

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

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, March 18, 2025, in person and via Zoom Webinar. Trustee Caren Bateman 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:	Thomas Borkowski
	Zenon Christodoulou		
	Jinnee Min DeMarco		
	Nicholas Gallo		
	Michael Goldberg		
	Roger Jinks		
	Roger Locandro		
	Nidhi Makhija		
	Howard Opdyke		
	Adam Shain		
	Juan Torres		
	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 February 18, 2025, were moved by Trustee Roger Jinks, seconded by Trustee Margaret Sullivan, and approved by voice vote. Trustee Adam Shain respectfully abstained from the vote.

2. President/Chair Reports

Trustee Bateman welcomed everyone and reminded Trustees to support the RVCC Foundation’s two important upcoming campaigns: Giving Day on March 27, 2025, and Stars Are Rising on April 10, 2025.

3. Committee Reports

A. Finance Committee

Trustee Roger Locandro reported on the Treasurer’s Report (Resolution #119-FY25) for the period 02/01/25 through 02/28/25. On a motion by Trustee Locandro, seconded by Trustee Jinks, the Treasurer’s Report was approved by voice vote.

Trustee Locandro then presented Consent Agenda Resolutions #120-FY25 through #125A-FY25. On a motion by Trustee Locandro, seconded by Trustee Helena Swanicke, the resolutions were approved by voice vote.

RESOLUTION #120-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	364898 - 366044	
ACH#s		3
Total Checks		\$3,180,056.77
Total ACH		17,465.40
Total Vouchers		3,197,522.17
Construction and Architect Vouchers		172,686.34
Less Previously Approved		<u>(1,024,108.23)</u>
Total		<u>\$2,346,100.28</u>

RESOLUTION #121-FY 25 BOARD OF TRUSTEES’ MEETING MARCH 18, 2025

WHEREAS, the Board of Trustees of Raritan Valley Community College did review the College’s budget for the next fiscal year 2026 and determined that management’s recommendation for tuition and fee increases was reasonable.

NOW, THEREFORE, BE IT RESOLVED, that the following new schedule of Tuition and Fees will apply effective with the Fall 2025 semester:

**TUITION**

Hunterdon/Somerset County Residents	\$ 192.00 per credit
Out-of-County Chargeback Residents	\$ 192.00 per credit
Out-of-County Residents (Board grants a waiver of \$80 per credit to students who provide verification of employment in Somerset or Hunterdon Counties)	\$ 272.00 per credit
Out-of-State Residents	\$ 272.00 per credit

Early College Program	\$ 240.00 for all courses taken at participating high schools;
Hunterdon/Somerset Senior Citizens Minimum Age 65. One course per semester on a space available basis. May register during the 5 business days prior to course start	No tuition assessed; \$53 per credit general services fee applies. Course books/materials extra cost. Audit status, no credit awarded.
NJ National Guard and Reserves	Free tuition up to 16 credits per term for individual only; fees Apply
Volunteer Emergency Medical Personnel and Firefighters	Free tuition up to \$600 per year and \$2,400 lifetime per family of volunteer; Fees Apply
September 11 Victims' Families	Free tuition for children and spouses of victims; Fees Apply
RISE (incarcerated students)	\$325.00 per credit

**FEES (A)**

General Services Fee (all students)	\$ 53 per credit hour
Nursing Fee	\$1,130 per semester
Occupational Therapy Assistant Fee	\$ 250 per semester
Environmental Control Technology Certificate – ECTC fee	\$ 250 per semester
Commercial Energy Management Technology -- CEMT fee	\$ 250 per semester
Honors College Fee	\$ 150 per semester
Applied Music fee per instrument	\$ 500 per semester
Automotive Program Fees:	
Student toolbox (one time)	\$1,475
Specific automotive course	\$ 155 per credit
Uniform fee (one time, beginning of program)	\$ 124
Industry certification (aggregate one-time)	\$ 240
International Student Processing Fee	\$ 200 per semester
Late Registration Fee	\$ 50

Official Transcript Fee	\$ 10
Returned Check or Disallowed Credit Card Fee	\$ 25
Replacement Diploma Fee	\$ 15
Matriculation Fee	\$ 75

**SPECIFIC WORKFORCE PROGRAM FEES**

Cosmetology	
Foundations	\$9,136.00
Advanced	<u>\$7,494.00</u>
Total Program	<u>\$16,630.00</u>
Esthetics	
Foundations	<u>\$5,536.00</u>
Advanced	<u>\$3,408.00</u>
Total Program	<u>\$8,944.00</u>
Machining Fundamentals	<u>\$3,326.00</u>
Manual Mill Operator	<u>\$4,657.00</u>
Engine Lathe Operator	<u>\$4,657.00</u>
CNC Production Technician	<u>\$6,286.00</u>

(A) The College may change existing fees or add new fees with 30 days notice prior to the start of each semester.

