

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
JANUARY 23, 2018

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, January 23, 2018, 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.”

Chairman Wise welcomed Hunterdon County Freeholder Liaison John King, Hunterdon County Administrator Kevin Davis, and former RVCC Board of Trustees member Gary Hazard to the meeting.

The Chairman then presented the following resolution:

Resolution #1-2018 – Recognition of Service – Gary Hazard

WHEREAS, Gary Hazard has announced his resignation to the Raritan Valley Community College Board of Trustees where he has served as a dedicated member since 2015; and

WHEREAS, Trustee Hazard has made significant contributions toward the fiscal integrity of the College, serving in leadership roles as Vice Chairman (Hunterdon) of the Board of Trustees and as a member of the Board of School Estimate; and

WHEREAS, Trustee Hazard has been a strong and steady voice in advocating for high standards, clear accountability, and the best stewardship of the public's resources; and

WHEREAS, during Trustee Hazard's tenure, the College has made a number of advancements, including expanding the Christine Todd Whitman Science Center to accommodate the growing number of students interested in majoring in science-related fields; constructing the Workforce Training Center to house programs, created in partnership with local industry, to better serve the community's economic and employment needs; opening the Ray Bateman Center for Student Life and Leadership, designed to facilitate collaborative learning and foster leadership development; adopting a new Strategic Plan; and graduating a record number of students, including the first classes of the RVCC Honors College; and

WHEREAS, Gary Hazard is a highly respected member of the College community and is an enthusiastic supporter, valued colleague, expert advisor, and friend to Raritan Valley Community College;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees, President Michael J. McDonough, and the College community extend their deepest gratitude to Gary Hazard and wish him well in all of his future endeavors.

The Chairman expressed his gratitude on to Gary Hazard for his dedication, commitment, and exceptional service to the College. Trustee Hazard expressed his appreciation to the trustees and to the President and indicated that it has been an honor serving on the Board and that he looks forward to staying involved with the College through his membership on the Foundation Board of Directors.

Philip Stern, College Counsel, then swore-in new Board of Trustees member Andrew J. McNally. Mr. McNally, a resident of Basking Ridge, has an extensive background in government affairs and environmental issues. He most recently served as Senior Deputy Chief Counsel to Governor Christie, where he provided legal, legislative, and policy advice to the Governor on a full range of matters impacting the state, with a focus on energy and environmental issues.

II. Roll Call of Members

The roll call was taken as follows:

Attendees: Caren Bateman
Gary Hazard
Paul J. Hirsch
W. Timothy Howes
Andrew J. McNally
Juan Torres
Robert P. Wise
Tracy DiFrancesco Zaiko

Absent: Edward Malley
Felecia Nace
Donald Rica
Margaret Windrem

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

A quorum was present.

III. Agenda Items

1. Approval of Regular Meeting Minutes

On motion by Trustee Bateman, seconded by Trustee Hazard, the Reorganization and Regular Meeting minutes of December 5, 2017 were approved unanimously by voice vote.

2. Chairman's Report

Chairman Robert Wise welcomed the Board of Trustees, the President, and the entire College community back after the New Year and extended his best wishes for a great spring semester.

The Chairman was pleased to announce that Judge Paul Armstrong has accepted the Board's invitation to be this year's keynote speaker at the College's annual spring commencement scheduled for Saturday, May 12, 2018.

Chairman Wise noted that on this date in history - January 23, 1976 - Paul Robeson had passed away. The Chairman commented that Paul Robeson had left a remarkable legacy of achievement, courage, integrity, and leadership throughout the entire nation and that his commitment to equality and social justice for all people and his strong support for political causes defined his life. Chairman Wise stated that he is extremely proud of the College's Paul Robeson Institute Resource Center, which not only serves as a repository for the historical records of Robeson's life but also provides educational and cultural opportunities that emphasize the ideals, beliefs, value, and vision for a world of justice and peace for all of our students and the community we serve.

3. President's Report

President Michael McDonough expressed his appreciation to the entire College community for their hard work and efforts helping our students have a smooth experience transitioning into the beginning of the spring semester.

President McDonough announced the retirement of Diane Lemcoe, Dean of Student Services. The President remarked that during her tenure at RVCC, Diane has been the heart and soul of student affairs – noting that

she is relentless and unflinching in her support of students and in making sure they have the services they need to thrive and that she has a deep understanding of the complex and ever-changing landscape of student affairs and a passion for those initiatives and programs that expand student success and enhance student experiences. The President commented that he has been lucky to consider Diane a colleague and fortunate to learn from her over the past four years. The President further commented that Diane has made a lasting impact on this college and that RVCC is a better institution because of her contributions. On behalf of the entire College community, President McDonough expressed his appreciation to Dean Lemcoe for her patience, support, humor, and her always agile thinking.

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

The President announced that once again, BestColleges.com is showing their love for RVCC. In their recently published “The Best Online Community Colleges of 2018,” RVCC is ranked as the 10th best in the nation. To see the report, go to <https://www.bestcolleges.com/features/top-online-community-colleges>.

The President also announced that Raritan Valley Community College is the first two-year institution of higher education in the country to reach a significant environmental milestone: carbon neutrality.

