

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
JUNE 28, 2016
DRAFT
MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, June 28, 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.”

Chairman Wise then read into record, the following resolution:

Resolution #74-2016 – Recognition of Service – Nathan Bott

WHEREAS, Nathan Bott was elected by his peers and served as Alumni Representative to the Board of Trustees of Raritan Valley Community College for the 2015/2016 term; and

WHEREAS, Mr. Bott has concluded his service on the Board of Trustees of Raritan Valley Community College where he has served with dedication and distinction; and

WHEREAS, Mr. Bott served on the Board of Trustees Educational Programs and Services Committee and his ideas and suggestions enhanced educational opportunities for students and services to the community; and

WHEREAS, Mr. Bott is a highly respected member of the College community and is a valued colleague and friend to Raritan Valley Community College;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees, the President, and the College community extend their deepest gratitude and very best wishes to Nathan Bott and wish him well in his future endeavors.

The Resolution was moved by Chairman Wise and seconded by Trustee Windrem. Chairman Wise and several members of the Board of Trustees expressed their appreciation to Mr. Bott for all of his dedication to the Board and to the College community during his year as Alumni Trustee. Mr. Bott expressed his appreciation to the Board, the President, the Freeholders, and to the entire College community. He indicated that his service on the Board of Trustees has been very rewarding and an incredible learning experience.

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

Swearing-in – New Alumni Trustee – Kevin Rosero

Mr. Charles Schalk, College Counsel, then swore-in new Alumni Trustee Kevin Rosero as a new member to the Board of Trustees. It was reported that Mr. Rosero, a resident of Plainfield, graduated from RVCC in May, and will continue his education this fall at Seton Hall University. While a student at RVCC, Mr. Rosero worked in the Admissions office and the Office of Multicultural Affairs and also volunteered at the College's Children's Campus. He served as president of the Orgullo Latino Club. Mr. Rosero, who eventually plans to become an attorney, is interning this summer at a Perth Amboy law firm. He will be studying history at Seton Hall University. Chairman Wise congratulated Mr. Rosero on his appointment to the Board of Trustees on behalf of the Board of Trustees and President McDonough.

II. Roll Call of Members

The roll call was taken as follows:

Attendees: Gary Hazard
Paul J. Hirsch
W. Timothy Howes
Michael Kalafer
Lisa D. Midgette
Kevin Rosero
Peter Schoberl
Margaret Windrem
Robert P. Wise
Tracy DiFrancesco Zaikov

Absent: Catherine Hebson McVicker
Juan Torres
Thomas Wilson

Also in attendance: Michael J. McDonough, President; Charles Schalk, Esq., College Counsel; Michael Camerino, Esq.; Richard Flaum, Legal Counsel; Hunterdon County Freeholder John King; and members of the faculty, administration, and staff.

A quorum was present.

Chairman Wise welcomed Hunterdon County Freeholder John King to the Board of Trustees and thanked him for his on-going support of the College.

III. Executive Session

Due to a condensed schedule, an Executive Session to discuss negotiations was held prior to the Public Meeting rather than during the Public Meeting. No formal action was taken and matters discussed in closed session will be made public when action is taken on those matters.

IV. Agenda Items

1. Approval of Regular Meeting Minutes

The Regular Meeting minutes of May 17, 2016 were approved unanimously by voice vote.

2. Chairman's Report

Chairman Robert Wise commented on how deeply saddened the College community is by the loss of Senator Raymond Bateman -- an inspirational leader and beloved friend. The Chairman further commented that Ray Bateman was the heart and soul of Raritan Valley Community College, guiding the College from its infancy to become a nationally recognized institution of higher learning. Chairman Wise remarked that in Ray's four decades on the Board of Trustees, including 26 years as chairman, he left his mark on all aspects of the College, tirelessly advocating for academic excellence, affordable tuition, state-of-art facilities, and diversity on campus. Chairman Wise further remarked that Ray's influence extended far beyond RVCC and that his vision and drive led to the creation of the community college system in New Jersey, opening up access to higher education to hundreds of thousands of individuals. Today, in all corners of New Jersey, there are successful men and women who got their start at a community college.

Chairman Wise announced that the Bateman family will begin Shiva at 6:00 pm, and that once the Board meeting has concluded, a shuttle will be available to all trustees and College employees who wish to make a Shiva call at the Bateman residence. The Memorial Service is scheduled for Saturday, July 9, 2016 at 10:30 a.m. in the Edward Nash Theatre.

Trustee Paul Hirsch commented that Ray Bateman was a friend, a mentor, and a visionary leader and that he was proud and honored to serve beside him for three decades on the Board of Trustees. Trustee Hirsch

further indicated that he was inspired by Ray Bateman's passion and commitment to providing our students with every available opportunity to succeed in school and in life. Trustee Hirsch stated that the Ray Bateman Center for Student Life and Leadership stands as a wonderful legacy to Ray's lifetime of commitment to enriching lives through the power of education.

Several other trustees, President McDonough, and Freeholder King also expressed their heartfelt sentiments about Senator Raymond Bateman and further conveyed their deepest condolences to the Bateman family.

Chairman Wise reminded the Board that no July Board of Trustees meeting is scheduled and that the next Regular Board of Trustees meeting is scheduled for Tuesday, August 30, 2016. In addition, the Chairman noted that the tentative Grand Opening date for the Whitman Science Center addition is scheduled for Tuesday, September 20, 2016.

3. President's Report

President McDonough expressed his gratitude to all of those members of the College community who stood in front of the College earlier in the day as the procession took the Senator and his family through the campus for one final journey. The President commented that the Bateman family were moved and acknowledged the kindness of everyone's fitting and respectful tribute. The President expressed his deepest sympathies to the Bateman family on behalf of the entire College community. President McDonough further expressed his condolences to the Board of Trustees and to the College community, especially to those individuals who had enjoyed a long friendship with the Senator.

The President's full written report is as follows:

A memorial service for Senator Raymond H. Bateman is scheduled Saturday, July 9, 2016 at 10:30 a.m. in the Edward Nash Theatre, followed by a reception in The Ray Bateman Center for Student Life and Leadership.

There is no July Board of Trustees meeting scheduled. The next Board of Trustees meeting is scheduled for Tuesday, August 30, 2016.

Upcoming College Events

- The tentative Grand Opening of the Whitman Science Center Addition is scheduled for Tuesday, September 20, 2016 (Details to Follow)

Upcoming Foundation Events

- 13th Annual Golf Classic – Monday, July 11, 2016
The RVCC Foundation's golf outing is our largest fundraising event of the year and draws more than 140 community leaders and business professionals. Proceeds raised from the day go towards our scholarship program to benefit RVCC students who demonstrate academic excellence and/or financial need. The funds raised at the Golf Classic also will provide support for science and technology programs, the Phi Theta Kappa Honor Society, student enrichment grants, and professional development grants for our faculty. We invite you to make a meaningful and an enduring difference in the lives of our students by donating a door prize, sponsoring a tee sign, or purchasing an ad in our program journal for the event.

Handouts

- 2016-2017 Theatre Brochure
- Campus Cares Program
- Professional Development Module Series for Administrators – “Enhancing Workplace Results Through Stronger Communication”

Items of Note

Fair Chance Higher Education Pledge

RVCC President Michael J. McDonough participated on June 10, 2016 in a White House event marking the Obama Administration's launching of the Fair Chance Higher Education Pledge. President McDonough was part of a select group of college and university leaders that participated in a roundtable discussion in the Roosevelt Room of the White House's West Wing. The Fair Chance Higher Education Pledge focuses on offering higher education opportunities for people who have been in contact with the criminal justice system. RVCC was selected for the White House event, hosted by Education Secretary John King and Domestic Policy Council Director Cecilia Muñoz, because of its participation as a major partner in the New Jersey Scholarship and Transformative Education in Prisons (NJ-STEP) program. NJ-STEP is a consortium that provides higher education courses toward a college degree for people while they are incarcerated.

