer to Rutgers University to pursue a bachelor's degree in social work. Her career goals include serving vulnerable populations and advocating for victims of domestic abuse and sexual assault.

#### Spring Open House

Two hundred prospective students and their families participated in the Spring Open House on Saturday, April 8, 2017. Guests had the opportunity to meet with faculty, administrators, alumni, and current students to have their questions answered and to alleviate their concerns about the transition to college. Guests were also provided student-led campus tours and attended information sessions on the College's admissions process, financial aid, transfer, and early college opportunities.

#### Earth Week

Raritan Valley Community College is partnering with the Somerset County Business Partnership's Sustainable Somerset Committee for a series of programs celebrating Earth Week and Raritan River Week. The following events, which are free of charge and open to the public, will be held at the College:

For additional information, contact RVCC Sustainability & Energy Coordinator Sue Dorward at [susan.dorward@raritanval.edu](mailto:susan.dorward@raritanval.edu) or 908-526-1200, ext. 8612. The Somerset County Business Partnership serves as Central Jersey's regional Chamber of Commerce.

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

#### Center for Teaching, Learning, and Scholarship

Center Co-Directors Michelle Brazier and Melanie Morris are pleased to report the following for the Center for Teaching, Learning, and Scholarship (CTLS).

On Thursday, March 23, the CTLS held its first general faculty development session in L-123, the new physical location for the Center for Teaching, Learning, and Scholarship. The session, *Facilitating Healthy Classroom Dialogue* focused on creating a classroom climate for discussion from day one. Brandyn Heppard (Philosophy) shared some ideas, tools, and resources with those attending, and the group developed their own ideas and approaches as well.

In addition to this important general session, a number of targeted professional development sessions took place in the CTLS this month.

*A Conversation with Disability Services* was held on March 27, and repeated on March 29 and April 11, including an evening session convenient to adjuncts. Rikita Singh and Nicolette Colon from the Office of Disability Services conducted three open dialogues with faculty seeking to understand the disabilities process and provide better support to students receiving accommodations.

Adjuncts were also the focus of *At RVCC, Why Would I Want To .....*. The many resources available to adjuncts at RV were shared at this session, including conference funding, library services, adjunct research grant opportunities, participation in shared governance, and the many resources available now and planned for the CTLS. Several people came together to share their ideas with those present over two dates – April 3 and April 4 – including: Keith Pomakoy, Interim Vice President of Academic Affairs; Jennifer Pearce-Morris, Scholarship Fellow; Megan Dempsey, Library; and Carl Lindskoog, History. Co-Directors Michelle Brazier and Melanie Morris rounded out the panels on both days.

The Critical Reading FIG and the Research Writing FIG maintain their month meeting schedule, and the Road to Tenure FIG held a special meeting where members of Professional Standards joined the FIG to share insights and answer questions. Patrice Marks, Dean of Academic Affairs; Lori Austen, Mathematics; and Ronald Tyson, English, provided supportive guidance for pre-tenure faculty in attendance.

Finally, a set of community sessions on *Fake News & Critical Thinking* were developed to explore the impact "fake news" and inaccurate information in our classrooms and community. At the first session on March 30, community members came together to share ideas about how to guide students to question the authenticity of information, and to learn of library resources for teaching in the wake of "fake news." This first session was facilitated by Carina Gonzalez (Librarian) and Isabel T. Gutierrez (Special Topics Fellow.)

At the follow-up session on April 11, which was attended by faculty, staff, administrators and students, panelists Marianne Baricevic, Biology; Maria DeFilippis, Paralegal Studies; and Jessica Darkenwald-DeCola, English, shared how "Fake News" has created misinformation in their disciplines.

*Teach Week*, our conference-style professional development session that takes place after final exams, is right around the corner. Alyssa Valenti (Technology Fellow) has done an outstanding job of putting together a schedule of workshops by faculty for faculty, representing contributions from nine Departments in each of our three fellow areas – pedagogy, scholarship, and technology. Check out the schedule as it develops at: <http://library.raritanval.edu/teachweek>. Registration will open on April 21.

As the spring semester winds down, the CTLS is planning for a full complement of fall offerings. For additional information on these or any other future CTLS events, or to learn of future offerings, please contact us at [CTLS@raritanval.edu](mailto:CTLS@raritanval.edu).

Science and Engineering

Professor Jay Kelly's Environmental Studies class made the front page of the *Philadelphia Inquirer*. They organized a cleanup on Saturday, April 8, 2017, at the Taylor Wildlife Preserve in Cinnaminson, NJ (Burlington County). The site is on the tidal portion of the Delaware River. The event was attended by 40 Environmental Studies students, an intern from Rutgers University, and some students from the RVCC Environmental Club. They cleaned up nearly 8,000 pieces of trash, including nearly 4,000 plastic bottles from the shoreline, and were featured in both a *Philadelphia Inquirer* article and a video. Following is the link to the online version: <http://www.philly.com/philly/health/environment/Six-miles-of-plastic-bottles-tires-kids-toys-needles.html?hggrew>

The RVCC Environmental Club began a major stream restoration project today, planting several hundred native plants donated to us by Duke Farms. The planting is taking place downstream from the pond, below Lot 1, in a 2-acre area protected by a deer fence the students installed in the fall.

