

RARITAN VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES REGULAR MEETING  
FEBRUARY 18, 2025

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, February 18, 2025, in person and via Zoom Webinar. Trustee 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		Adam Shain
	Zenon Christodoulou		Juan Torres
	Jinnee Min DeMarco		
	Nicholas Gallo		
	Michael Goldberg		
	Roger Jinks		
	Roger Locandro		
	Howard Opdyke		
	Margaret Sullivan		
	Helena Swanicke		
	James Von Schilling		

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

A quorum was present.

III. Agenda Items

1. Approval of Meeting Minutes

The Regular meeting minutes of January 21, 2025, were moved by Trustee Caren Bateman, seconded by Trustee Roger Jinks, and approved by voice vote.

2. President/Chair Reports

Chair Christodoulou welcomed everyone and expressed his satisfaction with Raritan Valley Community College's efforts to combat climate change amid ongoing cold weather. He noted that the college stands out as one of the most energy-efficient campuses in the United States.

3. Committee Reports

A. Finance Committee

Trustee Roger Locandro reported on the Treasurer’s Report (Resolution #103-FY25) for the period 01/01/25 through 01/31/25. On a motion by Trustee Locandro, seconded by Trustee James Von Schilling, the Treasurer’s Report was approved by voice vote.

Trustee Locandro then presented Consent Agenda Resolutions #104-FY25 through #115-FY25. On a motion by Trustee Locandro, seconded by Trustee Roger Jinks, the resolutions were approved by voice vote.

RESOLUTION #104-FY25 – Various Vouchers for Payment

BE IT RESOLVED, that the following January vouchers be approved by payment; and

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

Check #s	364343 - 364897	
ACH#s		3
Total Checks		\$2,220,725.07
Total ACH		37,672.99
Total Vouchers		2,258,398.06
Construction and Architect Vouchers		1,024,108.23
Less Previously Approved		<u>(813,319.11)</u>
Total		<u>\$2,469,187.18</u>

RESOLUTION #105-FY25 BOARD OF TRUSTEES MEETING FEBRUARY 18, 2025

Title: Cafeteria Kitchen Equipment Service and Repairs 2024-2025 - Pay to Play

WHEREAS, Raritan Valley Community College requires the service and repair of the cafeteria kitchen equipment to ensure an uninterrupted daily campus food service operation; and

WHEREAS, RVCC has spent \$12,167.83 to date with Able Mechanical, Inc. during Fiscal Year 2025; and

WHEREAS, funding for these services is available from the Fiscal Year 2025 Food Services 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, 2024 through June 30, 2025, 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>Able Mechanical, Inc.</b> <b>280 State Route 35</b> <b>Suite 203</b> <b>Red Bank, NJ 07701</b> <b><u>Amount: Not to Exceed \$41,500.00</u></b></p>
--

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue purchase orders 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 #106-FY25      BOARD OF TRUSTEES MEETING      FEBRUARY 18, 2025

**Title: Architectural Design Services 2024-2025 - Pay to Play**

WHEREAS, the Facilities and Grounds department requires architectural design services be performed for various construction, repair and renovation projects on campus; and

WHEREAS, Raritan Valley Community College has spent \$15,816.25 to date with Architectural Preservation Studio, DPC during Fiscal Year 2025; and

WHEREAS, funding is available from the associated Chapter 12 capital funds reserved for projects that require these services; and

WHEREAS, some recent projects Architectural Preservation Studio, DPC has collaborated on in FY25 include the Power Plant Roof Replacement, the Event Center Roof Replacement and the Concrete Balcony Walkway Repairs; 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, 2024 through June 30, 2025, 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>Architectural Preservation Studio, DPC</b> <b>594 Broadway</b> <b>Suite 919</b> <b>New York, NY 10012-3233</b> <b><u>Amount:</u> Not to Exceed \$41,500.00</b></p>
--

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue purchase orders 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

**Title: Roofing Installation and Repair Services 2024-2025 - Pay to Play**

WHEREAS, the Facilities and Grounds department requires roofing installation and repair services as well as other miscellaneous work be performed on the campus buildings; and

WHEREAS, RVCC has spent \$37,966.50 to date with Badger Roofing, Inc. during Fiscal Year 2025; and

WHEREAS, funding is available from the Fiscal Year 2025 Facilities and Grounds operating budget as well as from associated Chapter 12 capital funds reserved for projects that require these services; and

