

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
OCTOBER 18, 2016

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, October 18, 2016, 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:	Gary Hazard	Absent:	W. Timothy Howes
	Paul J. Hirsch		Thomas Wilson
	Michael Kalafer		Margaret Windrem
	Catherine Hebson McVicker		
	Lisa D. Midgette		
	Kevin Rosero		
	Peter Schoberl		
	Juan Torres		
	Robert P. Wise		
	Tracy DiFrancesco Zaikov		

Also in attendance: Michael J. McDonough, President; Charles Schalk, Esq., College Counsel; Richard Flaum, Esq. Labor Council; and members of the faculty, administration, and staff.

A quorum was present.

III. Agenda Items

1. Approval of Regular Meeting Minutes

The Regular Meeting minutes of September 20, 2016 were approved by voice vote. Trustee Torres abstained.

2. Chairman's Report

Chairman Robert Wise reported that the RVCC Foundation will host a donor appreciation/prospect cultivation event on Saturday, October 22, 2016, from 6:00 to 9:30 PM to thank current donors for their support and to introduce new donors to the College. Trustees are invited to join the Foundation's guests for a pre-theatre reception and the featured show *Capitol Steps*.

The Chairman reported that the RVCC Foundation is launching its first-ever 24-hour online, fundraising initiative "Giving Day" on November 17, 2016. Ronnie Weyl, the Executive Director of the Foundation, will provide additional information about the initiative during the Public Comments portion of the meeting

The Chairman announced that the Annual Board of Trustees Reorganization meeting and the Regular Board of Trustees meeting are scheduled for Tuesday, December 6, 2016; there will be no November meeting.

On behalf of the Board of Trustees, Chairman Wise extended his congratulations to President Michael McDonough for being honored by the Scouts of America. Recipients for the award were chosen for their outstanding community service leadership as well as the respect and esteem in which they are held by their colleagues. The “Toast to Scouting Awards” dinner is scheduled for Wednesday, December 7, 2016 at Raritan Valley Country Club, Bridgewater, NJ.

3. President’s Report

President Michael McDonough reported that in recognition of Raritan Valley Community College’s leadership role in serving the local community, the College has been named to the 2015 President's Higher Education Community Service Honor Roll “With Distinction.” The College was honored in both the General Community Service and Education categories.

RVCC was the only community college in the country to be recognized “With Distinction” in the Education category. In total, only 36 institutions were recognized nationally in this category.

In addition, RVCC was one of only two colleges in the state, and the only community college in New Jersey, to be recognized “With Distinction” in the General Community Service category. Nationally, 120 higher education institutions were recognized “With Distinction” in this area.

The President remarked that RVCC students are increasingly involved in addressing and solving community problems through community service. Their participation in service learning is tied to academic coursework and organized service through student clubs as well as various community engagement activities. From non-profits, to schools, to government agencies, students serve more than 250 organizations in Somerset and Hunterdon Counties. These include pre-K-12 schools, ESL programs, after-school centers, nursing homes, adult day care centers, food banks, environmental agencies, courthouses, probation departments, youth correctional facilities, and homeless, domestic violence, and animal shelters.

On behalf of the Board of Trustees and College community, President McDonough extended his congratulations to Lori Moog, Director of Service Learning, and to our faculty for their commitment to not only educating our students, but also preparing them for a lifetime of good citizenship and leadership in addressing important community needs. The President commented that it is a true testament to the College’s longstanding commitment to service learning that RVCC was the only college in New Jersey—and the only community college in the country—to be honored in both the General Community Service and Education categories.

President McDonough reported that the College held its first continuing music series to explore the relationship between music and the times in which the music is created and performed. The program, featuring the highly acclaimed Nikki Hill Band, played music that provided a lens through which to see the highly rebellious period of early Rock n' Roll. The President expressed his gratitude to Roger Shutack, adjunct history professor, for organizing an outstanding program.

