

RARITAN VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES' REGULAR MEETING  
DECEMBER 6, 2016

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, December 6, 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 5:25 p.m., and made the following statement in compliance with the Open Public Meetings Act of the State of New Jersey:

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

II. Roll Call of Members

The roll call was taken as follows:

Attendees:	Gary Hazard	Absent:	Lisa D. Midgette
	Paul J. Hirsch		Juan Torres
	W. Timothy Howes		Margaret Windrem
	Michael Kalafer		
	Catherine Hebson McVicker		
	Kevin Rosero		
	Peter Schoberl		
	Thomas Wilson		
	Robert P. Wise		
	Tracy DiFrancesco Zaikov		

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

A quorum was present.

Chairman Robert Wise commented on how deeply saddened the College community is by the loss of James Ventantonio, who had a long relationship with RVCC. The Chairman reported that during the 2013-14 academic year, Jim had served as interim president, he was also a dedicated member of the RVCC Foundation Board, and he was a former RVCC Trustee. In addition, Chairman Wise noted that Jim was dedicated to the College's mission of access, affordability, and excellence and that he was an eloquent and effective ambassador for our students and for our many roles in the two counties. The Chairman expressed his condolences to Jim's family on behalf of the Board of Trustees, the President, and the College community. The Chairman also expressed his condolences to James Ventantonio's many, many friends and to those RVCC family members who knew him best and who will most feel his absence. At that time, Chairman Wise asked for a Moment of Silence in memory of James Ventantonio.

III. Agenda Items

1. Approval of Regular Meeting Minutes

The Regular Meeting minutes of October 18, 2016 were approved by voice vote.

## 2. Chairman's Report

Chairman Robert Wise reported that the RVCC Foundation will hold its 4<sup>th</sup> annual “*An Evening of Elegance for Education*” on Thursday, March 16, 2017 from 6:30 to 9:00 PM at The Ryland Inn in Whitehouse Station. It was reported that net proceeds from this wine-tasting and purchasing fundraiser will benefit students and faculty at RVCC Kathryn Hall (a renowned Napa Valley vintner, proprietor, and author) will be our special guest and sign her New York Times bestseller *A Perfect Score: The Art, Soul and Business of a 21<sup>st</sup> Century Winery*. The Chairman commented that Kathryn Hall will also speak at an intimate VIP reception and autograph her book before joining guests at the general event.

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

Chairman Wise announced that a Trustee Retreat is tentatively scheduled early in the New Year to enable a full Board discussion on the College's preliminary budget and strategic planning (details to follow.)

## 3. President's Report

President Michael McDonough reported that the College's Public Relations Department won top honors for the College's new website and 2016 digital marketing campaign at the National Council for Marketing & Public Relations (NCMPR) District 1 Medallion Awards. The awards were presented November 7, 2016 in Newport, Rhode Island. In addition to the two gold Medallions, the Department won a silver Medallion for the College View Book and a Bronze Medallion for the new College logo. The Medallion Awards recognize outstanding achievement in design and communication at community and technical colleges in District 1.

The President applauded co-directors of the Center for Teaching, Learning, and Scholarship – Melanie Morris and Michelle Brazier – on hosting several community and faculty development sessions as well as faculty research presentations through the Center.

The President also applauded Carolyn White, Director of Admissions and Recruitment, and the College's Admissions team for hosting a high school counselor breakfast, tour, and a brainstorming discussion about partnership ideas to help students reach their educational goals.

The President's full written report is as follows:

### *Upcoming College Events*

- RVCC Holiday Reception, Monday, December 12, 2016, 4-5 PM, GCR
- Hold the Date - 50<sup>th</sup> Anniversary Gala, October 25, 2018 (details to follow)

### *Upcoming Foundation Events*

- “*An Evening of Elegance for Education*,” Wine Tasting and Purchasing Fundraiser, March 16, 2017, The Ryland Inn

The RVCC Foundation will hold its 4<sup>th</sup> annual “*An Evening of Elegance for Education*” on Thursday, March 16, 2017 from 6:30 to 9:00 PM at The Ryland Inn in Whitehouse Station. Net proceeds from this wine-tasting and purchasing fundraiser will benefit students and faculty at RVCC Kathryn Hall, a renowned Napa Valley vintner, proprietor, and author, will be our special guest and sign her New York Times bestseller *A Perfect Score: The Art, Soul and Business of a 21<sup>st</sup> Century Winery*. Kathryn Hall will also speak at an intimate VIP reception and autograph her book before joining guests at the general event.

### *Upcoming Visual and Performing Arts Events*

- Raritan Valley Community College's Visual and Performing Arts Department will present its annual Holiday Art Show and Sale, December 5-9 and December 11. The show will be held in the Art Gallery (lower level, College Center and will move to the College's Nash Theatre lobby on December 11.) Gallery hours for the sale are December 5-8, Noon-8 PM, and December 9, Noon-6 PM. On December 11, artwork will be displayed for sale in the Theatre lobby from 12:30 - 3 PM. during the performance of *A Christmas Carol*.

The exhibition and sale will feature a varied display of work created by RVCC's ceramics students, instructors, and several alumni. The ceramic work ranges from low-fire smoked and Raku vessels to high-fire functional and sculptural pieces in porcelain and stoneware. Other show highlights include limited-edition prints by Darren McManus, artwork by Jeff Mason, artwork and clothing designed by Val Sivilli, and hand-made silk scarves by Vera Tarantino. In addition, paintings by Phil Smith will be shown. Large watercolors made by Chris Koep's Watercolor class also will be available for purchase.