Raritan Valley Community College is especially proud to applaud and to support the White House Fair Chance Higher Education Pledge. As a mission-driven college of opportunity, RVCC believes in the transformative power of education. In providing incarcerated students with a dynamic and innovative learning environment, in offering students the opportunity to earn an Associate Degree, and in building a seamless transition into a four-year college, we help to create that 'pathway for a second chance. We are honored to include these remarkable graduates as our alumni and as our most persuasive and eloquent examples of success.

Honors College Data for the Classes of 2016, 2017, and 2018

Graduating Class of 2016: (26 first-year & 4 transfer students admitted)

- 20 students will graduate within two years
- Of the 10 students who did not graduate within two years:
 - two transferred to their desired 4-year school (without their RVCC degree)
 - two are nursing majors who require an additional year of schooling
 - one took a year leave of absence (in good standing) and is returning to RVCC for fall 2016 (though not to the Honors College)
 - one withdrew from the Honors College, but is graduating from RVCC this summer
 - one left RVCC (in good standing) and has not returned
 - three were dismissed from the Honors College for academic reasons (but remain at RVCC)
- Students in this class were accepted at some wonderful schools such as Penn State, Georgetown, Cornell, Lehigh, RPI, Bucknell, TCNJ, University of Maine, and Art Institute of Chicago to list a few.

Graduating Class of 2017: (29 students admitted)

- 28 returned for their 2nd semester (spring 2016); 96.5% 1st semester retention rate
- 26 are returning for their sophomore year; 89.6% 1st year retention rate
- Of the three students who are not returning to the HC for their 2nd year, two transferred (in good standing) to their desired 4-year school. One student was dismissed for academic reasons
- Five students earned perfect 4.00 gpas in their 1st year
- The year #1 cumulative gpa for the entire class was 3.64
- Three students will be serving as members of SGA next year
- Four students are serving as RVCC Student Ambassadors for the coming academic year

Graduating Class of 2018: The College received a record 61 applications for this year's cohort and we are in the midst of finalizing our incoming class.

Transfer and Career Services

RVCC ratified a transfer agreement with Millersville University of Pennsylvania. The agreement provides opportunities for RVCC graduates to enter Millersville with junior standing.

Two RVCC students will be awarded the Lackland-Centenary scholarship. Danielle Caswell and Jonathan Villegas, both May 2016 RVCC graduates, will be awarded the funds for study at Centenary University.

RVCC renewed its transfer agreement with St. Petersburg College for the Veterinary Technology program for an additional three years.

RVCC ratified a transfer agreement with the University of Lincoln, located in Lincolnshire England. Among the terms of the agreement, eligible RVCC graduates will receive a 20% tuition discount for each year of study.

RVCC Cosmetology Students

Raritan Valley Community College's evening Cosmetology students recently helped support cancer patients at Robert Wood Johnson University Hospital's first "Spring into Beauty" spa event. The philanthropic event, held May 20 at the hospital's New Brunswick campus, provided an evening of pampering while participants learned about resources available for cancer patients, survivors, and families.

RVCC Cosmetology students provided hand and arm massages as well as hot paraffin treatment for skin softening. Various colors of hair chalk were offered to participants to put a streak of color in their hair, demonstrating a sign of support. Students also provided information about the Look Good Feel Better (LGFB) program, which was established in 1989 in collaboration with the Personal Care Products Council, American Cancer Society, and the Professional Beauty Association (PBA). The RVCC Cosmetology program offers students the opportunity to learn about organizations such as LGFB that are directly linked to their careers and offer volunteering opportunities to show their support.

RVCC Gym Receives 2016 Best of Somerville Award

The Raritan Valley Community College gymnasium has been selected for the 2016 Best of Somerville Award in the "Gyms" category by the Somerville Award Program. Each year, the Somerville Award Program identifies companies and organizations that it believes have achieved exceptional marketing success in their local community and business category.

RVCC has completed several athletic facility renovations and improvements in the past year including a total renovation of the gym complete with new hard wood floor, new bleachers, new scorer's table, and installation of new Daktronics scoreboards.

Faculty/Administration/Student Highlights

Business & Public Service Department

Professor Paul Flor is the Principal Investigator for a National Science Foundation (NSF) –Advanced Technological Education (ATE) grant titled: CEM-Tech. The grant in the amount of \$760,812 has been formally awarded to Raritan Valley Community College. This is the successful outcome of a synergistic effort by key in-house personnel at RVCC, led by Professor Flor. CEM-Tech, Commercial Energy Management Technology, is a three-year project committed to developing curriculum and training, and having both credit and non-credit components, in the areas of Building Automation, Commercial Energy Auditing, Computer Networking, Building Commissioning, and Retro-Commissioning. These areas are in high demand and confer a skill set to those that pursue it, which helps improve building performance while reducing its carbon footprint.

Professor William Klinger has had his paper "Guardrails to Prevent Potential Retirement Portfolio Failure" accepted for publication in the Journal of Financial Planning, the publication for Certified Financial Planners. This paper is the result of research he did with his faculty research fellowship. No publication date has been set.

On May 20-21, 2016, Professors Anne Marie Anderson, Bill Black, Michael Fagan, and Alisa Shapiro attended the annual Teachers of Accounting at Two Year Colleges (TACTYC) conference. TACTYC's primary objective is the advancement of accounting education, emphasizing the development of creative and innovative teaching and curriculum. TACTYC was organized to encourage networking on issues of significance to accounting education. It has served as a forum for sharing innovative ideas in curriculum, teaching techniques, and methodology. From previous trips to TACTYC, the department has developed programs such as the College's new Bookkeeping course (ACCT 250), which allows students to prepare for a nationally recognized bookkeeping certification, the new Volunteer Income Tax Assistance (VITA) course (ACCT 226) and Tax Preparer Certificate of Completion program.

Five Enactus RVCC members were selected into the BNY Mellon Enactus Fellows Program. Kristine Bulava, Elijah Shabazz, John Zenone, Frank Pongratz, and Tyler Vaughn will commit 25 hours developing competencies in project management, entrepreneurial thinking as well as financial skills in a free market economy. Electronic badges are earned for each module successfully completed that can be added to the students LinkedIn profile. After completing all of the competencies, students will sit for the APMG International PMD Pro Level I Certification Exam. Students will be recognized at the 2017 National Expo. Ceremony recognition for completing the program includes a certificate, lapel pin, and a special reception with business partners and recruiters. Professor Tracy Rimple is the advisor for Enactus.

June 13-16, 2016, Professor Michael Fagan attended the annual Association of Small Computer Users in Education (ASCUE) conference. ASCUE's mission is to provide opportunities for resource-sharing, networking, and collaboration within an environment that fosters creativity and innovation in the use of technology within higher education.

English Department

Karen Gaffney, Professor of English, recently published an article on the popular culture blog popmatters.com, where she analyzes the TV show *Scandal* through the lens of Critical Race Theory: "Scandal' in the Age of 'The New Jim Crow'." She also recently presented at the Working Class Studies Association, the White Privilege conference, Yale Law School's conference on Critical Race Theory, and the Popular Culture Association. Following is a link to the article: <http://www.popmatters.com/feature/standing-in-the-sun-scandal-in-the-age-of-the-new-jim-crow/>

English adjunct Jessica Brent gave a talk on the life and work of Charlotte Bronte at the Bridgewater Public Library as part of the library's celebration of the 200th anniversary of Bronte's birth.

Visual and Performing Arts Department

Faculty Activities:

John Sichel will be in studio this summer, producing a recording of his piano sonatas in A flat and B with pianist Hsin Yi Tsai. They will join already recorded versions of his sonatas in A and F (by Tomoko Harada) on an album to be tentatively released by fall of this year.

