

RARITAN VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES' REGULAR MEETING  
DECEMBER 5, 2017

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, December 5, 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 5:25 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  
Gary Hazard  
Paul J. Hirsch  
W. Timothy Howes  
Felecia Nace  
Juan Torres  
Margaret Windrem  
Robert P. Wise

Absent: Edward Malley  
Donald Rica  
Thomas Wilson  
Tracy DiFrancesco Zaikov

Also in attendance: Michael J. McDonough, President; Philip Stern, Esq., College Counsel; Richard Flaum, College Labor 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 Bateman, seconded by Trustee Hazard, the Regular Meeting minutes of October 17, 2017 were approved unanimously by voice vote.

2. Chairman's Report

Chairman Robert Wise extended his best wishes on behalf of the Board of Trustees, the President, and the College community to Nancy Moore, Vice President of Human Resources & Labor Relations, on her retirement from the College. The Chairman commented that Vice President Moore's talent, insight, sincere and even candidness, consistency, and professionalism will be greatly missed. He further wished her well in her future endeavors.

Chairman 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.

### 3. President's Report

President Michael McDonough congratulated several members of the College community on their distinguished and inspiring accomplishments and highlighted some of those achievements, as follows:

#### Campus Sustainability

For the third year in a row, Raritan Valley Community College has been praised for its campus sustainability efforts by the Association for the Advancement of Sustainability in Higher Education (AASHE). The College has been recognized as a top performer in the 2017 Sustainable Campus Index, ranking seventh in the country in the "Associate Colleges" category. RVCC received a Silver rating for its efforts.

The 2017 Sustainable Campus Index, an AASHE publication, highlights top-performing colleges and universities overall and in 17 impact areas, as measured by the Sustainability Tracking, Assessment & Rating System (STARS).

RVCC's Silver rating reflects the College's 2009 agreement with the Environmental Protection Agency, its comprehensive recycling programs, and a 51 percent reduction in greenhouse gas emissions on campus since 2005.

"Raritan Valley Community College's feature in this report shows its significant leadership and commitment to advance sustainability," said AASHE's Executive Director Meghan Fay Zahniser. "We are excited to recognize RVCC for working to secure a thriving, equitable and ecologically healthy world through its comprehensive sustainability efforts."

For over a decade, RVCC has worked to create a more sustainable campus by:

- reducing energy usage through the installation of LED lighting and occupancy sensors
- running a cogeneration plant and upgrading HVAC equipment
- reducing water usage by collecting storm water for watering plants and for use in toilets in two buildings
- installing four level-2 electric car charging stations, which are free to use and open to the public

In 2009, RVCC became the first community college in the country to sign an environmental stewardship agreement with the EPA. In addition, the College's newly adopted Strategic Plan formalizes its commitment to sustainability by including environmental stewardship in one of the four key focus areas.

The Sustainability Tracking, Assessment & Rating System (STARS) is a transparent, self-reporting framework for colleges and universities to measure their sustainability performance. STARS was developed by AASHE with broad participation from the higher education community. The credits included in STARS span the breadth of higher education sustainability and are organized into four categories: Academics, Engagement, Operations, and Planning & Administration. All reports are publicly accessible on the STARS website. For more information, visit [stars.aashe.org](http://stars.aashe.org).

AASHE empowers higher education administrators, faculty, staff and students to be effective change agents and drivers of sustainability innovation. AASHE enables members to translate information into action by offering essential resources and professional development to a diverse, engaged community of sustainability leaders. We work with and for higher education to ensure that our world's future leaders are motivated and equipped to solve sustainability challenges. For more information, visit [www.aashe.org](http://www.aashe.org).

#### Planetarium

Congratulations to Wil van deer Veen, Director of Science education Institute. Wil was invited to participate in a meeting of the Board of Science Education at the National Academy of Sciences in Washington, D.C. Wil, the only representative from the community college sector, shared his expert perspective on the Next

Generation Standards. This national forum elevates Wil's sustained work in this area and does much to enhance RVCC's academic reputation. Thanks for your commitment and leadership in this important area, Wil.

### Nursing

Beryl Stetson, Professor of Nursing, and RVCC alumna Rachel Kopp of Washington Township (Warren County), formerly of Branchburg, were both honored by the New Jersey League for Nursing (NJLN) at its 2017 NJLN Nurse Recognition Awards Gala on November 3, 2017. The annual event brings together the best in nursing to honor and recognize nursing excellence and benefit nursing education. The New Jersey League for Nursing is an Affiliate of the National League for Nursing.

Professor Stetson, RNBC, MSN, CNE, who has been working as a nurse for 45 years and teaching for 27 years, was one of 11 members of the nursing profession to be honored with the prestigious 2017 NJLN Nurse Recognition Award for her contributions and successes in nursing and healthcare.