The President reported that Raritan Valley Community College continues to expand global educational opportunities for its graduates with the signing of a new transfer agreement with the University of Lincoln in Lincolnshire, England. The “Agreement for Academic Co-operation” with the University of Lincoln provides an opportunity for RVCC students to continue their studies in the United Kingdom and seamlessly transfer their college credits.

Under the agreement, it was reported that students who receive an Associate of Arts in Liberal Arts – Social Science Option from RVCC may seamlessly transfer into the level two of the BS (Hons) Psychology program at Lincoln.

President McDonough indicated that this is an exciting agreement for the College as it gives our graduates the opportunity to continue their higher education and experience all of the wonderful advantages of studying abroad. As an added benefit, RVCC students transferring to Lincoln receive a 20 percent discount off tuition for each year of study at the University.

The agreement with Lincoln marks RVCC's third international transfer agreement in the past few years, following signings in 2013 with both The American University of Paris and the University of Greenwich in the United Kingdom.

President McDonough reported that he provided an introduction to the draft strategic plan to each of the Board committees in which he reviewed issues, both local and national, that confront the College. The President further reported that these issues, ranging from declining public support to enrollment challenges to the shift in focus from access to student success, have helped to shape a draft plan that is concise, focused, and inspirational. The President noted that he appreciates all the feedback from our stakeholders as the strategic plan is being developed.

The President's full written report is as follows:

Upcoming College Events

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

Upcoming Foundation Events

- Pre-Theatre Reception and Show– Saturday, October 22, 2016, 6:00 to 9:30 PM, Theatre at RVCC

The RVCC Foundation will host a donor appreciation/prospect cultivation event to thank current donors for their support and to introduce new donors to the College and inspire them to give.

Trustees are invited to join us as the Foundation's guests for a pre-theatre reception and the featured show *The Capitol Steps*.

Upcoming Visual and Performing Arts Events

- The Annual Juried Students Exhibition will open on Thursday, November 3 with a reception and awards presentation from 5-7 p.m. in the College Art Gallery. This year's juror is Liz Sheehan, an Independent Curator. The exhibition runs through November 22.
- The Annual RVCC Holiday Art Show and Sale will be held December 5-9 in the College Art Gallery. Ann Tsubota is the coordinator. Hours are Noon-8 p.m. daily, except until 6 p.m. on Friday.
- The Holiday Sale will also display and sell work in the Edward Nash Theatre lobby during and before the performance of the *A Christmas Carol*. Sales will be from 1:00 p.m. and during intermission.
- Student Theatre Production: *The Laramie Project* by Moises Karfman and members of the Tectonic Theatre Project. Wednesday through Saturday, November 2-5, in the Welppe Theatre at 7:00 p.m.

- Student Music Recital, coordinated by Tony Strong, will be performed on Wednesday, November 9 in the Welpe Theatre at 7:30 p.m.
- Student Theatre Production: *Somewhere in Between* by Craig Pospisil will be performed Wednesday through Saturday, November 16-19 in the Welpe Theatre at 7:00 p.m. daily.
- RVCC Dance Works, an evening of faculty & student choreography, coordinated by Loretta Fois, will be performed on Wednesday and Thursday, November 30 & December 1 in the Edward Nash Theatre at 8:00 p.m. daily.
- The RVCC Chorale, directed by John Sichel, will performed their holiday concert on Saturday, December 3 in the Welpe Theatre at 8:00 p.m.
- The RVCC Jazz Ensemble, directed by John Loerhke, will perform on Thursday December 8 in the Welpe Theatre at 7:30 p.m.

Items of Note

“A Conversation with Larry Hamm” – Civil Rights Activist

The public is invited to attend “A Conversation with Larry Hamm,” Thursday, October 20, 4-6:30 p.m., at Raritan Valley Community College. The event, which is free of charge, will be held in the Atrium Lounge (lower level, College Center) at the College’s Branchburg Campus.