Adjunct Barbara Friedman will be participating in an exhibit of four artists from the United States with ten paintings at: Entre l'association Avelan' Arts Lavenlanet, France on July 1- August 5, 2016.

Darren McManus has thirteen paintings in an exhibition titled "*The Colors I am Inside*" at Parlor Gallery in Asbury Park, NJ. McManus, along with Jason Rolf, are the featured artists in this twelve person show. The opening for the exhibition is Saturday, June 18th from 7 to 11 pm and the show runs until July 18th, 2016. In addition, Darren McManus completed an artist residency at Interlochen Art Center in Maine.

Sabatino Verlezza:

- Guest Lecturer at the Wellness Lounge in South Orange, New Jersey on June 11, 2016.

- Guest Wellness Practitioner at the Wellness Lounge. South Orange, New Jersey on June 12, 2016.
- Certifier for the May O'Donnell Dance Technique Certification Workshop 2016 held on June 13-18, 2016 at Gibney Dance, 280 Broadway New York, New York.
- Faculty for 15th Annual Moving Wheels and Heels Summer Dance Workshop for adult dancers with disabilities. Housed at the Steffi Nossen Foundation in White Plains, New York. (2 RVCC students were interns.)
- On June 17, 2016, performed as Guest Artist at the New Music Festival at the Abraham Arts Center. Choreographer, Kim Whittam.
- On July 30, 2016, artistic director for the ILLUMINATIONS Dance Company (a new dance company of dancers with and without disabilities mixed with community dance enthusiasts and professional dancers) concert in Perryville, Missouri.

Ann Tsubota organized and participated in a ceramics workshop at ceramic artist Jeff Shapiro's studio in Accord, New York. Nine students from RVCC participated.

4. Committee Reports

A. Strategic Planning Committee

Trustee Tracy DiFrancesco Zaikov reported that the Committee reviewed highlights of the marketing campaign targeted to increase enrollment in traditional age students. It was reported that enrollment for the targeted audience is up compared to the same time last year. It was also reported that the new website is scheduled to go live on Friday, June 30, 2016. It was further reported that data collected from the new landing pages will enable the marketing and recruitment departments to track and communicate with respondents. The new website incorporates both the new branding and marketing opportunities as well.

Trustee Zaikov also reported that the Committee reviewed and approved the proposed Fall Marketing Campaign (Phase 2) and the offsite hosting of College website. She noted that the Committee agreed that hosting the College website offsite provides a safer and more secure platform. (Both resolutions aforementioned are on the Finance Agenda for approval and recommendation to the full Board of Trustees.)

B. Finance Committee

Trustee Peter Schoberl reported on the Treasurer's Report (Resolution #75-2016) for the period 05/01/16 to 05/31/16. On motion by Chairman Wise, seconded by Trustee Windrem, the Treasurers' Report was approved unanimously by voice vote.

Trustee Schoberl then presented Consent Agenda Resolutions #76-2016 through #97-2016. On motion by Chairman Wise, seconded by Trustee Kalafer, the above stated Consent Agenda resolutions were approved unanimously by voice vote.

Resolution #76-2016 – Various Vouchers for Payment

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

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

Check #s	264621-265458	
ACH#s	2	
	Total Checks	\$2,617,858.90
	Total ACH	9,805.05
	Total Vouchers	2,627,663.95
	Construction and Architect Vouchers	291,646.82
	Less Previously Approved	(591,308.23)
	Total	<u>\$2,328,002.54</u>

Resolution #77-2016 – Perkins Career and Technology Grant Funds

WHEREAS, Raritan Valley Community College is committed to providing quality occupational programs and ensuring access to these programs for all students; and

WHEREAS, the purpose of the Carl D. Perkins Career and Technical Education (CTE) Improvement Act of 2006 is to develop more fully the academic and career and technical skills of postsecondary students enrolled in Perkins eligible CTE programs by developing and assisting students in meeting high standards, integrating academic and career and technical instruction, linking secondary and postsecondary education, collecting and disseminating research and information on best practices, providing technical assistance and professional development, supporting partnerships among diverse stakeholders, and providing individuals with the knowledge and skills to keep the U.S. competitive; and

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College approves the application for Perkins Career and Technology Education grant funds of \$260,574 and further authorizes Dr. Michael McDonough President of the College, to approve the Perkins Grant contract, general assurances, and certifications and any amendments thereto.

Resolution #78-2016 – IT Assessment

WHEREAS, Management has determined that as part of its strategic planning process an independent and comprehensive assessment of the College's technology environment, which represents approximately 7.8% of the operating budget (excluding equipment expenditures), is essential in properly framing future instructional and administrative requirements;

WHEREAS, Management has identified CampusWorks as a premier technology consulting company that serves the higher education sector in broad capacity/ effectiveness/growth evaluations as well as specific projects and has recently provided such services to Bergen and Middlesex Community Colleges; and

WHEREAS, CampusWorks' proposed Second Opinion Assessment will evaluate how college staff and students are interacting with technology, how processes are supported by technology, and how technology is leveraged to achieve the College's strategic objectives;

WHEREAS, CampusWorks will discuss with responsible individuals, conduct focus groups and compare data/findings to institutions of similar size in order to appraise the effectiveness of Administrative Systems, Academic and Instructional Computing Initiatives, IT Staffing and Organization, Customer Service, Infrastructure, and the overall Technology environment.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College awards a consulting contract in the amount of \$35,000 to CampusWorks, 1767 Lakewood Ranch Blvd., #305, Bradenton, Florida.

John Trojan, Vice President
Finance and Facilities

Resolution #79-2016 – Tuition Rate for Prison Program

WHEREAS, the Board of Trustees of Raritan Valley Community College did, by Resolution #60-2016, authorize a revised schedule of tuition rates and fees for the Fall 2016 term for all regular for credit programs; and

WHEREAS, the College has been engaged for several years in piloting a special instructional program leading to an associate's degree at a number of New Jersey correctional facilities under the statewide consortium New Jersey Scholarship and Transformative Education in Prisons (NJ – STEP);

WHEREAS, the program has expanded considerably to nearly 600 students earning approximately 5,000 credits; and

WHEREAS, the effort to serve this population is more costly with respect to pre-enrollment testing, advising/counseling support, smaller class size, instructional salaries, provided materials, administration, etc.;

NOW, THEREFORE, BE IT RESOLVED, that the following all-inclusive per credit tuition rate be adopted for the Prison Program – \$243.00 per credit.

Resolution #80-2016 – Plaza Rehabilitation – Phase Three

WHEREAS, Raritan Valley Community College advertised for bids for the rehabilitation of the upper exterior plaza near the Physical Education, Cafeteria and College Center areas; and

WHEREAS, six (6) bids were distributed to vendors and two (2) bids were received and opened on Monday, June 20, 2016; and

WHEREAS, the lowest bidder and related information is presented below:

<p>Hayden Building Maintenance Corp. 169 Western Highway West Nyack, NY 10994 Amount: \$720,366.00</p>
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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 contract and issue a purchase order as described above to Hayden Building Maintenance Corp.

John Trojan, Vice President
Finance and Facilities

Resolution #81-2016 – On-Call Locksmith Services 2016-2018

WHEREAS, Raritan Valley Community College advertised for bids for a new On-Call Locksmith Services contract for the period of July 1, 2016 through June 30, 2018; and

WHEREAS, bidders were asked to submit proposals based on their hourly rates and estimated cost for parts and materials; and

WHEREAS, three (3) bid packages were distributed and two (2) were opened and read on Friday, June 10, 2016; and

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

<p>Washington Locksmiths</p>

**402 Route 57 East
Washington, NJ 07882
Amount Year 1: \$65,500.00
Amount Year 2: \$65,500.00
Two-Year Total: \$131,000.00**

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Vice President for Finance and Facilities to enter into a two-year contract and issue a purchase order in the amount shown above to Washington Locksmiths.