Beryl has taught at RVCC for 21 years and currently chairs the College's Health Science Education Department. As a Registered Nurse, Stetson has worked in a number of hospitals including the Brooklyn VA hospital, Maimonides Medical Center, Somerset Medical Center (now Robert Wood Johnson Barnabas Health Somerset), and Robert Wood Johnson Barnabas Health New Brunswick in various roles such as staff nurse, IV nurse, nurse manager and hospital educator. Stetson received an AAS in Nursing from Kingsborough Community College, a BSN in Nursing from the College of Staten Island, and an MSN in Nursing from SUNY Health Science Center, Brooklyn. She is currently pursuing a Doctorate of Education at Walden University.

Kopp, who graduated from RVCC in 2015 and served as president of the College's Student Nurses Association, was one of seven students to receive a \$1,000 Nursing Scholarship from the NJLN Scholarship Program. Kopp is completing her BSN at Chamberlain University. She works as an overnight ER nurse at Hunterdon Medical Center, where she serves on several task forces focusing on ER redesign, Code AMI, Code Stroke, and miscarriage and perinatal bereavement.

### Science and Engineering

Professor Jay Kelly received a \$200,000 grant in partnership with Pinelands Preservation Alliance to work with students to conduct research, conservation and outreach along the Jersey Shore in 2018-2019. The project is titled "Improving Shoreline Community Resiliency and Beach Habitat by Changing the Culture of Beach Management," and will provide \$48,000 for student internships, and \$12,000 for faculty contributions over the two years.

Professor Kelly met with and/or presented my forest ecology research with several local conservation groups who wish to partner with us in the next year, including Flat Rock Brook Nature Center, Green Brook Sanctuary, NJDEP Division of Forestry, Whittemore Wildlife Sanctuary, Closter Nature Center, Raritan Township, and Great Swamp Watershed Association. Several of these groups will be funding student research internships on their properties in 2018, with verbal commitments of approximately \$27,000 so far.

Professor Kelly met with NJDEP forestry officials to identify needs for protecting select rare plant species in the New Jersey Pine Barrens. We met at Brendan T. Byrne State Forest on Friday, 11/18/17, and developed management plans for three species in need of protection on state property in 2018, including the federally-listed endangered, American Chaffseed, which is the rarest plant in the northeastern US. He also attended a meeting with US Fish and Wildlife Service officials and numerous other conservation groups on Monday, 10/30/17, to spearhead management and recovery of the federally-listed threatened plant species, Seabeach Amaranth, in the coming year.

Lastly, Professor Kelly partnered with NJDEP Division of Forestry to find homes for their surviving “Space Pines” - white pine trees that were taken into orbit as part of a space mission in 1997, testing the effects of zero gravity conditions on tree germination. The seven pines that resulted from the experiment have been grown at the NJDEP Tree Nursery in Jackson, NJ, and were originally to be given to the astronauts on the mission. However, they all moved to other parts of the world where the trees won’t survive, so I volunteered to find them good homes at NJ schools. I planted one of them next to the RVCC Planetarium on 11/28/17 with the Environmental Club, and planted another at the Readington Middle School on Wednesday, 11/15/17 (photo attached). A third is to be planted at the Englewood High School next week.



English

Dr. Karen Gaffney just published her book, *Dismantling the Racism Machine: A Manual and Toolbox*, with Routledge. The book is an interdisciplinary introduction to race and racism with tools for action aimed at college students and the general public.

Boy Scouts of America Honor Joanie Coffaro

Congratulations to Joanie Bateman Coffaro, Director of Corporate & Professional Development, on being honored by the Boy Scouts of America at the 2017 Toast to Scouting Awards on Thursday, November 30, 2017.

The President’s full written report is as follows:

*Upcoming Board Events*

The next Board of Trustees meeting is scheduled for Tuesday, January 23, 2018.

The tentative schedule is as follows:

- |   |                  |
|---|------------------|
| *Educational Programs and Services Committee            | 1:30 – 2:25 p.m. |
| *Finance Committee                                      | 2:30 – 3:25 p.m. |
| *Governance, Policy & Presidential Evaluation Committee | 3:30 – 5:00 p.m. |
| *Board of Trustees Regular Meeting                      | 5:15 p.m.        |

### *Upcoming College Events*

- Honors College Capstone Presentations – Thursday, December 14, 1-5:15 p.m., GCR C; Friday, December 15, 8:30 a.m.-1:05 p.m., GCRB
- RVCC Holiday Reception – Tuesday, December 19, 4 to 5:30 p.m.
- Hold the Date – Annual RVCC Commencement, May 12, 2018
- Hold the Date - 50<sup>th</sup> Anniversary Gala, October 25, 2018 (details to follow)

### *Handouts/Attachments*

- Holiday Reception Invitation
- *RVCC Alumni Stay Connected* Newsletter – November Edition 2017

### *Items of Note*

#### Enrollment Services

Raritan Valley Community College recently moved to a new transcript production system that allows students to have an electronic copy of their academic transcript sent to any email address in the world and is available on a 24/7 basis. It also allows students to add attachments (resume, co-curricular transcript, reference letters, etc.) and track the progress of their requests.