The event is part of a Conversation Series at the College titled “How to Ensure that #BlackLivesMatter Really Matters: A Conversation on Race Relations, Racial Injustice and Inequality,” presented by the Social Action Collective.

Lawrence “Larry” Hamm is the chair and founder of the People’s Organization for Progress (POP). His presentation will focus on “Black Lives Matter: Building the Movement for Racial Justice and Equality.”

A Civil Rights activist, humanitarian and lecturer, Hamm has been a relentless advocate for African-American people and the cause of human rights for more than 30 years. He has been honored by countless educational and social justice organizations and is the recipient of the 2016 NEA Martin Luther King Jr. Memorial Award and the 2013 NJEA Dr. Martin Luther King Jr. Human Rights Award.

The program is sponsored by the Office of the Senior Vice President for Academic Affairs, the Office of Human Resources, and the Office of Multicultural Affairs.

Learning Through Experience

The Institute for Holocaust and Genocide Studies at RVCC will present the annual High School Learning Through Experience program, November 3, 9 a.m.-12:30 p.m., at the Theatre at RVCC. This year's theme is "Genocide Prevention Through Education." The program features three keynote presentations.

In addition, The Institute for Holocaust and Genocide Studies at RVCC will present an Educators' Seminar, "Genocide Prevention through Education," November 2, 4-7 p.m., in RVCC's Conference Center. The event will feature three workshop presentations and participants may receive 3 Professional Development hours.

Cosmetology Event To Raise Awareness For Domestic Abuse

Raritan Valley Community College cosmetology students will host Cuts for a Cause 2016, a salon-a-thon to raise awareness for domestic abuse, October 22, from 9 a.m. to 4 p.m., at RVCC @ Bridgewater, 14 Vogt Drive.

A variety of salon services will be available to the public during the fundraising event, including haircuts, blow dry styling, purple hair extensions, nail polish change, eye makeup application, and paraffin hand treatment. The event will include free face painting and a bake sale, and other beauty vendors are scheduled to participate. Appointments are recommended; call the RVCC Salon at 908-526-1200, ext. 8619.

Proceeds will be donated to the Safe + Sound of Somerset, an organization that empowers survivors and engages the community to break the cycle of violence. Proceeds also will benefit the CUT IT OUT program designed by the Professional Beauty Association to teach salon professionals how to recognize and refer clients who may be facing domestic violence.

RVCC's next full-time day and part-time evening Cosmetology programs will begin on January, 17, and a new Skin Care Specialist program will begin January 11. Financial aid and industry scholarships are available for those who qualify. For information about the program or upcoming information sessions, contact Marcia Bird, 908-526-1200, ext. 8618. For additional information, visit <http://www.raritanval.edu/career-training/career-training-programs/cosmetology>.

Faculty/Administration/Student Highlights

Business & Public Service Department

Research by William Klinger, RVCC Associate Professor of Business, has been published in the *Journal of Financial Planning*. Professor Klinger's research offers an in-depth look at the failures arising from using several retirement withdrawal strategies.

Mathematics

Lynne Kowski presented at Hudson County College on Saturday, October 1 at the Mathematical Association of Two-Year Colleges of New Jersey conference. Professor Kowski's talk was titled: *The Role of Entry-Level Developmental English and Mathematics in Students' Success*. The study examined course outcomes in the first two levels of developmental math (MATH-015: Basic Mathematics and MATH-020: Elementary Algebra) to determine whether there is a difference in developmental mathematics course pass rates for students in these courses who also require the first level of developmental English (ENGL-050: Introduction to College Reading and Composition I.) Results for MATH-015 (Basic Mathematics) and MATH-020 (Elementary Algebra) were analyzed separately to allow for examination of differences in outcomes for students who require different levels of remediation in mathematics. Statistical techniques of t-test/ANOVA were used in this study.

