

RARITAN VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES' REGULAR MEETING  
MAY 16, 2017

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, May 16, 2017, at Raritan Valley Community College, Route 28 and Lamington Road, Branchburg Township, North Branch, New Jersey.

Chairman Robert P. Wise called the meeting to order at 5:15 p.m., and made the following statement in compliance with the Open Public Meetings Act of the State of New Jersey:

“Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act of the State of New Jersey.”

II. Roll Call of Members

The roll call was taken as follows:

Attendees:	Caren Bateman	Absent:	Juan Torres
	Gary Hazard		Thomas Wilson
	Paul J. Hirsch		
	W. Timothy Howes		
	Michael Kalafer		
	Kevin Rosero		
	Margaret Windrem		
	Robert P. Wise		
	Tracy DiFrancesco Zaikov		

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

A quorum was present.

Presentation – 2017 Newman Civic Fellows Award

President Michael McDonough reported that Raritan Valley Community College student Kristine Bulava has been selected as a 2017 Newman Civic Fellow and will join 273 exemplary students nationwide nominated by their college and university presidents for this prestigious award.

Lori Moog, the College's Director of Service Learning and Community Outreach reported, that the Newman Civic Fellowship is offered through Campus Compact, a nonprofit coalition of more than 1,000 colleges and universities committed to the public purpose of higher education. The fellowship provides a one-year experience emphasizing personal, professional and civic growth. It provides a variety of learning and networking opportunities, including a national conference of Newman Civic Fellows in partnership with the Edward M. Kennedy Institute for the United States Senate. The fellowship also provides participants with access to exclusive scholarship and post-graduate opportunities. The Newman Civic Fellowship is supported by the KPMG Foundation and Newman's Own Foundation.

It was further reported that Kristine, a business major, provided over 100 hours of service with her projects this past year. One of her most successful projects completed through Enactus is “Plant 2 End Hunger,” which provides a sustainable food source for those in need through a local community garden. Kristine helped produce

two tons of food last year, a 17% increase from the previous one. She also learned about a hydroponic system—an innovative way to grow a sustainable food source—and secured a mini grant from Unilever and the RVCC Foundation to pursue training in hydroponics.

Kristine loves helping people and is engaged in many ways. One of her best service learning experiences was organizing a 5K Walk and Run for disabled children and adults with the ARC Foundation. As Vice President of Scholarship and Service for the Phi Theta Kappa Honor Society, she organized fundraising events for the hungry and displaced. While serving as President of Enactus, she taught disadvantaged youth how to operate a small business and offered financial seminars and college completion workshops.

President McDonough and Chairman Wise expressed their congratulations to Ms. Bulava on behalf of the Board of Trustees and the entire College community for receiving the award and for all of her significant achievements.

#### Presentation – RVCC Service Learning Leadership Awards

Lori Moog reported that the Raritan Valley Community College Service Learning Leadership Award honors students annually for their outstanding leadership and personal development attained through their service learning project and reflection activity. The award focuses on projects showing a high level of initiative in all areas of planning, including identifying the community need, planning the service and putting that plan into action.

The following students are receiving this year's award for their group service learning project completed in the course, *Trends in Nursing*, during the spring 2017 semester: Melissa Lopez-Valdes, Anna Glavocich, Nichole Hoflund, and Marquice Noland.

The students completed over 100 hours of service for their project entitled, *Why do People Bully?* They chose to help the Martin Luther King Youth Center in Bridgewater, an afterschool program serving low-income, minority children in grades K - 12 who attend schools throughout Somerset County. At the Center, the nursing students used many different techniques to engage the children in learning, such as group participation, visual aids and class discussion. The children reported back on the valuable information they gained from the project. Additionally, because the nursing students learned that everyone is affected by bullying, they also chose to raise awareness of this issue with their peers who are future nurses. Their research showed that bullying affects nurses in all settings, most commonly emergency departments and outpatient settings, and the project demonstrated that nurses are in a unique position to intervene and advocate for victims of bullying.

Overall the project taught the children at Martin Luther King Youth Center and other nursing students that:

- Bullying is, unfortunately, a current issue.
- Bullying is an issue in the work place and student nurses need to be educated about the possibilities.
- Bullying effects everyone, not just the victim, but also friends and family.
- Bullying can cause self-harm if it is not stopped.
- Bullying effects society if it is allowed to go unchecked.

As Associate Degree nurses, with future plans of obtaining their BSN, the students are hopeful that their service learning project will help people of all ages not to become victims to the devastating effects of bullying.

This year's award also is being given to Michelle Chaloka who completed 130 hours of service learning through her Poverty and Society course in the fall 2016 semester and Human Behavior and the Social Environment course during the spring 2017 semester. Her service learning project in Poverty and Society focused on food insecurity for our college students who are experiencing poverty. She organized other students in the class and worked with several departments including the Children's Campus to establish a first response to student hunger through a Holiday Food Drive. Within two weeks, the Food Drive collected approximately 300 pounds of food and

received \$140.00 in grocery gift cards. Using the USDA conversion equivalents, the food drive generated approximately 810 meals.

The meals were organized in bags and sent to the Financial Aid office who put out a call to RVCC students most likely in need of food for the holidays and over the winter break. Within two days the food had been completely distributed.

These efforts were led and directed by Michelle who put her heart and soul into this project, going door-to-door across our campus, garnering support and commitment for the food drive. Once the food was collected, she organized food items so that they would constitute “complete and balanced meals,” bagged and personally delivered all the individually organized meals to the Financial Aid office in less than two weeks, around the busiest time of the semester, that of final exams.

Michelle continued her service learning the following spring semester and chose to volunteer at the Freedom House, an organization that serves men recovering from drug and alcohol addictions. She assisted with education and case management to support the families and communities affected by the addictions.

Michelle commented about her projects saying, "I had no idea what I was getting into when I began my service learning but when it was completed, I felt accomplished. I experienced humility, gratitude and perseverance...all things I will take with me always. This is an experience I would do over and over again."

Chairman Wise and President McDonough congratulated the students on behalf of the Board of Trustees and the College community and further expressed their appreciation for their significant contributions to the community.

#### Presentation – Federal and Accreditation Compliance

Dr. Patrice Gouveia Marks, Dean of Academic Affairs and Accreditation Liaison Officer, provided the Board of Trustees with a presentation on Federal and Middle States Commission on Higher Education compliance expectations. As part of the compliance requirements, Dr. Marks reported that as the liaison officer for the College, she is required to provide regular updates to the President and the members of the Board of Trustees. Dr. Marks provided an update on upcoming deadlines and new standards that will become effective in 2018.

### III. Agenda Items

#### 1. Approval of Regular Meeting Minutes

The Regular Meeting minutes of April 18, 2017 were approved unanimously by voice vote.

#### 2. Chairman’s Report

Chairman Robert Wise reported on the following resolutions:

##### Resolution #75-2017 – Acknowledgement of Service – Lisa Midgette

WHEREAS, Lisa Midgette has served as a dedicated and distinguished member of the Raritan Valley Community College Board of Trustees since 2011; and

WHEREAS, during her time on the Board, Trustee Midgette has offered her leadership and insight as Secretary and as a member of the Educational Programs & Services Committee, Labor Relations Committee, and Strategic Planning Committee; and

WHEREAS, her knowledge and guidance over the years have contributed to the growth and success of the College, and have benefitted the community at large; and

WHEREAS, during her 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; and graduating a record number of students, including the first classes of RVCC's Honors College; and

WHEREAS, Trustee Midgette has supported a culture at RVCC that embraces diversity, promotes tolerance and fosters academic success, lending her support to programs sponsored by the College's Paul Robeson Institute for Ethics, Leadership and Social Justice and the Multicultural Affairs Department; and

WHEREAS, Lisa Midgette 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 and best wishes to Lisa Midgette, further wish her well in all of her endeavors, and look forward to her continued contributions to RVCC in the future.