WHEREAS, some projects Badger Roofing has completed in FY25 include: the Hunterdon Hall paver removal, medium bronze fence coping at the Arts Building, repairs to the Planetarium roof, repairs and temporary drainage for the Science Building roof, repairs to the Facilities Garage shingle roof, installation of a retro drain and patch for the Physical Education building, and repairs to the section of roof located above Hunterdon Hall Room H-200; 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, 2024 through June 30, 2025, 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:

**Badger Roofing, Inc.**  
**5 Smalley Avenue**  
**Middlesex, NJ 08846**  
**Amount: Not to Exceed \$41,500.00**

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue purchase orders 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

**Title: Remediation Services 2024-2025 - Pay to Play**

WHEREAS, the Facilities and Grounds department requires emergency microbial remediation services be performed as the needs arise at various locations on campus; and

WHEREAS, the primary concern is the propagation of mold and employee health risks due to the state of the compromised areas; and

WHEREAS, Raritan Valley Community College has spent \$33,138.64 to date with Consolidated Environmental, Inc. during Fiscal Year 2025; and

WHEREAS, funding for these services is available in the Fiscal Year 2025 Facilities and Grounds 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, 2024 through June 30, 2025, 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>Consolidated Environmental, Inc.</b> <b>26 Law Drive</b> <b>Suite B</b> <b>Fairfield, NJ 07004</b> <b><u>Amount: Not to Exceed \$41,500.00</u></b></p>
--

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue purchase orders 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 #109-FY25      BOARD OF TRUSTEES MEETING      FEBRUARY 18, 2025

**Title:   Environmental Testing and Assessment Services 2024-2025 - Pay to Play**

WHEREAS, the Facilities and Grounds department requires environmental testing and assessment services be performed to protect the campus community from any potential environmental threats; and

WHEREAS, some of these services include air quality testing, hazardous material assessments, stormwater pollution prevention plans and training; and

WHEREAS, RVCC has spent \$18,567.50 to date with Victor Holdings/Whitman during Fiscal Year 2025; and

WHEREAS, funding is available from the Fiscal Year 2025 Facilities and Grounds operating budget as well as from associated Chapter 12 capital funds reserved for projects that require these services; 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, 2024 through June 30, 2025, 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:

**Victor Holdings  
dba Whitman  
100 Franklin Square Drive  
Somerset, NJ 08873  
Amount: Not to Exceed \$41,500.00**

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue purchase orders 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 #110-FY25      BOARD OF TRUSTEES MEETING      FEBRUARY 18, 2025

**Title:   VRF Cooling and Heating System for the Enrollment Center - Pay to Play**

WHEREAS, Raritan Valley Community College requires the purchase and installation of a new variant refrigerant flow (VRF) cooling and heating system for the Enrollment Center; and

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

WHEREAS, Board Resolution #107-2013, dated August 20, 2013, authorized the use of such cooperative contracts; and

WHEREAS, Trane, Inc. has entered into an agreement with the OMNIA Partners cooperative purchasing organization (Contract #3341), of which RVCC is a member; and

WHEREAS, the funding for this work is available through the Chapter 12 capital funds allocated for Enrollment and Admissions; 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, 2024 through June 30, 2025, 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:

**Trane, Inc.**  
**19 Chapin Road**  
**Suite #200**  
**Pine Brook, NJ 07058**  
**Amount: \$34,910.00**

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 Trane, Inc.

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

Michael DePinto,  
Director of Purchasing

RESOLUTION #111-FY25      BOARD OF TRUSTEES MEETING      FEBRUARY 18, 2025  
**Title: Laboratory Freezers for the Science and Engineering Department - Pay to Play**

WHEREAS, the Science and Engineering department requires the purchase and installation of three (3) laboratory freezers to replace the failing one in the Science Center and provide backup freezers in the Workforce Training Center to prevent the loss of cell lines and other materials that are destroyed whenever there is a power outage that impacts the Science Center; and

WHEREAS, four (4) quotes were obtained with Fisher Scientific Company, LLC presenting the College with the most favorable proposal; and

WHEREAS, funding for this purchase is available from the College's Fiscal Year 2025 Minor Capital funds; 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, 2024 through June 30, 2025, which certifies that there have been no reportable contributions to a political party, candidate committee, or individual candidate in Hunterdon or Somerset Counties in the previous one-year, and will not make any reportable contributions over the next one-year:

**Fisher Scientific Company, LLC**  
**300 Industry Drive**  
**Pittsburgh, PA 15275**  
**Amount: \$28,392.00**

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 Fisher Scientific Company, LLC.

