

RARITAN VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES' REGULAR MEETING  
SEPTEMBER 19, 2017

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, September 19, 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.”

Swearing-in New Board of Trustees Member – Edward Malley

At that time, Philip Stern, College Counsel, swore-in new Board of Trustees alumni representative Edward Malley. Mr. Malley, a resident of Hillsborough, graduated from RVCC in May and is continuing his education this fall at the Edward J. Bloustein School of Planning and Public Policy at Rutgers University, New Brunswick. Edward plans to study public policy, focusing on public management. In addition, Mr. Malley has officially enlisted with the New Jersey National Guard as a PFC (Private First Class) and has enrolled as a cadet in the Rutgers ROTC classes this fall. Mr. Malley indicated that he is honored to become a member of the RVCC Board of Trustees and that he looks forward to working with the President and the Board. On behalf of the Board of Trustees and the President, Chairman Wise welcomed Mr. Malley and congratulated him on his appointment to the RVCC Board of Trustees by the student-body.

II. Roll Call of Members

The roll call was taken as follows:

Attendees:	Caren Bateman	Absent:	Donald Rica
	Gary Hazard		
	Paul J. Hirsch		
	W. Timothy Howes		
	Edward Malley		
	Felecia Nace		
	Juan Torres		
	Margaret Windrem		
	Robert P. Wise		
	Thomas Wilson		
	Tracy DiFrancesco Zaikov		

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

A quorum was present.

III. Agenda Items

1. Approval of Regular Meeting Minutes

The Regular Meeting minutes of August 29, 2017 were approved by voice vote. Trustee Windrem and Chairman Wise respectfully abstained.

2. Chairman's Report

Chairman Robert Wise reported that the Foundation's 2nd Annual Giving Day is scheduled for Thursday, November 16th, 2017. It was reported that last year the Foundation raised over \$15,000 from over 300 donors for RVCC's clubs and organizations and the goal this year is to connect to 500 donors and inspire them to make a donation to benefit RVCC students and faculty. (More information will be provided at the October meeting.)

The Chairman reminded Board members that the Regular Board of Trustees meeting and Reorganization meeting are scheduled for Tuesday, December 5, 2017. In addition, Chairman Wise reported that the Board Audit Committee will hold a special meeting on Tuesday, November 21, 2017 from 3 to 4:30 p.m. and noted that no other committees will meet on that date.

The Chairman further asked the Board to hold October 25<sup>th</sup>, 2017 for the College's 50<sup>th</sup> Anniversary Gala.

3. President's Report

President Michael McDonough gave a warm welcome to new Board of Trustees alumni representative Edward Malley.

The President reported that Dr. Lawrence Nespoli, President of the New Jersey Council of County College, announced that he is retiring from the Council in January 2018. The President, on behalf of the Board of Trustees and College community, acknowledged Dr. Nespoli's twenty-seven years of service to the New Jersey community college sector.

In light of some issues surrounding another NJ community college, the President expressed his gratitude to the RVCC Board of Trustees for being a great governing board that continues to recognize the importance of their role and the difference between oversight and operational while preserving the autonomy from political influence.

The President congratulated Janet Dunne, the College Foundation's fundraising coordinator, on being selected to participate in Leadership Hunterdon, a nine-month program sponsored by the Hunterdon County Chamber of Commerce Foundation that is designed to prepare citizens for civic leadership through education and exploration of issues affecting our community.

In addition, the President reported that Catherine Hebson McVicker, former trustee and current Foundation Board of Directors member, was presented with the Ronald D. Winthers Community College Trustee Leadership Award for her dedicated service to New Jersey's 19 community colleges on June 19, 2017. This award is an honor bestowed on a single New Jersey community college trustee each year to recognize visionary leadership by a New Jersey community college trustee at the local, state and national levels. Catherine joined the Board of Trustees at Raritan Valley Community College in 1986, and chaired the Board from November 2011 to November 2013. The RVCC Foundation has been fortunate to have Catherine as a treasured Foundation Board member since 2002.

