

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
FEBRUARY 28, 2017

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, February 28, 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:	Gary Hazard
	Paul J. Hirsch		Juan Torres
	W. Timothy Howes		Thomas Wilson
	Michael Kalafer		
	Catherine Hebson McVicker		
	Lisa D. Midgette		
	Kevin Rosero		
	Margaret Windrem		
	Robert P. Wise		
	Tracy DiFrancesco Zaikov		

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

A quorum was present.

Chairman Robert Wise introduced and welcomed Christopher Corsini of Savo, Schalk et al.

III. Agenda Items

1. Approval of Regular Meeting Minutes

The Regular Meeting minutes of January 31, 2017 were unanimously approved by voice vote.

2. Chairman's Report

Chairman Robert Wise reported that the Trustee Retreat is scheduled for Tuesday, April 18th from 10 a.m. to 1 p.m., the date of the Regular Board of Trustees meeting.

The Chairman announced that there are several upcoming events at the College to celebrate student success and encouraged members of the Board of Trustees to join the College community for these very special occasions:

- Kente Ceremony – Tuesday, May 9, 2017, 6 pm

- Academic Awards Ceremony – Wednesday, May 10, 2017, 6 pm
- Nurses Pinning Ceremony – Thursday, May 11, 2017, 4 pm
- Commencement – Saturday, May 13, 2017, 10 am (9 am Platform Party Reception)

Chairman Wise also reported that 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, scheduled for Wednesday, May 17 from 6-8:30 PM, 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 50th Anniversary Campaign. John Stanley, author of *Connected for Good: A Generosity Gameplan*, will engage us in a thoughtful discussion about giving. The following day, John Stanley will be the keynote speaker for a conference on philanthropy at RVCC.

3. President's Report

President Michael McDonough reported that it was a very busy week on campus with Congressman Lance's two town hall meetings, which occupied many of our colleagues and prompted both local and national attention. The President remarked that through it all, RVCC's amazing staff provided clarity, expertise, and unwavering support. The President expressed his gratitude to all the staff and volunteers involved in this effort. President McDonough remarked how fortunate RVCC was to host this open forum event; noting that it is an educational opportunity for our students to witness democracy in action.

The President reported that the public is invited to attend a free screening of the documentary, *Margit: Not A23029*, on February 28 at 7 p.m., at the George Street Playhouse in New Brunswick. This event is being presented by the George Street Playhouse in conjunction with the College's Institute for Holocaust and Genocide Studies. *Margit: Not A23029* was created and directed by filmmaker Harry Hillard, an adjunct associate professor of film at RVCC. The film's producer was Peppy Margolis, RVCC Director of Community Programs.

The President reported that a Rutgers University Dean of Transfer has advised us that sixteen RVCC transfer students who enrolled in their rigorous engineering degree program have achieved an average GPA of 3.45 this semester. The President congratulated the students and commented that this is a remarkable testament to the hard work, dedication, and commitment of RVCC faculty and staff to our students.

The President's full written report is as follows:

Honors College

The Honors College had a record 31 applications for our Early App deadline.

Rotaract at RVCC

Several Raritan Valley Community College students recently had a life-changing experience when they traveled to Nepal to distribute donated school supplies and engage in community projects.

The students traveled to the South Asian country January 4-17 carrying 250 pounds of school supplies, which they donated to four different schools in the region. The supplies had been collected through fundraising efforts at the College in conjunction with the Hunterdon County YMCA aftercare program that's located at the Whitehouse School.

While in Nepal, the students participated in Rotary community projects that included painting benches and walls. In conjunction with the ASHA (Nepali word for "Hope") project, the students also helped rebuild homes for people who had lost their residences during the devastating 2015 earthquake.

As part of the trip, the students attended a Rotaract District Conference attended by 70 Rotaract groups from

across Nepal. They also met with representatives of Rotary Nepal and other community groups; toured temples, caves and other areas; and hiked the region.