- The RVCC Jazz Ensemble, directed by John Loerhke, will perform on Thursday, December 8 in the Welpe Theatre at 7:30 PM

### *Items of Note*

#### RVCC Certified as a Bee Campus USA Affiliate

RVCC is now certified as a Bee Campus USA affiliate, one of only 15 in the country. We have pledged to support native bee populations by planting native pollinator-friendly plants, using integrated pest management (no toxic pesticides), and providing educational opportunities and hosting events about native bees. During Campus Sustainability Month in October, we hosted a science seminar about pollinators and representatives from Raritan Valley Beekeepers had an informational display.

#### RVCC Ranked #4 in Sustainability

RVCC is ranked #4 in overall sustainability at community colleges, according to the 2016 Campus Sustainability Index published by AASHE STARS (Association for the Advancement of Sustainability in Higher Ed's Sustainability Tracking and Rating System.) RVCC earned high scores for Coordination and Planning, Waste, and Air and Climate.

#### United Way Awards RVCC Foundation \$5,000 Grant

United Way of Northern New Jersey Women's Leadership Council has awarded the Raritan Valley Community College Foundation a \$5,000 grant to provide financial needy students with scholarship support. Now in its fourth year of being awarded, the ALICE Scholarship supports students in financial need who are pursuing a degree or certificate program tailored to prepare them for in-demand jobs across the region. Eligible coursework can lead either to employment or to a transfer program at a four-year institution of higher education. A United Way acronym, ALICE (Asset Limited, Income Constrained, Employed) represents the one-in-four New Jersey households that earn above the poverty level but not enough to afford the basics. United Way research shows that more than 27,000 households, or 24 percent of Somerset County households, are classified as ALICE.

#### Celebration of Kwanzaa at RVCC

The public was invited to attend Raritan Valley Community College's special cultural celebration of Kwanzaa on Tuesday, December 6, from 1-2:30 PM. The event, which was free of charge, featured award-winning historian Dr. Sylviane Diouf, curator of New York City Library's Schomburg Center for Black Culture, and a musical performance by the Orange High School band.

Kwanzaa is an African-American holiday that celebrates family, community, and culture. The festivities included a celebration of the seven principles of Kwanzaa: Umoja (Unity), Kujichagulia (Self-Determination), Ujima (Collective Work and Responsibility), Ujamaa (Family), Nia (Purpose), Kuumba (Creativity), and Imani (Faith).

### *Faculty/Administration/Student Highlights*

#### Athletic Department

RVCC Freshman Rob Spies finished 12th at Cross Country Nationals and was named an NJCAA All American.

#### Business & Public Service Department

Professors Brian Donnelly and Melanie Morris presented “No Purchase Necessary to Enter: Using Open Textbooks” as a poster session at the NJ Edge.Net 2016 Conference, held in Princeton, NJ from 11/16-11/18. NJEdge.Net is a non-profit technology consortium of academic and research institutions in New Jersey. Professors Anne Marie Anderson and Melanie Morris presented “Animated, Authentic, Accessible and (well almost) Free” at the NJ Edge.Net 2016 Conference, held in Princeton, NJ from 11/16-11/18.

Professors Pattiann Kletz and Melanie Morris presented “Make Learning Fun Again ~ Let’s Play A Game” at the NJ Edge.Net 2016 Conference, held in Princeton, NJ from 11/16-11/18.

Professor Bill Klinger was published in the October edition of the Journal of Financial Planning. The article was titled “Guardrails to Prevent Potential Retirement Portfolio Failure” and can be read online <https://www.onefpa.org/journal/Pages/OCT16-Guardrails-to-Prevent-Potential-Retirement-Portfolio-Failure.aspx>

Professor Paul Flor attended the AACC/NSF P.I.s Conference in Washington, DC from October 26-28<sup>th</sup>. Community colleges from around the nation whose academic programs have been awarded NSF/ATE grants were all represented at this conference. Professor Flor was awarded the 3-year, NSF grant to develop a new program in commercial energy management, CEM-Tech, this past summer.

Professor Brian Donnelly held an event with the Criminal Justice Club called “Meet the Somerset County Prosecutor” on October 4, 2016. Prosecutor Michael Robertson spoke about the heroin epidemic, bail reform, police use of force and the role of the prosecutor. Approximately 45 students and 7 faculty/staff members were in attendance.

Adjunct Professor Ellen Marshall had Mark Sobel, co-managing partner and Chair of the Family Law Department of Greenbaum Rowe Smith & Davis, as a guest speaker in her Family Law class on October 20<sup>th</sup>. Mr. Sobel spoke on business valuation in divorce cases. Additionally, Professor Marshall invited Justin Kolbensschlag, a Litigation attorney, as another guest speaker to take her class through a personal injury case from inception to conclusion (including providing copies of pleadings, letting the class review his discovery/trial notebooks, and showing part of a deposition of a medical expert on video) on November 10, 2016.

Adjunct Professor John Paitakes recently toured the Veterans Safe Haven, a residential facility in Hammonton, NJ dedicated to Veterans who may be experiencing adjustment issues as a result of PTSD or legal issues to include criminal justice related matters. The placement provides counseling, job preparation, and a place to reside for up to 2 years.