The President's full written report is as follows:

*Upcoming College Events*

- Hold the Date - 50<sup>th</sup> Anniversary Gala, October 25, 2018 (details to follow)

*Handouts/Attachments*

- *RVCC Alumni Stay Connected* Newsletter – September Edition 2017

*Items of Note*

ROARS

The ROARS (Raritan’s Orientation, Advising and Registration Session) season has concluded for fall 2017 enrollment. Efforts ranged from checking students in, updating records, taking photo IDs, giving tours, presenting, meeting with parents, registering for classes, providing refreshments, setting up and cleaning rooms, providing media, resetting passwords, making phone calls, answering questions, and cheerleading from the sidelines. The numbers below identify students who attended and enrolled at ROARS by month. Over the span of 18 traditional sessions and six added registration sessions, over 1,500 first-time college students started courses this fall semester.

April	126
May	250
June	319
July	294
August	516

Transfer and Career Services

In keeping with its commitment to expand educational opportunities for its students, Raritan Valley Community College signed two new international transfer agreements during the 2016-2017 school year. The agreements with the University of the West of England and the University of Lincoln join with other international signings in the past few years—including with The American University of Paris and the University of Greenwich—in offering graduates the opportunity to complete their Bachelor’s Degree outside of the US.

The agreement with the University of the West of England, Bristol, signed this past winter, enables students who complete their Associate Degree from RVCC to seamlessly transfer to UWE to complete their Baccalaureate Degree.

The partnership with the University of Lincoln in Lincolnshire, which was formalized last fall, enables students who receive an Associate of Arts in Liberal Arts – Social Science Option from RVCC to seamlessly transfer into the level two of the BSc (Hons) Psychology program at Lincoln. RVCC graduates also benefit from a 20 percent discount off tuition for each year of study at the university.

For graduates looking to continue their education a little closer to home, RVCC has partnered with Chestnut Hill College (CHC) in Philadelphia to offer transfer and scholarship opportunities. According to the agreement that was signed in March, RVCC graduates continuing their studies at CHC may be eligible for academic scholarships ranging from \$12,000-\$19,000 for full-time students, depending on their GPA and membership in the Phi Theta Kappa honor society. Discounted tuition, with the amount based on a student’s Grade Point Average, is available for part-time students and those attending CHC’s School of Continuing & Professional Studies.

Last fall RVCC also signed transfer agreements with Millersville University in Pennsylvania and Rider University in Lawrenceville. The agreement with Rider enables students in 18 different majors to seamlessly transfer to the university to complete their Bachelor’s Degree. The agreement, which was signed in September, covers majors that focus on such areas as Biology, Chemistry, Environmental Science, Nursing, Education, Criminal Justice, Exercise Science, Business Administration, English, Communication Studies, Mathematics, Liberal Arts, and Social Science. Students who are members of RVCC’s chapter of the Phi Theta Kappa honor society also may be eligible for scholarship aid.

The agreement with Millersville University provides for the seamless transfer of RVCC students who are interested in continuing their studies in the areas of business, communication, and speech communication.

### RVCC Students Selected to Participate in NASA Community College Aerospace Scholars Project

Raritan Valley Community College students Kaitlin Rock of Washington Township (Warren County) and Mark Romero of North Plainfield have been selected to participate in the NASA Community College Aerospace Scholars (NCAS) project. Rock and Romero, who are both RVCC Engineering Science majors focusing on Mechanical Engineering, are among a group of 304 community college students from across the U.S. taking part in NCAS. Their participation began this summer in an online program focusing on such topics as Mars Rovers, traveling to Mars, NASA research, the effects of space weather, and the changing climate.