Visual and Performing Arts

Faculty Activities:

John Sichel presented (under VAPA auspices) a concert on Monday, October 17 entitled *Music From Four Continents*. It featured Ning Tien (cello) and Roy Imperio (piano) performing John's second Cello Sonata, which was written for Dr. Tien in 1997. The concert also presented music by Yan Linda Zheng, Zhao Zhang, Shirish Korde, Astor Piazzolla, and Igor Stravinsky.

John Sichel also just released a new recording, *John A. Sichel: Piano Sonatas* featuring HsinYi Tsai and Tomoko Harada playing John's Piano Sonatas in A flat (2004), B (2009), F (2011), and A (2013). The recording is available either as a CD or as a download from CDBaby.com, as well as from iTunes and other outlets.

VAPA Adjunct Professor Sarah Roche's figure drawing workshop for medical students - *Could art class help med students become more observant, empathetic doctors?* - at Temple University was featured on **The Pulse**, a radio program from WHYY 90.9 FM in Philadelphia.

Loretta Fois presented a new work at the DUMBO festival in New York on October 2nd at the Gelsey Kirkland Theater. She also attended the National Dance Education Conference in Washington, D.C. from October 6-10 as a representative of Higher Education and an executive board member of DANCE NJ.

Music's Larry Barbee and Tony Strong served as collaborators and consultants in the organization and development of Roger Shutack's history and music series lecture offered in the Theatre on October 10. His historical topic illustrated the integration and influence of civil rights issues and dominant musical figures in the 1950's, the formative years of the development of America's Rock and Roll.

Adjunct Jonathan Ricci is included in a three person exhibition entitled *Imaginative Connection* at ZIA gallery in North Chicago. The exhibition opens on October 15 and runs until November 12, 2016.

Adjunct Sabatino Verlezza presented his choreography along with Loretta Fois at the 2016 DUMBO Festival on October 10, 2016. He also attended the National Dance Education Organization conference in Washington, DC. He will present May O'Donnell's, DANCE ENERGIES (1959) at the 2016 American Dance Guild festival at the 92ST Y in New York City on October 14, 15, 16. He will present, Weekend Intensive Dance at Creativity in Motion in Raleigh, NC on October 21, 22, 23.

Adjunct Lydia Grey (Lynn Barnes) curated two video programs for this year's Arts on Division Festival, held September 15-18, 2016, in Somerville, NJ. The screenings included work from current and past Raritan Valley students, as well as nationally-known video artists. Videos were presented in prominent storefront windows and played 24 hour a day throughout the festival.

Student Activities:

The Visual Arts Portfolio Development class will welcome the following colleges to present information about transfer:

- September 27 Maine College of Art and Design
- October 4 Massachusetts College of Art and Design
- November 1 School of Visual Arts, NYC
- November 8 School of the Art Institute of Chicago
- November 22 Mason Gross School of the Arts, Rutgers New Brunswick
- November 29 Rutgers-Newark
- A new addition to the college visits will be from the California College of Arts during the week of November 14.

4. Committee Reports

A. Strategic Planning Committee

Chairman Robert Wise reported that the Strategic Planning Committee members, as well as all other committee members, heard feedback concerning the board self-assessment process; discussed issues confronting the college and higher education in general that contributed to the development of the draft strategic plan; and had a preliminary budget discussion regarding the 2018 budget cycle.

B. Educational Programs and Services Committee

Trustee Juan Torres presented Consent Agenda Resolutions #147-2016. On motion by Trustee Torres, seconded by Trustee Hirsch, the above stated Consent Agenda Resolution was approved unanimously by voice vote.