Accessing the [www.raritanval.edu/transcript](http://www.raritanval.edu/transcript) page brings up a webpage with information about the process, instructions, and a link to the external site from which transcripts can be requested.

#### Campus Parking for Disabled Veterans

Raritan Valley Community College has designated two special parking spaces on campus for disabled veterans. The spaces, located behind Hunterdon Hall, are marked with placards that show they are reserved for “Combat Wounded” individuals.

The spaces are the brainchild of the Wounded Warriors Family Support organization, which offers the signs to facilities across the country as a way of honoring and recognizing veterans.

The parking space project was brought to College administrators’ attention by RVCC Nursing student Justin Macarone of Somerset, who served in the U.S. Army with the 82nd Airborne Division at Fort Bragg, North Carolina, from 2000-2010. Macarone had seen the signs in the community and wondered if they could be posted at RVCC. “I’m a big veterans’ activist because we have to take care of each other,” he said, explaining why he wanted to bring the project to RVCC.

Macarone is among the approximately 90 military and veteran students at the College, which earned the 2017 Military Friendly® School designation by Victory Media, publisher of G.I. Jobs®, STEM JobsSM and Military Spouse.

### *Faculty/Administration/Student Highlights*

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

This will be the final report of Co-Directors Michelle Brazier and Melanie Morris on behalf of the Center the Center for Teaching, Learning & Scholarship (CTLS). As of December 2017, they are completing their terms as the inaugural Co-Directors, and would like to thank the President and the Board for their tremendous support of the Center over the past two years.

#### General Faculty Development

On November 14<sup>th</sup>, the CTLS sponsored a “Faculty Scholarship and Publication Party,” conceived and convened by Scholarship Fellow, Jennifer Pearce-Morris. After an introduction by Provost Deborah E. Preston, the event opened with presentations by Lori Austin (Math) and Alyssa Valenti (Library) on their sabbatical and research grant projects, respectively. The poster session following featured the research and scholarship of Maryann Balut (Health Science Education), Karly Berezowsky (Adjunct English), Steve Caruso (Computer Science), John Harford (Visual Communications), Karen Gaffney (English), William J. Flynn (Criminal Justice Program), Carl Lindskoog (History), Laurie Reynolds (Communications & Languages), Laurie Wallmark (Adjunct Computer Science), and Derek Weber (Science & Engineering). The research and scholarship showcased at this session, with additional faculty work collected by the CTLS, was on display in the Evelyn S. Field Library through November 30, 2017.

#### Community Development

CTLS Co-Director, Michelle Brazier moderated a “Panel Discussion: Social Justice, Education, and Activism” on October 31<sup>st</sup>, 2017. Panelists were Charlie Bondhus (English) and Carl Lindskoog (History). Many faculty in attendance followed the presentations and discussion at the CTLS with support for students at a College Speak-Out organized by faculty from HSSE, English, and Communications and Languages.

On November 30<sup>th</sup> the CTLS hosted “The Value of Adjuncts” organized by Faculty Fellow, Julie Mainka. Presenters Thomas Moomjy (English), Jason Bost (Paralegal Studies), Darleen Fiorelli (Business), Patricia Hamill (English), Ali Chaudry (Economics), and Anne Marie DelPrincipe (Computer Science) highlighted the various ways that adjuncts enhance the educational experience for students and compliment the instruction provided by full-time faculty. This panel will be available as a podcast, and we encourage members of the community to learn about our adjunct colleagues, their work, and professional engagements both at and beyond RVCC.

#### Targeted Sessions

On October 23 and October 27, Steven Schwarz (Technology Fellow) held two sessions on Using Outlook 365 for faculty. A final technology session, on using the Epson Projectors in our classrooms to their maximum potential, is scheduled for December 8.

On November 17, Greg DeSanctis and Marianne Brosnan presented a session for faculty on Academic Advising. A podcast is available to faculty to learn more about keeping students on the right academic pathway, and can be viewed at: <https://youtu.be/dwTNxWh3s5U>

#### Webinars

CTLS members were involved in presenting two webinars in November. On November 21, Melanie Morris joined three other Center for Teaching Directors from Union, Camden, and Hudson County Colleges for a webinar discussing tips for faculty developers. Specifically designed to support the work of New Jersey centers for teaching, Morris covered the topic of working with faculty fellows.

Then, on November 28, Steve Schwarz, Technology Fellow, joined Melanie Morris for a nationwide webinar hosted by the Instructional Technology Council, and affiliated council of the American Association of Community Colleges. The webinar, *Academic Integrity in the Era of CourseHero*, exposed timely issues in academic integrity to a national audience of faculty and instructional designers.