The five-week online scholars program will culminate with a four-day on-site event at Langley Research Center in Hampton, VA, September 25-28. The experience will offer students the opportunity to interact with NASA engineers and others as they learn more about careers in science and engineering. While at NASA, students will form teams and establish fictional companies interested in Mars exploration. Each team is responsible for developing and testing a prototype rover, forming a company infrastructure, managing a budget, and developing communications and outreach. The on-site experience at NASA also includes a tour of facilities and briefings by NASA subject matter experts.

NASA Community College Aerospace Scholars is a project funded in part by the Minority University Research and Education Program, or MUREP, which is committed to engaging underrepresented and underserved students in science, technology, engineering and mathematics (STEM) in authentic learning experiences to sustain a diverse workforce.

### *Faculty/Administration/Student Highlights*

#### English

Assistant Professor Charlie Bondhus spent two weeks in residency at the Sundress Academy for the Arts.

Professor Karen Gaffney presented a training workshop in August at the national Netroots Nation conference called “Never Woke Enough: Talking to White People about White Supremacy.” For more information, visit Professor Gaffney’s blog at <https://dividednolonger.com/>.

#### Mathematics

Professor Lance Hemlow has taken on a new role as the *Faculty Liaison for Academic Standards of the Prison Program*. This position will focus on the content of the courses approved to offer inside NJ Correctional Facilities and on establishing benchmarks of what each course should contain in terms of content and pedagogy.

#### Visual and Performing Arts

Faculty Activities:

Virginia Smith was an IDEC Regional Creative Scholarship and Abstract Juror over the summer. She reviewed 5 potential presentations for the Interior Design Educators Council.

John Sichel's Second Cello Sonata is included on a new double CD set - *Music From Four Continents*, recorded by cellist Ning Tien and pianist Roy Imperio. The CD also includes works by Zhao Zhang, Shrish Korde, Astor Piazzolla, and Igor Stravinsky and duplicates a program performed at RVCC by Dr. Tien and Mr. Imperio held in October 2016. The CD will be available for purchase in the near future at [celloandstrings.com](http://celloandstrings.com).

Stephen Hudson will be performing at the Somerville Jazz Festival, September 17, 2017 at 3 pm, with the Claire Daly Quintet (Claire Daly-saxophone/flute, Steve Hudson-piano, Jerome Harris-guitar, Marcus McClaurine-bass, and Peter Grant-drums). Hudson also composed music for the short film, *Still Water Runs Deep*, directed and written by Abbasi Akhamie, which will hold its world-premiere at the Toronto International Film Festival this September.

Wes Sherman has curated two exhibitions at The Center for Contemporary Art in Bedminster, NJ – *Last First Dance* new work by Lucas Kelly and *Synthesizing Nature*, co-curated with Cory Card (curator at View Art Center, Old Forge, NY.) This exhibition first showed at The View earlier this year and is now at The Center. It includes RVCC artists Tiffany Calvert, Colin Edgington, and Jonathan Ricci. Both exhibitions will run through November 4, 2017.

Barbara A. Friedman is currently in two group shows presenting recent landscape paintings featuring New Jersey views at Gallery U "The Grass is Greener" in Westfield, NJ and Village West Gallery "NJ and You" in Jersey City, NJ.

Darren McManus has twelve paintings and four drawings in a group exhibition titled "*Origins*" at Parlor Gallery in Asbury Park, NJ. McManus, along with Jean Pierre Arboleda and Hannah Yata, are the featured artists in this group show focused on artists who work with themes of nature, religion, science, and mythology. The opening reception was Saturday, September 16<sup>th</sup> from 7 to 11 pm and the exhibition runs from September 16 to October 30, 2017.

The RVCC Art Faculty Exhibition continues in the College Art Gallery until September 22.