Professor Jay Kelly's Vertebrate Zoology (BIOL247) students are conducting a region-wide assessment of deer populations in central New Jersey, using standard spotlight techniques for wildlife populations. In addition to gaining real-world experience in surveying wildlife, the data is also being provided to local towns and park systems in order to better inform their deer management plans with high-quality real-time data on local wildlife populations. This data is already being used by Readington, Bernardsville, Harding, and Raritan Townships, and our list of partners is growing.

Three of Professor Peter Stupak's Engineering students presented their "Authentic Engineering Experience" projects on Saturday April 8, 2017 at the American Society for Engineering Education (ASEE) Mid-Atlantic Conference held at Morgan State University in Baltimore. The students were Trevor Rokosky, who presented the "Laser Music" project and both Jakub Sitarz and Mark Romero, who presented the "Illuminated Umbrella" project. Both presentations were well received by the audience – with many follow-up questions and comments. The papers were also accepted for publication in the conference proceedings.

Summaries of the projects are below:

Laser Music – Authentic Engineering  
Product Development for a Real Customer  
T. Rokosky, J. Rodriguez, K. Donlan, K. Rickman, T. Strong, and P.R. Stupak  
Department of Science and Engineering  
Raritan Valley Community College, Branchburg, NJ

The Raritan Valley Community College (RVCC) Engineering program "Authentic Engineering Experience" course tasked a Team of four Engineering students to design, prototype, build, and deliver a real product to a real customer. The product was a laser-music system that uses only modulated laser-light to transmit music across a room to multiple receivers with audio-speakers. The objective of the course was to expose students early in their academic careers and under "authentic engineering" conditions, to vital skills and practices used daily in industry. A secondary goal was to give students product development and project execution experience to relate to potential internship and professional employers.

Illuminated Umbrella – An Engineering/Visual Arts  
Interdisciplinary Product Development  
M. Romero, J. Sitarz, T. Skibik, E. Smith, N. Vuolde, J. Jannone,  
M. Zgorzynski, D. McManus, and P.R. Stupak  
Department of Science and Engineering and Visual and Performing Arts  
Raritan Valley Community College, Branchburg, NJ

An Engineering & Visual Arts collaboration in fall 2016 resulted in a unique Illuminated Umbrella product where a transparent plastic umbrella, sequined with 200 LED lights along the umbrella ribs,

illuminated when opened – but required no batteries. The Engineering Student Team consisted of four 2nd-year Raritan Valley Community College (RVCC) Engineering students participating in an “Authentic Engineering Experience” course where they were tasked to design, prototype, build, and deliver a real product to a real customer. The Visual Art Student Team, comprised of ten RVCC Visual Communications majors enrolled in the fall 2016 Visual Design 2 course, were each tasked with developing a complete graphic-identity for the product including a unique product name, a logo, corporate collateral (business card, envelope, letterhead), product packaging, and two print advertisements.

4. Committee Reports

A. Educational Programs and Services Committee

Trustee Timothy Howes reported that the Committee met earlier and was provided a progress update on the career training programs offered in the new Workforce Training Center. Trustee Howes then presented Consent Agenda Resolutions #64-2017 through #66-2017. On motion by Trustee Howes, seconded by Trustee Hirsch, the above stated Consent Agenda Resolutions were approved unanimously by voice vote.

Resolution #64-2017 – Human Resources Action Report

The Board resolves that the following personnel actions be taken:

Human Resources Action Report for \_April 18, 2017

1. Returning Adjunct Faculty

The following individuals are recommended as returning adjunct faculty for the Fall Semester 2017 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$894 to \$953.

Last Name	First Name	Rank	Discipline	Per credit hour rate	Hire Date
Kayal	Maria	Instructor	English	\$894	8/31/17

2. Retirement

The following reflect employees who intend to retire from the college.