As members of the College's Rotaract Club, students are given the opportunity to serve the community and learn about leadership, civic engagement and responsible citizenship. For additional information about Rotaract at RVCC, contact club advisor Nemanja (Nik) Nikitovic, Nemanja.Nikitovic@raritanval.edu.

RVCC Earns 2017 Military Friendly® School Designation

Raritan Valley Community College has earned the 2017 Military Friendly® School designation by Victory Media, publisher of G.I. Jobs®, STEM JobsSM and Military Spouse.

First published in 2009, the list of Military Friendly® Schools is provided to service members and their families, helping them select the best college, university or trade school to receive the education and training needed to pursue a civilian career.

Approximately 100 military and veteran students currently receive benefits at RVCC. The College offers military members and veterans a streamlined admissions process with an on-site dedicated veteran advisor available throughout the admissions, testing, and registration processes. The College also offers an orientation program for new students with an additional orientation to discuss veteran benefits and resources. RVCC participates in TA, MYCAA, NJ National Guard Waiver, and GI Bill educational benefit programs.

RVCC will be showcased along with other 2017 Military Friendly® Schools in the annual Guide to Military Friendly® Schools, a special education issues of G.I. Jobs® and Military Spouse magazine, and on www.militaryfriendly.com.

Founded in 2001, Victory Media is a service-disabled, veteran-owned small business (SDVOSB) that connects the military community to civilian employment, educational and entrepreneurial opportunities through its G.I. Jobs®, Military Spouse, Vetpreneur®, STEM JobsSM and Military Friendly® brands. Learn more about Victory Media at www.victorymedia.com.

Transfer and Career Services

As part of its continued effort to develop international transfer opportunities for students, Raritan Valley Community College has signed an agreement with the University of the West of England (UWE), Bristol. The new agreement will enable students who complete their Associate Degree from RVCC to seamlessly transfer to the University to complete their Baccalaureate Degree.

The partnership with UWE represents RVCC's fourth transfer agreement with a European university.

Deer Management Program

Professor Jay Kelly and Sustainability & Energy Coordinator Sue Dorward met with John Trojan and President McDonough to discuss piloting a 3-year, 2-hunter deer management program on campus. Professor Kelly presented extensive deer and tree damage data that he and his students have collected over the past three years, showing that the campus deer population of 45-50 deer is 20 times what the woods can sustain. Professor Kelly previously presented at the Forum and his message was very well received. All activity will be coordinated with Security and reviewed by the Safety Committee.

Faculty/Administration/Student Highlights

Business and Public Service Department

On March 23, Professor Melanie Morris participated in a faculty development session on Democratizing the Classroom. Professor Morris uses Learning Contracts in her classes, where students develop Learning Agreements that best reflect their learning styles and negotiate those agreements with the professor. This process allows for individualized learning agreements, and leads both to increased student success as well as

empowered decision-making both within and beyond the classroom. Learning Contracts are used most frequently in Business Law II.

On February 14, Professor Pattiann Kletz participated in the workshop, How to Apply for a Faculty Research Grant, sponsored by The Center for Teaching, Learning, and Scholarship. She shared her application, spoke about her research, and provided feedback on workshop participant's grant application ideas.

On March 2, Professor Brian Donnelly has been invited to act as a panelist at Rutgers University for the Criminal Justice Organization to share his expertise on police discretion and police use of force.

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 & Scholarship (CTLS).

The CTLS hosted a faculty development session on Democratizing the Classroom. Coordinated by Co-Director Michelle Brazier, the session brought together three faculty members who each showcased a different pedagogical practice designed to build and inspire democratic processes in the classroom. The session featured:

- Sue Williams (Nursing) on using Service Learning to empower students to action to benefit community partners,
- Melanie Morris (Business Law) on teaching with Learning Contracts to share classroom decision making, and
- John Cleary (Philosophy) on Community of Inquiry to promote deep meaningful learning through non-hierarchical dialogue.

A podcast will be available soon, and anyone wishing to receive the podcast and materials can make that request to CTLS@rارانval.edu.