Student Activities:

The visual arts Portfolio Development class will welcome the following colleges to present information about transfer to the class:

- October 31            School of Visual Arts, NYC
- November 7           School of the Arts Institute of Chicago
- November 21          Rutgers-Newark Art Department
- November 28          Maine College of Art
- December 5           Mason Gross College of the Arts, Rutgers University

The October Art Gallery Exhibition will be a thirty-one person RVCC Art Students Alumni Exhibition of work from students who graduated from 1999 to 2015. The Exhibition opens on October 2, 2017. An artists' talk and reception will be held on Friday, October 6 starting at 5 pm. The exhibition is being curated by Darren McManus and Ann Tsubota. Reception and talk are free and open to the public.

Four very large watercolor murals produced by the 2016 RVCC Watercolor class are now installed for viewing in the Workforce Building. The works were installed by watercolor instructor Chris Koep.

#### Foundation

Tony Cava will be honored as the 2017 Spirit of Somerset Awards Recipient for Health/Wellness on September 27 at the Raritan Valley Country Club. The event will raise funds for Somerset Treatment Services in Somerville. And more good news...this past May, Tony was named President of Robert Wood Johnson University Hospital Somerset. Tony joined the hospital in 2015 as Chief Administrative Officer. During his tenure at RWJUH Somerset, Tony has overseen significant renovations and growth, including renovations to the hospital's cardiac catheterization laboratory, maternity unit and main lobby and opening the state's first primary care services for the LGBTQIA community, a Wound Care Center, and a Walgreen's in the hospital's Emergency Department. The hospital is currently renovating its Behavioral Health Unit and

space for its Vascular Laboratory. Later this year, a three-year cardiology renovation and expansion project and a surgical services department renovation project will begin.

4. Committee Reports

A. Strategic Planning Committee

Trustee Tracy DiFrancesco reported that all Committees reviewed the draft Strategic Plan and that it is the Committee's intention to make a recommendation to approve the new Plan at the October Board of Trustees meeting. Trustee DiFrancesco reported that the Committee was also provided an enrollment update. She congratulated the Enrollment team on all of their efforts enrolling students.

B. Educational Programs and Services Committee

Trustee Timothy Howes presented Consent Agenda Resolutions #142-2017 and #143-2017. On motion by Trustee Howes, seconded by Trustee Hirsch, the above stated Consent Agenda Resolutions were approved unanimously by voice vote. Trustee Howes reported that the Committee was provided updates on the Strategic Plan, enrollment, the STEP program, and on grants. Trustee Howes remarked that the College has been doing a great job with enrollment, especially in light of declining trends within the state and nation.

Resolution #142-2017 - Human Resources Action Report

The Board resolves that the following personnel actions be taken:

Human Resources Action Report for \_September 19, 2017

1. New Adjunct Faculty

The following individuals are recommended as new adjunct faculty for the Fall Semester 2017 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$912 to \$972

Last Name	First Name	Rank	Department	Hire Date	Per credit hour rate
Augustin	Jephte	Instructor	Science & Engineering	9/6/2017	\$912
Browne	Carole	Instructor	Communication and Languages	9/6/2017	\$912
Cushing	Matthew	Instructor	Computer Science	9/6/2017	\$912
Ebner	Scot	Assistant Professor	English	9/6/2017	\$931
Ferro	Debra	Instructor	Social Sciences & Education	9/6/2017	\$912
Harcarik	Michael	Instructor	Ophthalmics	9/6/2017	\$912
Jacoberger	Nicole	Instructor	Social Sciences & Education	9/6/2017	\$912
Lavado	Luis	Assistant Professor	Communication and Languages	9/6/2017	\$931
Lopes	Jonathan	Instructor	First Year Experience	9/6/2017	\$912
Marchitto	Caroline	Assistant Professor	First Year Experience	9/6/2017	\$931
Marum	Scott	Instructor	Business & Public Service	9/6/2017	\$912
Molina	Eddie	Instructor	Business & Public Service	9/6/2017	\$912
Mollo	Michael	Instructor	Business & Public Service	9/6/2017	\$912
Ordway	Sarah	Instructor	Social Sciences & Education	9/6/2017	\$912
Perry	Chris	Instructor	Business & Public Service	9/6/2017	\$912