John Trojan, Vice President
Finance and Facilities

Resolution #82-2016 – Electrical Supplies 2016-2018

WHEREAS, the Facilities and Grounds Department require the purchase of Electrical Supplies for the proper functioning of the College Campus; and

WHEREAS, it was decided to advertise for bids for Electrical Supplies for the two-year period of July 1, 2016 through June 30, 2018; and

WHEREAS, bidders were asked to submit pricing for a list of commonly purchased items determined by the Facilities and Grounds department; and

WHEREAS, the amount of supplies purchased may vary based on campus needs; and

WHEREAS, five (5) bids were distributed to vendors and one (1) bid was received and opened on Friday, June 10, 2016; and

WHEREAS, Cooper Electric Supply Company was the sole bidder; and

WHEREAS, the bid for the two-year period is \$31,442.38;

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 each year for the next two years as follows:

**Cooper Electric Supply Company
3477 Route 9 North
North Freehold, NJ 07728
Amount Year 1: \$15,125.00
Amount Year 2: \$16,317.38
Two-Year Total: \$31,442.38**

John Trojan, Vice President
Finance and Facilities

Resolution #83-2016 – Interpreter Services 2016-2018

WHEREAS, Raritan Valley Community College provides interpreting services to eligible individuals with hearing disabilities to enable them to achieve academic adjustments at the college level; and

WHEREAS, the College advertised a Request for Qualifications (RFQ) to evaluate various agencies and/or individuals qualified to perform services for the College in the area of sign language interpreters on an as needed basis; and

WHEREAS, proposals were evaluated on the following criteria:

- Experience within Higher Education.
- Letters of Reference from High Education Institutions and Students.
- Proximity to the RVCC Main Campus.
- Documentation of Required Certification.
- Hourly Rates including travel time and overtime.
- Any additional documentation to support proposal; and

WHEREAS, the period covered by this RFQ is July 1, 2016 through June 30, 2018; and

WHEREAS, eleven (11) proposals were received and evaluated by the RVCC Disability Services department; and

WHEREAS, the College has pre-qualified the following three (3) agencies/individuals:

ASL Interpreter Referral Service, Inc.
21 Clyde Road
Suite 103
Somerset, NJ 08873
Normal Hourly Rate: \$88.00
Overtime Hourly Rate: \$95.00

Kimberly A. Muller
100 Second Street
Somerville, NJ 08876
Normal Hourly Rate: \$70.00
Overtime Hourly Rate: \$75.00

Natural Languages, LLC
924 Bergen Avenue #286
Jersey City, NJ 07306
Normal Hourly Rate: \$81.97
Overtime Hourly Rate: \$89.97

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 purchase orders for Interpreter Services over the next two years to any of the three agencies/individuals referenced above.

John Trojan, Vice President
Finance and Facilities

Resolution #84-2016 – HVAC Preventive Maintenance 2016-2018

WHEREAS, Raritan Valley Community College advertised for bids for a new HVAC Preventive Maintenance contract for the period of August 1, 2016 through July 31, 2018; and

WHEREAS, twelve (12) bid packages were distributed and six (6) were opened and read on Tuesday, June 21, 2016; and

WHEREAS, the apparent low bidder was disqualified for calculation errors and a failure to submit their Business Registration Certificate with their proposal; and

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

<p>Core Mechanical, Inc. 7905 Browning Road Suite 110 Pennsauken, NJ 08109 <u>Amount Year 1: \$125,674.30</u> <u>Amount Year 2: \$128,787.50</u> <u>Two-Year Total: \$254,461.80</u></p>

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 two-year contract and issue a purchase order in the amount shown above to Core Mechanical, Inc.

John Trojan, Vice President
Finance and Facilities

Resolution #85-2016 – Parking Lot for Workforce Development Center (Pave-Rite)

WHEREAS, the construction of a parking lot is needed for the new Workforce Development Center; and

WHEREAS, N.J.S.A 18A:64A-25.5(b) provides an exemption to the requirement for advertising for bids if a contract is entered into with the State of New Jersey, or a County thereof; and

WHEREAS, Pave-Rite has entered into a contract with Somerset County (Contract #CC-0028-14); and

WHEREAS, a purchase order will be issued as follows:

<p>Pave-Rite, Inc. 40 Radel Avenue Bridgewater, NJ 08807 <u>Amount: \$108,000.00</u></p>
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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 hereinabove to Pave-Rite, Inc.

John Trojan, Vice President
Finance and Facilities

Resolution #86-2016 – Renewal of WebStudy Software License and Maintenance Contract

WHEREAS, it is necessary to renew the Software License and Maintenance Contract with WebStudy, Inc. for the period of July 1, 2016 through June 30, 2017; and

WHEREAS, in accordance with N.J.S.A. 18A:64A-25.5(19), a county college without advertising for bids, may purchase goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development for the hardware; and

WHEREAS, a purchase order will be issued as follows:

WebStudy, Inc.
333 East Lancaster Avenue
Wynnewood, PA 19096
Amount: \$85,000.00

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 WebStudy, Inc.

John Trojan, Vice President
Finance and Facilities

Resolution #87-2016 – Fall 2016 Marketing Campaign – Phase 2

WHEREAS, the Board of Trustees of Raritan Valley Community College has supported the rebranding and marketing of the College in order to enhance RVCC's image in the community and to support enrollment; and

WHEREAS, the Board of Trustees, via Resolution #176-2015, authorized the awarding of a \$250,000.00 contract to Inflexion Interactive to produce an innovative, digital marketing campaign based on the new College brand; and

WHEREAS, the campaign, which will conclude on June 30, 2016, has shown positive results including an increase in attendance at College recruitment events and an increase in new visitors to the College's website; and

WHEREAS, in order to achieve maximum results the marketing campaign needs to continue until the first day of the Fall Semester with an additional emphasis on attracting adult learners; and

WHEREAS, \$100,000.00 in funds has been identified out of the Fiscal Year 2017 Public Relations operating budget, which are available to support the continuation of the marketing campaign until August 31, 2016; and

WHEREAS, Inflexion's marketing campaign proposal is comprehensive and includes funding for creative design work, media buys and an analysis of return on investment; 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 an agreement and issue a purchase order for marketing services as follows:

Inflexion Interactive
80 River Street
Hoboken, NJ 07030-5626
Amount: \$100,000.00

John Trojan, Vice President
Finance and Facilities

Resolution #88-2016 – Offsite Hosting of RVCC Website

WHEREAS, the Board of Trustees, via Resolution #105-2015, authorized the award of a one-year contract with Acquia, Inc. to host the new Drupal Content Management System for the College's website redesign project; and

WHEREAS, Acquia's cloud-based hosting platform has provided an extra level of security, ensuring that the College's new website is protected and available in the event of an emergency or disaster; and

WHEREAS, the contract with Acquia, Inc. expires at the end of June 2016 and RVCC has a need to continue the hosting service with the launch of the new College website scheduled for July 1, 2016; and

WHEREAS, funding is available in the Fiscal Year 2017 Public Relations operating budget to finance a one-year contract for a fully managed cloud environment, support, software tools and training in the amount of \$23,804.00; and

WHEREAS, the specific information for this company is as follows:

<p>Acquia, Inc. 25 Corporate Drive Burlington, MA 01803 <u>Amount:</u> \$23,804.00</p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the college administration to enter into an agreement and issue a purchase order in the amount shown above to Acquia, Inc.

John Trojan, Vice President
Finance and Facilities

Resolution #89-2016 – Audio Visual Equipment for the Renovated Science Center Classrooms

WHEREAS, the purchase and installation of audio visual equipment is needed for the renovated Science Center classrooms; and

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

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

WHEREAS, a purchase order will be issued as follows:

<p>Tele-Measurements, Inc. 145 Main Avenue Clifton, NJ 07014 <u>Amount:</u> \$30,029.00</p>

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 hereinabove to Tele-Measurements, Inc.