Carbon neutrality is defined as having no net emissions after minimizing the carbon footprint as much as possible and offsetting the remaining emissions. For over a decade, the College has been working to reduce its carbon footprint and increase its energy efficiency. We are excited to reach this milestone in protecting our campus environment and will continue to pursue programs and policies that enable us to maintain a leadership role in sustainability.

In 2009, RVCC was the first community college in the country to sign an environmental stewardship agreement with the Environmental Protection Agency. The agreement enabled RVCC to actively pursue and document green initiatives that continue to benefit the campus community.

This year, RVCC has offset all remaining Scope 1 emissions (direct emissions from natural gas, oil, and gasoline) by acquiring carbon offsets, mostly for wind energy and some for the capture of landfill gas. Since 2014, the College has offset all remaining Scope 2 emissions, which are indirect emissions from purchased electricity, by purchasing Renewable Energy Credits (RECs) for US wind energy. As a result, for the first time RVCC is carbon neutral in Scopes 1 and 2.

In 2016, RVCC was one of only 11 colleges and universities in the nation to be honored with the U.S. Department of Education Green Ribbon Schools Postsecondary Sustainability Award for its leadership in sustainable education, programs, practices, and facilities.

The President’s full written report is as follows:

Upcoming Board Events

The next Board of Trustees meeting is scheduled for Tuesday, February 20, 2018.

Upcoming College Events

- Annual RVCC Commencement, May 12, 2018
- 50th Anniversary Gala, October 25, 2018 (details to follow)

Handouts/Attachments

- Invitation – Annual RVCC Commencement
- Flyer – RVCC Foundation Trip Raffle
- 2018-2021 Strategic Planning Brochure

Items of Note

Admission & Recruitment Update

Admissions Information Sessions & Campus Tours (ongoing): This initiative continues to be popular and well attended. Prospective students and guests attend Admissions Information Sessions & Campus Tours on most Friday mornings and one Thursday evening each month. This is a collaborative effort with the Workforce Training Center, Athletics, and Rutgers to showcase more of the College and transfer opportunities.

New Spring Initiative/Division Collaboration: Focus on specific majors –Health Science/ STEM/ Computer Science on March 13, 2018. A spring event with Business & CJS will also be scheduled.

Adult Information Sessions (ongoing): This initiative continues to be popular and well attended. We have continued success with Saturday morning information sessions.

Bridgewater Mall Recruitment Event: Promoted the College's Transfer & Career programs and the Workforce Training Center at the Bridgewater Commons Mall. The Admissions Team was joined by the Cosmetology & Esthetics program students who were showcasing various techniques to guests and sharing their student experience.

Spring Open House (4/26): The Admissions Team is gearing up for the Spring Open House, which is a College wide collaborative recruitment event. All academic divisions, student services, College programming, our Alumni, the Workforce Training Center, University Center partners, Hart public transportation, and RVCC student volunteers.

RVCC Arts/VAPA/Admissions Collaboration/Partnerships: The Admissions Team is gearing up for our RVCC Arts, VAPA, and Admissions recruitment events. The College will be hosting three programs to promote dance, music, and theatre (see attached flyers.)

Theatre

Alan Liddell, Director of the College's Theatre, recently attended the Arts Presenters annual conference in New York City where he was part of a panel led by our colleague magician Kevin Spencer, *Not a Buzz Word: Sensory Friendly Performances*, to enhance our programming that we are offering to children on the Autism Spectrum and their families.

RVCC Honor's College

This year's Honors College freshmen had an average first semester grade point average of 3.60. Fourteen students had a perfect 4.0 grade point average!

RVCC/East Stroudsburg University Transfer Agreement

Raritan Valley Community College (RVCC) and East Stroudsburg University (ESU) in Pennsylvania have entered into a new agreement that will allow for the seamless transfer of RVCC students to ESU in the STEM (Science, Technology, Engineering, and Mathematics) fields.

According to the Dual Admissions Agreement, students who receive an Associate of Science degree in Chemistry, Mathematics or Physics from RVCC may seamlessly transfer to ESU with junior status, as long as they fulfill certain requirements. This includes maintaining the requisite grade point average and completing the Dual Admission Intent form, preferably before the student completes 30 college credits at RVCC.

In the past 10 years, there has been an explosion in the number of students studying science and related fields at the College. Since 2007, the number of students enrolled in STEM programs has increased more than 250%, and the number of STEM degrees awarded has increased 500%. The new transfer agreement with East Stroudsburg University is welcome news for our STEM majors, offering them an opportunity to pursue a Bachelor's Degree at a highly respected university that is close to home.

The agreement offers several benefits for RVCC students, including waiving the application fee to ESU. In addition, students graduating from RVCC's Honors Program will be admitted into the Honors Program at ESU.

For information about the new agreement, contact Paul Michaud, RVCC's Director of Transfer & Career Services, at 908-526-1200, ext. 8333.