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

Michael DePinto  
Director of Purchasing

**Title: Infrared Spectrometer for the Science and Engineering Department - Pay to Play**

WHEREAS, the Science and Engineering department requires the purchase of a Spectrum Two Infrared Spectrometer to aid the instruction of students in the Organic Chemistry labs; and

WHEREAS, the existing spectrometer is no longer operational due to its age; and

WHEREAS, three (3) quotes were obtained with Perkin Elmer U.S., LLC presenting the College with the most favorable proposal; and

WHEREAS, funding for this purchase is available from the College's Fiscal Year 2025 Minor Capital funds; 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, 2024 through June 30, 2025, 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>Perkin Elmer U.S., LLC</b> <b>710 Bridgeport Avenue</b> <b>Shelton, CT 06484</b> <b>Amount: \$21,499.11</b></p>
---

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 Perkin Elmer U.S., LLC.

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

Michael DePinto  
Director of Purchasing

**Title: Equipment and Supplies for the Nursing Program 2024-2025 - Pay to Play**

WHEREAS, the purchase of the appropriate equipment and supplies is needed to ensure that students are provided with the tools necessary to properly navigate the Nursing, Medical Assistant, Occupational Therapy Assistant, and Allied Health program curriculums; and

WHEREAS, Raritan Valley Community College has spent \$7,132.32 with Pocket Nurse Medical Supplies during Fiscal Year 2025; 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, 2024 through June 30, 2025, 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>Pocket Nurse Medical Supplies</b> <b>610 Frankfort Road</b> <b>Monaca, PA 15061</b> <b>Amount: Not to Exceed \$41,500.00</b></p>
--

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue purchase orders 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 #114-FY25      BOARD OF TRUSTEES MEETING      FEBRUARY 18, 2025

**Title: Custom Promotional Products and Apparel 2024-2025 - Pay to Play**

WHEREAS, Raritan Valley Community College requires the purchase of custom-branded products and apparel to support student recruitment and retention initiatives in an effort to positively support the College's enrollment; and

WHEREAS, these purchases are utilized in various applications to support those initiatives, including promotion, student life, employment, and operation; and

WHEREAS, RVCC has spent \$14,099.25 to date with 4imprint, Inc. during Fiscal Year 2025; 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, 2024 through June 30, 2025, 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>4imprint, Inc.</b> <b>210 Commerce Street</b> <b>Oshkosh, WI 54901</b> <b>Amount: Not to Exceed \$41,500.00</b></p>
---

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to issue purchase orders 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 #115-FY25      BOARD OF TRUSTEES MEETING      FEBRUARY 18, 2025

**Title: Microsoft Enrollment for Education Solutions Agreement 2025-2026**

WHEREAS, the renewal of the Microsoft Enrollment for Education Solutions (EES) agreement is needed for the period of April 1, 2025 through March 31, 2026; and

WHEREAS, the agreement provides a site license for the Microsoft Office and Office 365 products as well as licenses and support for the Microsoft Windows and SharePoint servers; and

WHEREAS, RVCC relies on Microsoft desktop and systems software to deliver Academic and Administrative applications making continued use of this software critical to the daily operation of the College; and

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

WHEREAS, Board Resolution #107-2013, dated August 20, 2013, authorized the use of such cooperative contracts; and

WHEREAS, the licensing and support of the Microsoft Licensing Solution Providers Services is available through the NJEdge.net technology purchasing consortium, administered by Software House International (SHI) via Contract #269EMCPS-21-001-EM-SHI; and

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

WHEREAS, a purchase order will be issued as follows:

<p><b>Software House International (SHI)</b> <b>290 Davidson Avenue</b> <b>Somerset, NJ 08873</b> <b><u>Amount: \$49,502.86</u></b></p>
---

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 Software House International (SHI) for the period of April 1, 2025 through March 31, 2026.

Michael DePinto  
Director of Purchasing

B. Strategy and Vision Committee

Earlier in the day, Trustee Michael Goldberg provided an update on the new Strategic Plan. Trustee Goldberg noted that the plan will be presented to the college community in May and adopted in June.

C. Educational Programs and Services Committee

Trustee James Von Schilling presented Consent Agenda Resolutions #116-FY25 through #118-FY25. Trustee Margaret Sullivan moved the above-stated resolutions, which were seconded by Trustee Nicholas Gallo and approved by voice vote.

RESOLUTION #116-FY25      BOARD OF TRUSTEES MEETING      FEBRUARY 18, 2025

**Title: Human Resources Action Report for February 18, 2025**

1. New Adjunct Faculty

The following individuals are recommended as new adjunct faculty for Spring 2025 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$1,104 to \$1,215.