John Trojan, Vice President
Finance and Facilities

Resolution #90-2016 – Replacement Personal Computers for the West Buildings Multimedia Classrooms

WHEREAS, the purchase of new personal computers is necessary for the West Building multimedia and graphics classrooms; and

WHEREAS, this equipment must be fully compatible with the existing campus computer equipment, 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, 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, a purchase order will be issued as follows:

<p>Dell Marketing L.P. 1 Dell Way Round Rock, TX 78682-0001 Amount: \$42,199.60</p>

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes Vice President for Finance and Facilities to issue a purchase order as described hereinabove to Dell Marketing L.P.

John Trojan, Vice President
Finance and Facilities

Resolution #91-2016 – Laptop Computers for the Renovated Science Center Classrooms

WHEREAS, the purchase of laptop computers is needed for the renovated Science Center classrooms; and

WHEREAS, this equipment must be fully compatible with the existing campus computer equipment, 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, 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, a purchase order will be issued as follows:

<p>Dell Marketing L.P. 1 Dell Way Round Rock, TX 78682-0001 Amount: \$79,497.00</p>

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 hereinabove to Dell Marketing L.P.

John Trojan, Vice President
Finance and Facilities

Resolution #92-2016 – Laboratory Casework for Science Center Addition

WHEREAS, Board Resolutions #87-2015 and #148-2015 authorized for the purchase of fume hoods, laboratory cabinetry and other miscellaneous equipment which must be built to exact specifications for the Whitman Science Center Addition; and

WHEREAS, additional laboratory casework in excess of the amounts previously approved is required; and

WHEREAS, Kewaunee Scientific Corporation is the only single source manufacturer and a recognized global leader; and

WHEREAS, N.J.S.A. 18A:64A-25.4 (a) (3) provides and exemption from public bidding is materials or supplies are not available from more than one potential bidder, including without limitation material or supplies which are patented; and

WHEREAS, Kewaunee Scientific Corporation will furnish and install the additional laboratory casework at a price not to exceed \$40,265.00.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the college administration to proceed with issuing a purchase order for the aforementioned laboratory casework and the installation thereof from:

Regional Office: Kewaunee Scientific Corporation
2700 Interplex Drive - Suite 2
Trevoose PA 19053-6948

Corporate Office: Kewaunee Scientific Corporation
2700 West Front Street
Statesville, NC 28677-2927

At a Price Not to Exceed: \$40,265.00

BE IT FURTHER RESOLVED that an agreement will be entered into and a purchase order will be issued.

John Trojan, Vice President
Finance and Facilities

Resolution #93-2016 – Contractor Payments for July 2016

WHEREAS, The college engages the services of General Contractors, Architects, Engineers and other consultants in connection with our capital projects; and

WHEREAS, the regular procedure is to obtain Board of Trustee authorization to pay them at each monthly meeting, generally held on the third Tuesday of each month; and

WHEREAS, there is no meeting during the month of July 2016 and there may be invoices due for the month of July; and

WHEREAS, since on September 1, 2006 the Prompt Construction Payment Legislations P.L. 2006, c.96, codified as N.J.S.A. 2A:30A-1 et seq. was signed into law, which requires owners to pay interest if payment is not made within thirty (30) days; and

WHEREAS, to comply with this legislation and to ensure timely payment to our contractors and consultants.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the College Administration to pay July 2016 invoices and to report them to the Board in August 2016.

John Trojan, Vice President
Finance and Facilities

Resolution #94-2016 – Renewal of the ToolingU Online Training Software Subscription

WHEREAS, the Advanced Manufacturing program requires the renewal of the subscription for the online training program currently being used by students;

WHEREAS, the renewal of this subscription will cover the two-year period of July 1, 2016 through June 30, 2018; and

WHEREAS, this online training program allows up to 160 students to learn various aspects of the manufacturing tooling process; and

WHEREAS, the program includes training specifically geared toward education institutions; and

WHEREAS, the Vice President for Finance and Facilities has determined and certified in writing that the value of the acquisition will exceed \$17,500.00; and

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

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 2016 through June 30, 2017, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p>Tooling University, LLC 3615 Superior Avenue Suite 4406C Cleveland, OH 44114 Amount: \$20,000.00</p>
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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 hereinabove; and

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

John Trojan, Vice President
Finance and Facilities

Resolution #95-2016 – Fire Alarm Testing and Inspection Services 2016-2017

WHEREAS, Raritan Valley Community College requires Fire Alarm Testing and Inspection Services for the period of July 1, 2016 through June 30, 2017; and

WHEREAS, the Vice President for Finance and Facilities has determined and certified in writing that the value of the acquisition will exceed \$17,500.00; and

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

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 2016 through June 30, 2017, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

Fire and Security Technologies
281 Potterstown Road
Lebanon, NJ 08833
Amount: \$21,290.00

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 hereinabove; and

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

John Trojan, Vice President
Finance and Facilities

Resolution #96-2016 – Equipment Maintenance for Central Utility Plant

WHEREAS, Raritan Valley Community College requires annual preventive maintenance and repairs for various equipment in the Central Utility Plant and the Science Building; and

WHEREAS, the majority of this equipment was purchased in 2006 when we upgraded the Central Utility Plant and installed heavy duty equipment which was proprietary in nature; and

WHEREAS, the maintenance agreements and the equipment repairs from the manufacturers of the equipment ensure that the upgrade continues to operate smoothly; and

WHEREAS, in accordance with N.J.S.A. 18A:64A-25.5(9), a county college, without advertising for bids, may purchase equipment repair services if in the nature of an extraordinary unspecifiable service and necessary parts furnished in connection with such services; and

WHEREAS, purchase orders for the current fiscal year will be issued as follows:

Chillers	Trane Company	\$35,000.00
Cogeneration Engine	Northeast Energy Systems	\$35,000.00
Heat Recovery	Broad USA	\$30,000.00
Science HVAC	Daikin Applied (McQuay)	\$15,000.00
Boilers	Miller & Chitty	\$10,000.00
Generators	Foley Power Systems	\$6,500.00

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 purchase orders as described hereinabove.

John Trojan, Vice President
Finance and Facilities

Resolution #97-2016 – Replacement of the Exterior Staircase behind the Theatre

WHEREAS, the College requires the replacement of the exterior staircase behind the Theatre; and

WHEREAS, three (3) quotes were obtained with C. Lombardi Construction presenting the College with the most favorable pricing; and

WHEREAS, the Vice President for Facilities and Grounds has determined and certified in writing that the value of the acquisition will exceed \$17,500.00; and

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

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 2016 through June 30, 2017, which certifies that there have been no reportable contributions to a political party, candidate committee or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

<p>C. Lombardi Construction 40 Grover Lane West Caldwell, NJ 07006 <u>Amount: \$34,200.00</u></p>

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Vice President for Facilities and Grounds to issue a purchase order in the amount shown above to C. Lombardi Construction.

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

John Trojan, Vice President
Finance and Facilities

B. Educational Programs and Services Committee

Trustee Timothy Howes presented Consent Agenda Resolutions #98-2016 through #107-2016. On motion by Trustee Howes, seconded by Trustee Schoberl, the above stated Consent Agenda Resolutions were approved unanimously by voice vote.