RESOLUTION #122-FY25      BOARD OF TRUSTEES MEETING      MARCH 18, 2025

**Title: VRF Cooling and Heating System for the Enrollment Center - Pay to Play (REVISED - New Vendor)**

WHEREAS, the Board of Trustees of Raritan Valley Community College authorized the purchase of a new variant refrigerant flow (VRF) cooling and heating system for the Enrollment Center from Trane, Inc. for \$34,910.00, via Resolution #110-FY25; and

WHEREAS, it was discovered that the Trane VRF system did not efficiently integrate with the College's temperature control system; and

WHEREAS, two (2) additional quotes were obtained with the Carrier Corporation providing the most favorable proposal and seamless integration with the temperature control system; 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:

<p><b>Carrier Corporation</b> <b>1095 Cranbury South River Road</b> <b>Suite #5</b> <b>Jamesburg, NJ 08831</b> <b><u>Amount: \$30,851.00</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 in the amount shown above to the Carrier Corporation.

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

Michael DePinto,  
Director of Purchasing

RESOLUTION #123-FY25                      BOARD OF TRUSTEES MEETING                      MARCH 18, 2025

**Title: Elevator Maintenance Services 2025-2026 - Pay to Play**

WHEREAS, Raritan Valley Community College requires elevator maintenance, repair, testing, and inspection services for the period of May 1, 2025 through April 30, 2026; 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, goods, 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, Champion Elevator has entered into an agreement with the State of New Jersey for Elevator Maintenance, Repair, Testing, and Inspection Services via Contract #22-GNSV2-01885; and

WHEREAS, funding for these services is available from the Fiscal Year 2025 and 2026 Facilities and Grounds operating budgets; 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 May 1, 2025 through April 30, 2026, 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:

**Champion Elevator Corp.**  
**6 State Route 173 - Floor 2**  
**Clinton, NJ 08809**  
**Amount: \$24,759.00**

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 in the amount shown above to Champion Elevator Corp.

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

Michael DePinto  
Director of Purchasing

RESOLUTION #124-FY25                      BOARD OF TRUSTEES MEETING                      MARCH 18, 2025

**Title: Print Shop Copier 2025-2029**

WHEREAS, the current lease agreement with Canon Financial Services for the Print Shop's Canon imagePRESS C810 copier is scheduled to expire on April 30, 2025; and

WHEREAS, this machine was heavily used on a daily basis to print a wide range of promotional and informational materials which generated significant savings when compared to the cost of outsourcing these materials; and

WHEREAS, United Business Systems, an authorized dealer for Canon USA, has presented the College with a forty-eight (48) month lease proposal for a new Canon imagePRESS V900 copier that will cover the period of May 1, 2025 through April 30, 2029; and

WHEREAS, PL. 2011, c. 139, was enacted to permit County Colleges to utilize contracts awarded by national or regional cooperatives that were competitively bid; and

WHEREAS, Resolution # 107-2013 authorizes the college to purchase from these contracts, and

WHEREAS, Canon USA has entered into an agreement for copiers with the PEPPM Technology Purchasing Cooperative (Contract #533902-038), of which RVCC is a member; and

WHEREAS, funding for this lease will be made available through the Fiscal Year 2025, 2026, 2027, 2028, and 2029 Internal Services operating budgets; and

WHEREAS, the details of the new lease agreement are shown below:

**Canon Financial Services, Inc.**  
**14904 Collections Center Drive**  
**Chicago, IL 60693**  
**Monthly Amount: \$1,696.00**  
**Total Annual Amount: \$20,352.00**  
**Total 48-Month Lease Amount: \$81,408.00**

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a forty-eight (48) month lease agreement and issue purchase orders in the amounts shown above to Canon Financial Services, Inc.