Schorr	Brian	Assistant Professor	Communication and Languages	9/6/2017	\$931
Schroeder	Richard	Instructor	Mathematics	9/6/2017	\$912
Sims	Howard	Assistant Professor	Computer Science	9/6/2017	\$931
Spayd	Jessica	Instructor	First Year Experience	9/6/2017	\$912
Stanescu	Emmelina	Assistant Professor	Science & Engineering	9/6/2017	\$931
Uppuganti	Lakshmi Sowjanya	Instructor	Mathematics	9/6/2017	\$912
Young	John	Assistant Professor	Mathematics	9/6/2017	\$931

2. Returning Adjunct Faculty

The following individual is recommended as returning adjunct faculty for the Fall Semester 2017 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$912 to \$972.

Last Name	First Name	Rank	Discipline	Hire Date	Per credit hour rate
Chaudry	Ali	Assistant Professor	Business & Public Service	9/6/17	\$931
Grimes	Lisa	Assistant Professor	Visual & Performing Arts	9/6/17	\$931
Rotolo	Giuseppe	Assistant Professor	Humanities, SS & Education	9/6/17	\$931
Sichel	Lynn	Assistant Professor	Visual & Performing Arts	9/6/17	\$931
Skelley	Gregory	Assistant Professor	Computer Science	9/6/17	\$931

3. New Workforce Development/Allied Health Instructional Staff

The following individuals are appointed as members of the Workforce Development instructional 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 new 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
Griffith	Michael	9/11/17	12/11/17	\$25.00

4. Returning Workforce Development/Allied Health Instructional Staff

The following individuals are reappointed as members of the Workforce Development instructional 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 returning appointments are based upon positive qualitative assessments of prior assignments at the College.

		Appointment	Appointment end	Hourly rate
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Last Name	First Name	start date	date	
Hoffman	Karen	9/11/17	12/11/17	\$30.00
Jones	Lluana	9/11/17	12/11/17	\$31.00
Kistrup	Anne	9/11/17	12/11/17	\$37.00
Sadler	Kevin	9/11/17	12/11/17	\$31.00

5. Retirement

The following reflect employee(s) who intend to retire from the college.

Name	Title	Department	Retirement Effective Date
Margaret Truskowski	Library Department Assistant	Evelyn Field Library	January 31, 2018

Resolution #143-2017 - Appointment, Full-Time Temporary 2017-2018 Academic Year

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	Salary
*Jason Jones	Instructor-Automotive Technology	Science & Engineering	9/1/17	\$60,051

\*Budget code 100-3115-5140-10

C. Finance Committee

Trustee Margaret Wise reported on the Treasurer's Report (Resolution #144-2017) for the period 08/01/17 to 08/31/17. On motion by Trustee Windrem, seconded by Trustee Howes, the Treasurers' Report was approved unanimously by voice vote.

Trustee Windrem further presented Consent Agenda Resolutions #145-2017 through #152A-2017. On motion by Trustee Windrem, seconded by Trustee Howes, the above stated Consent Agenda resolutions were approved unanimously by voice vote.

Resolution #145-2017 – Various Vouchers for Payment

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

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

Check #s	279841-280507	
ACH#s	2	
Total Checks		\$1,523,476.02
Total ACH		6,127.77
Total Vouchers		1,529,603.79
Construction and Architect Vouchers		14,338.75
Less Previously Approved		(313,846.93)
Total		<u>\$ 1,203,095.61</u>

Resolution #146-2017 - Acceptance of Grant Funds for the Mathematics and Science Partnership

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College approves the acceptance of the Mathematics and Science Partnership program grant approved budget in the amount of \$171,327 for the grant period beginning July 1, 2017 and ending June 30, 2018, and further authorizes Dr. Michael McDonough, President of the College, to approve the New Jersey Mathematics and Science Partnership Grant application, contract, budget, grant agreement terms and conditions, general assurances, and certifications and any amendments thereto.