Resolution #147-2016 – Human Resources Action Report

The Board resolves that the following personnel actions be taken:

Human Resources Action Report for _October 18, 2016

1. New Adjunct Faculty

The following individuals are recommended as new adjunct faculty for the Fall Semester 2016 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	Per credit hour rate	Hire Date
Laboy	Alina	Assistant Professor	Communication & Languages	\$913	9/12/16
Pratt	Lisa	Instructor	Humanities, SS & Education	\$894	8/31/16
Young	Lauren	Instructor	Student Development	\$894	10/5/16

2. Returning Adjunct Faculty

The following individual is recommended as returning adjunct faculty for the Fall Semester 2016 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$894 to \$953.

Last Name	First Name	Rank	Discipline	Per credit hour rate	Hire Date
Beauchamp	Stephanie	Associate Professor	Visual & Performing Arts	\$932	10/1/16

3. 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.

Last Name	First Name	Appointment start date	Appointment end date	Hourly rate
Mitch	Allan	9/13/16	12/15/16	\$50

4. New Hire- Classified Staff

The following individual is recommended for the indicated staff position at the salary specified:

Name	Title	Salary	Department	Start date
*Justin Farischon	Laboratory Assistant-Physics	\$35,264	Science & Engineering	10/3/16
**Jamal Kassim	Admissions Records Specialist	\$42,986	Admissions & Recruitment	10/17/16

*Budget code 100-3180-5310-10/new

**Budget code 100-2210-5310-60/S. Frace

5. Retirement

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

Name	Title	Department	Retirement Effective Date
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Arlene Griffing	Department Assistant	Business & Public Service	12/31/16
Todd Markewicz	Manager-Print Shop	Print Shop	1/31/17
Phyllis Pitts	Academic Recruiter	Admissions & Recruitment	10/31/16

6. Resignation

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

Name	Title	Department	Resignation Effective Date
Debra Weiner	Director of Tutoring Services	Tutoring Services	10/14/16

C. Finance Committee

Trustee Peter Schoberl reported on the Treasurer's Report (Resolution #148-2016) for the period 09/01/16 to 09/30/16. On motion by Chairman Wise, seconded by Trustee Hirsch, the Treasurers' Report was approved unanimously by voice vote.

Trustee Schoberl then presented Consent Agenda Resolutions #144-2016 through #151-2016 and Resolutions #153-2016 through #155B-2016. Resolution #152-2016 (Change Order Reporting Threshold) was tabled. On motion by Chairman Wise, seconded by Trustee Hazard, the above stated Consent Agenda resolutions were approved unanimously by voice vote.

Resolution #149-2016 – Various Vouchers for Payment

BE IT RESOLVED, that the following October 2016 vouchers be approved for payment; and

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

Check #s	268043-268830	
ACH#s	1	
Total Checks		\$2,998,671.08
Total ACH		9,191.36
Total Vouchers		3,007,862.44
Construction and Architect Vouchers		1,189,539.43
Less Previously Approved		(1,104,542.59)
Total		<u>\$1,104,542.59</u>

Resolution #150-2016 – Cosmetology Furnishings for the Workforce Development Center

WHEREAS, the Cosmetology program will be moving from Bridgewater to the Workforce Training Center in January 2017 and requires new furnishings to conduct its programs; and

WHEREAS, a public bid process was conducted in which three RFP's were distributed and two bids received; and

WHEREAS, the RFP was based on a number of assumptions which have to be verified with precise field measurements and final selection of materials; and

WHEREAS, while the low base bid for these furnishings was \$140,918, management expects that field related changes may require additional components or adjusted sizes resulting in incremental cost. The second higher bid from Takara Belmont was \$166,438.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Vice President of Finance and Facilities to issue a purchase order(s) in the amount indicated below:

Belvedere USA, LLC
One Belvedere Boulevard
Belvedere IL 61008
Amount: Not To Exceed \$160,000.00

John Trojan, Vice President
Finance and Facilities

Resolution #151-2016 Modular Walls for the Workforce Development Center

WHEREAS, a significant design parameter for the Workforce Training Center was to provide very flexible spaces in order for the College to more easily respond to future opportunities; and

