

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES' REGULAR MEETING
JANUARY 16, 2024

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, January 16, 2024, in-person and via Zoom Webinar. Chair Zenon Christodoulou called the Regular Board of Trustees meeting to order at 4:00 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:

Present:	Caren Bateman	Absent:	Nidhi Makhija
	Thomas Borkowski		Mark Negron
	Zenon Christodoulou		
	Preston Clawson		
	Jinnee Min DeMarco		
	Michael Goldberg		
	Roger Jinks		
	Roger Locandro		
	Howard Opdyke		
	Adam Shain		
	Margaret Sullivan		
	Helena Swanicke		
	Juan Torres		
	James Von Schilling		

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

A quorum was present.

III. Agenda Items

1. Approval of Meeting Minutes

The Annual Reorganization meeting minutes of December 19, 2023 were moved by Trustee Goldberg, seconded by Trustee Borkowski, and approved by voice vote. The Regular meeting minutes of December 19, 2023 were moved by Trustee Bateman, seconded by Trustee Goldberg, and approved by voice vote.

2. Committee Reports

A. Audit Committee

Trustee Thomas Borkowski reported that the Committee met earlier in the day to review the Audit Services Request for Proposal. A resolution to accept the RFP will be on the February Board agenda for the full Board's consideration.

B. Strategy and Vision Committee

Trustee Adam Shain reported that the Committee met earlier in the day to review the College's current strategic plan (ending in 2025), budget and enrollment challenges, and a potential timeline for Committee actions.

C. Finance Committee

Trustee Roger Locandro reported on the Treasurer's Report (Resolution #84-FY24) for the period 11/01/23 through 12/31/23. On motion by Trustee Locandro, seconded by Trustee Swanicke, the Treasurer's Report was approved by voice vote.

Trustee Locandro then presented Consent Agenda Resolutions #85-FY24 through #87-FY24. On motion by Trustee Locandro, seconded by Chair Christodoulou, the resolutions were approved by voice vote.

Resolution #85-FY24 – Various Vouchers for Payment

BE IT RESOLVED, that the following November and December 2023 vouchers be approved by payment; and

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

Check #s	353429-354500	
ACH#s	4	
Total Checks		\$3,165,946.30
Total ACH		54,636.08
Total Vouchers		3,220,582.38
Construction and Architect Vouchers		--
Less Previously Approved		<u>(339,590.00)</u>
Total		<u>\$2,880,992.38</u>

Resolution #86-FY24 Purchase of Lithonia LED Lighting Fixtures – Pay to Play (L.B. Electric Supply Co., Inc.)

WHEREAS, the purchase of two-hundred (200) Lithonia 2FSL2-33L-MVOLT-GZ10-LP835 LED lighting troffers are needed to complete the spaces associated with the new Enrollment Center rework and subsequent moves; and

WHEREAS, these fixtures will be placed in the following campus areas: Career Success, EOF, Facilities, Finance and the Tutoring Center; and

WHEREAS, three (3) quotes were obtained with L.B. Electric Supply presenting the College with the most favorable pricing; and

WHEREAS, funding for this purchase is available through the Chapter 12 capital funds reserved for the areas impacted by the Enrollment Center moves; 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, 2023 through June 30, 2024, 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>L.B. Electric Supply Co., Inc. 5202 New Utrecht Avenue Brooklyn, NY 11219 Amount: \$22,950.00</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 L.B. Electric Supply Co., Inc.

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

Michael DePinto,
Director of Purchasing

Resolution #87-FY24 Student Communications Technology 2023-2024 – Pay to Play (AdmitHub, PBC)

WHEREAS, the Board of Trustees of Raritan Valley Community College has supported the development of an artificial intelligence enabled mobile messaging system from AdmitHub, which responds around-the-clock to questions asked by prospective and current students, with the goal being to improve communications and support RVCC's strategic enrollment management objectives; and

WHEREAS, the AI system, which launched in April 2019, has been successful in increasing application rates, optimizing staff resources dedicated to enrolling and advising students, and enhancing outreach to underserved communities; 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 of materials or supplies which are patented or copyrighted; and

WHEREAS, AdmitHub has provided documentation indicating that it is the sole source provider in the field of artificial intelligence (AI) enabled mobile messaging for higher education; and

WHEREAS, the funding for this purchase is available from the Fiscal Year 2024 Enrollment Management Operating Budget; 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, 2023 through June 30, 2024, 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:

AdmitHub, PBC
38 Chauncy Street
Boston, MA NJ 02111
Amount: \$40,956.00

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a one-year agreement for the period of November 30, 2023 through November 29, 2024, and issue a purchase order as described hereinabove to AdmitHub, PBC.