Resolution #76-2017 – Acknowledgement of Service – Peter Schoberl

WHEREAS, Peter G. Schoberl has served as a dedicated and distinguished member of the Raritan Valley Community College Board of Trustees since 2009; and

WHEREAS, Trustee Schoberl has made significant contributions toward the fiscal integrity of the College, serving in leadership roles as Board Treasurer, Chair of the Audit Committee, and Chair of the Finance Committee; and

WHEREAS, Trustee Schoberl 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 Schoberl'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; and graduating a record number of students, including the first classes of the RVCC Honors College; and

WHEREAS, Trustee Schoberl has further offered his expertise and knowledge to the College with his service to the Foundation as a Board member and Chair, where he played an instrumental role in securing significant funding for student scholarships, academic and cultural programs and the construction of the Ray Bateman Center for Student Life and Leadership; and

WHEREAS, Peter G. Schoberl 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 Peter G. Schoberl and wish him well in all of his future endeavors.

Resolution #77-2017 – Acknowledgement of Service – Catherine Hebson McVicker

WHEREAS, Dr. Catherine Hebson McVicker has been a member of the Raritan Valley Community College Board of Trustees since 1986, including serving with the highest distinction as Chair of the Board from November 2011 to November 2013; and

WHEREAS during Dr. McVicker’s three decades of service on the Board, she has helped guide the growth and success of the College from its early days as the first bi-county community college in New Jersey, through major building expansions and record student enrollment, to its present position as a nationally recognized institution of higher learning that was recently named the top community college in New Jersey by BestColleges.com; and

WHEREAS, under Dr. McVicker’s exemplary leadership as Chair, the College made a number of major advancements, including adopting a new strategic plan; graduating the first class of the RVCC Honors College; constructing the [Ray Bateman Center for Student Life](#) and Leadership to facilitate collaborative learning and foster leadership development; earning national recognition for the College’s Service Learning Program; and receiving the first Higher Education Excellence in Diversity award from INSIGHT Into Diversity magazine; and

WHEREAS, Dr. McVicker has been a tireless crusader for the College, spreading the word about the benefits of an RVCC education in communities throughout Somerset and Hunterdon counties and beyond; and

WHEREAS, Dr. McVicker’s vision and dedication have been instrumental in creating a culture on campus that embraces diversity, encourages civic engagement, fosters innovation, and supports academic success for all students; and

WHEREAS, throughout her long tenure on the Board Dr. McVicker has been a constant presence on campus applauding student accomplishments, supporting academic and cultural programs; and nurturing a strong and dedicated RVCC community; and

WHEREAS, for almost two decades Dr. McVicker has shared her expertise and knowledge to the College with her service to the Foundation Board, offering her time and talent to build community partnerships and secure significant resources that have benefitted students, faculty and staff; and

WHEREAS, Dr. McVicker has championed the College and the value of community colleges on the state and national level, serving as a voting delegate to the New Jersey Council of County Colleges and attending the Leadership Congress and National Legislative Summit sponsored by the Association of Community College Trustees, as well as the Annual Convention of the American Association of Community Colleges; and

WHEREAS, Dr. McVicker has been a visionary and valued member of the board, a champion for students, and an advocate for high standards and fiscal accountability;

NOW, THEREFORE, BE IT RESOLVED, that the RVCC Board of Trustees, President Michael J. McDonough, and members of the College community wish to express their deepest gratitude and appreciation to Dr. Catherine Hebson McVicker for her service as Chair and member of the Raritan Valley Community College Board of Trustees, a tenure characterized by her compassion, commitment and vision; wish her well in all of her endeavors; and look forward to her continued contributions to RVCC in the future.

The resolutions, which were presented earlier in the day at a special luncheon to the former trustees, were approved unanimously by the Board of Trustees.

### Distinguished Ronald D. Winthers Community College Trustee Leadership Award

The Chairman reported that the New Jersey Council of County College announced that Dr. Catherine Hebson McVicker will be presented the distinguished Ronald D. Winthers Community College Trustee Leadership Award during the NJ Council of County Colleges Meeting scheduled for Monday, June 19, 2017. The Ronald D. Winthers Community College Trustee Leadership Award is an honor bestowed on a single New Jersey community college trustee each year. The award was established in honor of long-time Burlington County College Trustee Ronald D. Winthers, who exemplified visionary trustee leadership at the local, state, and national levels. Catherine is being honored for her contributions to higher education, including her service to Raritan Valley Community College and the New Jersey Council of County Colleges.

### Board of School Estimate Meeting

Chairman Wise reported that the Board of School Estimate of Raritan Valley Community College, a six-member board composed of freeholders from Somerset and Hunterdon counties as well as RVCC trustees, and is responsible for approving the College's budget is scheduled for this Friday, May 19, 2017 at 9:30 a.m. at the Somerset County Administration Building. The Board is composed of Somerset County Freeholder Director Peter Palmer, Somerset County Freeholder Deputy Director Patrick Scaglione, Hunterdon County Freeholder Director John Lanza, Hunterdon County Freeholder Deputy Director John King, RVCC Board of Trustees Vice Chair Gary Hazard, and RVCC Board of Trustees Member Paul Hirsch.

### 3. President's Report

President Michael McDonough expressed his appreciation to John Trojan, Vice President for Finance and Facilities, for his hard work concerning the College's budget preparation for the upcoming Board of School Estimate meeting. The President remarked that the College is extremely grateful to the freeholders of both Somerset and Hunterdon Counties for their ongoing support of Raritan Valley Community College.

The President expressed his appreciation to the Commencement committee and members of the College community for pulling together and making commencement a very remarkable and special event for our graduates and their families and friends.

The President reported that the RVCC Foundation is hosting a forum to take a fresh look at philanthropy and generosity through the lens of both the donor and the beneficiary - *Philanthropy in Action: Two Sides of the Coin – on* Thursday, May 18, 2017, 8:30 AM – 12:30 PM. Keynote speaker John Stanley will discuss the power of transformational giving and the partnerships that nonprofit leaders and donors can forge to reimagine generosity and create a legacy of real change. Our panelists will address the challenges facing nonprofits in these uncertain times (e.g., the future of Charitable Giving Incentives and the status of NJ Charitable Giving Deductions); and strategies for securing gifts, trends in personal wealth management, and the financial knowledge gap of Baby Boomer women.

Speakers include:

- Linda M. Czipo, President and CEO, Center for Non-Profits
- Lynn Evans, President and CEO, Northeastern Financial Consultants, Inc. and author of "Power of the Purse, Fear Free Finances for Baby Boomer Women"
- Margarethe P. Laurenzi, Director, Leadership Grantmaking and Engagement, Community Foundation of New Jersey
- Robert Milligan Jr., CFP®, CIMA®, Senior Vice President, Wealth Advisor, Senior Investment Management Consultant, Morgan Stanley
- John Stanley, author of "Connected for Good: A Gameplan for a Generous Life"

The President's full written report is as follows:

#### *Upcoming College Events*

- Opening Ceremony for Workforce Training Center – Tuesday, May 23, 2017, 9 am
- Hold the Date - 50<sup>th</sup> Anniversary Gala, October 25, 2018 (details to follow)

#### *Upcoming Foundation Events*

- President's Dinner, hosted by Sandy and Karolee Glassman, Wednesday, May 17, 6:00 – 8:30 PM

The RVCC Foundation is working with major donors Sandy and Karolee Glassman to welcome RVCC Foundation board members, RVCC Trustees, and major donors and donor prospects for an exclusive dinner at the Glassman's 30,000 square-foot home. The dinner is intended to thank our donors and friends for their support of Raritan Valley Community College and to plant the seeds of generosity for our 50<sup>th</sup> Anniversary Campaign. John Stanley, author of *Connected for Good: A Generosity Gameplan*, will engage us in a thoughtful discussion about giving.