Adjunct Professor John Paitakes also attended The New Jersey Human Relations Council conference at Kean University. Attendees included personnel from social services, the Ministry, law enforcement, and court personnel. Panel discussions were held on how the community and specifically minorities can work toward better relations with the law enforcement community.

In addition, Adjunct Professor John Paitakes attended the Homeland Security Council conference at Rider University. The conference included several guest speakers from local, state, and federal agencies speaking about the enhanced technology being utilized to more closely monitor possible terroristic threats. They encouraged public awareness in reporting suspicious activities.

Adjunct Professor Fernando Ferrer gave presentations on rare diseases at two international events – the Annual Congress of the Regulatory Affairs Professional Society (RAPS 2016, 40th anniversary, September), in San Jose, California (in English) and at the second annual IberoAmerican Congress of Rare Diseases at Brasilia, Brazil in October (in Portuguese.)

Adjunct Professor Fernando Ferrer was invited by the First Lady of the Governor of Brasilia, Brazil, Mrs. Marcia Rollenberg, to present a speech at the Volunteer Congress, from December 5-6<sup>th</sup>, to talk about volunteer experience in the United States. Professor Ferrer is also Chairman of the Hispanic and IberoAmerican Council of ICAN, an international advocacy group for patients suffering from stage 4 cancer.

#### Center for Teaching, Learning, and Scholarship

The Center for Teaching, Learning, and Scholarship hosted a community development session, *Supporting Students on the Inside and on the Outside*, on October 11, 2016. Moderated by Karen Gaffney, the panel presentation included Gen Van Doren, Deborah Corbett, and five students who began their education through NJ STEP. The student stories were candid and, as promised, they left us with some practical tips for supporting students in transition to the outside. "These students inspired and moved me," said one of our full-time RV students who attended. Evaluations for the session indicated just how powerful this session was for the community. An emerging theme of the presentation was education as rehabilitation; however, it was the five NJ STEP students that transformed those who were in the audience.

Isabel Gutierrez, Special Topics Fellow, hosted a faculty development session on the creation of the Institutional Review Board (IRB) at RVCC. Many years in the making, the IRB is finally moving forward. The CTLS will be making training on the *Responsible Conduct of Human Subject Research* available campus-wide. Commitment to and awareness of ethical research practice will support one of the Center's goals to cultivate a culture of undergraduate research.

On November 8, we Celebrated Faculty Research with presentations from Karen Gaffney (English), Patti Hulsen (Math), and Bill Klinger (Business) on their recent research projects. The Celebration of Faculty Research program for the event recognized the scholarship of those awarded sabbaticals, faculty research grants, and adjunct research grants in 2015-2016: Michelle Brazier (English), Maria DeFilippis (Paralegal Studies), Pamela Longo (History), J.D. McGuire (Visual Arts), Darren McManus (Visual Arts), Christine Pipitone (English), and Roger Shutack, (History).

The final faculty development session for the year featured Christine Pipitone (English), Tony Strong (VAPA), and Gina Kuijlaars (Counselor) discussing the topic *Feeling Exhausted ... Finishing Strong*. This practical session prompted informative discussion on creating and maintaining balance to sustain momentum throughout the semester.

Outgoing faculty fellows Tom Valasek (Communications & Film) and Carl Lindskoog (History) left an indelible mark during the first year of operation for the CTLS. Their service is acknowledged with gratitude. As we enter the final days of the semester, CTLS Co-Directors Michelle Brazier and Melanie Morris will now turn their attention to preparing to move into the new CTLS space and unveiling a professional development website, both of which will take place early in the New Year.

### Humanities, Social Science, and Education

RVCC student Sarah Ridzy received a \$60,000 award to continue her undergraduate studies in anthropology at the University of Michigan. According to a recent survey, the University's Anthropology Department is ranked amongst the top 10 in the world.

### Library

On November 30<sup>th</sup>, Carina Gonzalez, Outreach Librarian, presented at LibraryLink NJ's annual membership meeting on the topic of library renovation. Her lightning talk about the steps to take and considerations to make when planning a library renovation, which was based on her experience overseeing a major renovation of her previous library, was well received by the membership and executive committee.

### RVCC Engineering and Music Departments

A unique musical experience provided through a collaboration between RVCC Engineering and Music Departments is scheduled for December 7 between 1-2:30pm in the Arts Building A-26. A Team of four RVCC Engineering students were tasked with designing, building, and delivering a real product to a real customer as a part of the "Authentic Engineering Experience" pilot course. The Engineering Team, called the "Laser Symphony" Team, is building a device that transmits music using laser light! Using two micro-computer-controlled lasers, the Team will send laser beams to optical-detectors on six audio speakers positioned around a performance room to fill the room with music from different spatial vantage points. The sequence and duration of speaker activation is being composed by the Customer, RVCC Music Professor Tony Strong, and programmed by the Engineering Team. The concert will feature Handel's Halleluiah Chorus and Beethoven's 7<sup>th</sup> Symphony! The "Concert" will be brief and multiple shows will be presented as needed.