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

Michael DePinto
 Director of Purchasing

D. Educational Programs and Services Committee

Trustee James Von Schilling presented Consent Agenda Resolutions #88-FY24 through #92-FY24. The above stated resolutions were moved by Trustee Von Schilling, seconded by Trustee Sullivan, and approved by voice vote.

Resolution #88-FY24 Human Resources Report

1. New Adjunct Faculty

The following individuals are recommended as a new adjunct faculty for Spring 2024 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$1,067 to \$1,174.

Last Name	First Name	Rank	Discipline	Per contact hour rate	Hire Date
Braunstein	Moshe	Assistant Professor	Humanities, Social Science & Education	\$1,096	1/17/24
Curran	Sean	Assistant Professor	English	\$1,096	1/17/24
Goldstein	Serge	Assistant Professor	RISE	\$1,096	1/17/24
Lopez	Hector	Assistant Professor	Science & Engineering	\$1,096	1/17/24
Rodriguez	Jaime	Instructor	Arts & Design	\$1,067	1/17/24

2. Returning Adjunct Faculty

The following individual is recommended as a returning adjunct faculty for Spring 2024 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$1,067 to \$1,174.

Last Name	First Name	Rank	Discipline	Per contact hour rate	Hire Date
Falkowski	Gregory	Instructor	Communication & Languages	\$1,067	1/17/2024

3. New Hire- Administrator

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

Name	Title	Salary	Department	Start date
*Cesar Garcia	Security Manager	\$76,000	Campus Safety	1/22/24
**Louisa Ge	Web Developer	\$60,718	Multimedia & Web Support Services	1/8/24
***Dennis Schaub	Library Director	\$95,072	Library	2/1/24

*Budget code 100-4800-5010-60/replacing F. Rekofsky

** Budget code 100-4500-5010-40/replacing E. Sherman

***Budget code 100-3210-5010-40/restructure

4. Status Change- Administrator

The following reflect recommended change for the indicated Administrator position at the annualized salary specified:

Name	Title	Salary	Department	Effective Date
Amy Layton	Director of Beauty Professional Programs	\$85,000	Workforce Development	1/1/24
Conrad Mercurius	*Executive Director of Workforce Development	\$140,000	Workforce Development	1/1/24

*Confidential

5. Resignations

The following reflect an employee who has resigned from the College.

Name	Title	Department	Effective Date
Katisha Gloster	Program Manager- HS Outreach & Academies	K-12 Partnerships	1/9/24

Resolution #89-FY24 Reappointments, Second Year and Beyond Teaching Faculty, Librarians, Counselors, and Teaching Assistants

BE IT RESOLVED, that the recommendation of the President, the following teaching Faculty, Librarians, Counselors and Teaching Assistants be notified of their reappointments by the Board of Trustees for the 2024-2025 academic or fiscal year with a contractual salary increase.

***Represents Tenure Awarded**

Last Name	First Name	Rank	Salary
Anderson	Anne Marie	Professor-Accounting	\$98,054
Arvay	Susan	Professor-English	\$95,685
Austin	Lori	Professor-Math	\$100,263
Awwad	Mutasem	Associate Professor-Networking	\$84,320
Balut	Maryann	Professor- Nursing	\$99,474
Banfield	Sara	Professor-Comm/Speech	\$98,527
Baricevic	Marianne	Professor- A&P/Microbiology	\$104,299
Bazar	Carrie	Career Counselor IV	\$116,934
Bell	Cheryl	Associate Professor - ESL	\$92,282
Bendjilali	Khadidja	Assistant Professor- Mathematics	\$74,453
Bendjilali	Boualem	Professor - Mathematics	\$106,847
Bitter	Janelle	Assistant Professor-Librarian, Systems &Tech Serv	\$76,865
Black	William	Professor - Accounting	\$108,242
Bondhus	Michael	Professor-English	\$95,685
Brower	Stephen	Assistant Professor - CIS	\$85,465
Burns	Keith	Associate Professor-Fitness &Wellness	\$84,873
Campoli	Alison	Professor-Nursing	\$95,631
Carr	Edward	Professor- Microbiology	\$107,258
Caruso	Steven	Assistant Professor- Computer Science	\$74,295
Case	Rebecca	Assistant Professor- Spanish	\$76,536
Chase	David	Professor- English	\$98,739
Choi	Youngjun	Associate Professor – Mathematics	\$92,028
Chynoweth	Christine	Instructor- ASL	\$67,491
Claxton	Rebecca	Instructor- Mathematics	\$65,512
Crosbie	William	Associate Professor-Computer Science	\$93,883
Cuss	Sarah	Instructor-Nursing	\$65,512
Czerw	Margaret	Professor- Chemistry	\$104,211
D'Angelo	Anthony	Instructor-Mechanical Engineer	\$67,934
Dar	Siddra Majeed	Assistant Professor-Med Lab Tech	\$75,114
Darkenwald- DeCola	Jessica	Associate Professor- English	\$83,150