#### Faculty Interest Groups (FIGs)

Our Faculty Interest Groups are growing and deepening in their engagement. Over the winter, several faculty FIGs will be engaging in joint reading in the area of FIG interest. Launched as the “CTLS Winter Reading Program,” faculty will be reading texts that they will incorporate into their work in the spring. Books that are on this year’s reading list include:

- *Deep Reading: Teaching Reading in the Writing Classroom* edited by Patrick Sullivan, Howard Tinberg, and Sheridan Blau. Adopted by Reading Across the Curriculum FIG

- *What the Best College Teachers Do* by Ken Bain. Adopted by Reflective Practice FIG
- *The Space: A Guide for Educators* by Rebecca Louise Hare and Dr. Robert Dillon. Adopted by the Learning Spaces FIG
- *Small Teaching: Everyday Lessons from the Science of Learning* by James M. Lang. Adopted by Adjuncts in the Community FIG

In addition to this program, the CTLS is ramping up an honor library which will house reference works for faculty seeking promotion and tenure, copies of FIG readings, and other materials that support faculty in teaching and learning.

RVCC/CTLS at the Association of American Colleges & Universities

Before hanging up their hats as Co-Directors of the CTLS, Melanie Morris and Michelle Brazier will be presenting at the 2018 Annual Meeting of the AAC&U in Washington, D.C. in January. Their presentation proposal, “By Faculty for Faculty: A Grassroots Approach to Teaching Excellence Through Faculty Development,” will be featured at a breakfast roundtable event.

### English

Charlie Bondhus's third poetry book, *Divining Bones*, was accepted by Sundress Publications and will be out in 2019. He has also been granted a fellowship to the Hawthornden International Writers' Retreat in Scotland. On campus, three poems from Charlie's previous book, *All the Heat We Could Carry*, are being adapted into a dance by several students under the guidance of Professor Loretta Fois. The dance will be performed as part of the student dance concert in December. He is also hosting the nationally acclaimed writer Sapphire at the Nash on Monday, November 20th. All of these accomplishments have been highlighted in the most recent RVCC alumni newsletter: <http://myemail.constantcontact.com/RVCC-Alumni-Stay-Connected-Newsletter---November-Edition-2017.html?soid=1115952352191&aid=eUU68g3kpgw>

### Mathematics

Frank Forte has submitted a presentation for the Precalculus Conference called *Good Ideas in Teaching Precalculus and ...* at Rutgers University March 2018. His proposal is entitled: *Using Exploration and Technology to Teach Graph Translations*

### Science and Engineering

Professor Stupak’s Engineering “Authentic Engineering Experience” course, where small dedicated teams of RVCC students are tasked with making a real product for a real customer in one semester, has produced in the past two years the following:

- 5 products for 5 customers
- 5 peer-reviewed publications
- 22 student published co-authors with citations for their resumes

An RVCC graduate (currently a senior at NJIT) reported that during a recent professional interview, the employer found his publication on-line and printed it for the meeting.

James Drabble, a veteran and RVCC spring 2017 graduate, was admitted at MIT and passed the exam to attend a training at the Nuclear Research facility. He has also been hired to help in the MIT Nuclear Research Lab.

### Visual and Performing Arts

Student Activities:

The Annual VAPA Holiday Art Show and Sale started on Monday, December 4 and runs through Friday, December 8 in the College Art Gallery. The sale will be open noon to 8 p.m. Artwork and crafts made by faculty, students, and alumni will be available for sale. The show and sale is coordinated by Professor Ann Tsubota.

The annual Holiday Concert by the RVCC Chorale was held on Friday, December 1, 2017 in the Welppe Theatre. The chorale is directed by Professor John Sichel.

The Student Dance Informal produced by Professor Loretta Fois will be held on Thursday, December 7 in the Welppe Theatre at 1:30 p.m.

The RVCC Jazz Ensemble concert will be held on Thursday, December 7 in the Welppe Theatre at 7:30 p.m. The ensemble is directed by Professor John Loehrke.

The RVCC Dance Works, an evening of student and faculty choreography, will be held on Wednesday and Thursday, December 13 and 14 at 8 p.m. in the Nash Theatre. The production is coordinated by Professor Loretta Fois.

#### Faculty Activities:

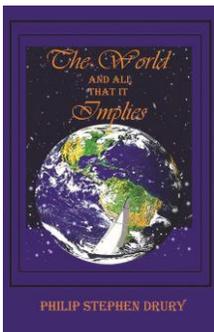
Lindsay Nichols from New York School of Interior Design came to Virginia Smith's Design Drawing class to talk about transferring and to review individual student portfolios on Thursday, October 12, 2017. In a follow up email, Ms. Nichols commented on the students' work "The work being done is excellent."

Professor Loretta Fois and Adjunct professor Lisa Grimes co-presented the panel "From Funders to Teaching Artists: The Role of Partnerships in Advancing Excellence in Dance Education" at the National Dance Education Organization Conference in San Antonio, Texas on November 12 – 15, 2017.