Michael DePinto  
Director of Purchasing

RESOLUTION #125-FY25                      BOARD OF TRUSTEES MEETING                      MARCH 18, 2025

**Title: Campus Internet and Ethernet Services 2025-2026**

WHEREAS, NJEDge.net is the statewide consortium handling New Jersey College internet connectivity, which currently provides high-speed internet access to RVCC; and

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

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

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

WHEREAS, funding for these services is available through the Fiscal Year 2026 Internal Services operating budget; and

WHEREAS, a purchase order will be issued as follows:

<p><b>NJEDge.net</b> <b>625 Broad Street</b> <b>Suite 260</b> <b>Newark, NJ 07102-4418</b> <b><u>Amount: \$114,000.00</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 enter into an agreement for the one-year period of July 1, 2025 through June 30, 2026, and issue a purchase order to NJEDge.net as described hereinabove.

Michael DePinto  
Director of Purchasing

RESOLUTION #125A-FY25                      BOARD OF TRUSTEES MEETING                      MARCH 18, 2025

**Title: Redesign of the RVCC Website**

WHEREAS, Raritan Valley Community College seeks a consulting firm for the redesign of the existing website, which was last updated in 2014, to modernize its digital presence, enhance functionality, ensure mobile responsiveness, improve search engine visibility, and elevate the overall user experience for prospective and current students; and

WHEREAS, the current website no longer meets industry best practices for accessibility, navigation, and integration with modern marketing and enrollment tools, limiting the College's ability to engage users and effectively convert inquiries into enrollments; and

WHEREAS, a redesign is critical for aligning the website with the College's strategic goals, reinforcing its brand identity, streamlining content management for faculty and staff, and supporting recruitment, retention, and community engagement efforts; and

WHEREAS, FastForward Digital/eDesign Interactive has submitted a proposal tailored to RVCC's specific needs and goals, which incorporates the design, development, delivery, testing, content migration, and project management services essential to website redesign; and

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

WHEREAS, while the purchase order for these services will be charged to the Fiscal Year 2025 Marketing and Publicity operating budget, these services will ultimately be supported by the Funded Strategic Initiatives (President's Innovation Fund) that the Board of Trustees approved on June 4, 2024, via Resolution #186-FY24; and

WHEREAS, a purchase order will be issued as follows:

<p><b>FastForward Digital, LLC</b> <b>eDesign Interactive</b> <b>163 Madison Avenue</b> <b>Suite 220-5</b> <b>Morristown, NJ 07960</b> <b><u>Amount:</u> \$236,600.00</b></p>
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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Executive Director of the RVCC Foundation to enter into an agreement, and issue a purchase order as described hereinabove to FastForward Digital, LLC.

Michael Marion  
Executive Director of the RVCC Foundation

B. Educational Programs and Services Committee

Trustee James Von Schilling presented Consent Agenda Resolutions #126-FY25 through #130-FY25. Trustee Michael Goldberg moved the above-stated resolutions, which were seconded by Trustee Margaret Sullivan and approved by voice vote.

RESOLUTION #126-FY25                      BOARD OF TRUSTEES MEETING                      MARCH 18, 2025

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

1. New Hire- Administrator

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



Name	Title	Salary	Department	Effective Date
*Akilah Peynado	Literacy Success Coach- Title II	\$63,016	Grants	3/17/25

\*Budget code 374-6000-5010-60/replacing B. Scharf

2. Status Change- Administrator

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

Name	Title	Salary	Department	Effective Date
*Peaches Bocalan	Director of Admissions	\$76,725	Enrollment Management	3/1/25
**Jennifer East	Academic Advisor	\$63,686	Advising & Transfer Services	2/16/25
***Hannah Floyd	Assistant Director of Testing Center	\$69,334	Testing Center	3/1/25
****Allison Fox- Breland	Director of Enrollment	\$79,049	Enrollment Management	3/1/25

\*Budget Code 100-2210-5010-60/replacing current line

\*\*Budget Code 100-3520-5010-50/replacing A. Gabrielski

\*\*\*Budget code 100-3590-5010-50/replacing D. Hogan

\*\*\*\*Budget code 100-2210-5010-60/replacing current line

3. New Hire- Support Staff

The following individual is recommended for the indicated Support Staff position at the annualized salary specified:

Name	Title	Salary	Department	Effective Date
*Gianni High	Laboratory Assistant- MLT	\$40,444	Science & Engineering	3/17/25

\*Budget code 100-3180-5310-10/replacing K. Finnerty

RESOLUTION #127-FY25      BOARD OF TRUSTEES MEETING      MARCH 18, 2025

**Title: Program Modifications**

WHEREAS, the Board of Trustees of Raritan Valley Community College has adopted the policies and procedures that govern new degree and certificate program approval, granting of degrees and certificates, and discontinuance of programs; and

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

WHEREAS, it is feasible to introduce the following modifications to degree program tracks in:

- Business Administration, Associate of Science Degree - new degree track in Accounting.
- Business Management, Associate of Applied Science Degree - new degree track in Accounting.