WHEREAS, several classrooms, administrative and instructor offices were planned to utilize modular wall systems to obtain space flexibility and lower cost; and

WHEREAS, the project contracting intent was to utilize a variety of possible consortium pricing agreements to obtain assured favorable pricing without a public bid requirement; and

WHEREAS, an RFP was provided to three distributors representing several wall system manufacturers with a response due date of October 19, 2016, a time in-between board meetings; and

WHEREAS, time is of the essence in order to meet the construction schedule and targeted opening date; and

WHEREAS, Management requests the authority to award a contract for these systems should the the most favorable response indicate a base bid less than \$250,000.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Vice President of Finance and Facilities to issue a purchase order(s) to the successful bidder should the base bid be \$250,000 or less.

John Trojan, Vice President
Finance and Facilities

Resolution #153-2016 Technical Support for the New Website (Inflexion Interactive)

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized Inflexion Interactive to redesign and restructure the college's website via Resolution #137-2014; and

WHEREAS, Inflexion Interactive completed the website redesign and restructuring project in June 2016 and has been providing technical support for the new website via Resolution #66-2016; and

WHEREAS, there will be a continuing need for technical support for the website including strategic consulting, creative design, CMS custom development, HTML or CSS edits, and PHP and JavaScript development; and

WHEREAS, it was decided to enter into an additional four-month contract so the College can continue to assess the level of support that will be required in the future before entering into a long term contract; 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 enter into a four-month contract and issue a purchase order as follows:

Inflexion Interactive
155 West 21st Street, Suite 15D
New York, NY 10011
Four-Month Total: \$24,000.00

John Trojan, Vice President
Finance and Facilities

Resolution #154-2016 Data Storage Equipment for Administrative Systems Backup (Dell)

WHEREAS, the purchase of the EqualLogic PS6210X Advanced Data Storage hardware is critical for the College's administrative systems data; and

WHEREAS, this equipment will provide sufficient capacity for multiple copies of data backups; and

WHEREAS, the EqualLogic hardware will allow RVCC to obtain additional data storage equipment for backups and disaster recovery; and

WHEREAS, this hardware is fully compatible with the existing campus computer equipment, and

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

WHEREAS, Dell is under contract with the Western State Contracting Alliance (WSCA) of which the State of New Jersey is a part (Contract #89967); and

WHEREAS, a purchase order will be issued as follows:

Dell Marketing L.P.
1 Dell Way
Round Rock, TX 78682-0001
Amount: \$24,195.63

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

Michael DePinto
Director of Purchasing

Resolution #155-2016 Renewal of VMware Virtualization Server Software Licenses and Support Agreement

WHEREAS, Raritan Valley Community College requires the renewal of the VMware Server Virtualization Software License and Support agreement for the period of June 30, 2016 through June 29, 2017; and

WHEREAS, this agreement provides virtual servers for College administrative and academic applications; and

WHEREAS, virtualization allows RVCC to reduce hardware costs while improving reliability, flexibility and redundancy; and

WHEREAS, the licensing and support of the VMware Virtualization Server Software is available through the NJEDGE.net technology consortium; and

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

WHEREAS, NJEDGE.net is a non-profit technology consortium of academic and research institutions in New Jersey of which RVCC is a member; 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:

NJEDGE.net
218 Central Avenue
Suite 3902
Newark, NJ 07103-3918
Amount: \$21,044.80

Michael DePinto
Director of Purchasing

Resolution #155A-2016 Fire Alarm System for the Workforce Development Center

WHEREAS, Raritan Valley Community College requires the purchase and installation of a fire alarm system for the new Workforce Development Center; and

WHEREAS, the existing campus fire alarm system, Silent Knight, is proprietary and can only be purchased through their authorized local distributor; and

WHEREAS, Fire and Security Technologies (FAST) is the authorized Silent Knight distributor for the Central New Jersey area; and

WHEREAS, N.J.S.A. 18A:64A-25.5(3) provides for the purchase of any materials or supplies which are not available from more than one potential bidder, including without limitation materials or supplies which are patented or copyrighted, without advertising for bids; and

WHEREAS, a purchase order will be issued as follows:

Fire and Security Technologies (FAST)
281 Potterstown Road
Lebanon, NJ 08833
Amount: Not to Exceed \$122,500.00

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Vice President for Finance and Facilities to issue a purchase order as described above to Fire and Security Technologies.