Resolution #98-2016 – Human Resources Action Report

The Board resolves that the following personnel actions be taken:

Human Resources Action Report for June 28, 2016

1. Returning- Adjunct Faculty

The following individual(s) are recommended as adjunct faculty for the Summer/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
Frary	Lauren	Instructor	Humanities, SS & Education	\$894	8/31/16

2. New/Returning CCE/College Advancement Instructional Staff

The following individuals are reappointed as members of the CCE/College Advancement 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
Hala	Joanne	June 29, 2016	June 29, 2016	\$50
Jones	Lluana	June 20, 2016	August 12, 2016	\$31
Kinebrew-Bosa	Carolyn	June 20, 2016	August 12, 2016	\$34
Kistrup	Anne	June 20, 2016	August 12, 2016	\$37

3. New Hire- Administrator

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

Name	Title	Salary	Department	Start date
*Phil Herro	Recruiting Coordinator & Head Coach	\$55,887	Athletics	7/12/16
**Elizabeth Coccia	Manager of Workforce Outreach	\$61,970	Workforce Development	7/12/16

*Budget code 100-8250-5010-50/new

**Budget code 100-3400-5010-30/new

4. New Hire- Classified Staff

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

Name	Title	Salary	Department	Start date
*Monica Maxwell	Financial Aid Specialist	\$43,336	Financial Aid	7/5/16
**Jennifer Mason	Finance Specialist	\$44,139	Finance & Budget	6/20/16

*Budget code 100-3540-5310-50/replacement M. Noya

**Budget code 100-4100-5310-60/new

5. Resignation

The following reflect employee(s) who has resigned from the college.

Name	Title	Department	Resignation Effective Date
Tiffany Calvert	Assistant Professor	Visual & Performing Arts	June 30, 2016

	VAPA		
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6. Retirement

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

Name	Title	Department	Effective Date
Lester Miller	Executive Director Business Services	Purchasing & Contracts	July 31, 2016

Resolution #99-2016 – Appointments, Full-Time Tenure-Track Faculty

BE IT RESOLVED, that at the recommendation of the President, the following full-time tenure-track faculty appointments be approved for the 2016-2017 Academic Year:

Name	Title	Department	Start Date	Salary
*Jessica Darkenwald-Decola	Instructor English	English	9/1/16	\$56,667
**Steven Caruso	Instructor Computer Science	Computer Science	9/1/16	\$55,068
***Philip Martin	Instructor Communication	Communication & Languages	9/1/16	\$56,780
****Alexa Offenhauer	Instructor English	English	9/1/16	\$57,091

*Budget code 100-3130-5140-10/replacing A. Bodino

**Budget code 100-3120-5140-10/new

***Budget code 100-3140-5140-10/new

****Budget code 100-3130-5140-10/replacing T. Calvert

Resolution #100-2016 – Appointments, Full-Time Temporary One-Year Faculty

BE IT RESOLVED, that at the recommendation of the President, the following full-time non-tenured faculty appointments be approved for the 2016-2017 Academic Year:

Name	Title	Department	Start Date	Salary
Darren McManus	Instructor- Graphic Design	Visual & Performing Arts	9/1/16	\$58,080
Susan Madorran	Instructor-Computer Science	Computer Science	9/1/16	\$58,868

Budget code 100-3150-5140-10

Budget code 100-3120-5140-10/replacing T. Edmunds

Resolution #101-2016 – Reappointments, Administrative Employees

BE IT RESOLVED, that upon recommendation of the President, the following unit Administrators are reappointed for the 2016/2017 fiscal year. *Salaries include a 2% contractual increase if hired prior to 5/1.

LAST_NAME	FIRST_NAME	Title	*Salary
Accomando	Jill	Asst. Dir., Children's Campus	\$60,322
Alexander	Jacinthia	Theatre Manager	\$76,268
Bailey	Christina	Coordinator of Testing	\$55,453
Barefoot	Russell	Director of Student Life	\$73,180
Batandolo	Kimberly	Coordinator for Scheduling	\$56,292
Berry	Jennifer	Assistant Director of EOF	\$64,455
Bird	Marcia	Coordinator of Cosmetology	\$82,571
Boronkas	Michele	Ex Director, Workforce Development	\$112,200
Brosnan	Marianne	Academic Advisor	\$58,279
Buinis	Lonny	Instructional Designer	\$76,874
Cappello	Andrea	Academic Advisor	\$56,267
Carter	Brian	Network & Telecomm Engineer	\$57,111
Coffaro	Joanne	Director Prof & Corporate Develop	\$71,489
Collins	Donyea	Director, EOF	\$81,764
Colon	Nicolette	Assist Director Disability Service	\$61,275
DeMartino	Amanda	Athletic Director	\$86,734
DePinto	Michael	Purchasing Coordinator	\$65,420
DeSanctis	Gregory	Director Advising & Counseling	\$80,699
Di Pietro	Joseph	AD Facilities/Energy Prog Man	\$94,981
Diaz	Maria	Custodial Services Manager	\$63,036
Domanski	Peter	Service Desk Tech-Senior	\$65,583
Donnelly	Sarah	Associate Director, Inst Research	\$71,400
Drummer	Jacqueline	Director of Laboratory Service	\$72,858
Dunhamm	Ralph	Program Director, Youth/Comm Outr	\$78,598
Enz Lewis	Elizabeth	Accounting Manager	\$69,300
Estreicher	Jacqueline	Assist Dean Curriculum & Assessment	\$63,284
Eversmann	George	Aquatic & Athletic Facility Coordinator	\$59,427
Fisher	Brenda	Dir of Early College Programs	\$73,004
Fredericks	Jason	Assist Dean of Student Services	\$81,060
Gabrielski	Alicia	Academic Advisor	\$57,140
Gallagher	Amie	Director of Planetarium	\$67,535
Garrett	ReGina	Transfer Advisor	\$56,371
Gavakos	Marguerite	Coordinator of Educational Rec	\$53,343
Ghatikachalam	Dakshinamurthy	Database Administrator	\$101,653
Gonzalez	David	Service Desk Tech-Senior	\$60,118
Griffin	Cathy	Dir Child Care Center	\$88,648
Guillaume-Salvant	Ashante	Director of Disabilities Service	\$71,400

Harnden	William	Regional Director, SBDC	\$81,713
Henderson	Ivalis	Academic Recruiter	\$53,619
Hermo-Weaver	Alicia	Coordinator of Intern & Coop Edu	\$63,830
Hynes	Cynthia	Manager Workforce Business Ops	\$68,262
Jimenez	Ligia	Custodial Services Supervisor	\$52,462
Jones	Jason	Automotive Coordinator	\$71,400
Kislan	Erin	Associate Director-Fin Aid	\$67,446
Kring	David	Director, Testing Center	\$78,234
Laba	Linda	Financial Analyst	\$77,040
Lankay	Cristina	Electronic Media Specialist	\$58,361
Larson	Nadine	Coordinator of Health Science Ed	\$54,962
Lee	Kevin	Service Desk Tech-Senior	\$56,037
Liddell	Alan	Director of the Theatre	\$105,983
Loera	Audrey	Assistant Dean-Academic Affair	\$101,556
Lott	Sarah	Foundation Research Associate	\$59,303
Ludwigsen	Karen	Coordinator Nursing Skills Lab	\$57,140
Machnik	Michael	Exec Dir of Instructional Design& Prod	\$104,231
Margolis	Pearl	Director of Community Programs	\$69,526
Markewicz	Todd	Manager - Print Department	\$72,830
Markov	Lisa	Print & Web Design Coordinator	\$63,661
Meiman	Sheila	Director of Prison Program	\$66,752
Mercurius	Conrad	Manufacturing Coordinator	\$72,828
Mesonas	Leonard	Director of Financial Aid	\$96,639
Michaud	Paul	Dir, Transfer & Career Service	\$119,819
Michell	Kathleen	Director of Allied Health	\$71,345
Mombay	Nancy Fritz	Assist Director of Admissions	\$63,075
Moog	Lori	Director Service Learning & Comm Outreach	\$85,830
Oliver	Kelly	Multi Media Specialist/Web Edi	\$66,542
O'Mara	Mary	Service Desk Tech-Senior	\$58,151
*O'Rourke	Catherine	Teacher, Children's Campus	\$43,573
Palubniak	Daniel	Registrar	\$99,853
Peters	Chad	Public Services Coordinator	\$52,686
Pickerell	Darlene	Academic Program Coordinator	\$58,100
Pitts	Phyllis	Academic Recruiter	\$63,347
Riche	Kevin	Infrastructure Manager	\$100,921
Richmond	Patricia	Assistant Registrar	\$67,566
Rizzolo	Wendy	Teacher, Children's Campus	\$56,072
Ryan	Kevin	Athletic Coordinator	\$53,563
Schnall	Wendy	Career Services Advisor	\$58,847
Sherman	Eric	Manager of Web Development	\$65,298
Skov	Annette	Assistant Director-Tutoring Center	\$57,285
Smythe	Holly	Instructional Designer	\$70,547