Resolution #147-2017 - Bid Rejection – Purchase of Lighting Retrofit Kits

WHEREAS, the college advertised for bids for the purchase of Lighting Retrofit Kits for the Campus Drive light poles; and

WHEREAS, nine (9) bids were distributed to vendors and one (1) bid was received and opened on Monday, August 21, 2017; and

WHEREAS, the bid submitted was in excess of the funds budgeted for this project.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to reject all bids as being over budget.

Michael DePinto  
Director of Purchasing

Resolution #148-2017 - Extension of the Security Services Agreement

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

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized a two-month extension to this contract via Resolution #117-2017; and

WHEREAS, U.S. Security Associates has agreed to extend the contract for one month at the current rate of approximately \$68,000.00 per month; and

WHEREAS, during this time period the College will publicly advertise for bids and evaluate proposals for a new three-year Security Services contract; 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 contract for the one-month period of October 1, 2017 through October 31, 2017 with:

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

Michael DePinto  
Director of Purchasing

Resolution #149-2017 - Enterprise License Agreement for Adobe Software

WHEREAS, the curricula for many academic programs rely on the maintenance of Adobe software at the most current release levels; and

WHEREAS, Adobe has discontinued perpetual licensing and replaced it with subscription licensing; and

WHEREAS, P.L. 2011, c.139 permits all governmental agencies including County Colleges to utilize contracts awarded by national or regional cooperatives or other states which were competitively bid; and

WHEREAS, Board Resolution #107-2013, dated August 20, 2013, authorized the use of such cooperative contracts; and

WHEREAS, Software House International (SHI) is under contract with the North East Regional Computing Program (NERCOMP) which is a consortium of colleges and universities of which RVCC is a member; and

WHEREAS, this purchase would allow the College to obtain the Adobe Software at the best available price; and

WHEREAS, a purchase order will be issued as follows:

**Software House International (SHI)  
4 Crocker Hill Road  
Paxton, MA 01612  
Amount: \$34,902.00**

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 Software House International (SHI).

Michael DePinto  
Director of Purchasing

Resolution #150-2017 - Verizon Wireless Cell Phone Services

WHEREAS, the use of cell phones is needed to facilitate communication for the efficient operation of College business; and

WHEREAS, these phones are utilized by the Executive Staff, Facilities, Technology Services and Housekeeping to conduct daily College business; and

WHEREAS, Verizon Wireless was deemed to have the best coverage on campus with a high quality network; 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, Verizon Wireless has entered into a contract with the State of New Jersey for Wireless Devices and Services (State Contract #82583); and

WHEREAS, the estimated cost of this service will not exceed \$48,000.00 for Fiscal Year 2018.

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 Verizon Wireless in an amount not to exceed \$48,000.00 for Fiscal Year 2018.

Michael DePinto  
Director of Purchasing

Resolution #151-2017 - Data Network Equipment for Enhanced Wireless Network

WHEREAS, the use of the wireless data network has increased significantly at RVCC over the past two years 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, the purchase of new wireless data network equipment is needed to replace outdated equipment which will enhance the speed, capacity and coverage of the College's wireless 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:

<p><b>PhillyCom, Inc.</b> <b>3801 Germantown Pike</b> <b>Suite 201F</b> <b>Collegeville, PA 19426</b> <b><u>Amount: \$77,129.00</u></b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove to PhillyCom, Inc.

Michael DePinto  
Director of Purchasing

Resolution #152-2017 - Grand Conference Room Projector Replacement

WHEREAS, the Board of Trustees authorized the replacement of audio/video technology and supporting systems in the grand conference rooms in the ATCC via resolution # 110-2017; and

WHEREAS, three new digital projectors are a significant aspect of the technology improvement providing better quality images with less ongoing maintenance cost; and

WHEREAS, quotes were obtained from three vendors, all of whom had equipment pricing schedules with the State of New Jersey; and

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

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

WHEREAS, a purchase order will be issued as follows:

<p><b>Tele-Measurements, Inc.</b> <b>145 Main Avenue</b> <b>Clifton, NJ 07014</b> <b><u>Amount: \$35,250</u></b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove to Tele-Measurements, Inc.