Virginia Smith of Interior Architecture and Design facilitated the articulation agreement with Moore College of Art. The agreement was signed on Wednesday, November 8, 2017.

Robert DiMatteo has written a book of fiction under the pen name of Philip Stephen Drury. The book was published and is available as an *eBook* or as a paperback.

*"The World and All That It Implies"*



*A riveting, humorous romp through the modern world - The World and All That It Implies - will compel you to rethink life and one's relationship to nature and the cosmos.*

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. Ajiri Tea and Coffee products can now be found in several hundred unique stores across the United States. Most notably, Ajiri's products have since been picked up by Whole Foods, Bed Bath & Beyond, Blue Apron, Dean and DeLuca, and the Smithsonian National Museum of African Art. The latter being particularly fitting as 100% of Ajiri's net profits are used to fund orphan education in Kenya and the company also employs four different Kenyan women's groups.

Ann Tsubota has been invited to offer a Raku Workshop at the Peters Valley School of Craft in Layton, New Jersey in September, 2018.

#### 4. Committee Reports

##### A. Strategic Planning Committee

Trustee Paul Hirsch reported that the Committee met earlier to review the digital marketing strategies (Resolution #177-2017) for the spring 2017 semester. It was reported that the new marketing campaign and website enhancement strategies are producing positive results in enrollment. The Committee unanimously recommends its approval to the Finance Committee, who will present it to the full Board of Trustees for their consideration later in the evening.

##### B. Labor Relations Committee

Chairman Robert Wise reported that the Committee met earlier and unanimously recommends the following resolution to the full Board of Trustees:

##### Resolution #173-2017 – Change to Faculty Contract (Professional Standards Committee)

Be it resolved, that the Board of Trustees of Raritan Valley Community College does hereby approve a Memoranda of Agreement with the Faculty Federation the changes to Article VII of the current labor contract with the following terms:

1. The Professional Standards Committee will be all faculty committee made up of four (4) members appointed by the Federation; and four (4) members appointed by the president including the chair; and
2. The president will appoint the Professional Standards Chair; and
3. The Chair of the Professional Standards will be a full professor appointed for a three (3) year term with two credits of release time each semester; and
4. The Academic Department Review Committee recommendations and written documentation supporting the recommendations shall be forwarded to the appropriate divisional dean by October 15 for reappointment and tenure and March 1 for promotion; and
5. The divisional dean will add their recommendation to the Academic Review Committee report and forward to the Department Chair, Provost, and the faculty member by October 23, for reappointment and tenure; and by March 9<sup>th</sup> for promotion; and the faculty member has until October 30 for reappointment and tenure; and March 15 for promotion to respond to the report in writing if they desire; and
6. Except as noted herein, this agreement does not modify any other provision of the parties' collective bargaining agreement.
7. The Memorandum of Agreement is effective until June 30, 2019.
8. This agreement is without precedent and may not be cited, referred to or used in any manner by either party in any proceeding except for purposes of enforcing this agreement.

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

##### C. Audit Committee

Trustee Margaret Windrem reported that the Committee reviewed the draft audited financial report and management letter in full detail with the auditors and that the reports were found to be in full compliance.

Trustee Windrem then presented the following resolution:

Resolution #174-2017 – 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, 2017 and 2016 to the Board of Trustees; and

WHEREAS, the Audit Committee is satisfied with this report and management letter submitted with same and recommends to the Board of Trustees the acceptance of the audit;

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.

The Resolution was moved by Trustee Windrem, seconded by Trustee Howes, and unanimously approved by voice mail.

D. Finance Committee

Trustee Margaret Windrem reported on the Treasurer’s Report (Resolution #175-2017) for the period 10/01/17 to 10/31/17. On motion by Trustee Windrem, seconded by Trustee Hirsch, the Treasurers’ Report was approved unanimously by voice vote.

Trustee Windrem further presented Consent Agenda Resolutions #176-2017 through #179-2017 and Resolutions #181-2017 through #193-2017. Resolution #180-2017 was rejected. On motion by Trustee Windrem, seconded by Trustee Hirsch, the above stated Consent Agenda resolutions were approved unanimously by voice vote.

Trustee Windrem reported that the Committee had a productive preliminary budget discussion and review of Capital project status.