Faculty/Administration/Student Highlights

Business & Public Service Department

On March 27, 2018, Professor Paul Flor will host an open house at the new Workforce Building for the Environmental Control Technology and Commercial Energy Management Technology programs. From 5-6 PM, there will be a "speed-dating" job fair for HVAC students and employers, and from 6-8 PM President McDonough will host an Open House. Benefactors and sponsors who have donated materials, labor, and expertise, along with local politicians will be invited to the open house in order to showcase our new facility and HVAC labs. The primary benefactors to the program have been as follows:

- The National Science Foundation: Grant (\$760k)
- The Control Solutions Group: DDC hardware, software and engineering assistance, commissioning of the DDC controls (\$60k)
- Encon Mechanical Corp.: Two complete trunk and branch air distribution systems in room ECTC (\$20k)
- Industrial Cooling Corporation: installation and start-up of Mechanical and electrical components of CEM-Tech's Big Trainer (\$20k)
- Local 22 sheet metal workers: duct construction & installation, CEM-Tech Lab (\$25k)
- Mr. George Case cash donation for the construction of a Hydronic Wall for ECTC (\$14k)
- Automated Logic Corporation: software and training (\$5k)
- Salgado L.L.C.: gas feeds and vents, for the trainers in the ECTC classroom (\$3k)
- A New Solution: enabling Refrigerant circuits for trainers in the ECTC classroom (\$3k)
- John Werner: CAD designs (\$3k)
- The NSF-funded B.E.S.T. Center: Curriculum development support.

In 2017, The New Jersey Coalition for Financial Education (NJCFE) hosted over a dozen professional development events designed to disseminate cutting-edge financial literacy information on topic areas including retirement planning, student loans, debt management, identity theft, and resources for financial educators. These events each attracted 25 to 100 participants (about 600 total), who are practitioners in the classroom and community. Program participants then reached dozens or hundreds of clients or students, boosting NJCFE's total outreach exponentially. Professor Tracy Rimple was elected in December 2017 to serve as the NJCFE Treasurer.

Specific events planned and organized by the NJCFE Affiliate Office at Raritan Valley Community College include an annual symposium, quarterly membership meetings, periodic webinars, co-branded teacher training (Financial Education Boot Camp) with Rutgers University and the NJ Department of Education. Professor Rimple is the coordinator of the affiliate office and part of the planning committee for the Annual State-wide Symposium. In fall of 2017, Professor Rimple invited Megan Dempsey, Department Chair of the Library, to speak at the NJCFE 11th Annual Financial Symposium, "Financial Wellness Through the Ages: Tackling Financial Wellness in Changing Times Through Different Generations."

The event drew a diverse group of individuals in the field of finance, education, and business with the aim of improving financial literacy in New Jersey. Megan Dempsey presented on Fake News, Misinformation and Propaganda: Thinking Critically about Online News. In addition, Professor Rimple secured Special Agent Timothy McMahon from DEA New Jersey Division to present on the topic of Opioid Addiction and its impact on communities in New Jersey.

On October 17th, Professor Brian Donnelly of the Business and Public Service Department as advisor to the Criminal Justice Club invited guest speaker, Sergeant Brown, a former Raritan Valley graduate, to speak about his experience going from student to police officer. Sergeant Brown also discussed current issues in law enforcement, the use of body cameras, and constitutional issues.

On November 8, 2017, Professor Brian Donnelly gave a presentation to a Hunterdon Polytech Criminal Justice class. Professor Donnelly spoke about career paths, job opportunities, and the Criminal Justice program at Raritan Valley.

November 2017, Professor Tracy Rimple collaborated with Readington Farms of Whitehouse Station, NJ to bring her Supply Chain Management students on a tour of their manufacturing, warehousing, and transportation facilities.

Professor Brian Donnelly will be teaching Criminal Procedure at East Jersey State Prison as part of the NJ Step program in the spring. This is the first criminal justice class being taught at East Jersey.

Professor Bill Klinger is engaged with Central Jersey Prep in Somerset, NJ to facilitate a concurrent enrollment partnership for the Introduction to Business and Personal Finance courses. Concurrent enrollment allows high school teachers to teach college level courses to their students using Raritan Valley course curriculum.

Adjunct Professor Mike Mollo is in discussion with the Mechanical Contractors Association of America (MCAA NJ) to partnering with RVCC to engage our environmental control and welding programs. They currently partner with FDU for the engineering program but want to seek out a school to do the "technical hands on" side of the trades. More to come...

Professors Patti Kletz and Melanie Morris have been selected for sabbatical during the spring 2018 semester. Professor Kletz is working on her doctoral dissertation for Pace University. Her research examines how corporate social responsibility (CSR) can impact a CEO's reputation and act to either shield or to de-stigmatize a CEO from a stigmatizing event. Professor Kletz will be looking at CEO employment status following a financial restatement that represents intentional misreporting. This research fills a gap in the literature in the area of CSR at the individual level of analysis and may shed light on additional benefits of CSR to firms and individual CEOs. Professor Morris' research is focused on Documenting and Assessing Differences in Online and Onground Student Behavior relating to Academic Integrity. She will assess cheating in academic coursework, document and compare the nature and types of cheating that occurs as related to a specific method of instructional delivery (either online or on ground) and make informed recommendations to promote academic integrity on the basis of these findings.