Stafford	Inieka	College Site Coordinator NJ Prep	\$56,401
Stolzer	Donna	Director of Media Relations	\$79,520
Strollo	Philip	Helpdesk Coordinator	\$70,829
Sullivan	Elizabeth	Coordinator, Intl & Veteran Services	\$62,703
Travaglini	Joanne	Academic Advisor & HS Outreach Coordinator	\$56,553
Van Der Veen	Wilhelmus	Dir of Science Ed Institute	\$82,976
Vaughan	Karen	Director of Conference Service	\$68,676
Wadher	Sital	Coordinator Career Equity & Outreach	\$61,550
Walker	Alaysha	Assist Director Student Life	\$70,945
Walters	Anne	Academic Advisor	\$65,064
Wang	Qianqian	Web Programmer	\$62,856
Weaver	Philip	Assist Dir Compliance & Facility	\$90,203
Weiner	Debra	Director, Tutoring Services	\$65,567
Wheeler	John	Academic Advisor	\$69,219
Wiedemann	John	Production Coordinator	\$58,019
Williams	Jache	Director of Admission & Recruitment	\$72,562
Yeaw	Karen	Senior Programmer Analyst	\$107,118
Zaborowski	Robert	Construction Project Manager	\$104,040

*salary based on 10 months

Resolution #102-2016 – Reappointments, Non-Unit Administrative Employees

BE IT RESOLVED that upon recommendation of the President, the following non-unit employees be reappointed for the 2016/2017 fiscal year. *Salaries include a 2% increase.

LAST_NAME	FIRST_NAME	Title	Salary
Belin	Jacki	VP Strategic Prog & Develop	\$152,282
Chulvick	Charles	VP-Tech, Assessment & Planning	\$166,464
Dashield	Richeleen	Dean of Multicultural Affairs	\$121,028
Johnson	Mary Ann	Benefits Manager	\$76,407
Lemcoe	Diane	Dean of Students Services	\$140,036
Lestrangle	Nancy	Director of Information System	\$122,393
Lindstrom	Kelly	Business Systems Analyst	\$86,326
Marks	Patrice	Dean of Academic Affairs	\$143,190
McAllister	Theresa	Assistant Controller	\$99,718
Miller	Lester	Exec Dir of Business Services	\$118,060
Moore	Nancy	VP of HR & Labor Relations	\$134,479
O'Rourke	Brian	Exec Dir, Facilities & Grounds	\$142,242
Pescinski	Robert	Executive Director of Tech Service	\$118,320
Pomakoy	Keith	Interim Senior VP Academic Affairs	\$161,160
Szkodny	Robert	Directory of Security	\$85,437

Thompson	Janet	Executive Dir of Marketing	\$112,209
Todd	Catherine	Payroll Manager	\$67,551
Trojan	John	VP of Finance and Facilities	\$177,808
Wallace	Cheryl	Director of Human Resources	\$93,453
Weyl	Ronnie	Exec Director of Foundation	\$119,766
Willensky	Violet	Controller & Exe Dir of Finance	\$126,422
Yang	Faxian	Dir Inst Research & Assessment	\$114,769

Resolution #103-2016 – Reappointments, Classified Staff Employees

BE IT RESOLVED, that upon recommendation of the President, the following employees be reappointed for the 2016/2017 fiscal year. ***Salaries based on current contract.**

Last Name	First Name	Title	*Salary
Beatty	Ruth	Department Assist-Tutoring	\$48,503
Bedoya	Jose	Custodian	\$29,722
Bogda	Carolyn	Laboratory Assistant	\$40,274
Burdett	Letitia	Senior Graphics Designer	\$48,455
Caceres De Rosales	Nuria	Custodian	\$29,722
Callejas	Santos	Custodian	\$29,722
Carty	Evelyn	Administrative Assistant	\$46,775
Castillo Torres	Maria	Custodian	\$29,722
Cizmar	Alice	Chemistry Lab Assist I	\$45,654
Clemente	Eric	Press Operator/Binder Finisher	\$46,718
Crimmins	Ann	Testing Specialist	\$50,336
Decker	Sharon	Administrative Assistant	\$42,082
Denton	Yshanda	Allied Health Practicum Specialist	\$44,078
Diaz	Rosa	Custodian	\$29,722
Diaz	Alfredo	Maintenance Worker/Painter	\$34,923
Domanski	Marife	Electronic Res Specialist	\$40,866
*Dubon	Pedro	Maintenance Worker-Shift Lead	\$30,875
Dunne	Janet	Admin Assist-Foundation	\$41,000
Exuma	Remond	Financial Aid Specialist	\$41,000
Fania	Valerie	Grants Specialist	\$49,688
Frace	Samantha	Admissions Specialist	\$41,843
Frank	Glenn	Lead Plant Operator/Electrician	\$80,863
Galeano	Maria	Custodian	\$29,722
Gero	Donna	Laboratory Assistant	\$60,654
Gill	Allison	Admin Asst - SBDC	\$44,536
Giraldo	Jose	Grounds Worker	\$33,150
Goralczyk	Ewa	Custodian	\$29,722
Griffing	Arlene	Department Asst - Bus Administration	\$57,079

Guardado	Maria	Custodian	\$29,722
Hansen	Janice	Department Assistant-Health Science Ed	\$43,900
Harmon	Roberta	Department Asst English Hum & Social Science	\$43,900
Harrigan	Corinna	Administrative Assistant	\$41,000
Hartzell	Sandra	Department Asst, VAPA	\$44,529
Hsu	Grace	Library Assistant	\$45,686
Hyland	Jamie	Facility & Ground Service Rep	\$49,711
Jacobs	Susan	Testing Specialist	\$47,931
Khan	Kiswah	Administrative Assistant	\$39,202
**Levy	Sylvia	Library Clerk	\$24,201
Lopez Recinos	David	Custodian	\$29,722
Luger	Maureen	Accounts Payable Specialist	\$46,300
Marhevka	Donna Marie	Admin Asst- Counseling	\$56,714
Matias	Johnny	Maintenance Worker	\$35,423
Mejia Fuentes	Erika	Custodian	\$29,722
Molina	Ingrid	Custodian-Shift Lead	\$31,200
Morales	Maria	Custodian	\$29,722
Murphy	Terence	Chemistry Lab Prep/Lab Asst II	\$46,930
Oleradzki	Slawomir	Custodian	\$29,722
Petrillo	Kathleen	Enrollment Services Specialist	\$43,262
Pyzik	Christopher	Finance Specialist AP	\$41,836
Pyzik	Ann	Department Assistant, Computer Science	\$58,624
Ramos Hernandez	Jorge	Custodian-Shift Lead	\$31,200
Raphel	Michael	Accounts Receivable Specialist	\$44,139
Rodriguez	Ana	Custodian	\$29,722
Romero Marquez	Sintia	Custodian	\$29,722
Rosales Samper	Galileo	Custodian	\$29,722
Ryan	Kenneth	Technology Service Tech-JR	\$39,879
Salas	Martha	Biology/Biotech Lab Prep Asst	\$48,818
Sanders	Donyea	Administrative Assistant-OAPP	\$41,607
Seas	Javier	General Service Worker	\$33,150
Simoncelli	Angelo	Lead Maintenance Mechanic	\$60,564
Snook	Judith	Enrollment Services Specialist	\$43,747
Strozeski	Charles	Internal Services Aide	\$51,946
Supé Andrade	Susana	Custodian	\$29,722
Tenzer	Kathy	Technical Service Associate	\$41,000
Torlish	Helena	Department Assist- Math & Communication & Languages	\$43,900
Truskowski	Margaret	Department Assistant	\$49,865
Trybulski	Diana	Department Assistant - Science & Engineering	\$44,400
Vroom	Walter	Media Aide I	\$45,923