### Adjunct Faculty Research Grant Awards

The following adjunct faculty have been awarded the Adjunct Faculty Research Grant for AY 2016-2017:

- Vanja Vljajnic – Mathematics  
The objective of my proposal is to understand the variables impacting success in STEM majors at Raritan Valley Community College. Specifically, the proposed research will address what characteristics of STEM majors at RVCC and what variables correlate with academic success, retention rates, and graduation rates of these STEM students.
- Terry Voldase – Computer Science  
The research study will be conducted to gain an understanding of the impact of female perceptions of computer science as an area of study in computer science classes at Raritan Valley Community College (RVCC) and eventual career employment. The intent of the study is to identify reasons why female students choose to pursue or not to pursue a career in computer science.
- Lisa Longo Johnston – History  
The proposed project will create a supplementary workbook comprised of exercises and model texts to build skills and content application in American history courses. The exercises will offer a way of conceptualizing historical thinking, themes, and subject matter. They will also provide a framework for argument construction, essay writing, and active reading. The workbook is intended to build higher order thinking skills regardless of students' prior background in American history.

## 4. Committee Reports

### A. Strategic Planning Committee

Trustee Tracy DiFrancesco Zaikov reported that the Strategic Planning Committee members reviewed the progress to date on the strategic plan. The Committee also reviewed the Spring 2017 Media Buy for

marketing services for the development, placement, and tracking of media buys. (The Resolution is under the Finance Committee section of the Board agenda for consideration and approval.)

B. Educational Programs and Services Committee

Trustee Timothy Howes presented Consent Agenda Resolutions #159-2016 through #161A-2016. On motion by Trustee Howes, seconded by Trustee Hirsch, the above stated Consent Agenda Resolutions were approved unanimously by voice vote.

Resolution #159-2016 – Human Resources Action Report

The Board resolves that the following personnel actions be taken:

Human Resources Action Report for \_December 6, 2016

1. New Adjunct Faculty

The following individuals are recommended as new adjunct faculty for the Spring Semester 2017 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
Case	Gerard	Assistant Professor	Health Science Education	\$913	1/12/17
Gold	Justin	Instructor	Computer Science	\$894	1/12/17
Mesce	Kyle	Instructor	Mathematics	\$894	1/12/17
Narayanan	Puliyur	Assistant Professor	Mathematics	\$913	1/12/17
Sheikh	Aqsa	Assistant Professor	Science & Engineering	\$913	1/12/17
Woolever	Susan	Assistant Professor	Humanities, Social Sciences, Edu	\$913	1/12/17

2. Returning Adjunct Faculty

The following individual is recommended as returning adjunct faculty for the Spring Semester 2017 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$894 to \$953.

Last Name	First Name	Rank	Discipline	Per credit hour rate	Hire Date
Ehrhart	Anne	Assistant Professor	English	\$913	1/12/17

3. Returning Workforce Development/Allied Health Instructional Staff

The following individuals are reappointed as members of the Workforce Development instructional staff. All appointments in this category are subject to sufficient tuition paying enrollment to support class offerings. Hourly rates for instructional staff are indicated.

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

		Appointment start date	Appointment	Hourly rate
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Last Name	First Name		end date	
Hoffman	Karen	January 9, 2017	May 20, 2017	\$31
Jones	Lluana	January 9, 2017	May 20, 2017	\$31
Kistrup	Anne	January 9, 2017	May 20, 2017	\$37

#### 4. New Hire- Classified Staff

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

Name	Title	Salary	Department	Start date
Alejandro Lopez	Financial Aid Specialist- Prison Program	\$44,579	Student Services	10/24/16

\*Budget code 100-3191-5310-10/new

#### 5. New Hire- Administrator

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

Name	Title	Salary	Department	Start date
*Kevin Schindler	Planetarium Associate/Tech	\$48,428	Planetarium	1/17/17
**Rikita Singh	Director of Disability Services	\$70,000	Disability Services	1/3/17

\*Budget code 680-8800-5010-90/replacement W. McClain

\*\*Budget code 100-3506-5010-50/replacement A. Guillaume-Salvant

#### 6. Status Changes- Support Staff

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

Name	Title	Salary	Department	Start date
*Slawomir (Lukas) Oleradzki	Grounds Worker	\$33,019	Facilities & Grounds	11/16/16

\*Budget code 100-4200-5310-70/new

#### 7. Status Changes- Administrator

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

Name	Title	Salary	Department	Start date
*Darlene Pickerell	Grants Coordinator	\$66,500	Academic Programs & Partnership	7/1/16
**Shay Wadher	Coordinator of Academic Success	No change	Academic Affairs	11/16/16

\*Reclassification of position/retroactive

\*\* Title change only

#### Resolution #160-2016 – Appointment, Full-Time Temporary Instructor (Spring 2017 Semester Only)

BE IT RESOLVED that at the recommendation of the President, the following full-time non-tenured faculty appointment be approved:

Name	Title	Department	Start Date	Salary
*Arathi Shankri	Instructor-Computer Science	Computer Science	1/16/17	\$29,296

\*Budget code 100-0000-5140-10/ replacing P. Reddy/Salary represents half year.



Resolution #161-2016 – Legacy Sabbaticals

WHEREAS, the Board of Trustees of Raritan Valley Community College did by Resolution #9-2016 (dated January 19, 2016) reappoint Professor Barbara Bretcko, Professor Robert Egan, Professor Pratap Reddy, and Professor Thomas Valasek for the 2016-2017 academic year; and

WHEREAS, the Board of Trustees of Raritan Valley Community College did by Resolution #136B-2016 (dated August 30, 2016) approve the Legacy Sabbatical Program for Full-Time Tenured Faculty; and

WHEREAS, Professor Bretcko, Professor Egan, Professor Reddy, and Professor Valasek have requested to participate in the Legacy Sabbatical Program for Full-Time Tenured Faculty and would receive a half-year sabbatical for the Spring 2017 term paid at the rate of half their base annual salary, and relinquish their tenure as of June 30, 2017; and

WHEREAS, the provisions of the Board/Faculty Agreement concerning sabbatical leaves have been complied with;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby approve the Legacy Sabbatical Leave to Professor Bretcko, Professor Egan, Professor Reddy, and Professor Valasek for Spring 2017.