During fall 2017, Professor Bill presented a series of four workshops for the Center for Teaching Learning and Scholarship called: "Saving & Investing for Retirement." The workshops were designed to educate participants on the basics of financial planning for retirement. The goals of the program were to learn basic financial terminology, tools to evaluate finances, and theories and concepts. This enabled participants to speak intelligently with a financial advisor and better manage their own finances. The workshops were as follows:

1. Saving for Retirement
 - a. How much will you need?
 - b. How much and how will you save?
 - c. Are you on track?
2. Investing Fundamentals

- a. Types of accounts
- b. Types of investments
3. Investment Strategies
 - a. Objectives and asset allocation
 - b. Theories and application
4. Retirement Withdrawals
 - a. Strategies to make your money last

Professor Ellen Lindemann in conjunction with the International Advisory Committee ran a series of three workshops on the Gig Economy throughout the fall semester. The workshops were well received with more than 60 students in attendance at each. The series was as follows:

- Gig Economy: Income and freedom in the gig economy (October)
- Gig Economy: Skills needed to survive (November)
- Gig Economy: Financial freedom and retirement (December)

Professor Bill Flynn presented on faculty scholarship for the Center for Teaching, Learning, and Scholarship in November 2017. Professor Flynn shared his published works which focused on discretion in law enforcement and re-entry programs for NJ's prison population.

On November 27, 2017 Adjunct Professor Fernando Ferrer was moderator of a round table and speaker (speech in Portuguese) at the 6th International Phytocosmetic and Phytotherapy Congress - IPPC Brazil 2017. On November 27 - 29 2017 the city of Sao Paulo, Brazil received the Americas version of the basic and applied science International Congress (the Euro Asian version was last may in Greece). Over a hundred people registered from the five continents participating in the 38 lectures. The poster session received over 100 abstracts of which 36 were presented by their investigators.

The title of the presentation of Professor Ferrer was "Strategic Planning is for All".

- Every member of the organization is impacted by the strategy.
- The creation of the strategies is nevertheless concentrated in a relatively small number of professionals but both, the search and analysis of information, and the implementation of the diverse organizational strategies is in hands of almost everyone.
- Members of any domestic, international or global organization, public or private, for profit or not for profit, must work beyond the functional, geographical and generational boundaries and in close collaboration so as to get the maximum benefit from the strategic process.
- The conference was to present the key concepts of strategic planning to a wide audience, in diverse functions and levels, and with the final purpose of increasing the interest and collaboration of each and every member of any organization in the critical process of strategic planning.

In October 2017, Professors Anne Marie Anderson and Alisa Shapiro attended the NJ Law and Ethics course, a requirement to remain a licensed, active CPA in NJ.

In January 2018, Professor Paul Flor attended the Building Efficiency for a Sustainable Tomorrow (BEST) conference in Oakland, California. The Center's mission is to support the development of community college career education programs in energy efficient commercial heating and air conditioning, building automation systems, and energy management.

Professor Anne Marie Anderson attended two continuing professional education sessions in January 2018. The first was focused on the Tax Cut and Jobs Act and hosted by the NJ Society of CPAs, and the second was the 7th Annual NJ Tax Controversy Update, held at Seton Hall University.

The Institute of Management Accountants has awarded Adjunct Professor William Tamke the designation of Certified in Strategy and Competitive Analysis (CSCA®). To earn this mark of excellence, he successfully completed a comprehensive examination on various topics relating to strategy, decision making, competitive analysis, and performance management.

In January 2018, Professors Anne Marie Anderson and Alisa Shapiro have both been re-certified by the IRS as Expert Tax Preparers in preparation of being site coordinators for the 2018 Volunteer Income Tax Program.

Communication and Languages

Dr. Sara Banfield, Associate Professor of Communication Studies, has been selected by the Phi Theta Kappa Honor Society as one of 30 chapter advisors, advisors emeriti, and alumni to serve as Faculty Scholars. Those selected for the prestigious role also will lead groups of students and advisors at the 2018 and 2019 Honors Institutes.

Dr. Banfield, a resident of Bethlehem, PA, serves as co-advisor of RVCC's chapter of Phi Theta Kappa and also chairs the College's Communication and Languages Department. She is one of only two people from New Jersey community colleges selected for this honor.

Faculty Scholars serve as seminar leaders during the Honors Institute, Phi Theta Kappa's annual summer conference held on a four-year college campus. The event brings nearly 500 associate degree-seeking students and PTK chapter advisors together for a week each June. The 2018 Honors Institute will be held at Villanova University in Pennsylvania.

For the first time, the Honors Institute will focus on Phi Theta Kappa's Leadership Development curriculum. Faculty Scholars will be certified to lead the curriculum, which has been hailed by the W.K. Kellogg Foundation as one of eight exemplary leadership development programs in the country.

English

Lisa Tucker received an RVCC Foundation College Community Fund Grant to support a program she is organizing in spring 2018 titled "Double Exposure: Plays of the Jewish & Palestinian Diasporas." The program will be a book talk and book signing.

In addition, Professor Tucker's conference proposal was accepted for the 2018 Association of Writers and Writing Programs (AWP) Conference. The title of her presentation is "Opening the Door: Articulation Agreements as a Tool for Creating Diversity and Access."

Michelle J Brazier attended the 2018 Annual Convention of the Modern Language Association (MLA) in January as one of ten members of the Delegate Assembly Organizing Committee (DAOC). The DAOC is the elected body responsible for preparing the agenda for the annual MLA Delegate Assembly meeting, and for receiving, initiating, and reporting on resolutions and motions to be brought before the Assembly. Professor Brazier is the second recorded community college faculty member to serve on the Organizing Committee since its establishment in 1989. The MLA (founded in 1883) is one of the world's largest scholarly organizations and promotes the study and teaching of languages and literatures through its programs, publications, annual convention, and advocacy work.