Resolution #176-2017 – Various Vouchers for Payment

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

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

Check #s	281252-283564	
ACH#s	3	
	Total Checks	\$3,230,539.01
	Total ACH	23,605.60
	Total Vouchers	3,254,144.61
	Construction and Architect Vouchers	179,684.58
	Less Previously Approved	(30,887.50)
	Total	<u>\$ 3,402,941.69</u>

Resolution #177-2017 Digital Marketing Strategies

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 #180-2016 and #84-2017 authorized a total of \$300,000.00 for a digital marketing campaign covering the period of February 15, 2017 to September 5, 2017 in order to promote Fall 2017 enrollment; and

WHEREAS, the Board of Trustees via Resolutions #15-2017 and #85-2017 authorized a total of \$84,000.00 for website enhancements, analysis and monitoring in order to maximize the effectiveness of the new website as a marketing tool; and

WHEREAS, Vincent Mazza, currently the managing partner of eDesign Interactive, was the principal architect of the College's public website and digital marketing campaign's creatives and strategy; and

WHEREAS, the combined digital marketing campaign and website enhancements produced positive results including contributing to increases in attendance at recruitment events, inquiries for admissions information, new visitors to the College's website and first time student enrollment for Fall 2017; 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 Fall 2018; and

WHEREAS, eDesign under the management of Vincent Mazza has the extensive knowledge, expertise, creative talent and proven track record to develop and implement a comprehensive marketing campaign that combines digital marketing with website maximization; 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, \$275,000.00 in funds have been identified out of the Fiscal Year 2018 Public Relations Operating Budget to support marketing strategies; 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, including website content strategy and social media management, search engine optimization and analytics, market strategy, creative design, media placement, tracking and return on investment analysis, as follows:

<p><b>eDesign Interactive</b> <b>163 Madison Ave</b> <b>Suite 220-5</b> <b>Morristown, NJ 07960</b> <b>Six-Month Total: \$275,000.00</b></p>
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Michael DePinto  
Director of Purchasing

Resolution #178-2017 Forward Electricity Purchase Confirmation

WHEREAS, Raritan Valley Community College consumes a significant amount of electricity during the year to service various campus operations and provides that through a combination of self-generation and third party purchases; and

WHEREAS, the College's current contract for purchasing electricity beyond what it produces expires December 31, 2017 and its independent consultant New Energy Concepts has advised that current market conditions were favorable to a decision to obtain forward pricing of electricity; and

WHEREAS, the Board of Trustees by resolution # 168-2017 authorized Management to conduct a bid process and accept a proposal judged to be financially desirable; and

WHEREAS, Management received an attractive proposal from Constellation Energy on October 18, one of four companies that submitted bids, for a period of 36 months at a price of 6.785 cents per kilowatt hour (kwh), for an annual savings of approximately \$100,000, or 11.3% ; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College confirms Management's decision to award an electricity supply contract to Constellation Energy for the 36-month period beginning January 1, 2018 and ending December 31, 2020.

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John Trojan, VP Finance & Facilities

Resolution #179-2017 Roadway Lighting Retrofit Confirmation

WHEREAS, Raritan Valley Community College advertised for bids for the purchase of Lighting Retrofit Kits for the Campus Drive light poles and

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized the award of the Purchase of Lighting Retrofit Kits bid at the October 2017 Board Meeting via Resolution #164-2017; and

WHEREAS, the College Administration stated that the pertinent information for this bid would be reported at the December 2017 Board Meeting; and

WHEREAS, fourteen (14) bids were distributed to vendors and one (1) bid was received and opened on Friday, October 27, 2017; and

WHEREAS, one (1) bid was disqualified from consideration due to being received after the publicly advertised date and time set for the receipt of proposals; and

WHEREAS, the lowest responsible bidder was:

<p><b>L.B. Electric Supply Co., Inc.</b> <b>5202 New Utrecht Avenue</b> <b>Brooklyn, NY 11219</b> <b><u>Amount: \$75,360.00</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 make this award and issue a purchase order as described above to L.B. Electric Supply Co., Inc.

Michael DePinto  
Director of Purchasing

Resolution #181-2017 Purchase and Installation of Desks for Classroom Renovations

WHEREAS, the purchase and installation of (13) new Flex Insight Desks are needed as part of the renovations being performed in Room S011; and

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

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

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 2017 through June 30, 2018, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

**Dancker, Sellew and Douglas**  
**291 Evans Way**  
**Somerville, NJ 08876**  
**Amount: \$21,228.94**

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 #182-2017 General Repairs to Campus Electrical Devices

WHEREAS, the College requires general repairs be performed on various electrical devices on campus to ensure an operational and safe environment for students and staff; and

WHEREAS, RVCC has spent \$15,210.00 to date with Ace Electric Services, Inc. during Fiscal Year 2018; and

WHEREAS, the Facilities and Grounds department anticipates several additional service calls throughout the remainder of Fiscal Year 2018; and

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

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

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 2017 through June 30, 2018, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

**Ace Electric Services, Inc.**  
**3470 Route 22 West**  
**Whitehouse Station, NJ 08889**  
**Amount: \$32,000.00**

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

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

Michael DePinto  
Director of Purchasing

Resolution #183-2017 Site Work for the New RVCC Front Entrance Sign

WHEREAS, the College requires site work to be performed in preparation for the installation of the new RVCC front entrance sign; and

WHEREAS, three (3) quotes were requested, two (2) quotes were received and one (1) company declined to provide a quote with C. Lombardi Construction presenting the College with the most favorable pricing; and

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

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

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 2017 through June 30, 2018, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p><b>C. Lombardi Construction</b> <b>40 Grover Lane</b> <b>West Caldwell, NJ 07006</b> <b>Amount: \$23,610.00</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 in the amount shown above to C. Lombardi Construction.