Resolution #161A-2016 – Temporary Appointment Department Assistant

1. New Hire- Classified Staff, Temporary Appointment

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

Name	Title	Salary	Department	Start date
Georgi Siefring	Department Assistant	\$41,688	Business & Public Service	12/12/16

\*Budget code 100-3110-5310-10/ replacement

C. Finance Committee

Trustee Peter Schoberl reported on the Treasurer’s Report (Resolution #162-2016) for the period 10/01/16 to 10/31/16. On motion by Chairman Wise, seconded by Trustee Hirsch, the Treasurers’ Report was approved unanimously by voice vote.

Trustee Schoberl then presented Consent Agenda Resolutions #163-2016 through #176-2016 and Resolutions #178-2016 through #180B-2016. Resolution #177-2016 (Workforce Training Center Vinyl Tile and Carpeting Installation) was withdrawn. On motion by Trustee Schoberl, seconded by Trustee Hirsch, the above stated Consent Agenda resolutions were approved unanimously by voice vote.

Resolution #163-2016 – Various Vouchers for Payment

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

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

Check #s	268831-271103	
ACH#s	1	
Total Checks		\$3,748,062.73
Total ACH		12,673.95
Total Vouchers		3,760,736.68
Construction and Architect Vouchers		2,399,250.01
Less Previously Approved		(1,189,539.43)

Total

\$4,970,447.26

Resolution #164-2016 – Change Order Approval Threshold

WHEREAS, the Board of Trustees of Raritan Valley Community College has the responsibility to approve all vendor/contractor expenditures as part of its fiscal oversight; and

WHEREAS, construction project management requires specific governing board approval action as required by the New Jersey Administrative Code NJAC) with respect to initial contract awards and potential subsequent change orders to the scope and cost of such contracts; and

WHEREAS, in order to insure that projects proceed with minimal administrative delay and adhere to construction time schedules, the Board of Trustees had established a threshold of \$26,200 in 2005 to allow management to accept minor changes in estimated cost resulting from unforeseen conditions or improvement opportunities as allowed by NJAC; and

WHEREAS, because of inflation during the ensuing 11 years, management recommends that the change order approval threshold for minor adjustments to contract awards be increased to \$50,000 mirroring the state public bid threshold.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes management to approve proposed construction change orders in amounts up to \$50,000 in instances in which failure to do so would materially impede the project timeline, and provided those change orders do not cause the total amount to exceed the approved budget and periodically report such actions to the Board for further approval.

Resolution #164A-2016 – Benjamin R. Harvey Change Orders

WHEREAS, Board Resolution #107-2014 authorized awarding the bid for the Addition to the Whitman Science Center; and

WHEREAS, fifteen (15) bids were distributed to vendors and fifteen (15) bids were received and opened on Tuesday, September 30, 2014; and

WHEREAS, Board resolution #121-2014 approved a contract award to Benjamin R. Harvey Company in the amount of \$6,580,000; and

WHEREAS, management subsequently requested certain changes to the project and was apprised that others were necessary, resulting in additional costs of \$227,069, which brings the total contract award to \$6,807,069.

<p><b>Benjamin R. Harvey Company</b> <b>9 Cindy Lane</b> <b>Ocean, NJ 07712</b> <b><u>Amount Not to Exceed: \$6,807,069</u></b></p>
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NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College increases the contract award to Benjamin R. Harvey Company to the amount indicated above and authorizes the Vice President Finance and Facilities to increase the purchase order to the same amount.

Michael DePinto, Director Purchasing

Resolution #164B-2016 – Bedrock Concrete Corp. Change Orders

WHEREAS, Raritan Valley Community College advertised for bids to Design and Construct the new Workforce Training Center Shell Building; and

WHEREAS, four (4) RFP's were distributed to vendors and two (2) bids were received and opened on Monday, August 24, 2015; and

WHEREAS, it was decided to award the Base Bid and Alternate #1 to Bedrock Concrete Corp. in an amount not to exceed \$2,687,333 via resolution # 122A-2015; and

WHEREAS, management subsequently requested certain changes to the project which resulted in additional costs of \$6,646.04, adjusting the total contract award to \$2,693,979.04.

<p><b>Bedrock Concrete Corp.</b> <b>801 Hartle Street</b> <b>Sayreville, NJ 08872</b> <b><u>Amount Not to Exceed: \$2,693,979.04</u></b></p>
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NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College increases the contract award to Bedrock Concrete Corp. to the amount indicated above and authorizes the Vice President Finance and Facilities to increase the purchase order to the same amount.

Michael DePinto, Director Purchasing

Resolution #164C-2016 – GPC, Inc. Change Orders

WHEREAS, Raritan Valley Community College advertised for bids for the internal fit out of the new Workforce Development Center; and

WHEREAS, sixteen (16) bids were distributed to vendors and nine (9) bids were received and opened on Friday, March 18, 2016; and

WHEREAS, the Board via resolution #32-2016 awarded a contract to GPC, Inc. in the amount of \$5,779,000;

WHEREAS, management subsequently requested certain changes to the project and was apprised that others were necessary, resulting in additional costs of \$216,317.98, which brings the total contract award to \$5,995,317.98.