Last Name	First Name	Rank	Salary
DePinto	Dominick	Assistant Professor- CEM Tech	\$77,873
Dempsey	Megan	Professor-Librarian	\$100,194
Donnelly	Brian	Associate Professor- Criminal Justice	\$84,365
Fagan	W Michael	Associate Professor – Finance	\$94,354
Felix	Justin	Associate Professor – English	\$91,237
Flor	Paul	Associate Professor- Bus Admin- HVAC	\$104,213
Fois	Loretta	Professor-Dance	\$99,474
Forte	Frank	Assistant Professor- Mathematics	\$78,774
Gaffney	Karen	Professor – English	\$103,264
Gandotra	Anshu	Instructor-Computer Info Systems	\$65,772
Giffin	Jennyfer	Instructor-Nursing Med/Surg	\$71,011
Goins	Ishimine	Assistant Professor -English	\$73,393
Gutierrez	Isabel	Associate Professor- Psychology	\$87,717
Gutshall-Seidman	Karen	Professor- Human Services	\$103,264
Harford	John	Instructor- Graphic Design	\$75,146
Heithoff	Heather	Associate Professor-Nursing	\$83,028
*Heller	Sara	Assistant Professor-Automotive Tech	\$77,125
Iannacone	Eric	Associate Professor-Biology A/P	\$89,995
Jones	James	Associate Professor-Criminal Justice	\$85,542
Katsha	Ahmed	Associate Professor-A/P Biology	\$82,725
Keegan	Tracey	Instructor-Nursing Med/Surg	\$71,011
Keiserman	Anna	Assistant Professor- Music	\$74,210
Kelly	Jay	Professor- Biology	\$101,553
*Kim	Ji Yong	Assistant Professor-Visual Arts	\$74,620
Kinebrew-Bosa	Carolyn	Associate Professor-Communications	\$81,132
Kletz	Patti Ann	Professor- Business	\$100,958
Klinger	William	Professor- Bus Admin & Management	\$104,911
Kovarik	Tomas	Associate Professor – Mathematics	\$100,387
Kowski	Lynne	Professor-Mathematics	\$106,902
Lambrix	Todd	Assistant Professor-Art 3D Des	\$73,597
Lenahan	Melanie	Professor - Biotechnology	\$103,264
Levitt	Brian	Instructor-Automotive Technology	\$68,262
Lindemann	Ellen	Professor- Business Administration	\$104,211
Lindskoog	Carl	Associate Professor-History	\$86,003
Maitland	Kimberly	Associate Professor- Early Childhood	\$92,683
Manno	Andrew	Professor - English	\$88,675

Last Name	First Name	Rank	Salary
Martin	Philip	Assistant Professor- Communications	\$76,606
McManus	Darren	Associate Professor- Graphic Design	\$85,524
*Molle	Maria	Assistant Professor-Nursing	\$78,074
Moore	Elaine	Associate Professor – Marketing	\$95,634
Morris	Melanie	Professor- Business Law	\$107,498
Nadkarni	Vandana	Professor- Art History	\$99,893
Nikitovic	Nemanja	Assistant Professor- Mathematics	\$79,952
O'Neill	Elizabeth	Assistant Professor- Pediatric Nursing	\$79,825
Offenhauer	Alexa	Associate Professor-English	\$83,785
Partapurwala	Mohammed	Assistant Professor- Economics	\$75,803
Patel	Aditi	Associate Professor - Mathematics	\$91,849
Pearce-Morris	Jennifer	Associate Professor- Sociology	\$86,046
Pipitone	Christine	Professor-English	\$103,264
Pirrotta	Michael	Instructor-Psychology	\$67,655
Pompo	Antonella	Professor- Engineering	\$107,023
Reynolds	Sandra	Professor - French/Spanish	\$105,574
Ricketts	Glenn	Professor-Political Science	\$130,860
Rimple	Tonya	Associate Professor- Bus Administration	\$96,123
Rodriguez	Janette	Assistant Professor-Medical Asst Program	\$75,804
Romaine	Linda	Professor- Fitness & Wellness	\$96,632
Roop	Joan	Associate Professor-Nursing	\$85,750
Russo	Dennis	Professor - Theatre	\$100,422
Schwarz	Steven	Professor - CS	\$100,422
Seater	Barbara	Associate Professor- Sociology	\$152,193
Shah	Madhavi	Associate Professor-Biology	\$85,169
Shapiro	Alisa	Associate Professor-Accounting	\$84,333
Sichel	John	Professor - Music	\$101,841
Singleton	Courtney	Assistant Professor -Anthropology	\$71,621
Smith	Virginia	Associate Professor-Interior Design	\$89,632
Soliman	George	Assistant Professor- Mathematics	\$74,891
*Sosa	Nicholas	Assistant Professor-Psychology	\$77,125
Stander	Emilie	Professor-Environmental Science	\$95,489
Suk	Kathryn	Professor- Elementary/Second Edu	\$95,685
Tucker	Lisa	Professor- English	\$103,328
Tyson	Ronald	Associate Professor - English	\$92,046
Vaccaro	Andrea	Professor- ESL	\$93,785