- 14<sup>th</sup> Annual Golf Classic, Monday, July 10, Stanton Ridge Country Club

The RVCC Foundation's annual Golf Classic, the Foundation's major fund-raising event, generates funds for scholarships and program support to benefit RVCC students, faculty and the community at large. The RVCC Foundation and the Golf Committee are seeking support for sponsorships, journal ads, and donated items for the silent and live auction. For more information, call Ronnie Weyl at 908-526-1200, ext. 8349.

#### *Attachments*

- Flyer – Raritan Valley Community College Foundation 14<sup>th</sup> Annual Golf Classic
- Raritan Valley Community College Quick Facts Sheet
- Academic Awards Ceremony Program
- Student Leadership Celebration Program

#### *Items of Note*

##### 2017 New Jersey All-State Academic Team

Raritan Valley Community College students Kristine Bulava of Basking Ridge and Emily Stratton of Phillipsburg were among 39 of New Jersey's best and brightest community college students honored during the New Jersey Council of County Colleges' 23rd annual Phi Theta Kappa Day celebration, held May 4 at the Lafayette Yard Hotel in Trenton.

Bulava and Stratton were both named to the 2017 New Jersey All-State Academic Team. In addition to honoring student achievement, Phi Theta Kappa Day celebrates scholarship recipients. Phi Theta Kappa and the Coca-Cola Foundation awarded a total of nine scholarships to outstanding New Jersey students as part of the All-USA Academic Team competition. Stratton received a \$1,500 scholarship for being named a Coca-Cola Foundation All-USA Gold Medalist Scholar.

##### Distinguished Community College Spirit Award

Congratulations to Professor Kathryn Suk for being selected to receive the Distinguished Community College Spirit Award by the New Jersey Council of County Colleges. The Community College Spirit

Award is an honor bestowed on a select few who have helped advance the community college movement and embody what they believe is the "Community College Spirit" – perseverance, dedication, and excellence. Professor Suk will be presented the award at the NJ Council of County College meeting on Monday, June 19, 2017 at the Lafayette Park Hotel and Suites in Trenton.

Phi Theta Kappa

Congratulations to RVCC's Alpha Epsilon Pi Chapter for being recognized as a 2017 Top 100 Chapter of Phi Theta Kappa. Of the early 1,300 chapters worldwide, RVCC's chapter received this award in recognition of its outstanding Honors in Action Project and College Project and was recognized in front of 3,700 students, advisors, and college administrators at Phi Theta Kappa's recent Annual Convention in Nashville, TN.

RVCC Testing Center

Congratulations to RVCC's Testing Center staff for being awarded the National College Testing Association Test Center Certification. The RVCC Testing Center is among the growing number of test center to receive this distinction from NCTA.

Commencement

The Honorable Thomas H. Kean, who served as Governor of New Jersey from 1982-1990 and President of Drew University, delivered the commencement address at Raritan Valley Community College's 48th annual spring commencement, Saturday, May 13, at 10 a.m. Governor Kean received an honorary degree during the ceremony.

Spring 2017 Graduating Class Profile

Number of Graduates                      704

Female    362

Male    342

Youngest Graduate                        17

Oldest Graduate                              59

Residency

Somerset County                            412

Hunterdon County                         177

Out of State                                    11

Other NJ Counties                         104

Degrees Received

Associate of Arts                            172

Associate of Applied Science         165

Associate of Fine Arts                     28

Associate of Science                       294

Certificate                                    45

Top Three Degrees

Science and Mathematics

Liberal Arts

Nursing

Top Two Certificate Majors

Cosmetology

Paralegal Studies



### Student Highlight (Transfer & Career Services)

Student Brendan O'Leary came to Alicia Hermo-Weaver in Career Services with a dream of working for Boeing and a desire to leave his job at Sears and, of course, get an internship. He obtained his engineering internship with: FlexBiosys, Lebanon NJ | Summer 2014. His responsibilities included:

- Responsible for assisting in production of single use bioprocess containers, manifolds, and bioreactor assemblies
- Programmed and optimized production machines such as vacuum sealers, particle counters, and port welders
- Quality control for products and clean room cleanliness requirements, meeting standards
- Product testing such as pressure decay tests and thermal stress

After Brendan earned 60 college credits, he also became a substitute teacher at Saints Phillips and James School, Phillipsburg NJ | 2014 – 2015 (grades K-8, all academic subjects.)

Once the Flexbiosys internship concluded, Brendan worked with RVCC Career Services and together they found another engineering internship with Advanced Solar Products, Flemington NJ | January 2015 – May 2017. His responsibilities included:

- Designed multiple productivity tools for project development/engineering with CAD/Excel
- Modeled typical electrical/mechanical equipment in 3D CAD for inclusion in design engineering
- Composed Single & Three Line Diagrams for residential & commercial electrical PV systems for interconnect to local utility grid or residential circuit per NEC requirements
- Completed Preliminary engineering/design packages resulting in winning projects upwards of 2MW
- Conducted operational checkups on PV systems-ensuring electrical systems reading for voltage/current req. as well as PV panels for structural integrity & efficiency

During that internship, Brendan graduated RVCC, transferred to Rutgers School of Engineering, and interned with Advanced Solar Panels. In summer 2016, Brendan through the help of RVCC Career services applied to a very selective Boeing summer internship (Mechanical Equipment Engineering intern) and was chosen for the position on his diversity of experience, his unique career management ability, and his strong soft-skill development. (The Boeing Company, Charleston SC |May 2016-August 2016.)

Recently Brendan met with Alicia Hermo-Weaver to inform her that their work together coupled with his experience had secured him a full-time position with Boeing starting May 2017! Brendan continues to assist Advanced Solar Panels find other RVCC Engineering student interns and he has been a speaker RVCC Engineering Career Night event.

### Admissions and Recruitment Collaborative On-Site Events and Programs (Spring 2017)

- Admissions Information Sessions & Campus Tours – This ongoing 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 College's Workforce Training Center, Athletics, and Rutgers to showcase RVCC as well as transfer opportunities.
- NEW Spring/Summer initiative to focus on specific majors – Professor Steve Schwarz will be presenting information Computer Science majors this summer and information sessions on Engineering will also be provided.
- NEW Spring/Summer Adult Information Sessions initiative. This ongoing initiative is a collaborative effort with the Workforce Training Center and University Center partners to provide prospective adult students with the opportunity to visit the campus and learn about RVCC. A future initiative will be a collaborative effort with Veterans and LEO's Student Club.

- Spring Open House (held on April 8, 2017) was well attended with 200 prospective students and 400+ guests. Faculty, Student Services representatives, alumni, current students, and our University partners were present to meet with prospective students and families. Presentations were offered on the following topics: Admissions (English & Spanish), Free Online Applications, Financial Aid, Early College, Transfer & Career Services, Cosmetology/Esthetics, Advanced Manufacturing, and Automotive.
- New Initiative - Middle School Outreach with Kingwood Township School District. Forty-eight K through 6th grade gifted students and 5 chaperones visited RVCC to learn about “Women in STEM”, Top 10 Reasons to Attend RVCC, and our Concurrent Enrollment program.