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

Michael DePinto  
Director of Purchasing

Resolution #184-2017 Canvas Learning Management System

WHEREAS, Academic management has determined that the existing learning management system which currently primarily supports on-line course delivery has some serious shortcomings which impedes the College's ability to provide quality instruction and expand offerings; and

WHEREAS, a committee of faculty members and technology support staff have reviewed a number alternative products during the past year with respect to pedagogical capabilities, ease of use by faculty and students, and price; and

WHEREAS, Academic management believes that the approximately \$40,000 higher annual cost of the Canvas software product versus the current Webstudy platform will provide a better student experience and lead to more on-line enrollment within the next two years; and

WHEREAS, Academic management recommends that the Canvas software product be licensed for an initial period of 27 months beginning April 1, 2018 and include implementation support from the vendor;

NOW THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Vice President of Finance & Facilities to enter into an agreement with Instructure, the owner of the Canvas product software, for a 27-month period to provide and assist in the installation of the learning management software.

**Instructure**  
**6300 South 3000 East**  
**Suite 700**  
**Salt Lake City UT 84121**  
**27-Month Total: \$284,243.87**

Michael DePinto  
Director of Purchasing

Resolution #185-2017 Power Plant Boilers Preventive Maintenance and Repairs Increase

WHEREAS, Board Resolution #128-2017 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, preventive maintenance and repairs ensure that the boilers continue to operate efficiently; 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, an increase to the purchase order will be issued as follows:

**Miller & Chitty**  
**135 Market Street**  
**Kenilworth, NJ 07033**  
**Purchase Order Increase Amount: \$20,000.00**

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.

Michael DePinto  
Director of Purchasing

Resolution #186-2017 Trendway Modular Wall System for the Student Food Pantry

WHEREAS, the College requires the purchase and installation of the Trendway modular wall system in the Student Food Pantry; 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, the Trendway Corporation has entered into a contract with the State of New Jersey (State Contract #A81642); and

WHEREAS, a purchase order will be issued as follows:

**Trendway Corporation**  
**13467 Quincy Street**  
**P.O. Box 9016**  
**Holland, MI 49422**  
**Amount: \$19,613.58**

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described above to the Trendway Corporation.

Michael DePinto,  
Director of Purchasing

Resolution #187-2017 Purchase and Installation of Forbo Flooring

WHEREAS, the purchase and installation of Forbo Flotex flooring tiles is needed for various areas on campus such as the Workforce Training Center, the Welcome Center, the Student Food Pantry and certain classrooms under renovation; and

WHEREAS, the RVCC Facilities and Grounds department have evaluated numerous flooring products over the past few years and determined that particular Forbo products wear very well and require little maintenance; and

WHEREAS, N.J.S.A 18A:64A-25.9 provides for the purchase of any materials, supplies, goods, services or equipment pursuant to a contract entered into on behalf of the State by the Division of Purchase and Property, without advertising for bids; and

WHEREAS, Forbo Flooring, Inc. has entered into a contract with the State of New Jersey for Carpet and Flooring Supply and Install (State Contract #81749); and

WHEREAS, a purchase order will be issued as follows:

**Forbo Flooring, Inc.**  
**8 Maplewood Drive**  
**Hazleton, PA 18202**  
**Amount: \$19,329.20**

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described above to Forbo Flooring, Inc.

Michael DePinto  
Director of Purchasing

Resolution #188-2017 Annual Maintenance and Support of the Banner System 2018-2019

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 2018 calendar year will not exceed \$270,000.00 and the cost of this maintenance for the 2019 calendar year will not exceed \$285,000.00; 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:

<p><b>Ellucian Company L.P.</b> <b>4 County View Road</b> <b>Malvern, PA. 19355-1408</b> <b><u>Calendar Year 2018: Not to Exceed \$270,000.00</u></b> <b><u>Calendar Year 2019: Not to Exceed \$285,000.00</u></b> <b><u>Two-Year Total Amount: Not to Exceed \$555,000.00</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 purchase orders and approve payments as described hereinabove to Ellucian Company, L.P.