In addition, the CTLS offered a workshop, coordinated by fellow Jennifer Pearce-Morris, Scholarship Fellow, titled How to Apply for a Faculty Research Grant. Former grant recipients Darren McManus (Visual Arts), Roger Shutack (History), and Pattiann Kletz (Business) were all available to share their applications and help attendees develop their ideas and applications for the next round of research grants.

Adding to these campus-wide events, three Faculty Interest Groups held recent meetings.

- The Critical Theory Reading Group, convened by Alexa Offenhauer (English), read and discussed "The Discourse on Language" by Michel Foucault. Three students – philosophy and ESL – were invited and participated in the discussion.
- The Research Writing Group, convened by Jennifer Pearce-Morris offered critical feedback on a journal article in progress by Alexa Offenhauer and Michelle Brazier.
- The Road to Tenure FIG, convened by Melanie Morris, shared insights and ideas for best practices in using peer observations to develop reflective practice in teaching.

Planning is underway for many more Spring events, including a workshop on Engaged Scholarship, two adjunct focused professional development sessions, and our yearly end of the semester conference style professional development session Teach Week, coordinated by Technology Fellow Alyssa Valenti. For additional information on these or any other future CTLS events, or to learn of future offerings, please contact us at CTLS@rارانval.edu.

Science and Engineering

Professor Emilie Stander and her co-authors received the Environmental Protection Agency's 2016 Science and Technological Achievement Award (STAA) for a publication on research that she conducted at the EPA.

The title of the publication is titled “Novel Use of Time Domain Reflectometry in Infiltration-Based Low Impact Development Practices” (published in the Journal of Irrigation and Drainage Hydrology.) This is the EPA’s main award for scientific research done at the agency.

Visual and Performing Arts

The Music Faculty Annual Recital was held on Sunday, February 26 in the Welpel Theatre at 3:00 pm. Performing were music faculty members Tony Strong, John Sichel, John Loerhke, Larry Barbee, Michael Eckhart, and Steve Hudson. Michelle Brazier was a guest artist.

The Annual College Art Association Conference held in New York City on February 14-18, 2017 was attended by Ann Tsubota, Vanny Nadkarni, Darren McManus, and adjunct Kathy Schulz. Ann participated as a mentor in the Career Development workshops.

Tony Strong will be accompanying a former RVCC music major graduate in an informal voice recital at St. Paul's Church on Nassau Street in Princeton, on Saturday, March 4, at 7:30 pm. Anthony Figliano, a bass-baritone and originally a Raritan resident, graduated from Montclair University and is now a music teacher and vocalist at St. Paul's Church.

Sabatino Verlezza had been commissioned to choreograph *CARMINA BURANA* for the School of Music at Montclair State University (to be presented at the Kasser Theater.) In addition, he started a new duet *KILL CHAIN* with Heidi Lasky (dancer, Meredith Fages.)

On February 13, 2017, Sabatino presented May O'Donnell's *DANCE ENERGIES* (1959) at the Donors Dinner for the Dance Department of Marymount Manhattan College. On February 18, 2017, he also presented May O'Donnell's *DANCE ENERGIES* (1959) at the Joyce Theater as part of the Martha Graham Dance Company season 2017 (UPS).

Loretta Fois was recently elected to serve as Vice President of Education for Dance New Jersey, the statewide organization for dance and dance education. She continues to sing with Caritas Chamber Chorale, performing outreach concerts throughout New Jersey during the month of February.

The Video Show, a juried invitational exhibition of international video artists, opened on Monday, February 20 and will run through to March 10 in the College Art Gallery. The videos will be on during all gallery open hours. Jurors for the exhibition were Lynn Barnes, Darren McManus, Kelly Oliver, and Ann Tsubota.

4. Committee Reports

A. Finance Committee

Trustee Margaret Windrem reported on the Treasurer's Report (Resolution #27-2017) for the period 01/01/17 to 01/31/17. On motion by Trustee Howes, seconded by Trustee Hirsch, the Treasurer's Report was approved unanimously by voice vote.

Trustee Windrem further presented Consent Agenda Resolutions #28-2017 through #35-2017. On motion by Trustee Hebson McVicker, seconded by Trustee DiFrancesco Zaikov, the above stated Consent Agenda resolutions were approved unanimously by voice vote.