John Trojan, Vice President
Finance and Facilities

Resolution #155B-2016 Lease Renewal – North Branch Fire Company

WHEREAS, the Board of Trustees of Raritan Valley Community College had previously leased approximately 1.8 acres of land near the front of the College to the North Branch Volunteer Fire Company (NBVFC) via resolution # 153-91 for a 25-year term; and

WHEREAS, NBVFC has requested a 25-year renewal as permitted under the lease with the same terms and conditions; and

WHEREAS, resolution #122-2016 was introduced at the August 30, 2016 meeting but tabled by the Board pending clarification of renewal term options with Board counsel; and

WHEREAS, the Board counsel confirmed the propriety of the existing lease agreement and the specified renewal term of 25 years.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes management to sign the appropriate lease documents, reserving the right to make any changes in the best interests of the College.

D. Audit Committee

Trustee Peter Schoberl reported that Robert Butvilla, partner with Suplee, Clooney & Company, reviewed the preliminary analysis for the draft audit report with the Audit Committee members. The Committee will review the draft audited financial report and management letter in full detail at their next scheduled meeting on November 29, 2016.

Trustee Schoberl reported that it is time to engage in an auditor selection process and asked administration to prepare a draft RFP for the Committee's review.

E. Governance, Policy and Presidential Evaluation Committee

Trustee Paul Hirsch reported that the Committee reviewed the draft policy guidelines and procedures for named gift opportunities for informational purposes. He further reported that the Committee unanimously agreed that a resolution for Board approval was not necessary since it is an internal administrative operational policy of the College; hence, Resolution #156-2016 was withdrawn.

Trustee Hirsch reported that the Governance Nomination Subcommittee will seek nominations for the slate of officers for 2017, membership to the Board of School Estimate, and the NJCCC "Voting Delegate." Nominations should be sent directly to Trustee Hirsch as chairman of the Governance Committee or trustees can also make nominations at the Board of Trustees' Annual Reorganization meeting. It was reported that the proposed slate of officers will be recommended to the full Board of Trustees at the Reorganization Meeting scheduled for December 6, 2016. In addition, Chairman Wise will announce at the Annual Reorganization meeting the trustee appointments to the Foundation Board of Directors.

As required by the State of New Jersey, Trustee Hirsch reported that the Committee reviewed the Campus Safety Report for the period September 19 through October 17, 2016.

V. Old Business

None

VI. New Business

None

VII. 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.”

Ronnie Weyl, Executive Director of the Foundation, reported that on November 17, 2016, the College community will participate in RVCC’s first annual “Giving Day.” Ms. Weyl reported that it is the Foundation’s goal to connect to 500 donors and to have them show their support with an online donation to benefit RVCC students and faculty. It was further reported that anyone can show their support for RVCC by making their pledge by texting RVCC to 71777 *or* by visiting www.raritanval.edu/GivingDay.

VIII. Executive Session

In accordance with the provisions of the Open Public Meetings Act of the State of New Jersey, Chairman Robert P. Wise requested a motion to close the Public Meeting to discuss personnel issues. The Public Meeting will be reopened following the closed discussions and the matters discussed in closed session will be made public when action is taken on those matters.

On motion by Trustee Hirsch, seconded by Trustee Zaikov, the Board entered into Executive Session at 5:50 p.m. No formal action was taken during Executive Session.

The Public Meeting reopened to the public at 6:15 p.m.

IX. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 6:15 p.m.

Respectfully submitted,

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