Michael DePinto  
Director of Purchasing

Resolution #189-2017 Extension of Telephone Services Agreement

WHEREAS, the contract with Paetec Communications for local and long distance telephone services expired on December 31, 2015; and

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized a six-month extension to this contract via Resolution #168-2015; and

WHEREAS, the Board of Trustees of Raritan Valley Community College additionally authorized a three-month extension to this contract via Resolution #63-2016; and

WHEREAS, the Board of Trustees of Raritan Valley Community College additionally authorized a four-month extension to this contract via Resolution #145-2016; and

WHEREAS, the Board of Trustees of Raritan Valley Community College additionally authorized a four-month extension to this contract via Resolution #22-2017; and

WHEREAS, the Board of Trustees of Raritan Valley Community College additionally authorized a four-month extension to this contract via Resolution #89-2017; and

WHEREAS, Paetec Communications, Inc. has agreed to extend the agreement until January 31, 2018 at the current rates – approximately \$16,300.00 per month - during which time the college will continue the transition to a new cloud-based telephone system with Shore Tel (formerly Comm Solutions); and

WHEREAS, N.J.S.A 18A:64A-25.28(g) allows for the supplying of any product or rendering of any service by a company providing voice, data, transmission or switching services, for a term not exceeding five years; and

WHEREAS, N.J.S.A 18A:54A-25.5(8) provides exceptions to the requirement for advertising for the supplying of any product or the rendering of any service by the public utility which is subject to the jurisdiction of the Board of Public Utilities, in accordance with tariffs and schedules of charges made, charged or exacted, filed with said board; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to extend the current agreement four an additional four month through January 31, 2018 with:

<p><b>Paetec Communications, Inc.</b> <b>6 Commerce Drive</b> <b>3<sup>rd</sup> Floor</b> <b>Cranford, NJ 07016</b></p>
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Michael DePinto  
Director of Purchasing

Resolution #190-2017 Joint Insurance Fund Membership Renewal

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

WHEREAS, the Raritan Valley Community College is currently a member of said JIF; and

WHEREAS, the governing body of the Raritan Valley Community College has resolved to renew said membership;

NOW, THEREFORE, it is agreed as follows:

1. Raritan Valley Community College hereby renews its membership in the JIF for a three (3) year period, beginning January 1, 2018 and ending December 31, 2020.
2. Raritan Valley Community College hereby ratifies and reaffirms the Indemnity and Trust Agreement, By-Laws and other organizational and operational documents of the JIF as from time to time amended and altered by the Department of Banking and Insurance in accordance with the applicable Statutes and administrative regulations as if each and every one of said documents were re-executed contemporaneously herewith.
3. Raritan Valley Community College agrees to be a participating member of the JIF for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.

4. In consideration of the continuing membership of Raritan Valley Community College, the JIF agrees, subject to the continuing approval of the Commissioner of Banking and Insurance, to accept the renewal application of the Raritan Valley Community College.
5. Executed this 5<sup>th</sup> day of December 2017 as the lawful and binding act and deed of the Raritan Valley Community College, which execution has been duly authorized by public voice of the governing body.
6. The Vice President Finance & Facilities is authorized to execute any documents required for continued membership.

John Trojan  
Vice President Finance & Facilities

E. Educational Programs and Services Committee

Trustee Timothy Howes presented Consent Agenda Resolutions #191-2017 and #192-2017. On motion by Trustee Howes, seconded by Trustee Windrem, the above stated Consent Agenda Resolutions were approved unanimously by voice vote.

Trustee Howes reported that the Committee had a good conversation on the Prison program and the College's preliminary budget. Chairman Wise congratulated Ronnie Weyl on her new role as 50<sup>th</sup> Anniversary Campaign Director in the New Year as she begins her transition to full retirement later in the year.

F. Governance, Policy, and Presidential Evaluation Committee

Trustee Paul Hirsch reported that the Nominating Subcommittee reviewed and made a recommendation on the 2018 slate of officers to the full Board of Trustees at the Annual Reorganization meeting earlier in the evening.

The Committee had an extensive conversation on a potential student housing project. The conversation will be ongoing and the Board will be updated throughout discussions.

The Committee authorized administration to begin the process for Request for Proposals for College Labor Counsel.

As required by the State of New Jersey, the Committee reviewed the Campus Safety Report for the periods October 18 through October 31, 2017 and November 1 through December 5, 2017.

IV. Old Business

None

IV. New Business

Trustee Paul Hirsch reminded the Board of the importance of supporting the College's Foundation and asked each member to consider making a financial commitment within this calendar year.

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.”

There were no public comments at the time.

VII. Executive Session

In accordance with the provisions of the Open Public Meetings Act of the State of New Jersey, Chairman Robert Wise requested a motion to close the Public Meeting to discuss a personnel issue and the Board self-evaluation results. 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.

On motion by Trustee Hirsch, seconded by Trustee Windrem, the Board entered into Executive Session at 5:40 p.m. No formal action was taken during Executive Session.

The Public Meeting reopened to the public at 6:55 p.m.

At that time the following resolution was read into record:

Resolution #193-2017 – Settlement Agreement

WHEREAS, the Board of Trustees agrees to resolve personnel litigation;

NOW, THEREFORE, BE IT RESOLVED, that the RVCC Board of Trustees accepts the settlement agreement in the matter of Kydd vs. Raritan Valley Community College.

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

VIII. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 6:57 p.m.

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