Andy Manno has been selected as the new Director of the Center for Teaching, Learning, and Scholarship (CTLS) as of the spring 2018 semester.

Jess Darkenwald-Decola has been selected to be the Pedagogy Fellow for the CTLS as of the spring 2018 semester.

Science and Engineering

Derek Weber, an Associate Professor in the Science and Engineering Department, is a co-author on a microbiology textbook published in January of 2018 titled Microbiology: An Introduction 13th edition by Pearson Education. The current 12th edition is marketed both in the United States and globally and is used in microbiology courses at two-year and four-year colleges throughout.

Visual and Performing Arts

Faculty Activities:

Darren McManus has fifteen paintings in an international group exhibition titled "Space Invaders" at The Fountain Street Gallery in Boston, MA. The exhibition was curated by Samuel Rowlett and explores each artist's understanding of space as it defines the world and our relationship to reality. The paintings McManus has on display merge the ideas of mitosis and meiosis (in the form of stylized cellular motifs) with patterns of the Maori people as an experiment in using compositional frameworks to explore relationships between disparate elements. Individually, each of the fifteen paintings can be viewed as its own space – its own small world. Conversely, when displayed as a large cluster (as in the exhibition), the work transforms into an intricate amoeba referencing a celestial or biological space. The exhibition dates are January 3rd to January 28th, 2018. The opening reception is Friday, January 12th from 6 to 8pm.

Ann Tsubota and adjunct Bill Macholdt taught a 2-day ceramics workshop for the Hunterdon Art Museum on January 13th and 20th, 2018.

VAPA Adjunct Val Sivilli has curated an exhibition of paintings at the Center for Contemporary Art in Pluckemin, NJ.

Robert DiMatteo has written a book of fiction under the pen name Philip Stephen Drury, which has been published and is now available as an E-book or Paperback. "The World and All That It Implies" – a riveting, humorous romp through the modern world will compel you to rethink life and one's relationship to nature and the cosmos.

The annual Music Faculty Recital is scheduled for Sunday, February 18 at 3 p.m. in the Welpe Theatre. Adjuncts Val Sivilli and Heejung Kim will be in a two-person exhibition in the College Art Gallery from Friday, February 16 to March 9, 2018. The artists' talk will be on Friday, February 16 at 5:00 p.m. followed by a reception from 6-7 p.m. The exhibition is free and open to the public.

Student Activities:

The annual Independent Study Students Exhibition will open on Monday, January 22 and be up through February 19. The Artists' Talk will be held in the gallery on Friday January 26 from 5-6 p.m. followed by a reception from 6-7 p.m. The exhibition is free and open to the public.

Foundation

The RVCC Foundation held its annual donor cultivation event at the Edward Nash Theatre this past weekend. Over 80 guests were welcomed by our master of ceremonies Steve Reichman and President Michael McDonough. One of the highlights of the evening was hearing from one of our scholarship recipients, Mark Romero, who talked about his big dreams of becoming an aerospace engineer for NASA.

4. Committee Reports

A. Educational Programs and Services Committee

Trustee Timothy Howes presented Consent Agenda Resolutions #2-2018 and #3-2018. On motion by Trustee Howes, seconded by Trustee Torres, the above stated Consent Agenda Resolutions were approved unanimously by voice vote.

Trustee Howes reported that the Committee had a substantive conversation on the College's preliminary budget.

Resolution #2-2018 – Human Resources Action Report

The Board resolves that the following personnel actions be taken:

Human Resources Action Report for January 23, 2018

1. New Adjunct Faculty

The following individuals are recommended as new adjunct faculty for the Spring Semester 2018 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$912 to \$972.

Last Name	First Name	Rank	Discipline	Per credit hour rate	Hire Date
Bajaj	Kanwar	Instructor	Business & Public Service	\$912	1/22/18
Baldino	Anthony	Assistant Professor	HSSE/English	\$931	1/22/18
Cummings	Allen	Instructor	Computer Science	\$912	1/22/18
Davis	Abigail	Assistant Professor	First Year Experience	\$931	1/22/18
Fink	John	Instructor	Communication & Languages	\$912	1/22/18
Greenspan	Barbara	Assistant Professor	Visual & Performing Arts	\$931	1/22/18
Gunn	Daniel	Assistant Professor	HSSE/English	\$931	1/22/18
Hageman	Lindsey	Instructor	Communication & Languages	\$912	1/22/18
Herman	Gregory	Assistant Professor	Science & Engineering	\$931	1/22/18
Koenig	Heather	Instructor	HSSE/English	\$912	1/22/18
Pincus	Allan	Instructor	Science & Engineering	\$912	1/22/18
Ray	Amit	Instructor	Computer Science	\$912	1/22/18
Sorensen	David	Instructor	HSSE/English	\$912	1/22/18
Spero	Keith	Instructor	Business & Public Service	\$912	1/22/18
Tarmu	Eldad	Assistant Professor	Visual & Performing Arts	\$931	1/22/18
Temple	Shawn	Assistant Professor	First Year Experience	\$931	1/22/18
Thomas	Joel	Instructor	First Year Experience	\$912	1/22/18

Tompkins	Lakera	Instructor	First Year Experience	\$912	1/22/18
Yalley	John	Instructor	Business & Public Service	\$912	1/22/18
Zdepski	John	Instructor	Science & Engineering	\$912	1/22/18
Hageman	Lindsey	Instructor	Business & Public Service	\$912	1/22/18

2. Returning Adjunct Faculty

The following individuals are recommended as returning adjunct faculty for the Spring Semester 2018 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$912 to \$972.