<p><b>GPC, Inc.</b> <b>20 East Willow Street</b> <b>Millburn, NJ 07041</b> <b><u>Amount: \$5,995,317.98</u></b></p>
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NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College increases the contract award to GPC, Inc. to the amount indicated above and authorizes the Vice President Finance and Facilities to increase the purchase order to the same amount.

Michael DePinto, Director Purchasing

Resolution #165-2016 – Additional Cosmetology Suite Furnishings

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

WHEREAS, the Board of Trustees approved the purchase of these furnishings from Belvedere USA, LLC via Resolution #150-2016 for an amount not to exceed \$160,000.00; and

WHEREAS, after careful consideration it was agreed that additional equipment in excess of the amount previously approved is required; and

WHEREAS, the College requests to increase the contract with Belvedere USA in the amount of \$6,290.00; and

WHEREAS, the new information pertaining to Belvedere USA is as follows:

<p><b>Belvedere USA, LLC</b> <b>One Belvedere Boulevard</b> <b>Belvedere, IL 61008</b> <b><u>Revised Contract Amount Not to Exceed: \$166,290.00</u></b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to increase the contract and purchase order in the amount shown above to Belvedere USA, LLC.

Michael DePinto, Director of Purchasing

Resolution #166-2016 – Audio Visual Equipment for the Workforce Training Center Classroom

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

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

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

WHEREAS, a purchase order will be issued as follows:

<p><b>Tele-Measurements, Inc.</b> <b>145 Main Avenue</b> <b>Clifton, NJ 07014</b> <b><u>Amount: \$103,976.00</u></b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove to Tele-Measurements, Inc.

Michael DePinto, Director of Purchasing

Resolution #167-2016 – Data Cabling Installation for the Workforce Training Center

WHEREAS, the installation of data cabling is needed for the Workforce Training Center; and

WHEREAS, this equipment must be fully compatible with the existing campus data cabling and network equipment, and

WHEREAS, in accordance with N.J.S.A. 18A:64A-25.5(1), a county college may purchase Professional Services without advertising for bids; and

WHEREAS, a purchase order will be issued as follows:

**DH Metch Phone Service Company**  
**153 Milltown Road**  
**Bridgewater, NJ 08807**  
**Amount: \$52,972.43**

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 DH Metch Phone Service Company.

John Trojan, Vice President  
Finance and Facilities

Resolution #168-2016 – Data Network Equipment to Upgrade Campus Network

WHEREAS, network traffic has increased significantly at RVCC due to new buildings, new applications and the increased use of mobile devices which have imposed an additional load on the College's data network; and

WHEREAS, upgrading the data network backbone speed and capacity is critical to the continued viable operation of the campus data network; and

WHEREAS, this equipment must be fully compatible with the existing campus data network equipment from Extreme Networks, Inc., and

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

WHEREAS, Extreme Networks, Inc. is under contract with the Western State Contracting Alliance (WSCA) of which the State of New Jersey is a member (Contract #87722); and

WHEREAS, PhillyCom, Inc. is an authorized distributor of Extreme Networks equipment; and

WHEREAS, a purchase order will be issued as follows:

**PhillyCom, Inc.**  
**3801 Germantown Pike**  
**Suite 201F**  
**Collegeville, PA 19426**  
**Amount: \$180,415.00**

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

Michael DePinto, Director of Purchasing

Resolution #169-2016 – Data Network Equipment for the Workforce Training Center

WHEREAS, Network Switches and related equipment are needed for the Workforce Training Center; and

WHEREAS, this equipment must be fully compatible with the existing campus data network equipment from Extreme Networks, Inc., and

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

WHEREAS, Extreme Networks, Inc. is under contract with the Western State Contracting Alliance (WSCA) of which the State of New Jersey is a member (Contract #87722); and

WHEREAS, PhillyCom, Inc. is an authorized distributor of Extreme Networks equipment; and

WHEREAS, a purchase order will be issued as follows:

<p><b>PhillyCom, Inc.</b> <b>3801 Germantown Pike</b> <b>Suite 201F</b> <b>Collegeville, PA 19426</b> <b>Amount: \$86,230.00</b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove to PhillyCom, Inc.

Michael DePinto, Director of Purchasing

Resolution #170-2016 – Extension of Food Services Management Agreement (CulinArt)

WHEREAS, Resolution #141-2008 authorized the College Administration to enter into a contract for a three-year period with CulinArt, Inc. from January 1, 2009 to December 31, 2011; and

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized a five-year extension to this contract via Resolution #111-2011; and

WHEREAS, in accordance with N.J.S.A 18A:64A-25.28(h) a County College is permitted to enter into a contract for food management services for a term not exceeding 30 years; and

WHEREAS, the College Administration wishes to extend the current contract for a term of three years (January 1, 2017 - December 31, 2019) with two possible three-year extensions after that period; and

WHEREAS, CulinArt's compensation to the college will continue to be 2% on cash sales, 7% on catering sales and 15% on vending sales; and

WHEREAS, CulinArt has agreed to provide \$125,000 to spend on dining service upgrades to be determined by the College and an additional \$50,000 to support the 50<sup>th</sup> Anniversary campaign.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees authorizes the college to enter into a three-year contract with the possibility of two three-year extensions with

<p><b>CulinArt Inc.</b> <b>979 Marcus Ave.</b></p>
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**Lake Success, New York**

To Commence on January 1, 2017 and ending on December 31, 2019.