*Faculty/Administration/Student Highlights*

Center for Teaching, Learning, and Scholarship

Center Co-Directors Michelle Brazier and Melanie Morris are pleased to report the following for the Center for Teaching, Learning & Scholarship (CTLs).

Lynne DeCicco (English), Peter Stupak (Physics & Engineering), and Darren McManus (VAPA) comprised our panel on “Promoting a Culture of Undergraduate Scholarship,” facilitated by Jennifer Pearce-Morris (Scholarship Fellow) on April 27, 2017. Those in attendance grabbed a plate at the student picnic, and then joined in the discussion of student engagement in scholarship and dissemination of student work.

Teach Week, a conference-style professional development program, takes place the week before Commencement. Alyssa Valenti (Technology Fellow) has done an outstanding job of putting together a schedule of workshops by faculty for faculty, representing contributions from nine Departments in each of our three fellow areas – pedagogy, scholarship, and technology.

Schedule of Teach Week Events: Wednesday May 10, 2017

10:00am - 11:00am	
<b>Technology:</b> Cloud Storage with One Drive, Dropbox, and Google Docs with Steve Schwarz	<b>Pedagogy:</b> Community of Inquiry (COI) with John Cleary
11:15am - 12:15pm	
<b>Technology:</b> Screen casting with Anne Marie Anderson	<b>Pedagogy:</b> Open Education Resources (OER) with Megan Dempsey
12:15pm - 1:30pm	
<b>POWER LUNCH</b> - Ways to get Your Students Talking with Michelle Brazier & Melanie Morris	
1:30pm - 2:30pm	
<b>Scholarship:</b> Drafting Effective Surveys with Marianne Baricevic	<b>Technology:</b> It’s a Kahoot! (Learning has never been so fun!) with Pattiann Kletz
2:45pm - 3:45pm	
<b>Technology:</b> YouTube with John Harford	<b>Pedagogy:</b> Humanizing the online teaching experience to maximize student engagement with Cyndee Geoffroy & Aditi Patel
5:15pm - 6:15pm	
<b>Technology:</b> Sprinkle some technology into your classes with Kahoot! and EDpuzzle with Pattiann Kletz	<b>Scholarship:</b> Getting Feedback on Research in Progress with Jennifer Pearce-Morris

<b>Schedule of Teach Week Events: Thursday May 11, 2017</b>	
10:00am - 11:00am	
<b>Technology:</b> Social Media: In and Out of the Classroom with Carina Gonzalez	<b>Scholarship:</b> Project-Based Learning with Kimberly Schirner
11:15am - 12:15pm	
<b>Pedagogy:</b> Thought Exercises with Bill Klinger	<b>Technology:</b> Cloud Storage with One Drive, Dropbox, and Google Docs with Steve Schwarz
12:30pm - 1:30pm	
<b>Pedagogy:</b> Open Educational Resources (OER) with Megan Dempsey	<b>Technology:</b> Prezi with Alyssa Valenti
1:30pm - 2:30pm	
POWER LUNCH - with President Mike McDonough	
2:45pm - 3:45pm	
<b>Technology:</b> Customize videos with EDpuzzle with Pattiann Kletz	<b>Pedagogy:</b> "Yes, and...?": Improv tactics for your classroom with Carolyn Bosa
5:15pm - 6:15pm	
<b>Scholarship:</b> Conferences 101: Responding to a call and presenting with Jennifer Pearce-Morris	

### Summer Institute

Through a generous grant from the RVCC Foundation, the CTLS is hosting a Summer Institute for Supporting Learning with Technology. Convened by our incoming technology fellow, Steve Schwarz, and our outgoing technology fellow, Alyssa Valenti, the workshop will introduce participants to the new teaching technology available in the CTLS, and provide instruction in the practical use of the equipment and productive applications in a variety of classroom contexts. Participants will be introduced to Universal Design for Learning (UDL) as a framework to explore the use of technology to support their classroom pedagogy. The workshop will be offered twice during the first Summer Session.

As the spring semester winds down, the CTLS is already planning for a full complement of fall 2017 offerings. For additional information on these or any other future CTLS events, or to learn of future offerings, please contact us at [CTLS@raritanval.edu](mailto:CTLS@raritanval.edu).

### Communication and Languages Department

On April 20, Communication Studies Instructor Faith West Gorman and her Event Production class staged a highly successful Nota Bene celebration at Evelyn Field Library. Nota Bene honors outstanding student works including essays, poems, artwork, dance, and other forms of expression. A total of 250 students, faculty, and community members attended the event. The Nota Bene initiative is coordinated at the College by Communication Studies Associate Professor Bick Treut. The event was held at the Library as a community outreach initiative thanks to the efforts of Library Chair Megan Dempsey.

### Honors College

On Tuesday May 2, 2017, the College held the Honors College Capstone presentations: The intent of the Capstone Course is for Honors College students to demonstrate significant intellectual, analytical, or creative ability by completing a semester-length research paper or project. The completion of this work was accomplished by working under the supervision of a faculty member.

Below is the list of spring 2017 capstone students and their advisors as well as the title of their work.

Tuesday May 2, 2016 (Reading Day)

Location: Atrium & C008 (concurrent sessions)

Time Slot	HC Student	Advisor	Topic
	Atrium		
9:20 - 9:35 am	Theresa Nitti	Vanny Nadkarni	The Repatriation of Stolen Artifacts
9:40 - 9:55 am	Melissa Peterson	Vanny Nadkarni	Gender Issues in International Propaganda
10:00 - 10:15 am	Christopher Barna	Nemanja Nikitovic	Examining Space Elevator Potential
10:20 - 10:35 am	Jenna Douglas	Isabel Gutierrez	Psychological Effects of Social Media
10:40 - 10:55 am	Ryan Galdamez	Alisa Shapiro	Raising Capital: Obstacles & Gov't Influence
11:00 - 11:15 am	Sebastian Gallic	Bill Klinger	Securities Analysis of Investment Yield
11:20 - 11:35 am	Jennifer Jones	Melanie Lenahan	Human Genetic Disorders and Sight
11:40 - 11:55 am	Adam Minarovich	Frank Forte	Effects of exposure to Violent Video Games
12:00 - 12:15 pm	Lauren Ferretti	Frank Forte	Analysis of Three Different Learning Styles

Time Slot	HC Student	Advisor	Topic
	C008		
9:20 - 9:35 am	Aimna Ishfaq	Peter Stupak	Muscle Lights
9:40 - 9:55 am	Rebecca Sulla	Peter Stupak	UV-Degraded Environmental Plastics
10:00 - 10:15 am	Steven Valencia	Stephen Brower	Building a Drone using a Raspberry Pi
10:20 - 10:35 am	Edwin Guerrero	Antonella Pompo	Combining Virtual Reality with Drones
10:40 - 10:55 am	Steven Pittaro	Ellen Lindemann	Economic Effects of Self-Driving Cars
11:00 - 11:15 am	Carmen Pravia	Ellen Lindemann	The Impact of the Healthcare Industry
11:20 - 11:35 am	Carly Semanchik	Lauren Braun	Italian Immigrants entering Ellis Island
11:40 - 11:55 am	Joseph Triantis	Lauren Braun	Military Nuclear Technology & Civilian Life

A RVCC Honors College student will be presenting her capstone (*Growth and Development in Children with Crohn's Disease*) in a research competition at the Beacon conference on June 2, 2017. The Beacon Conference is an annual conference that celebrates the achievement of two-year college students. The conference is funded by the coalition of member colleges listed below in collaboration with the sponsors who support this event. The mission of the conference is to showcase the work of students attending two year colleges in a range of academic disciplines and to promote an exchange of ideas among them. Additional information is available at [www.beaconconference.org](http://www.beaconconference.org).