- Biological Sciences, Associate of Science Degree in Science and Mathematics -new degree track in Biotechnology
- Computer Science, Associate of Science Degree in Science and Mathematics - new degree track in Data Science

NOW, THEREFORE IT BE RESOLVED, that the Board of Trustees of Raritan Valley Community College at the recommendation of the President, approves the modification of these existing degree programs to include expanded degree tracks.

RESOLUTION #128-FY25      BOARD OF TRUSTEES MEETING      MARCH 18, 2025

**Title: Program Deletions**

WHEREAS, the Board of Trustees of Raritan Valley Community College has adopted the policies and procedures that govern new degree and certificate program approval, granting of degrees and certificates, and discontinuance of programs; and

WHEREAS, said policy permits the discontinuance of degree and certificate programs when it is determined they are no longer viable; and

WHEREAS, the following degree and certificate programs:

- Accounting Information Systems, Associate of Applied Science
- Accounting, Associate of Applied Science
- Bookkeeping, Certificate
- Exercise Science – Option in Sports Medicine & Rehabilitation, Associate of Science
- Event Planning/Meeting Management, Certificate
- Interior Design, Certificate
- Interface Design & Web Development, Certificate

have been identified as programs that are not attracting sufficient applications, maintaining adequate student enrollment and retention; and

NOW, THEREFORE IT BE RESOLVED, that the Board of Trustees of Raritan Valley Community College at the recommendation of the President, shall discontinue the aforementioned degree and certificate programs and stop accepting students effective immediately.

BE IT FURTHER RESOLVED, the President is authorized to carry out planned phase out of the programs in order to minimize the impact on currently enrolled students.

**Title: Sabbatical Leaves**

WHEREAS, the Board of Trustees of Raritan Valley Community College did by Resolution #101-FY25 dated January 21, 2025, reappoint Professor Michael McKeon Bondhus, Professor Anne Marie Anderson for the 2025-2026 academic year; and

WHEREAS, Professor Michael McKeon Bondhus has requested a sabbatical leave for the Spring 2026; and

WHEREAS, Professor Anne Marie Anderson has requested a sabbatical leave for the Fall 2025; 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 Professor Michael McKeon Bondhus for Spring 2026, Professor Anne Marie Anderson for Fall 2025.

**Title: REVISED - Professor Emeritus Selection Policy and Benefits**

WHEREAS, the Raritan Valley Community College Board of Trustees approved Resolution #96-86, dated May 27, 1986, to recognize distinguished service to the College on the part of faculty at retirement; and

WHEREAS, the Raritan Valley Community College Board of Trustees approved the updated Resolution #131-2019 on June 25, 2019; and

WHEREAS, the Professor/Counselors Emeritus Selection Committee of the Council of Faculty has made a recommendation to the President to revise the adopted criteria as indicated by the bolded and italicized text below (*Professor/Counselor Emeritus Selection Policy and Procedures, revised November 26, 2024 attached*):

**A. Eligibility Criteria:**

1. Faculty who are retiring from Raritan Valley Community College, have a minimum of fifteen (15) consecutive years of service as teaching faculty, librarian, or counselor, and hold the rank of Associate or Full Professor/Counselor III or Counselor IV.
2. Faculty who have passed away while still employed at Raritan Valley Community College, have fifteen (15) consecutive years of service as teaching faculty, librarian, or counselor, and hold the rank of Associate or Full Professor/Counselor III or Counselor IV.

**B. Performance Criteria:**

1. The performance criteria will be consistent with the criteria outlined in the faculty contract which includes evidence of teaching or counseling effectiveness, professional development, college and community contributions.

2. The candidate should have provided sustained and positive performance at the College as well as maintained the highest professional standards in relationships with students, colleagues, and supervisors.