Michael DePinto, Director of Purchasing

Resolution #171-2016 – Modular Wall Systems for the Workforce Training Center

WHEREAS, Board Resolution #151-2016 authorized the Vice President of Finance and Facilities to award a contract for an amount not to exceed \$250,000.00 for Modular Wall Systems to be installed in the Workforce Training Center; and

WHEREAS, the College Administration stated that the pertinent information would be reported at the December 2016 Board Meeting; and

WHEREAS, an RFP was provided to three (3) distributors representing five (5) wall system manufacturers; and

WHEREAS, three (5) proposals were received and opened on Wednesday, October 19, 2016; and

WHEREAS, it was decided that the submission from Arbee Associates utilizing the Trendway modular wall system presented the College with the most favorable proposal; and

WHEREAS, Arbee Associates is an authorized distributor of Trendway products; 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, the Trendway Corporation has entered into a contract with the State of New Jersey (State Contract #A81642); and

WHEREAS, a purchase order will be issued as follows:

**Arbee Associates**  
**1531 South Washington Avenue**  
**Piscataway, NJ 08854**  
**Amount: \$189,788.18**

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

Michael DePinto, Director of Purchasing

Resolution #172-2016 – Purchase of Patient Simulators for the Nursing Department

WHEREAS, Raritan Valley Community College requires the purchase of a SimJunior Patient Simulator, a Birthing Simulator and a Patient Scenario Simulator for the Nursing Department to aid with instruction; and

WHEREAS, these patient simulators will be purchased using Perkins Grant Funding; and

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

WHEREAS, Laerdal Medical Corporation owns a patent on these Patient Simulators; and

WHEREAS, a purchase order will be issued as follows:

**Laerdal Medical Corporation**  
**167 Myers Corners Road**  
**Wappingers Falls, NY 12590**  
**Amount: \$38,780.62**

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

Michael DePinto, Director of Purchasing

Resolution #173-2016 – Trendway Wall System for Center for Teaching and Learning (Trendway)

WHEREAS, the College requires the purchase and installation of the Trendway wall system for the RVCC Center for Teaching and Learning; 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, the Trendway Corporation has entered into a contract with the State of New Jersey (State Contract #A81642); and

WHEREAS, a purchase order will be issued as follows:

**Trendway Corporation**  
**13467 Quincy Street**  
**P.O. Box 9016**  
**Holland, MI 49422**  
**Amount: \$43,894.69**

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described above to the Trendway Corporation.

Michael DePinto, Director of Purchasing

Resolution #174-2016 – New Heat Pumps for the S147 Office Suite

WHEREAS, the College requires the purchase and installation of new Heat Pumps for the S147 Office Suite; and

WHEREAS, three (3) quotes were obtained with Mechanical Preservation Associates presenting the College with the most favorable pricing; and

WHEREAS, the Director of Purchasing has determined and certified in writing that the value of the 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:

**Mechanical Preservation Associates**  
**399 Roycefield Road**  
**Hillsborough, NJ 08844**  
**Amount: \$26,450.00**

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order in the amount shown above to Mechanical Preservation Associates.

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

Michael DePinto, Director of Purchasing

Resolution #175-2016 – Renewal of Cisco Firewall Server Software Licenses and Support Agreement  
WHEREAS, Raritan Valley Community College requires the renewal of the Cisco Firewall Software Licenses and Support agreement for the period of October 4, 2016 through October 3, 2017; and

WHEREAS, this agreement provides critical data network firewall protection for College administrative and academic applications; and

WHEREAS, the Cisco Firewall software enables college employees to investigate and remediate data network security problems; 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, 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:

**Promedia Technology Services, Inc.**  
**535 U.S. Highway 46**  
**Little Falls, NJ 07424**  
**Amount: \$26,775.00**

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

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

Michael DePinto, Director of Purchasing

Resolution #176-2016 – Transportation Services

WHEREAS, various departments of Raritan Valley Community College such as Athletics, Science and Engineering, Student Activities and others require that transportation be arranged for student trips and athletic events; and

WHEREAS, the Executive Director for Business Services 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><b>A-1 Limousine</b> <b>2 Emmons Drive</b> <b>Princeton, NJ 08540</b> <b><u>Amount: \$32,000.00</u></b></p>
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NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue a purchase order as described hereinabove; and

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

Michael DePinto, Director of Purchasing

Resolution #178-2016 – Purchase of Forbo Flooring Materials for Workforce Training Center

WHEREAS, vinyl tile and carpeting are required to be installed in certain areas of the Workforce Training Center; and

WHEREAS, the facilities department has evaluated numerous flooring products over the past few years and determined that particular Forbo products wear very well, require little maintenance, and have attractive LEED certification; and

WHEREAS, management has determined that there is a significant benefit in purchasing much of the flooring materials directly from the manufacturer rather than through the installer; and

WHEREAS, in accordance with N.J.S.A. 18A:64A-25.5(3), a county college may purchase materials or supplies which are not available from more than one potential bidder, including without limitation materials or supplies which are patented or copyrighted; and

WHEREAS, a purchase order will be issued as follows:

<p><b>Forbo Flooring NA</b></p>
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**8 Maplewood Drive  
PO Box 667  
Hazleton PA 18202  
Amount: \$39,503.27**

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 Forbo Flooring.