Trustee Windrem reported that after months of extensive review and trustee conversations concerning the College's 2017-2018 operating budget and no anticipated increase in aid from the State of New Jersey or Somerset and Hunterdon Counties, the Committee unanimously recommends to the full Board of Trustees the Tuition and Fee schedule for fall 2017 term, as described below. The resolution was moved by Trustee Kalafer, seconded by Trustee Hebson McVicker, and approved unanimously by voice vote.

Resolution #28-2017 – Various Vouchers for Payment

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

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

Check #s	272648-273291	
ACH#s	2	
Total Checks		\$1,827,055.46
Total ACH		6,620.96
Total Vouchers		1,833,676.42
Construction and Architect Vouchers		7,091.79
Less Previously Approved		<u>(825,558.66)</u>
Total		<u>\$4,961,809.50</u>

Resolution #29-2017 – On-Call Plumbing Services 2017-2019

WHEREAS, Raritan Valley Community College advertised for bids for a new On-Call Plumbing Services agreement for the two-year period of March 1, 2017 through February 28, 2019; and

WHEREAS, eight (8) bid packages were distributed and four (4) proposals were received and opened on Friday, February 10, 2017; and

WHEREAS, the low bidder meeting all requirements and qualifications is:

Craig's Plumbing and Heating, Inc.
275 New Brunswick Avenue
Fords, NJ 08863
Amount Year 1: \$22,267.15
Amount Year 2: \$22,267.15
Two-Year Total: \$44,534.30

NOW. THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a two-year contract and issue a purchase order in the amount shown above to Craig's Plumbing and Heating, Inc.

Michael DePinto
Director of Purchasing

Resolution #30-2017 – Replacement Wall System for the Workforce Training Center

WHEREAS, the College requires the purchase and installation of a replacement Trendway wall system for one of the administrative suites located in the Workforce Training Center; and

WHEREAS, the original product ordered for this area was cancelled and a credit will be issued to RVCC by Trendway; 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: \$19,656.93

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 #31-2017 – Upgrade to Campus Data Network Backbone

WHEREAS, network traffic has increased significantly at RVCC due to new buildings, new applications and the increased use of mobile devices which have imposed an additional load on the College's data network; and

WHEREAS, upgrading the data network backbone speed and capacity is critical to the continued viable operation of the campus data network; and

WHEREAS, this equipment must be fully compatible with the existing campus data network equipment from Extreme Networks, Inc., 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, Extreme Networks, Inc. is under contract with the Western State Contracting Alliance (WSCA) of which the State of New Jersey is a member (Contract #87722); and

WHEREAS, PhillyCom, Inc. is an authorized distributor of Extreme Networks equipment; and

WHEREAS, a purchase order will be issued as follows:

PhillyCom, Inc.
3801 Germantown Pike
Suite 201F
Collegeville, PA 19426
Amount: \$74,400.00

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

Michael DePinto
Director of Purchasing

Resolution #32-2017 – Elevator Maintenance Services 2017-2018

WHEREAS, Raritan Valley Community College requires Elevator Maintenance Services for the period of May 1, 2017 through April 30, 2018; 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>Independence Elevator Company, LLC 16 Leigh Street Suite 2B Clinton, NJ 08809 <u>Amount: \$17,880.00</u></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue 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 #33-2017 – Multipurpose Laptops for RVCC Faculty

WHEREAS, the purchase of eighteen (18) Microsoft Surface Pro 4 laptops are needed for RVCC faculty members; and

WHEREAS, new instructional methods depend on up-to-date, flexible computer equipment and the Microsoft Surface Pro 4 provides the optimal capability and flexibility needed; and

WHEREAS, twelve (12) laptops will be utilized by instructors in the Center for Teaching, Learning and Scholarship; and

WHEREAS, the remaining six (6) laptops will replace older faculty machines whose warranties have expired; and

WHEREAS, the Microsoft Store is the sole source for educational pricing from Microsoft for these devices; 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:

**Microsoft Store
Bridgewater Commons
400 Commons Way
Bridgewater, NJ 08807
Amount: \$25,958.70**

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 #34-2017 – Application for Amendment of the Perkins Career and Technology Education Grant

WHEREAS, the Board of Trustees of Raritan Valley Community College previously approved a resolution on June 28, 2016 for application of the Carl D. Perkins Career and Technology Education (CTE) Improvement Act of 2006 grant funds in the amount of \$260,574 to provide quality occupational program improvements and ensure access to these programs for all students; and

WHEREAS, several budget line items will be reallocated especially in the Game Development and Engineering programs due to a change in need or deferral, and funds will be transferred to allowable expenses in Perkins eligible programs especially for the Nursing program; and

WHEREAS, the New Jersey Department of Education (NJDOE) requires an application for amendment to be processed before March 31, 2017 for new and revised budget lines on the Perkins CTE grant; and

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

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

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

Resolution #35-2017 – Library Cataloging System

WHEREAS, the College Library requires a comprehensive system to catalog all of its reference materials and provide a circulation and delivery system to service student and faculty needs; and

WHEREAS, the current legacy system provided through the Somerset County Library System for the last 20 years is in the process of being replaced with a new product that Library management has determined is less flexible for its requirements; and

WHEREAS, Library management has explored several options to replace this legacy system focusing on cost, academic orientation and remote hosting.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College awards a contract for these library cataloging subscription and implementation services as follows:

OCLC WorldShare Management Services
 656 Kilgour Place
 Dublin OH 43017

Year 1	\$ 60,372
Year 2	53,757
Year 3	55,925
Year 4	47,823

Resolution #35A-2017 – Tuition and Fees

WHEREAS, the Board of Trustees of Raritan Valley Community College did, by Resolution #35A-2016, authorize a schedule of tuition rates and fees for the Fall 2016 term; and

NOW, THEREFORE, BE IT RESOLVED, that the following new schedule of Tuition and Fees will apply effective with the fall 2017 semester:

TUITION

Hunterdon/Somerset County Residents	\$ 147.00 per credit
Out-of-County Chargeback Residents	\$ 147.00 per credit
Out-of-County Residents (Board grants a waiver of \$40 per credit to students who provide verification of employment in Somerset or Hunterdon Counties)	\$ 187.00 per credit
Out-of-State Residents	\$ 187.00 per credit
Early College Program	\$ 200.00 for all courses taken at participating high schools; Regular College tuition and fees apply to all courses taken on the main campus and Bridgewater
RVCC On-Line Courses and NJ Virtual Community College Courses	\$ 194.00 per credit; no fees charged
Hunterdon/Somerset Senior Citizens Minimum Age 65. One course per semester on a space available basis. May register during the 5 business days prior to course start	No tuition assessed; \$32 enrollment service fee. Course books/materials extra cost. Audit status, no credit awarded.
NJ National Guard and Reserves	Free tuition up to 16 credits per term for individual only; fees Apply

Resolution #26-2018 – Human Resources Action Report

The Board resolves that the following personnel actions be taken:

Human Resources Action Report for February 28, 2017

1. New Adjunct Faculty

The following individuals are recommended as new adjunct faculty for the Spring 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	Department	Hire Date	Per credit hour rate
Adkins	James	Instructor	Visual & Performing Arts	1/12/2017	\$894
Arthur	Elizabeth	Assistant Professor	Computer Science	1/12/2017	\$913
Carbone	David	Assistant Professor	Computer Science	1/12/2017	\$913
Ige	Olugbenga	Assistant Professor	Science & Engineering	1/12/2017	\$913
Litten	Stephen	Instructor	English	1/12/2017	\$894
Morrison-Santana	Deborah	Instructor	Social Sciences & Education	1/12/2017	\$894
Murphy	Glenn	Assistant Professor	Business & Public Service	1/12/2017	\$913
T M-Bowie	Julia	Assistant Professor	Communication & Languages	1/12/2017	\$913
Tabanli	Muzaffer	Assistant Professor	Science & Engineering	1/12/2017	\$913

2. CCE/College Advancement/Allied Health Instructional Staff

The following individual is appointed as members of the CCE/College Advancement instructional/Allied Health staff. All appointments in this category are subject to sufficient tuition paying enrollment to support class offerings. Hourly rates for instructional staff are indicated.