Last Name	First Name	Rank	Discipline	Per contact hour rate	Hire Date
Covucci	Cristina	Instructor	RISE	\$1,104	1/22/25
Csatari	Joseph	Assistant Professor	English	\$1,134	1/22/25
DiBello	William	Assistant Professor	Arts & Design	\$1,134	1/22/25
Duker	Nancy	Instructor	Science & Engineering	\$1,104	1/22/25
Furnari	Judith	Assistant Professor	English	\$1,134	1/22/25
Mahida	Carol	Instructor	English	\$1,104	1/22/25
McCarthy	Andrew	Instructor	RISE	\$1,104	1/22/25
McElgunn	Mark	Instructor	English	\$1,104	1/22/25
Rivkin	Nat	Instructor	RISE	\$1,104	1/22/25
Sweet	Jeremy	Instructor	Arts & Design	\$1,104	1/22/25
Woodring	Jennifer	Instructor	Science & Engineering	\$1,104	1/22/25

2. Returning Adjunct Faculty

The following individual is recommended as returning adjunct faculty for Spring 2025 at the equivalent rank specified and at compensation within the approved contact hour rate within the approved range of \$1,104 to \$1,215.

Last Name	First Name	Rank	Discipline	Per contact hour rate	Hire Date
Deo	Lisa	Assistant Professor	English	\$1,134	1/22/25
Porter	Claire	Assistant Professor	Arts & Design	\$1,134	1/22/25

3. Status Change-Support Staff

The following reflect recommended salary change for the indicated support staff position at the annualized salary specified due to salary compression:

Name	Title	Salary	Department	Effective Date
Pedro Dubon	Maintenance Worker-Shift Lead	\$52,377	Facilities & Grounds	2/1/25

4. Retirement

The following reflect employees who have/will retire from the College.

Name	Title	Department	Effective Date
Maria Galeano	Custodian	Housekeeping	3/31/25
Robert Szkodny	Director of Campus Security & Emergency Management	Security	1/24/25

RESOLUTION #117-FY25                      BOARD OF TRUSTEES MEETING                      FEBRUARY 18, 2025

**Title: Appointment, Full-Time Non-Tenure-Track Spring 2025 Semester Faculty**

BE IT RESOLVED, that at the recommendation of the President, the following full-time non-tenure-track faculty appointment be approved for Spring 2025.

Name	Title	Department	Start Date	Salary
*Will Berman	Instructor-Music	Arts & Design	1/22/25	\$67,603 (prorated \$33,802)

\*Budget Code 100-3150-5140-10/replacing A. Keiserman

RESOLUTION #118-FY25                      BOARD OF TRUSTEES MEETING                      FEBRUARY 18, 2025

**Title: Sabbatical Leaves**

WHEREAS, the Board of Trustees of Raritan Valley Community College did by Resolution #101-FY25 dated January 21, 2025, reappoint Assistant Professor Ji Yong Kim, Associate Professor Carl Lindskoog for the 2025-2026 academic year; and

WHEREAS, Assistant Professor Ji Yong Kim has requested a sabbatical leave for the Fall 2025/ Spring 2026; and

WHEREAS, Associate Professor Carl Lindskoog has requested a sabbatical leave for the Spring 2026; 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 grant sabbatical leave to Assistant Professor Ji Yong Kim for Fall 2025/ Spring 2026, Associate Professor Carl Lindskoog for Spring 2026.

Committee Chair James Von Schilling reported that President McDonough shared the "Dear Colleague" letter from the Office of Civil Rights dated February 14, 2025, and discussed its potential impact on the college. President McDonough also provided an enrollment update.

D. Governance, Policy, and President Evaluation Committee

Trustee Caren Bateman reported that the Campus Safety Report for the period January 8 through February 7, 2025 was discussed by the Committee and was provided to the full Board of Trustees via SharePoint.

Earlier in the day, the Committee was briefed on spring enrollment and the budget. Professor Emeritus Dan Aronson then presented to the Committee on improved transit alternatives.

Trustee Bateman announced that the Board of Trustees Retreat is scheduled for May 20, 2025.

V. Old/New Business

VI. Public Questions/Comments

Trustee 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.”

Several faculty members, along with current and former students, and other community members addressed the board in support of Professor Loretta Fois and the Dance Program.

Michelle Edgar, Program Specialist from the Institute of Holocaust & Genocide Studies spoke about the Institute’s exhibit, Anne Frank in Translation. She also informed the Board about the upcoming program, The Story of Anne Frank with Bright Star Theatre. The program will take place on Tuesday, March 4th, at 10 am, in person at RVCC and streaming online.

VII. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 4:56 p.m.

Respectfully submitted,

Annette LaCanna  
Manager, Executive Office and  
Secretary to the RVCC Board of Trustees