### Kente Ceremony

On May 9, 2017, fifty-eight graduates participated in the 6<sup>th</sup> Annual Kente ceremony held at RVCC. The purpose of the Kente Ceremony is to share and celebrate a heritage rich in tradition within the Raritan community. At Raritan, we celebrate diversity and the myriad of cultural traditions. Kente is a brilliantly colorful fabric that is woven in Ghana, Africa and dates back to the 12th century Africa where Kings and Queens wore the cloth during ceremonial events. Kente is a visual representation of history, philosophy, ethics and social code of conduct. Each Kente pattern is unique with its own significance. Using the Kente Cloth as a symbol to honor the graduates, this ceremony is a special opportunity for all graduates to participate in a rich cultural community program that marks their accomplishments at Raritan. Graduates will use this occasion to acknowledge and thank those who supported them along the way. It is our hope that the Kente Ceremony will serve as a rite of passage to motivate

graduates to continue their educational pursuits of a bachelor's degree and inspire other students to complete their Associate degree.

The Kente ceremony included a special presentation by the Paul Robeson Institute for Leadership, Ethic and Social Justice. Thirty graduates from the Class of 2017, 2016, 2015, and 2014 were honored and welcomed into the Paul Robeson Society. The Robeson Society was established for graduates who made significant contributions to the RVCC community to advance diversity and inclusion. 30 students were selected for this honor. Graduates were nominated by the cultural club advisors.

#### Library

Outreach Librarian Carina Gonzalez's proposal for a book chapter was accepted by the Association of College & Research Libraries. Her chapter, "Logo Lasagna," will be published in *The Library Outreach Cookbook* later this year.

#### Mathematics Department

Frank Forte was accepted into the Ph.D. Program in Mathematics Education at Montclair State University. He will begin classes in the fall 2017 semester.

The Mathematics Department awarded 4 awards to exceptional students last week

- Siham Alfred Mathematics Excellence Award for (Mathematics majors)~Michael Joseph Alirangues

Each year the Siham Alfred Mathematics Excellence Award is given to honor the study of mathematics for a student who not only maintains a high GPA, but also demonstrates exemplary standards and proficiency in the field of mathematics. This monetary award is funded by the Alfred family celebrating the connected love mathematics at all levels, as well as the life learning of mathematics.

- Vince Bodino Academic Achievement Award (for Developmental mathematics to Calculus)~Juan D. Prada Ojeda

Each year the Vince Bodino Academic Achievement Award is given to honor the study of mathematics for a student who challenges his intelligence and imagination, as well as his character and heart in the study of mathematics. Students who are considered for this award must be either a Mathematics, Computer Science, or Engineering major, and must have demonstrated great growth in mathematics, evidenced by beginning one's mathematics journey at RVCC in a developmental mathematics course, succeeding, and then continuing through at least Calculus I. The student's GPA and progress in his/her declared major are also considered. This monetary award is funded by colleagues, friends and the family celebrating the memory of Vince Bodino and his commitment to sharing his love mathematics through teaching his students at all levels of mathematics.

- Betsy and Steve Knapp Developmental Mathematics Scholarship (for successful achievement in developmental mathematics starting at basic mathematics)~Ryan Wagner & Alexandra Call

Each year the Betsy and Steve Knapp Developmental Mathematics Scholarship is given to honor a developmental mathematics student who "worked really hard" to successfully pass developmental mathematics and is now, this spring 2017 semester, taking a college-level mathematics course. Students who are considered for this award must be those who started in Math 015-Basic Mathematics as those students have the longest battle and would more readily demonstrate perseverance and success. And they must have demonstrated great growth in mathematics, evidenced by beginning one's mathematics journey at RVCC in a developmental mathematics course, succeeding, and then continuing through their first year college-level mathematics. The student's GPA and progress in his/her declared major are also considered. This monetary award is funded by Betsy and Steve Knapp and their commitment to sharing their love of mathematics.

Aditi Patel hosted an Adjunct Workshop on May 2, 2017 and approximately 30 adjuncts were in attendance. Aditi's session featured information on the Math Department's assessment process.

Lori Austin presented at the American Association of Community Colleges Conference - *True Grit: Why Remedial Reforms & Pathways may not be the Promised Graduation Rate Elixirs* - A study of multiple New Jersey Community College reform outcomes utilizing longitudinal regression discontinuity and other inferential statistics demonstrates that student persistence may not be significantly or substantively influenced by starting point, paths to graduation, or other simplified reform strategies alone. Success might just be achieved by coupling these institutional reforms with tougher academic choices, radical advising, strategic planning and the realization of the role of student perseverance, attitude and grit.

### Science and Engineering

On Monday, April 24<sup>th</sup>, the Science & Engineering Department hosted its second *Engineering Career Night* event in the Conference Center. Approximately 60 people attended. The evening started with a brief description of the eight tracks in the Engineering Science AS Program and the different projects students are and can be involved in, including the possibility of having their work published as proceedings at international conferences. The rest of the evening was spent in roundtable sessions with each of the panelists:

- Robert De Saro, President, Energy Research Company, ERCo
- Tyler George, RVCC Alumni, now Electrical Engineering Student at Rutgers
- Chris Golon, Radar System Engineer, Lockheed Martin Rotary and Mission Systems,
- Jeff Meltzer, Engineering Project Manager at Ethicon
- Vatsal Shah, Associate and Senior Project Engineer, Mott MacDonald
- Phillip Wallace, Consultant, Gray Rock Technology, RVCC Adjunct for Circuit Analysis

On Thursday, April 27<sup>th</sup>, the Science & Engineering Department hosted its fifth annual Student Poster Session. With over 60 posters, close to 150 student presenters, and more than 100 attendees, the event was a resounding success! The audience voted for their favorite poster, and the winner was:

“Bioelectrical Signal Activated Lifting-Assist Machine”

by Jenna Nugent

(pictured with Aimna Ishfaq who complete a similar project focused on Bio-Electrical Driven Mechanical Prosthetics)



Six RVCC “Women in STEM” Engineering projects were featured in the April edition of the NJ Secretary of Education Journal (<https://njsecretaryhighereducation.com/2017/04/20/apr2017-rvcc/>).

### RVCC's Women in STEM Innovative Projects and Research

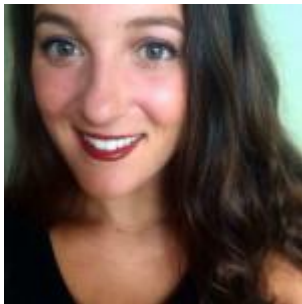
RVCC Engineering students Shayna Rumrill and Keri Rickman participated in a hands-on “Authentic Engineering Experience” course where Teams of four Raritan Valley Community College (RVCC) Engineering students were tasked to design, prototype, manufacture, and deliver a real product to a real customer.



Shayna Rumrill

Shayna Rumrill's Team produced a unique custom battery-free "shake-light" for a real China customer. The customer requested the shakelight to use as a novel gift for his visiting customers to demonstrate his company's commitment to higher-education and a "greener" environment. Rumrill's student Team developed an induction power supply, the energy storage and LED lighting circuit, and customized 3D-Printed package complete with the Customer's business name.