Michael DePinto  
Director of Purchasing

Resolution #152A-2017 - Natural Gas Forward Purchases

WHEREAS, Raritan Valley Community College consumes a significant amount of natural gas during the year to provide heating and to power its co-gen engine for electricity and most of its central cooling; and

WHEREAS, the College's current contract for raw material and delivery charges expires October 31, 2017 and the College had been advised by its independent consultant New Energy Consultants (NEC) that current market conditions were favorable to a decision to obtain additional forward pricing of natural gas; and

WHEREAS, NEC will assist the College in preparing and distributing an RFP to potential suppliers, the response to which is due back by 11:00 AM on September 28; and

WHEREAS, the bid specifications included a primary component to set the producer's commodity cost and delivery charge for a 12, 24 and 36-month period regardless of the volume of gas purchased; and

WHEREAS, time will be of the essence to make a decision by 3:00 PM on the same day that the bids are due (September 28), and acknowledging that the Board of Trustees will not be able to act in timely fashion; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the President or Vice President of Finance & Facilities to enter into a contract and issue purchase orders to the successful bidder. The Board will affirm the contract award at its October 17th meeting.

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John Trojan, VP Finance & Facilities

D. Governance, Policy, and Presidential Evaluation Committee

Trustee Paul Hirsch reported on the following resolution:

Resolution #153-2017 – RVCC Emergency Operations Plan

WHEREAS, New Jersey statutes – A-2405; PL 2011, c.214 -- require each of the state's higher education institutions to formally adopt an Emergency Operations Plan (EOP) every five years beginning in 2012; and

WHEREAS, The Federal Clery Act and the Federal Higher Education Authorization Act all oblige the College to have a plan in place and to regularly test/assess its effectiveness; and

WHEREAS, The College last adopted a plan on June 26, 2012 via resolution #71-2012; and

WHEREAS, Management believes that the new EOP meets all of the various agency objectives, having been revised with significant input from local law enforcement via operational exercises and detailed discussions relating especially to Active Shooter situations.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College adopts the revised 2017 Emergency Operations Plan.

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John Trojan, VP Finance & Facilities

The resolution was moved by Trustee Hirsch, and seconded by Trustee Hazard. It was reported that New Jersey statute requires formal adoption by the Board of Trustees every five years and that RVCC last adopted a plan on June 26, 2012. It was further reported that management believes that the new Emergency Operation Plan meets all of the various agency objectives, having been revised with significant input from local law enforcement via operational exercises. The Committee will be provided updates on employee training and drills at future meetings.

There being no further comments or questions, the Resolution was unanimously approved by voice vote.

The Committee initiated discussions on new mission and vision statements for the College.

The Committee was provided a draft guideline/code of conduct for campus visitors by College Counsel, which will be discussed in more detail at a future meeting.

The annual Board self-evaluation instrument will be reviewed by the Committee at their October meeting and the Committee hopes to commence the process immediately following its approval, with a short turnaround period. Trustee Margaret Windrem, who has graciously agreed to oversee the process, hopes to provide a full report at the December meeting.

The Committee began initial discussions on the concept to develop a student housing development along vacant college property adjacent to Route 28. The Committee will revisit discussions at a future meeting.

The Committee was provided an update on the College's fall enrollment and also on the national and state trends of declining enrollment.

As required by the State of New Jersey, the Committee reviewed the Campus Safety Report for the period August 29 through September 18, 2017.

IV. Old Business

None

V. New Business

None

VI. Public Questions/Comments.

Chairman Wise read the following statement into record:

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

There were no public comments at the time.

VII. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 5:40 p.m.

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