All appointments are based upon positive qualitative assessments of prior assignments at the College.

Last Name	First Name	Appointment start date	Appointment end date	Hourly rate
Angenor	Hans	1/19/17	5/2/17	\$41.20
Dudis	Josephy	1/9/17	5/20/17	\$34.00
Favia	Dale	2/21/17	3/28/17	\$50.00

Foran	James	1/18/17	7/11/17	\$35.00 per student
Gerstl	Lori	1/25/17	5/2/17	\$41.20
Lee	Leonel	5/22/17	6/30/17	\$35.00
Patel	Harshil	2/1/17	4/5/17	\$50.00
Tait	Christopher	5/22/17	6/30/17	\$35.00
Thomas	Brian	2/3/17	3/3/17	\$41.20
Watson	Enrique	1/18/17	5/3/17	\$48.00

3. Status Change- Administrator

The following individual(s) is recommended for the indicated Administrator position at the salary specified:

Name	Title	Salary	Department	Start date
*Maureen Luger	Purchasing Specialist	\$54,045	Purchasing & Contracts	2/16/17

*Budget Code 100-4700-5010-60/Replace M. DePinto

4. New Hire- Administrator

The following individual(s) is recommended for the indicated Administrator position at the salary specified:

Name	Title	Salary	Department	Start date
*Katherine Bauer	Admissions Recruiter	\$53,000	Admissions & Recruitment	2/27/17

*Budget Code 100-2210-5010-60/Replace P. Pitts

5. Resignation

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

Name	Title	Department	Effective Date
Mary O'Mara	Technical Service Desk Technician Senior	Technology Services	3/3/17

Resolution #37-2017 – 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
Bendjilali	Khadija	Assistant Professor, Mathematics	\$59,799
Caruso	Steven	Instructor, Computer Science	\$57,292
Gonzalez	Carina	Instructor, Librarian	\$58,804
Heithoff	Heather	Assistant Professor, Nursing	\$63,432
Katsha	Ahmed	Assistant Professor, A/P Biology	\$63,201

Portelinha	Isabelle	Assistant Professor, Psychology	\$61,161
Shah	Madhavi	Assistant Professor, Biology	\$63,311
Soliman	George	Instructor, Mathematics	\$54,863
Yunker	Beau	Instructor, OTA/Coordinator	\$59,160

Resolution #38-2017 – Correction, Appointment, Full-Time Temporary Spring 2017 Semester

BE IT RESOLVED that at the recommendation of the President, the following full-time non-tenured faculty appointment be approved:

Name	Title	Department	Start Date	Semester Salary
Harry Hilliard	Temp Instructor-Communications	Communications & Languages	1/16/17	*\$27,746

*Budget code 100-3140-5140-10 /salary represents one semester @14 workload hours (corrections)

Resolution #39-2017 – Sabbatical Leaves

WHEREAS, the Board of Trustees of Raritan Valley Community College did by Resolution #3-2017 dated January 31, 2017, reappoint Professor Daniel Aronson, Assistant Professor Lauren Braun, Professor Robert Hinkle, Associate Professor Pattiann Kletz, Professor Melanie Morris, and Professor Kevin Reilly for the 2017-2018 academic year; and

WHEREAS, Assistant Professor Braun, Professor Hinkle and Professor Reilly have requested a sabbatical leave for the 2017-2018 academic year; and

WHEREAS, Professor Aronson has requested a sabbatical leave for the Fall 2017; and

WHEREAS, Associate Professor Kletz and Professor Morris have requested a sabbatical leave for the Spring 2018; and

WHEREAS, the provisions of the Board/Faculty Agreement concerning sabbatical leaves have been complied with;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby grant sabbatical leave to Professor Aronson for the Fall 2017, Assistant Professor Braun for the 2017-2018 academic year, Professor Hinkle for the 2017-2018 academic year, Associate Professor Kletz for the Spring 2018, Professor Morris for the Spring 2018, and Professor Reilly for the 2017-2018 academic year.