The Customer was delighted with the final product and the project work was formalized in a paper presented at the American Society for Engineering Education Northeast Conference. <http://egr.uri.edu/wp-uploads/asee2016/162-504-1-RV.pdf><http://egr.uri.edu/wp-uploads/asee2016/162-504-1-RV.pdf>.



Keri Rickman

Keri Rickman's Team designed and built a laser-music system that transmits music across a room using only laser light. Using two micro-computer-controlled lasers, the Team sent laser beams to optical-detectors mounted on six independent audio speakers positioned around a performance room. The effect was to fill the performance room with music emanating from different locations and in time with the music to "shape" the music for a truly unique audience experience. A laser-music concert was given on campus and featured Handel's Hallelujah Chorus.

The success of Rickman's Team was presented at the American Society for Engineering Education Mid-Atlantic Conference in April 2017.

Throughout both projects, the team members were exposed to important practical skills typically learned only when in industry. The team members were treated and worked as professional Engineers. The emphasis was for the student Teams to achieve their own designs, experience their own failures and successes, resolve their own communications and scheduling conflicts, and to respond to customer critical comments. A key goal was to give students authentic hands-on product development and project execution experience to relate to potential internship and professional employers.

Shayna Rumrill graduated from RVCC in May 2016 in Chemistry and is currently a junior at TCNJ majoring in Chemistry and Keri Rickman graduated from RVCC in December 2016 in Engineering Science and will transfer to a 4-year school for Mechanical Engineering.

## RVCC Biomedical Engineering – Helping others Through Innovative Prosthetics

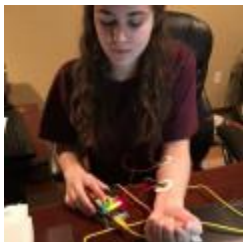
Helping others achieve more through innovative prosthetics is what motivates RVCC Engineering students Aimna Ishfaq and Jenna Nugent. Both students are using a combination of 3D-Printed mechanical prosthetics and bio-electrical nerve signals to demonstrate novel prosthetic applications.



Aimna Ishfaq

Participating with an international prosthetic organization named “E-Nable” ([enablingthefuture.org](http://enablingthefuture.org)), both Ishfaq and Nugent worked independently at the RVCC Engineering Project Center to 3D-Print the parts of two different designs of mechanical hands. Through considerable careful effort, both assembled and refined the mechanical hand function and submitted the hands to the E-Nable organization. Both hands will form part of an aid shipment to India where they will be used directly to help children with hand-function disabilities.

Currently, Ishfaq is working on her Honors Capstone project where she is using a commercial micro-computer platform to detect bioelectrical signals from contracting muscles. The micro-computer system detects the faint electrical nerve impulses from the muscles and amplifies them into a stronger electrical output that can be used to actuate electrically powered devices. Ishfaq’s application is to allow the electrical signals from muscle contractions originating from any selected part of the body to remotely operate room lights instead of the use of hands to physically turn a light switch – a critical house-hold function for an impaired individual.



Jenna Nugent

In parallel, Nugent, enrolled in an Honors Research Independent Study class, is using the same micro-computer based system to turn muscle bio-electrical activity into a household lifting mechanism. The application uses the amplified muscle signal to activate a series of electrically powered servo-motors combined with engineered mechanical linkages. The system can be scaled for its intended use as a household lifting tool.

Aimna Ishfaq will graduate from the RVCC Engineering Science program in May 2017 and will pursue a Biomechanics and Rehabilitation degree at Rutgers. Jenna Nugent will transfer to TCNJ in fall 2017 as Biomedical Engineering major.





Rebecca Sulla

#### Environmental Plastic – Plastic Particle Size from Wave Action

What happens to the plastic waste floating in the oceans? This question is the focus of RVCC Engineering student Rebecca Sulla's RVCC Honors Capstone project this spring 2017. More specifically Sulla is working to understand how small the pieces of plastic become when repeatedly impacted by wave action – an important issue for understanding to what animal life or at what point in the food-chain the plastics may have a negative effect.

Sulla collected commercial plastic items that had washed up on the New Jersey beaches as test samples. Plastic items that were exposed to the sun's radiation were weaker and more easily broken down into small particles. Having chosen polyethylene milk-containers as a typical and model material, Sulla is using a student-made wave-simulation machine to mimic open-water wave action. The motor-driven tumbling barrel allows Sulla to measure the number and size of the resulting plastic particles as a function of the number of rotations. The main results to date indicate that the number of particles generated follows a mathematically distinct relationship with number of wave-action barrel rotations. Work is ongoing to determine if there is a particle size limit.

Rebecca Sulla will graduate from RVCC Engineering Science program in fall 2017 and will transfer to a four-year college to pursue a degree in Environmental Engineering.

#### RVCC “Illuminut” Supply Chain – Where Engineering and Business Meet!

RVCC Marketing student, Samantha Fegely, is helping to lead an interdisciplinary opportunity launched in September 2016 where RVCC Engineering and Business students participate hands-on in the operation of a real manufacturing process to make, market, and sell a custom “shake flashlight” product.



Samantha Fegely

The shake flashlight, named the “Illuminut” was developed by Shayna Rumrill's “Authentic Engineering Experience” Team (1st story) and was adopted as a product by the RVCC Business Club “Enactus”. The sales revenue is used to support the local community Food Bank where every revenue margin dollar is leveraged into \$10 of Food Bank food.

Every custom Illuminut is made hands-on by RVCC Enactus and Engineering students working side-by-side using a purpose-built on-campus manufacturing line. Students learn first-hand the operation of a functional supply-chain business and experience state-of-the-art industry “Lean Manufacturing” methods. Fegely, who did not have experience using a soldering iron before this project, is now skilled at all process steps used to produce the Illuminut from winding power supply coils through soldering the electronic circuits.

Also, the leader of the Illuminut Sales and Marketing, Fegely and the Sales Team use a personal face-to-face sales approach. Fegely says, “The Illuminut is fully customizable by the customer, from the color of the case, to the 3D-Printed engraving on the side, to the color of the light. We delight our customers with exactly the customized product they want when they want it while we also build our Illuminut brand”. Fegely and the Team also hand-deliver the completed Illuminut products to each customer – complete with a personalized note emphasizing the contribution they make to the community through their purchase. To date Fegely and the Illuminut Team has generated over \$550 in total revenue and generated over \$3500 worth of equivalent Food-Bank for local families in need.

Samantha Fegely is currently a business major at RVCC who will graduate from RVCC in spring of 2018. She plans to attend Pennsylvania State University to receive a B.S. degree in Marketing.

#### Visual and Performing Arts Department

##### Student Activities:

Student Theatre Production *The Anatomy of Gray* by Jim Lenard and directed by adjunct Danielle Barry was performed on April 19-April 22, 2017.

Part Two of the annual Student Art Exhibition opened on Thursday, April 13 and continued through Friday, April 28 in the College Art Gallery. Part Two includes works in acrylic and oil painting, watercolor, three-dimensional design, sculpture, visual design, typography, animation, video production, sound production, photography and printmaking.

The Student Dance Works was performed on Tuesday and Wednesday, April 25 & 26 in the Nash Theatre. Loretta Fois coordinated the performance.

The Student Jazz Ensemble performed their end of the semester concert on Thursday, April 27 at 7:30 p.m. in the Welp Theatre. The ensemble was directed by adjunct John Loerhke.

The RVCC Chorale performed on Saturday, May 6 in the Welp Theatre at 8:00 p.m. The Chorale was directed by Professor John Sichel.