Last Name	First Name	Rank	Discipline	Per credit hour rate	Hire Date
Orfe	Norman	Assistant Professor	First Year Experience	\$931	1/22/18

3. New Hire- Support Staff

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

Name	Title	Salary	Department	Start date
*Daniela Acharon	Admissions Coordinator	\$45,822	Admissions	1/16/18
**Cynthia Coulbourne	Academic Department Assistant-HSSE/English	\$40,361	HSSE/English	1/6/18

* Budget Code 100-2210-5310-60/ Replacement J. Kassim

**Budget Code 100-3130-5310-10 &100-3190-5310-10/ Replacement R. Harmon

4. New Hire- Administrator

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

Name	Title	Salary	Department	Start date
*Christopher Hall	Database Administrator	\$110,000	Technology Services	2/1/18
**Bashir Hawkins	Financial Aid Coordinator	\$52,339	Prison Program	1/16/18

*Budget Code 100-4300-5010-60/ Replacement D. Ghatikachalam

** Budget Code 100-3191-5010-10/ Replacement A. Lopez

5. Status Change- Administrator

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

Name	Title	Salary	Department	Start date
*Elizabeth Coccia	Manager of Workforce Outreach	\$63,209	Admissions & Recruitment	2/1/18
**George Eversmann	Director of Athletics	\$78,000	Athletics	1/1/18
Cristina Lankay	Electronic Media Coordinator	\$61,528	Marketing	2/1/18
Kevin Riche	Director of Security & Infrastructure Services	\$114,821	Technology Services	2/1/18

*Department Transfer

**Budget Code 100-8250-5010-50/Replacement A. DeMartino

6. Status Changes- Support Staff

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

Name	Title	Salary	Department	Start date
Santos Callejas	Lead Custodian	\$33,150	Housekeeping	1/1/18

7. Faculty- Reduced Load Academic Year 2018-2019

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

Name	Title	Contact Hours	Academic Year	Salary
Anita Rosenblithe	Professor- English	24	2018-2019	\$109,247

8. Correction- Administrator

The following individual has a correction to the salary specified:

Name	Title	Salary	Department
Kimberly Meany	OTA Academic Field Coordinator	\$57,537	Allied Health

9. Retirement

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

Name	Title	Department	Effective Date
Diane Lemcoe	Dean of Student Services	Student Services	4/1/18
Lisa Markov	Print & Web Design Coordinator	Marketing	6/1/18
Nancy Moore	VP of Human Resources & Labor Relations	Human Resources	1/1/18
Daniel Palubniak	Registrar	Enrollment Services	6/1/18

Resolution #3-2018 – Reappointments, Second Year and Beyond Teaching Faculty, Librarians, Counselors, and Teaching Assistants

BE IT RESOLVED, that the recommendation of the President, the following teaching faculty, librarians, Counselors and Teaching Assistants be notified of their reappointments by the Board of Trustees for the 2018-2019 academic or fiscal year.

Reappointments include a contractual 2% increase

*Represents Tenure Awarded

First Name	Last Name	Rank	Salary
Anne Marie	Anderson	Associate Professor-Accounting	74954
Daniel	Aronson	Professor -Economics	108194
Susan	Arvay	Associate Professor-English	73945
Lori	Austin	Assistant Professor-Math	73702
Maryann	Balut	Associate Professor, Nursing	77846
Sara	Banfield	Associate Professor-Comm/Spec	74171
Marianne	Baricevic	Associate Professor A&P/Micro	82036
Carrie	Bazar	Career Counselor IV	98413

First Name	Last Name	Rank	Salary
Cheryl	Bell	Associate Professor - ESL	77665
Boualem	Bendjilali	Assoc Professor - Mathematics	84041
Khadidja	Bendjilali	Assistant Prof, Mathematics	60995
William	Black	Professor - Accounting	91098
Charles	Bondhus	Assistant Professor - English	69737
Lauren	Braun	Assistant Professor-History	68819
Michelle	Brazier	Assistant Professor-English	76094
Stephen	Brower	Assistant Professor - CIS	71929
Keith	Burns	Instructor, Fitness & Wellness	61392
Alison	Campoli	Assistant Professor, Nursing	69647
Edward	Carr	Professor- Microbiology	90270
Steven	Caruso	Instructor, Computer Science	58438
Patrice	Case	Associate Professor, Nursing	80439
Rebecca	Case	Instructor - Spanish	60199
David	Chase	Associate Professor- English	77662
Youngjun	Choi	Associate Professor - Math	76964
John	Cleary	Assistant Professor-Philosophy	69872
Nader	Copty	Associate Professor, Physics	80229
Deborah	Corbett	Professor - Psychology	113366
Mark	Cozin	Professor - Social Science	117385
William	Crosbie	Assistant Professor-Comp Sci	73844
Margaret	Czerw	Professor, Chemistry	87153
Jessica	Darkenwald-DeCola	Instructor, English	60135
Lynne	DeCicco	Professor - English	103887
Maria	DeFilippis	Professor-Legal	102316
Megan	Dempsey	Associate Professor, Librarian	78808
Brian	Donnelly	Assist Prof Criminal Justice	66358
W Michael	Fagan	Associate Professor - Finance	77564
Justin	Felix	Associate Professor - English	76785
Paul	Flor	Assist Prof, Bus Admin-HVAC	81969
Loretta	Fois	Assoc Professor-Dance	77186
Frank	Forte	Instructor - Math	61960
Karen	Gaffney	Professor - English	85444
Cynthia	Geoffroy	Associate Professor-Math	79033
Carina	Gonzalez	Instructor, Librarian	59980
Rosemarie	Gorini	Associate Professor -Math	78232
Isabel	Gutierrez	Assistant Prof, Psychology	68993
Karen	Gutshall-Seidman	Professor- Human Services	85444
John	Harford	Instructor Graphic Design	63244