Name	Title	Department	Effective Date
Jacinthia Alexander	Theatre Manager	Theater	6/30/17

3. Resignation

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

Name	Title	Department	Resignation Effective Date
Alejandro Lopez	Financial Aid Specialist-Prison Program	Academic Affairs	4/11/17
ReGina Garrett	Transfer Advisor	Advising & Counseling	3/22/17*
Monica Maxwell	Financial Aid Specialist	Financial Aid	4/6/17

\*correction/employee revised effective date

4. Faculty- Reduced Load Academic Year 2017-2018

The following reflect recommended changes in the status of employment of the following employee:

Name	Title	Contact Hours	Academic Year	Salary
Mark Cozin	Professor- Social Science	24	2017-2018	\$92,066
Anita Rosenblithe	Professor- English	24	2017-2018	\$107,105
Ann Tsubota	Professor- Fine Arts	24	2017-2018	\$90,546

Resolution #65-2017 – Salary Correction (Reappointments, First Year Teaching Faculty, Librarians, and Counselors)

BE IT RESOLVED, that at the recommendation of the President, the following first year teaching faculty, librarians and counselors be notified of their reappointments by the Board of Trustees for the 2017-2018 academic or fiscal year.

**\*Reappointments include a contractual 2% increase**

Last Name	First Name	Rank	*Salary
Soliman	George	Instructor, Mathematics	**\$57,750

\*\*Salary recorded incorrectly

Resolution #66-2017 – Nomenclature Change – Non-Credit Workforce *Skin Care Specialist* Program To Non-Credit Workforce *Esthetics* Program

WHEREAS, the Vice President for Strategic Programs and Development and the Executive Director of Workforce Development have approved a nomenclature change for the non-credit workforce *Skin Care Specialist* program to the non-credit workforce *Esthetics* program;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College’s Board of Trustees approves the nomenclature change for the *Skin Care Specialist program* name change to *Esthetics program*.

B. Finance Committee

Trustee Margaret Windrem reported on the Treasurer’s Report (Resolution #67-2017) for the period 03/01/17 to 03/31/17. On motion by Trustee Windrem, seconded by Trustee Howes, the Treasurers’ Report was approved unanimously by voice vote.

Trustee Windrem further presented Consent Agenda Resolutions #68-2017, and #70 through #74-2017. On motion by Trustee Windrem, seconded by Trustee Hirsch, the above stated Consent Agenda resolutions were approved unanimously by voice vote. Trustee Windrem read into record Resolution #69-2017 (to establish a date, time, and place for the Board of School Estimate meeting.) The Resolution was unanimously approved on motion by Trustee Windrem, seconded by Trustee Howes.

Resolution #68-2017 – Various Vouchers for Payment

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

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

Check #s	275353-276414	
ACH#s	3	
	Total Checks	\$2,725,808.13
	Total ACH	47,100.94

Total Vouchers	2,772,909.97
Construction and Architect Vouchers	94,798.34
Less Previously Approved	(294,780.03)
Total	<u>\$2,572,927.18</u>

Resolution #69-2017 – 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 2017/2018 Operating Budget, the 2017/2018 Capital and Minor Capital Budgets; and the 2017/2018 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: Friday, May 19, 2017  
PLACE: Somerset County Administration Building  
Freeholders' Meeting Room  
20 Grove Street  
Somerville, NJ 08876  
TIME: 9:30 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 2017/2018; 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 2017/2018 Operating Budget, the 2017/2018 Capital and Minor Capital Budgets; and the 2017/2018 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 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 May 4, 2017 through the close of business on May 18, 2017.

Resolution #70-2017 – Revised Telephone Services Agreement

WHEREAS, the Board of Trustees did approve a five-year contract award with Comm Solutions in the amount of \$835,620 to provide cloud-based telephone and web-based video services via resolution #53A-2017 in March; and.

WHEREAS, Comm Solutions was the lead company as equipment provider representing two other organizations in the accepted proposal – ShoreTel for the software and connectivity solutions and CSI Leasing for financing; and

WHEREAS, the final contract documents reflect that Comm Solutions will sell \$105,950.45 of new equipment to CSI Leasing, who will in turn lease the products to the College in a 36-month lease with a fair market value purchase option; and

WHEREAS, ShoreTel will separately bill the College for its services over a 60-month period; and

WHEREAS, the revised financial transaction parameters totaling \$821,003 are presented below:

<b>Shore Tel</b> <b>1385 Broadway</b> <b>New York NY 10018</b> <b><u>Annual Amount:</u> \$140,496</b> <b><u>Five-Year Total Amount:</u> \$702,480</b>	<b>CSI Leasing</b> <b>9990 Old Olive St. Road</b> <b>Saint Louis MO 63141</b> <b><u>Annual Amount:</u> \$ 35,976</b> <b><u>Three-Year Total:</u> \$107,928</b> <b><u>Estimated FMV:</u> \$ 10,595</b>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the VP Finance & Facilities to enter into five-year and three-year agreements as indicated above.