##### Faculty Activities:

Adjunct James Adkins’ work was displayed in the 84th Annual Juried Exhibition of the Hudson Valley Art Association, in New York City, NY, on Friday May 5, 2017.

Adjunct Eric Araujo’s work in his artist residency in McDowell County, North Carolina was featured on the following website: [http://www.mcdowellnews.com/news/nebo-business-donates-lumber-for-highlands-arts-center/article\\_6d2a0c28-10c2-11e7-96a2-67018e734419.html](http://www.mcdowellnews.com/news/nebo-business-donates-lumber-for-highlands-arts-center/article_6d2a0c28-10c2-11e7-96a2-67018e734419.html)

Loretta Fois was awarded a Creator-in-Residence position at Earthdance Farm, located in the Berkshires, Massachusetts. Her two week residency over the summer will focus on the creation of new works. Sabatino Verlezza presented his choreography set to the full score of Carl Orff’s, *CARMINA BURANA*. The production was performed at the Kasser Theater at Montclair State University on April 29, 2017.

Ann Tsubota donated two documents from the Department of War about the U.S. Internment Camps in World War II. These documents were kept by her Aunt Ryoko Kunimatsu who was imprisoned in the Tule Lakes Camp. The documents were available to persons attending the One Book Presentation by Julie Otsuka on Monday, April 19, 2017.

4. Executive Session

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

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

The Public Meeting reopened to the public at 6:00 p.m.

5. Committee Reports

A. Labor Relations Committee

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

Resolution #-2017 – Ratification of Adjunct Faculty Contract

BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College does hereby ratify and approve an Agreement with the Adjunct Federation with the following terms:

1. Agreement is for a term of two year from July 1, 2017 through June 30, 2019.
2. 2% increase to contract hour based on rank.
3. Adjunct Faculty Project hourly rate \$45.00 2017-2018 and 2018-2019.
4. Adjunct faculty teaching during summer session can receive discount for summer camps.
5. Adjunct faculty on space available, dependents are granted tuition free entrance to two (2) courses at RVCC during the semester in which they teach.
6. Each academic year the college will make available up to five (5) Professional Development Grants.
7. An Adjunct faculty member is eligible to seek approval for professional development after four (4) semesters of teaching at RVCC.

The resolution was moved by Chairman Wise, seconded by Trustee Hirsch, and approved unanimously by voice vote.

B. Strategic Planning Committee

Trustee Tracy DiFrancesco reported that the Committee met earlier and was provided a copy of the draft strategic plan for their review and feedback. The Committee was also updated on the entire process used to develop the strategic plan as well as the effective work of the strategic planning consultant. It was also reported that an internal committee is working on the mission, vision, and values for the College to complement the strategic plan. Lastly, the Committee reviewed and approved the following three resolutions that will be presented to the full Board through the Finance Committee – 2017 Summer Media Buy (Resolution #84-2017), eDesign Interactive for Website Enhancements and Market Analysis (Resolution #85-2017), and Technical Support Services for the New RVCC Website (Resolution #86-2017.)

C. Educational Programs and Services Committee

Trustee Timothy Howes presented Consent Agenda Resolutions #79-2017 through #80-2017. Resolution #81-2017 was withdrawn. On motion by Trustee Howes, seconded by Trustee Hirsch, the above stated Consent Agenda Resolutions were approved unanimously by voice vote. Trustee Howes noted that while there will be a formal recognition of Kevin Rosero’s service to the Board as an alumni trustee at the June Board meeting, he expressed his appreciation to Kevin for his service on the Educational Programs and Services Committee and to the Board. Trustee Rosero expressed his appreciation to the members of the Board of Trustees, the President, and to the students who elected him to serve in that capacity.

Resolution #79-2017 – Human Resources Action Report

The Board resolves that the following personnel actions be taken:

Human Resources Action Report for May 16, 2017

1. New- Workforce Development/College Advancement/Allied Health Instructional Staff

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

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

Last Name	First Name	Appointment start date	Appointment end date	Hourly rate
Miller	Michael	May 10, 2017	May 24, 2017	\$75

2. New Hire- Workforce Educator

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

Name	Title	Salary	Department	Start date
*Jessica Cicero	Workforce Educator- Cosmetology	\$52,000	Workforce Delivery	5/1/17

\*Budget Code 100-3495-5310-30/ new non-exempt position

3. Status Change- Administrator

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

Name	Title	Salary	Department	Start date
Chad Peters	Public Services Coordinator	\$57,955	Evelyn S. Field Library	3/1/17

4. Retirement

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

Name	Title	Department	Effective Date
Elaine Cronin	Administrative Assistant II	Academic Affairs	5/31/17

Resolution #80-2017 – Appointment, Provost/Vice President for Academic Affairs

BE IT RESOLVED, that at the recommendation of the President, the following Executive Staff appointment be approved:

Name	Title	Salary	Start date
*Dr. Deborah Preston	Provost/Vice President for Academic Affairs	\$174,000	7/10/17

\*Budget Code 100-3000-5010-60/Replacement K. Pomakoy

B. Finance Committee

Trustee Margaret Windrem reported on the Treasurer’s Report (Resolution #82-2017) for the period 03/01/17 to 03/31/17. 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 #84-2017 through #91-2017. On motion by Trustee Windrem, seconded by Trustee Hirsch, the above stated Consent Agenda resolutions were approved unanimously by voice vote.

Resolution #83-2017 – Various Vouchers for Payment

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

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

Check #s	276415-277138	
ACH#s	2	
	Total Checks	\$1,960,117.36
	Total ACH	11,636.04
	Total Vouchers	1,971,753.40
	Construction and Architect Vouchers	626,727.25
	Less Previously Approved	(94,798.34)
	Total	<u>\$2,503,682.31</u>

Resolution #84-2017 – Summer 2017 Media Buy

WHEREAS, the Board of Trustees of Raritan Valley Community College has supported marketing campaigns to enhance the College’s community image and to support enrollment; and

WHEREAS, the Board of Trustees via Resolution #180-2016 authorized for a total of \$200,000.00 for a digital marketing campaign covering the period of February 15, 2017 through June 30, 2017; and

WHEREAS, the campaign has produced impressive results thus far, including increases in attendance at recruitment events, inquiries for admissions information and Fall 2017 applications for first-time, full-time students; and

WHEREAS, Blue Plate Media Services is responsible for placing all of the media and tracking the effectiveness of the Spring 2017 campaign; and

WHEREAS, continued investments in marketing campaigns are an essential component in generating new student enrollment for Fall 2017 among recent high school graduates and adult learners; and

WHEREAS, Blue Plate Media Services has demonstrated the expertise and experience to implement a comprehensive digital marketing campaign and provide a detailed analysis of the campaign results and return on investment; and

WHEREAS, \$100,000.00 in funds has been identified in the Fiscal Year 2018 Public Relations Operating Budget to support the continuation of the digital marketing campaign until September 6, 2017; and

WHEREAS, in accordance with N.J.S.A. 18A:64A-25.5 (a) (20) a county college is exempt from the requirement for public advertising for bids for personnel recruitment and advertising, including without limitation advertising seeking student enrollment; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into an agreement and issue a purchase order for marketing services including research, creative design work, media buys, tracking and return on investment analysis as follows:

Blue Plate Media Services, LLC 35 Maple Street Summit, NJ 07901 Amount: \$100,000.00
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Michael DePinto  
Director of Purchasing

Resolution #85-2017 – Website Enhancements and Market Analysis

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized eDesign Interactive to provide analytical data and enhancements to the College’s public website via Resolution #15-2017; and