First Name	Last Name	Rank	Salary
Heather	Heithoff	Assistant Professor, Nursing	64701
Lance	Hemlow	Assistant Prof - Mathematics	75904
Brandyn	Heppard	Assist Professor, Philosophy	65692
Robert	Hinkle	Professor-ESL	83769
Patricia	Hulsen	Professor- Mathematics	89971
Eric	Iannacone	Assistant Professor-BiologyA/P	70786
Ahmed	Katsha	Assistant Professor-A/P Bio	64465
Stephen	Kaufman	Professor - Anthropology	132298
Jay	Kelly	Associate Prof- Biology	79877
Carolyn	Kinebrew-Bosa	Instructor-Communications	59086
Pattiann	Kletz	Professor- Business	82642
William	Klinger	Professor, Bus Admin & Mngt	88294
Christopher	Koep	Assoc Professor-VAPA	88086
Tomas	Kovarik	Associate Prof - Math	84487
Lynne	Kowski	Professor, Mathematics	89970
Gina	Kuijlaars	Counselor-Mental Health	71766
Melanie	Lenahan	Professor - Biotechnology	85444
Ellen	Lindemann	Professor Business Admin	87153
Carl	Lindskoog	Assistant Professor-History	65629
Martha	Logan-Bieler	Instructor-Medical Asst	62080
Barbara	Luby	Counselor IV	98154
Andrew	Manno	Professor - English	92613
Philip	Martin	Instructor, Communication	60255
Darren	McManus	Assist Prof, Graphic Design	67269
Elaine	Moore	Associate Professor - Mkting	80487
Melanie	Morris	Professor Business Law	90472
Vandana	Nadkarni	Associate Prof- Art History	78571
Nemanja	Nikitovic	Assist Professor, Mathematics	67289
Alexa	Offenhauer	Instructor, English	60586
Elizabeth	O'Neill	Instructor, Pediatric Nursing	62342
Aditi	Patel	Assoc Professor - Mathematics	76812
Carol	Patterson	Assoc Prof - Nurse Education	92771
Jennifer	Pearce-Morris	Assist Professor, Sociology	67679
Ashlee	Pieris-Gunatilaka	Assistant Professor - CIS	73674
Christine	Pipitone	Professor-English	85444
Antonella	Pompo	Professor- Engineering	90071
Isabelle	Portelinha	Assistant Professor-Psychology	62384
Kevin	Reilly	Professor - History	145368
Kathy	Reilly	Instructor, Health Infor Techn	59374

First Name	Last Name	Rank	Salary
Sandra	Reynolds	Assoc Prof - French/Spanish	83039
Glenn	Ricketts	Professor-Political Sci	110133
Tonya	Rimple	Associate Professor- Bus Admin	80897
Linda	Romaine	Assoc Prof Fitness & Wellness	74081
Anita	Rosenblithe	Professor - English	136559
Dennis	Russo	Professor - Theatre	82589
Kimberly	Schirner	Assoc Prof- Early Childhood	77665
Paul	Schueler	Professor - Chemistry	133949
Steven	Schwarz	Professor - CS	82993
Barbara	Seater	Assoc Professor- Sociology	128087
Madhavi	Shah	Assistant Professor-Biology	64577
Alisa	Shapiro	Instructor - Accounting	61206
John	Sichel	Assistant Professor - Music	74863
Virginia	Smith	Assistant Prof-Interior Design	70500
George	Soliman	Instructor, Mathematics	58905
Claudette	Spencer	Assist Prof-Nursing Med&Sur	65129
Donna	Stackhouse	Professor VAPA	89970
*Emilie	Stander	Assist Prof, Environmental Sci	69544
Tatyana	Stepanova	Asst Professor Mathematics	74156
Elliot	Stetson	Associate Professor - Nursing	84307
Beryl	Stetson	Professor, Nursing	87667
James	Strong	Associate Professor - Music	77337
Peter	Stupak	Assist Professor-Physics & Eng	68180
Kathryn	Suk	Asst Prof, Elmntry/Second Edu	69808
John	Sullivan	Professor- CIS	121838
Brian	Thomas	Professor - Ophthalmics	112806
Nora	Thornber	Professor - Mathematics	103140
Richard	Treut	Associate Prof Speech/Comm	78232
Ann	Tsubota	Professor - Fine Arts	115447
Lisa	Tucker	Assoc Professor- English	80839
Ronald	Tyson	Associate Professor - English	77466
Andrea	Vaccaro	Assistant Professor- ESL	67401
Alyssa	Valenti	Assistant Professor-Librarian	68192
Jeffrey	Warren	Counselor II	81387
Derek	Weber	Associate Professor-A&P/Micro	79781
Susan	Williams	Associate Professor-Nursing	78588
Beau	Yunker	Instructor,OTA Assist/Cord	60343

B. Finance Committee

Chairman Robert Wise reported on the Treasurer's Report (Resolution #4-2018) for the period 11/01/17 to 12/31/17. On motion by Chairman Wise, seconded by Trustee Howes, the Treasurers' Report was approved unanimously by voice vote.