John Trojan, Vice President  
Finance and Facilities

Resolution #179-2016 – Bid Rejection - Marketing Campaign Services

WHEREAS, the college advertised for bids for Marketing Campaign Services; and

WHEREAS, eight (8) bids were distributed to vendors and one (1) bid was received and opened on Thursday, November 10, 2016; and

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

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

Michael DePinto, Director of Purchasing

Resolution #180-2016 – Spring 2017 Media Buy

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

WHEREAS, the Board of Trustees via Resolutions #176-2015 and #87-2016 authorized for a total of \$350,000.00 for a digital marketing campaign covering the period of February 15, 2016 through October 15, 2016; and

WHEREAS, the campaign produced impressive results including increases in attendance at recruitment events, inquiries for admissions information and new visitors to the College's website and microsite; and

WHEREAS, the campaign contributed to the increase in enrollment of new and transfer students for the Fall 2016 semester; and

WHEREAS, Blue Plate Media Services was responsible for placing all of the media and tracking the effectiveness of the 2016 campaign; and

WHEREAS, continued investments in the marketing campaign are an essential component in generating new student enrollment; and

WHEREAS, Blue Plate Media Services has the expertise and experience to develop and implement a comprehensive marketing campaign that takes full advantage of the latest digital marketing trends; 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: \$200,000.00**

Michael DePinto, Director of Purchasing

Resolution #180A-2016 – Bid Rejection – Workforce Training Center Vinyl Tile & Carpeting Installation

WHEREAS, the college advertised for bids for the installation of vinyl tile and carpeting in the Workforce Training Center; and

WHEREAS, eight (8) bids were distributed to vendors and two (2) bids were received and opened on Monday, December 5, 2016; and

WHEREAS, one (1) bid was disqualified for being non responsive; and

WHEREAS, the remaining proposal was in excess of the funds budgeted for this project.

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

Michael DePinto, Director of Purchasing

Resolution #180B-2016 – Flow Injector Analysis System for Science and Engineer

WHEREAS, the RVCC Science and Engineering department requires the purchase of the Lachat Instruments Brand QC8500 Series 2 Flow Injection Analyzer; and

WHEREAS, the Lachat Flow Injection Analysis System allows students to measure nutrient concentrations of fresh water and soil samples; and

WHEREAS, the instrument will provide students with further training, research and service experience in the environmental field of study; and

WHEREAS, this purchase will be made using the Gibson Fund; and

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

WHEREAS, the Hach Company is the sole provider of the Lachat Instruments Brand QC8500 Series 2 Flow Injection Analyzer in the United States; and

WHEREAS, a purchase order will be issued as follows:

**Hach Company**  
**5600 Lindbergh Drive**

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

Michael DePinto, Director of Purchasing

D. Audit Committee

Trustee Peter Schoberl reported that the Committee reviewed the draft audited financial report and management letter in full detail with the auditors and that the reports were found to be in full compliance.

Trustee Schoberl then presented the following resolution:

Resolution #181-2016 – Annual Audited Financial Report

WHEREAS, the firm of Suplee, Clooney & Company has been engaged as auditor for Raritan Valley Community College; and

WHEREAS, said firm has submitted a Comprehensive Annual Financial Report for the Fiscal Year ending June 30, 2016 and 2015 to the Board of Trustees; and

WHEREAS, the Audit Committee is satisfied with this report and management letter submitted with same and recommends to the Board of Trustees the acceptance of the audit;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby accept the Comprehensive Annual Financial Report and the Management Letter, which accompanied the Audit and that they be made a part of the Minutes of this meeting.

The Resolution was moved by Trustee Schoberl, seconded by Trustee Howes, and approved unanimously by voice vote. Trustee Schoberl complimented College administration on an excellent job on the report.

E. Governance, Policy and Presidential Evaluation Committee

Trustee Paul Hirsch reported that the following slate of officers were recommended by the Nominating Subcommittee and approved by the full Board of Trustees at the Annual Reorganization Meeting: Robert P. Wise, Chairman; Gary Hazard, Vice Chairperson (Hunterdon County); Tracy DiFrancesco Zaikov, Vice-Chairperson (Somerset County); Lisa Midgette, Secretary; and Peter G. Schoberl, Treasurer. In addition, Chairman Wise announced the appointments of Trustees Paul Hirsch and Gary Hazard as members of the Board of School Estimate for 2017 and the appointment of Trustee Catherine Hebson McVicker as Voting Delegate to the New Jersey Council of County College.

Trustee Hirsch reported that the Committee reviewed and unanimously approved travel for Trustee Catherine Hebson McVicker to attend the 2017 ACCT National Legislative Summit in Washington, D.C.

Trustee Hirsch also reported that the Committee discussed request for proposals (RFPs) for legal counsel representation for the College and directed administration to begin that process.

As required by the State of New Jersey, Trustee Hirsch reported that the Committee reviewed the Campus Safety Report for the period October 18 through November 30, 2016.

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.”

Ronnie Weyl, Executive Director of the Foundation, reported that on November 17, 2016, the College community participated in RVCC’s first annual “Giving Day” and that the Foundation exceeded its goal and raised over \$16,000. Ms. Weyl expressed her gratitude to the Board of Trustees for their support.

VII. Executive Session

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

On motion by Trustee Hirsch, seconded by Trustee Zaikov, the Board entered into Executive Session at 5:45 p.m. No formal action was taken during Executive Session.

The Public Meeting reopened to the public at 5:50 p.m.

VIII. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 5:50 p.m.

Respectfully submitted,

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