Wells	Marve Luz	Finance Assistant- Student A/R	\$38,760
*Wicklund	Marie	Admin Assistant-Student Life	\$41,887
Williams	Rodney	Shipping And Receiving Clerk	\$45,084
Zarate	Bonnie	Enrollment Services Specialist	\$42,438
Zuniga	Maria	Custodian	\$29,722

*10 Months

**25hours/10months

Resolution #104-2016 – Reappointments, Non-Unit Classified Staff Employees

BE IT RESOLVED, that upon recommendation of the President, the following non-unit employees be reappointed for the 2016/2017 fiscal year. *Salaries include a 2% increase.

Last Name	First Name	Title	Salary
Arroyo	Rosemarie	Executive Assistant	\$78,050
Cronin	Elaine	Administrative Assistant II	\$60,419
Kelleher	Kelly	HR/Compensation Specialist	\$45,554
Kydd	Marc	Workforce Educator- Automotive	\$51,500
Lopez	Yolanda	Payroll Specialist	\$51,503
Mango	Laurie	Workforce Educator- Cosmetology	\$55,141
McCarthy	Lynnette	Executive Asst- Exec Offices	\$55,163
Pontarollo	Sheri	Office Manager - Exec Offices	\$86,704
Rogers	Chandra	Admin Asst II-Student Service	\$48,441
Seibert	Caroline	Benefits\HR Specialist	\$46,185
Snarkey	Elaine	Admin Assist II Academic Affairs	\$52,574
Walkoviak	Richard	Workforce Educator- Automotive	\$52,530

Resolution #105-2016 – New Workforce Development Program in Esthetics/Skin Care Specialist

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

WHEREAS, it is feasible to introduce a Esthetics workforce program that offers NJ State Licensure credentials through the Division of Consumer Affairs; and

WHEREAS, it has been identified that these programs be consistent with the requirements for the New Jersey Board of Cosmetology and Hair Styling; and

WHEREAS, it has been identified through the Workforce Delivery assessment process that adequate job demand exists;

NOW, THEREFORE, BE IT RESOLVED, that Raritan Valley Community College’s Board of Trustees approves the establishment of a new non-credit Esthetics workforce program.

Resolution #106-2016 – Professor Emeritus, Cornelia Jones

WHEREAS, the Board of Trustees of Raritan Valley Community College established the honorary title of “Professor Emeritus” (Resolution #96-86) to recognize distinguished service to the College on the part of faculty members at retirement, and

WHEREAS, as part of the procedure for awarding Emeritus rank at Raritan Valley Community College, a Professor Emeritus Selection Committee was formed to review eligibility requirements and to determine if meritorious performance has been met in teaching, contributions to the College, and to the professional and geographic community; and

WHEREAS, the Chairperson of the Professor Emeritus Selection Committee has notified the President in writing on the Committee’s affirmation; and

WHEREAS, Professor Cornelia Jones, who retired June 30, 2016, has been recognized as an active contributor to the welfare of the students and to the College community;

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the President, the Board of Trustees acknowledges the distinguished services of Professor Cornelia Jones to Raritan Valley Community College by extending the honorary title of Professor Emeritus, effective July 1, 2016, with all of the rights and privileges associated with this honor.

Resolution #107-2016 – Professor Emeritus, Mark Bezanson

WHEREAS, the Board of Trustees of Raritan Valley Community College established the honorary title of “Professor Emeritus” (Resolution #96-86) to recognize distinguished service to the College on the part of faculty members at retirement, and

WHEREAS, as part of the procedure for awarding Emeritus rank at Raritan Valley Community College, a Professor Emeritus Selection Committee was formed to review eligibility requirements and to determine if meritorious performance has been met in teaching, contributions to the College, and to the professional and geographic community; and

WHEREAS, the Chairperson of the Professor Emeritus Selection Committee has notified the President in writing on the Committee’s affirmation; and

WHEREAS, Professor Mark Bezanson, who retired June 30, 2016, has been recognized as an active contributor to the welfare of the students and to the College community;

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the President, the Board of Trustees acknowledges the distinguished services of Professor Mark Bezanson to Raritan Valley Community College by extending the honorary title of Professor Emeritus, effective July 1, 2016, with all of the rights and privileges associated with this honor.

C. Labor Relations Committee

Trustee Gary Hazard reported that the Committee was presented an update on negotiations with the faculty union. The Negotiating team presented a Memoranda of Agreement, the product of the college negotiations with the faculty. It was reported that the faculty had voted to ratify the agreement earlier in the day. Trustee Hazard reported that the Committee unanimously recommends ratification to the full Board.

Trustee Hazard then presented the following resolution:

Resolution #108-2016 – Pending Ratification of Faculty Federation Contract

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

1. 2015-2019- 2% salary increase each year.
2. Health care related plans and reimbursement changes.
3. All dates throughout the collective negotiation agreement shall be adjusted to reflect the new termination date of June 30, 2019
4. Agreement is for a term of four years from July 1, 2015 through June 30, 2019.

Memorandum of Agreement to follow.

The resolution was moved by Trustee Hazard, seconded by Trustee Kalafer, and approved unanimously by voice vote.

Several board members praised President McDonough and the Negotiating team for all of their hard work and efforts on reaching an agreement with the faculty federation.

D. Governance, Policy and Presidential Evaluation Committee

Trustee Paul Hirsch reported that the Committee reviewed and recommends for approval to the full Board of Trustees the following resolution:

Resolution #109-2016 – Confirmation of Membership to the Board of School Estimate

WHEREAS, the Board of Trustees of Raritan Valley Community College, at its Reorganization Meeting of November 17, 2015, elected Raymond Bateman and Robert Wise as members of the Raritan Valley Community College Board of School Estimate; and

WHEREAS, Trustee Bateman was unable to attend the Board of School Estimate Meeting scheduled for Thursday, May 26, 2016; and

WHEREAS, the Chairman of the RVCC Board of Trustees appointed Trustee Paul Hirsch as an emergency member;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College confirms Paul Hirsch and Robert Wise as members of the Raritan Valley Community College Board of School Estimate.

The Resolution was moved by Trustee Hirsch, seconded by Trustee Howes, and approved unanimously by voice vote.

Trustee Hirsch reported that the Survey Monkey results for the Board's Self-Evaluation are complete, however, due to the shortened Governance Committee schedule, discussion will be deferred until a future meeting. Chairman Wise and Trustee Hirsch expressed their appreciation to Trustee Windrem on behalf of the Board of Trustees for all of her hard work and efforts with the Board of Trustees self-evaluation instrument and process.

Lastly, as required by the State of New Jersey, Trustee Hirsch reported that the Committee reviewed the Campus Safety Report for the period May 18 through June 21, 2016. Trustee Hirsch noted that Committee continues to explore with administration the various security options and costs, the College's emergency preparedness plan, and areas within the infrastructure that can be continually improved upon.

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.”

There were no public comments at the time.

VIII. Adjournment
There being no further business to bring before the Board, the Regular Meeting adjourned at 5:45 p.m.

Respectfully submitted,

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