Last Name	First Name	Rank	Salary
Valenti	Alyssa	Professor-Librarian	\$93,785
*Walter	Evan	Assistant Professor-Dig Media\ Film	\$73,253
Warren	Jeffrey	Counselor III	\$103,473
Weber	Derek	Professor-A&P/Microbiology	\$101,432
Yang	Linda	Assistant Professor Computer Science	\$76,932
Youngblood	Ardath	Assistant Professor - Nursing	\$77,873
Yunker	Beau	Assistant Professor-OTA/Coordinator	\$76,719
Zieba	Izabela	Assistant Professor- English	\$78,846

Resolution #90-FY24 Reappointments, First Year Teaching Faculty, Librarians, Counselors, and Teaching Assistants

BE IT RESOLVED, that at the recommendation of the President, the following first year teaching Faculty, and Librarians be notified of their reappointments by the Board of Trustees for the 2024-2025 academic year with a contractual salary increase.

Last Name	First Name	Rank	Salary
Celi	Anthony	Instructor-Philosophy	\$63,794
Liu	Chuan	Instructor- Chemistry	\$67,291
Nicolaides	Demetris	Associate Professor- Physics	\$88,743
Ross	Kristen	Instructor- Nursing	\$64,911

Resolution #91-FY24 Reappointment, Full-Time Non-Tenure Faculty

BE IT RESOLVED, that at the recommendation of the President, the following full-time non-tenured faculty be notified of their appointment by the Board of Trustees 2024-2025 academic year with a contractual salary increase.

Last Name	First Name	Rank	Salary
Bentey	Thomas	Instructor-Social Media (Non-Tenured)	\$67,641

Resolution #92-FY24 Vice President Emeritus, Jacki Belin

WHEREAS, the Board of Trustees of Raritan Valley Community College in 1997 established the honorary title of “Vice President Emeritus” in order to recognize distinguished service to the College on the part of administrators at retirement; and

WHEREAS, Jacki Belin retires February 29, 2024 and has been recognized as an exemplary leader, advocate, and administrator; and

WHEREAS, during her twenty-eight years of service, Jacki, who was also a distinguished faculty member, has held several leadership positions, allowing her to lead a variety of College departments and divisions; and

WHEREAS, Jacki has made her most significant contributions in the following areas: the development of RVCC’s workforce training center, a state-of-the-art facility that offers a wide variety of industry-valued credentials; the growth of a grants portfolio that has brought millions of dollars to the College and supported critical student programs; the innovative restructuring of admissions, prompting significant enrollment gains in an era of declining students; the ever-evolving and inclusive programs of the Institute for Holocaust and Genocide Studies; and the design and implementation of a sophisticated, multi-channel marketing and communications strategy that has rebranded the College; and

WHEREAS, Jacki has been an engaged, innovative leader, a trusted and always reliable colleague, a relentless advocate for community and business partnerships, and a champion of access and inclusion;

NOW, THEREFORE, BE IT RESOLVED, the RVCC Board of Trustees, President Michael McDonough, and the entire College community recognizes the distinguished service of Jacki Belin to the College by extending the honorary title of Vice President Emerita, effective March 1, 2024 with all the rights and privileges associated with this honor; and

BE IT FURTHER RESOLVED that the Board of Trustees, President Michael McDonough, and the entire College community, extend their deepest gratitude and best wishes to Jacki Belin and further wish her well in retirement.

Committee Chair James Von Schilling indicated that the Committee was provided with an excellent presentation on K-12 Partnerships by Shay Wadher. Trustee Von Schilling congratulated Jacki Belin on her distinguished honorary title of Vice President Emeritus.

E. Governance, Policy, and President Evaluation Committee

Trustee Caren Bateman reported that the Campus Safety Report for the period December 12, 2023 – January 9, 2024 was discussed by the Committee and was provided to the full Board of Trustees via SharePoint.

The Committee reviewed the draft Request for legal services. A resolution to accept the RFP will be on the February Board agenda for the Board’s consideration.

The Committee also received an update on the College’s FY24 budget performance, planning for the FY25 budget, and spring enrollment numbers – both headcount and credits billed – both of which remain strong and encouraging.

V. Old/New Business

There was no old/new business at the time.

VI Public Questions/Comments

Chair Christodoulou 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 speakers at the time.

IX. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 4:14 p.m.

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