Resolution #40-2017 – New Degree Program – Associate of Applied Science in Occupational Therapy Assistant

WHEREAS, the College has identified certain academic programs for which there is student demand; and

WHEREAS, it is feasible to introduce a new Associate of Applied Science in Occupational Therapy Assistant;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the establishment of a new Associate of Applied Science in Occupational Therapy Assistant.

Resolution #41-2017 – New Degree Program – Associate of Applied Science in Commercial Energy Management Technology

WHEREAS, the College has identified certain academic programs for which there is student demand; and

WHEREAS, it is feasible to introduce a new Associate of Applied Science in Commercial Energy Management Technology;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the establishment of a new Associate of Applied Science in Commercial Energy Management Technology.

Resolution #42-2017 – New Certificate Program in Commercial Energy Management Technology

WHEREAS, the College has identified certain academic programs for which there is student demand; and

WHEREAS, it is feasible to introduce a new Certificate in Commercial Energy Management Technology;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the establishment of a new Certificate in Commercial Energy Management Technology.

Resolution #43-2017 – New Option for the Business Administration, Associate of Science, Supply Chain Option

WHEREAS, the College has identified certain academic programs for which there is student demand; and

WHEREAS, it is feasible to introduce a new option for the Business Administration, Associate of Science: Supply Chain Option;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the establishment of a new option for Business Administration, Associate of Science: Supply Chain Option.

Resolution #44-2017 – New Option for the Business Management, Associate of Applied Science, Supply Chain Option

WHEREAS, the College has identified certain academic programs for which there is student demand; and

WHEREAS, it is feasible to introduce a new option for the Business Management, Associate of Applied Science: Supply Chain Option;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College's Board of Trustees approves the establishment of a new option for Business Management, Associate of Applied Science: Supply Chain Option.

C. Governance, Policy and Presidential Evaluation Committee

Trustee Hirsch reported the Committee, consisting of Chairman Robert Wise and Trustees Paul Hirsch, Catherine Hebson McVicker, and Margaret Windrem, interviewed two legal firms who submitted qualified responses to the College General Counsel Request for Proposals. Trustee Gary Hazard and Tracy DiFrancesco Zaikov were absent from the meeting and at no time participated in any discussion nor formal vote concerning this matter.

Trustee Hirsch reported that the Committee unanimously recommends to the full Board of Trustees the following resolution:

Resolution #45-2017 – Appointment of Board General Legal Counsel

WHEREAS, Raritan Valley Community College requires general legal services with respect to Board of Trustees governance and other contractual matters; and

WHEREAS, the College Board of Trustees Governance Committee recently conducted a Request for Proposal process for these services using a fair and open process in accordance with New Jersey's Pay to Play Law, P.L. 2004, c.19; and

WHEREAS, four firms submitted proposals; one withdrew; and two were interviewed by the Governance Committee.

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

The Chairman of the Board of Trustees of Raritan Valley Community College is hereby authorized to retain the firm of DiFrancesco Bateman, 15 Mountain Boulevard, Warren, New Jersey 07059, represented by Philip Stern, or his designee, as counsel for the Board of Trustees and other contractual matters at the rate of \$175.00 per hour for all partners for the two-year period beginning April 1, 2017 and ending March 31, 2019.

John Trojan
Vice President of Finance and Facilities

The Resolution was moved by Trustee Hirsch, seconded by Trustee Hebson McVicker, and approved by voice vote. Trustees Bateman, Kalafer, Howes, and Zaikov abstained.

As required by the State of New Jersey, Trustee Hirsch reported that the Committee reviewed the Campus Safety Report for the period February 1 through February 27, 2017. The Committee was also provided with an Incident Action Plan report for the Congressman Leonard Lance Town Hall meetings recently held on campus.

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.”

There was no public comment at the time.

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