The Chairman presented Consent Agenda Resolutions #5-2018 through #10-2018. On motion by Chairman Wise, seconded by Trustee Hirsch, the above stated Consent Agenda resolutions were approved unanimously by voice vote.

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

Resolution #5-2018 – 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	283565-285413	
ACH#s	6	
	Total Checks	\$4,129,134.05
	Total ACH	30,715.90
	Total Vouchers	4,159,849.95
	Construction and Architect Vouchers	119,600.03
	Less Previously Approved	(179,684.58)
	Total	<u>\$4,099,765.40</u>

Resolution #6-2018 – Extension of Security Services Agreement

WHEREAS, the contract with U.S. Security Associates, Inc. for Security Services expired on July 31, 2017; and

WHEREAS, Raritan Valley Community College advertised for bids for a new Security Services agreement on Wednesday, November 1, 2017; and

WHEREAS, one (1) bid response was opened and read on Tuesday, November 28, 2017 with one (1) bid being disqualified from consideration due to being received after the publicly advertised date and time set for the receipt of proposals; and

WHEREAS, the Board of Trustees of Raritan Valley Community College rejected the resolution recommendation made by the College at the December 5, 2017 meeting; and

WHEREAS, the College will revise the current bid specifications, publicly re-advertise for bid proposals and evaluate bid responses for a new three-year Security Services agreement commencing July 1, 2018 and ending on June 30, 2021; and

WHEREAS, during this time period U.S. Security Associates has agreed to extend the contract for six months at the current rate of approximately \$68,000.00 per month; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Vice President for Finance and Facilities to extend the current contract for the six-month period of January 1, 2018 through June 30, 2018 with:

**U.S. Security Associates, Inc.
1000 Route 9 North
Woodbridge, NJ 07095**

John Trojan, Vice President
Finance and Facilities

Resolution #7-2018 – Furniture for Workforce Center Classrooms

WHEREAS, the purchase and installation of new furniture is needed for general use in the Workforce Training Center classrooms; 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, Krueger International has entered into a contract with the State of New Jersey (State Contract #A81720); and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as follows:

**Krueger International
c/o Arbee Associates
1330 Bellevue Street
Green Bay, WI 54302
Amount: \$20,425.60**

Michael DePinto
Director of Purchasing

Resolution #8-2018 – Engineering Services for the Design of the Science Center HVAC Replacement

WHEREAS, the College requires engineering services for the design of the Science Center HVAC system upgrade and replacement; and

WHEREAS, three (3) quotes were requested, two (2) quotes were received and one (1) company declined to provide a quote with Keri Engineering 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:

**Keri Engineering
911 Springfield Road
Union, NJ 07083**

Amount: \$29,850.00

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 Keri Engineering.

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

Michael DePinto
Director of Purchasing

Resolution #9-2018 – Installation of Tile Flooring for the Welcome Center Entrance

WHEREAS, the College requires the installation of new porcelain tile flooring for the Welcome Center entrance; 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:

**C. Lombardi Construction
40 Grover Lane
West Caldwell, NJ 07006
Amount: \$25,845.00**

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 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 #10-2018 Uniforms and Apparel for RVCC Athletic Teams

WHEREAS, the purchase of uniforms and apparel for all of the RVCC athletic team members is needed throughout each fiscal year; and

WHEREAS, RVCC has spent \$15,240.72 to date with Ampro Sports during Fiscal Year 2018; and

WHEREAS, the Athletics department anticipates several additional orders will be placed 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:

<p>Ampro Sports 30 Bunting Lane Primos, PA 19018 <u>Amount: \$30,000.00</u></p>

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 Ampro Sports.

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 the Committee discussed some of the key considerations in preparation for a meeting with Student Suites scheduled for Monday, January 29, 2018. The Committee will continue to have ongoing in-depth conversations as the potential for student housing evolves.

The Committee authorized administration to begin the process for Request for Proposals for College Labor Counsel. The Governance Committee will review proposals and interview potential firms who submit qualified responses to the before making a recommendation to the full Board of Trustees.

Preliminary budget discussions and the Capital project status report were on each of the Committee agendas throughout the day.

As required by the State of New Jersey, the Committee reviewed the Campus Safety Report for the period December 5, 2017 through January 21, 2018.

- 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.”

Hunterdon County Freeholder John King congratulated Gary Hazard on his well-deserved recognition by the Board of Trustees and also expressed his gratitude from the Hunterdon County Board of Chosen Freeholders for his service to the College. Freeholder King commented that this will be his final year of service as a freeholder and as the liaison to the RVCC Board of Trustees but that he looks forward to another tremendously successful year working together. The Chairman expressed his appreciation to Freeholder King for his ongoing support of the College on behalf of the Board of Trustees and the President.

VII. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 5:35 p.m.

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