WHEREAS, the contract with eDesign Interactive expires on June 30, 2017 and there is a continued need for analytics and website enhancements in order to maximize the effectiveness of the new website as a primary marketing tool for the College; and

WHEREAS, the enhancements and analytics performed to this point have produced positive results including an increase in new visitors who use Google and other search engines to find the College website and improvement in the amount of time visitors spend on the website; and

WHEREAS, eDesign Interactive has submitted a comprehensive proposal to continue its current services including search engine optimization, social media/website content migration and website analytics; and

WHEREAS, eDesign Interactive has additionally proposed to develop new web pages for Spanish speaking users; integrate news content throughout the website; conduct research into marketing trends for our targeted audiences; and analyze the effectiveness of the College’s current marketing strategies; and

WHEREAS, eDesign has demonstrated it has the extensive knowledge, expertise and creative talent to implement the website enhancements, analytics and market research; and

WHEREAS, these services are considered professional services and therefore exempt from public bidding in accordance with N.J.S.A. 18A:64A-25.5(a) (1); and

WHEREAS, \$58,000.00 in funds have been identified out of the Fiscal Year 2018 Public Relations Operating Budget to support the website enhancements and market analysis; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a six-month contract through December 31, 2017 and issue a purchase order as follows:

eDesign Interactive  
163 Madison Ave  
Suite 220-5  
Morristown, NJ 07960  
Six-Month Total: \$58,000.00

Michael DePinto  
Director of Purchasing

Resolution #86-2017 – Technical Support Services for the New RVCC Website

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized the redesign and restructuring of the College’s website via Resolution #137-2014; and

WHEREAS, there is a continuing need for technical support of the redesigned College website that launched July 1, 2016; and

WHEREAS, website support must include security updates, strategic consulting, creative design, CMS custom development, HTML or CSS edits, and PHP and JavaScript development; and

WHEREAS, David DiGiovanni, LLC, a website development firm with expertise in the Drupal 7 operating system, has been providing website technical support to the College since February 1, 2017; and

WHEREAS, they have provided high quality, 24-7 technical support; made improvements to the security, analytics and user experience; as well as troubleshooting technical issues; and

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

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

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

David DiGiovanni, LLC  
828 West South Street  
Kalamazoo, MI 49007  
Twelve-Month Total: \$24,000.00

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a contract for the twelve-month period of July 1, 2017 through June 30, 2018 and issue a purchase order as follows:

Michael DePinto  
Director of Purchasing

Resolution #87-2017 – Internet Connectivity

WHEREAS, NJEDge.net is the statewide consortium handling New Jersey college internet connectivity who provides high speed internet access to the College; 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, Board Resolution #107-2013, dated August 20, 2013, authorized the use of such cooperative contracts; 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

WHEREAS, estimated expenditures to NJEDge.net for Fiscal Year 2018 and Fiscal Year 2019 are estimated not to exceed \$135,000.00 per year; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue purchase orders for Fiscal Year 2018 and Fiscal Year 2019 as follows:

NJEDge.net 218 Central Avenue Suite 3902 Newark, NJ 07103-3918 Fiscal Year 2018 Amount: \$135,000.00 Fiscal Year 2019 Amount: \$135,000.00
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Michael DePinto  
Director of Purchasing

Resolution #88-2017 – Renewal of the Oracle Exadata Hardware License and Support Agreement

WHEREAS, Raritan Valley Community College requires the renewal of the Oracle Exadata Hardware License and Support agreement for the period of July 1, 2017 through June 30, 2018; and

WHEREAS, Oracle is the database management software used to contain all of the data from the College's Banner System; and

WHEREAS, the Oracle Exadata hardware is needed to run this software; and

WHEREAS, this licensing agreement allows RVCC to use Oracle software for applications providing the College with tools to diagnose problems, improve system performance, support the Exadata Hardware and provide real-time data backup and recovery; 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, Board Resolution #107-2013, dated August 20, 2013, authorized the use of such cooperative contracts; and

WHEREAS, Mythics, Inc. has entered into a contract with The Cooperative Purchasing Network (TCPN Contract #R141801), 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:

Mythics, Inc. 1439 North Great Neck Road Suite 201 Virginia Beach, VA 23454 Amount: \$106,702.90
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Michael DePinto  
Director of Purchasing

Resolution #89-2017 – Extension of Telephone Services Agreement

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

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

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

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

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

WHEREAS, Paetec Communications, Inc. has agreed to extend the agreement until September 30, 2017 at the current rates – approximately \$16,300.00 per month - during which time the college will transition to a new cloud-based telephone system with Comm Solutions (Shore Tel); and

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to extend the current agreement until September 30, 2017 with:

Paetec Communications, Inc.  
6 Commerce Drive  
3rd Floor  
Cranford, NJ 07016

Michael DePinto  
Director of Purchasing

Resolution #90-2017 – Science and Engineering Purchases

WHEREAS, the Science and Engineering Department requires the purchase of equipment and supplies for the 2017-2018 academic year; 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, Fisher Scientific has entered into a contract with the State of New Jersey for Scientific Equipment, Accessories, Maintenance and Supplies (State Contract #75827); and

WHEREAS, RVCC has spent \$23,060.00 to date with Fisher Scientific during Fiscal Year 2017; and

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

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

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

Fisher Scientific Company LLC  
300 Industry Drive  
Pittsburgh, PA 15275

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

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

Michael DePinto  
Director of Purchasing

Resolution #91-2017 – Purchase and Installation of a New Transfer Switch for Hunterdon Hall

WHEREAS, Raritan Valley Community College advertised for bids for the purchase and installation of a New Transfer Switch for Hunterdon Hall; and

WHEREAS, ten (10) bids were distributed to vendors and five (5) bids were received and opened on Monday, May 15, 2017; and

WHEREAS, the lowest responsible bidder was:

Envirocon, Inc. 490 Schooley's Mountain Road Hackettstown, NJ 07840 Amount: \$46,417.00
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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 enter into a contract and issue a purchase order as described above to Envirocon, Inc.

Michael DePinto  
Director of Purchasing

C. Governance, Policy, and Presidential Evaluation Committee

Trustee Paul Hirsch reported that Philip Stern, legal counsel, provided the Committee with an explanation of the College's Educators Legal Liability coverage and overall policy limits and deductibles for claims. It was reported that the Board of Trustees are provided with blanket liability and defense coverage for virtually all claims (excluding willful illegal acts) that may arise related to their official duties with the institution and that coverage is appropriate.

Philip Stern also provided the Committee with a draft Conflicts of Interest policy and statement for their review. The Committee will review and discuss in more detail at a future meeting.

As required by the State of New Jersey, Trustee Hirsch reported that the Committee reviewed the Campus Safety Report for the period April 18 through May 15, 2017.

Trustee Margaret Windrem reported that the Committee reviewed the Survey Monkey results for the President's annual evaluation. It was reported that there was one-hundred percent participation by the Board of Trustees, and that the evaluation indicated that the President's performance fully met or exceeded the Board's expectations in the multiple areas discussed and evaluated.

It was also reported that the Committee reviewed and recommends for the full Board's approval the terms of the third amendment to the President's contract. There being no comments or questions, the President's Third Amendment to his contract was approved by the Board of Trustees by voice vote, with one abstention.

The Board of Trustees members congratulated President McDonough on his outstanding leadership of the College and noted that his great style and effectiveness has put the College's image and direction on a steeper trajectory.

The Board of Trustees expressed their gratitude to Trustee Windrem for overseeing the President's Evaluation process.

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 that time.

VII. 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