Michael DePinto  
Director of Purchasing

Resolution #71-2017 – NJ Mathematics and Science Partnership Grant Application

WHEREAS, Raritan Valley Community College is committed to partnerships with our community school districts and Universities; and

WHEREAS, the purpose of the Mathematics and Science Partnership program grant opportunity by the New Jersey Department of Education is to improve academic achievement of students by enhancing the content knowledge and teaching skills of classroom teachers recruiting, training, and mentoring regional cohorts of ambassadors. The RVCC Mathematics Ambassador Partnership (CNJ MAP) program will support teachers in Franklin Township School District; and

WHEREAS, the Board of Trustees has determined that funding focusing on Mathematics will address a critical area of remediation in postsecondary education; and

WHEREAS, a formal acceptance of the Grant application by Board Resolution is required;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College approves the application for the Mathematics and Science Partnership program grant funds not to exceed \$184,402 for the grant period beginning July 1, 2017 and ending June 30, 2018, and further authorizes Dr. Michael McDonough President of the College, to approve the New Jersey Mathematics and Science Partnership Grant application, contract, general assurances, and certifications and any amendments thereto.

Resolution #72-2017 – Epoxy Flooring for the Workforce Training Center

WHEREAS, the College requires the application of a three-coat epoxy coating to the seven (7) classrooms/labs and the hallway on the first floor of the Workforce Training Center which totals approximately 12,989 square feet; and

WHEREAS, the work entails a light grinding of the entire surface, followed by a sealer and then two (2) coats of a colored epoxy; and

WHEREAS, one other quote was received from GPC, Inc. which was for a gross cost of \$60,702.75, less \$10,000.00 as a credit against what was included in the bid; and

WHEREAS, the College has been disagreeing with GPC for some time about the cost and time is now of the essence in order to move the remaining programs into the building, especially Advanced Manufacturing; 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, 2016 through June 30, 2017, 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:

**Dynamic Coatings, LLC**  
**253 Main Street**  
**Matawan, NJ 07747**  
**Amount: \$34,020.00**

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 Dynamic Coatings, LLC.

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

Michael DePinto,  
Director of Purchasing

Resolution #73-2017 Renewal of the Microsoft Enrollment for Education Solutions Agreement

WHEREAS, the renewal of the Microsoft Enrollment for Education Solutions (EES) Agreement is needed for the one-year period of April 1, 2017 through March 31, 2018; and

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

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

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

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

WHEREAS, a purchase order will be issued as follows:

**Dell Marketing L.P.**  
**1 Dell Way**  
**Round Rock, TX 78682-0001**  
**Amount: \$45,147.72**

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

Michael DePinto

Resolution #74-2017 – Chiller for the Commercial Energy Management Technology Program

WHEREAS, the purchase of a five-ton air cooled package chiller and associated equipment is needed for the Commercial Energy Management Technology program; and

WHEREAS, the chiller, together with a modulating boiler, air handling unit, VAV boxes, pumps, coils, valves and all remaining peripheral components shall form a complete and fully operational commercial grade HVAC system, which will emulate what a commercial-grade HVAC system does in a real-life setting for students; and

WHEREAS, the Commercial Energy Management Technology program is being funded by the NSF Grant Award #1601159; and

WHEREAS, three (3) quotes were obtained with Mechanical Technologies presenting the College with the most favorable proposal; and

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

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

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 2016 through June 30, 2017, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p><b>Mechanical Technologies</b> <b>10 Bloomfield Avenue</b> <b>Suite 6</b> <b>Pine Brook, NJ 07058</b> <b><u>Amount: \$25,260.00</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 hereinabove; and

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

Michael DePinto  
Director of Purchasing

C. Governance, Policy, and Presidential Evaluation Committee

Trustee Paul Hirsch reported that Trustee Margaret Windrem has graciously agreed to handle the Presidential Evaluation process again this year. Trustee Windrem reported that the Committee unanimously agreed to use Survey Monkey as the evaluation tool as done in previous years. Trustee Windrem further reported that she will email the full Board the President's Self-Evaluation and the survey link concurrently on Wednesday, April 19; that the deadline for completing the survey is Thursday, May 4; and that she will report the results of the survey at the next meeting. The Committee expressed their gratitude to Trustee Windrem for overseeing both the President's Evaluation and Board's Self-Evaluation processes again this year.

Trustee Hirsch reported that the Committee was provided an update on the two Foundation Board appointments (presented and unanimously approved earlier in the meeting) as well as an update on reorganization of Academic Affairs.

Trustee Hirsch reported that the Committee was provided an explanation of the College's Educators Legal Liability coverage for the Board of Trustees and that the Committee has requested Philip Stern, College counsel, to review to ascertain appropriate coverage.

In addition, Trustee Hirsch reported that the Committee was provided a draft Conflicts of Interest policy and statement for review. The Committee requested Philip Stern to review and to provide guidance on its potential need.

As required by the State of New Jersey, Trustee Hirsch reported that the Committee reviewed the Campus Safety Report for the period March 21 through April 17, 2017.

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.”

A few faculty, administrators, and students addressed the Board concerning the reaffirmation of the College's existing diversity statements.

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