C. Notification of Intent for Consideration:

1. The retiring faculty member must notify, in writing, their Department Chairperson/Department Supervisor **by April 1 or November 1** of the academic year of their retirement. Retiring faculty **must** submit an accompanying letter of no more than two pages highlighting the major accomplishments and achievements of their tenure at RVCC to support consideration of Emeritus status.
2. If a faculty member has passed away, the Department Chairperson/Department Supervisor will consult with the Department about recommending Emeritus status within six months.

D. Process for Review and Recommendation:

1. The Department Chairperson/Department Supervisor will review the faculty member's Professional File and shall convene a Departmental Committee of tenured faculty or counselors. The Departmental Committee will have access to the faculty member's Professional File. The committee, whose deliberations are confidential, will write a letter explaining the decision to recommend or not recommend the candidate.
2. The Department Chairperson/Department Supervisor will forward the Departmental Committee's recommendation to the Chair of the Faculty Professor/Counselor Emeritus Committee **by May 1 or December 1**.
3. The Chair of the Faculty Professor/Counselor Emeritus Committee will convene the committee to review the recommendation of the Departmental Committee. The committee will have access to the faculty member's Professional File. The committee, whose deliberations are confidential, will make a decision to recommend or not recommend the candidate.
4. The Chair of Faculty Professor/Counselor Emeritus Committee will forward the committee's recommendation of each candidate to the College President by **June 1 or January 1**.
5. The College President will make the final decision and recommend successful candidate(s) to the Board of Trustees, requesting timely action.
6. The College President will notify candidates whether they have been awarded the rank of Emeritus.
7. Following Board approval, each new Emeritus Professor/Counselor will be documented in the Board minutes.

WHEREAS, the President has reviewed and recommends the aforementioned modifications to the Notification of Intent for Consideration and Process for Review and Recommendation to the Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College approves privileges associated with the Faculty Emeritus honor.

## **Professor/Counselor Emeritus Selection Policy and Procedures Endorsed by COF November 26, 2024**

**The award of Professor/Counselor Emeritus honors the faculty who throughout their tenure at Raritan Valley Community College have embodied the mission of the College through sustained, positive impact on teaching, the College, and the community at-large.**

A. Eligibility Criteria:

1. Faculty who are retiring from Raritan Valley Community College, have a minimum of fifteen (15) consecutive years of service as teaching faculty, librarian, or counselor, and hold the rank of Associate or Full Professor/Counselor III or Counselor IV.
2. Faculty who have passed away while still employed at Raritan Valley Community College, have fifteen (15) consecutive years of service as teaching faculty, librarian, or counselor, and hold the rank of Associate or Full Professor/Counselor III or Counselor IV.

B. Performance Criteria:

1. The performance criteria will be consistent with the criteria outlined in the faculty contract which includes evidence of teaching or counseling effectiveness, professional development, college and community contributions.
2. The candidate should have provided sustained and positive performance at the College as well as maintained the highest professional standards in relationships with students, colleagues, and supervisors.

C. Notification of Intent for Consideration:

1. The retiring faculty member must notify, in writing, their Department Chairperson/Department Supervisor **by April 1 or November 1** of the academic year of their retirement. Retiring faculty **must** submit an accompanying letter of no more than two pages highlighting the major accomplishments and achievements of their tenure at RVCC to support consideration of Emeritus status.
2. If a faculty member has passed away, the Department Chairperson/Department Supervisor will consult with the Department about recommending Emeritus status within six months.

D. Process for Review and Recommendation:

1. The Department Chairperson/Department Supervisor will review the faculty member's Professional File and shall convene a Departmental Committee of tenured faculty or counselors. The Departmental Committee will have access to the faculty member's Professional File. The committee, whose deliberations are confidential, will write a letter explaining the decision to recommend or not recommend the candidate.
2. The Department Chairperson/Department Supervisor will forward the Departmental Committee's recommendation to the Chair of the Faculty Professor/Counselor Emeritus Committee **by May 1 or December 1**.

3. The Chair of the Faculty Professor/Counselor Emeritus Committee will convene the committee to review the recommendation of the Departmental Committee. The committee will have access to the faculty member's Professional File. The committee, whose deliberations are confidential, will make a decision to recommend or not recommend the candidate.
4. The Chair of Faculty Professor/Counselor Emeritus Committee will forward the committee's recommendation of each candidate to the College President by *June 1 or January 1*.
5. The College President will make the final decision and recommend successful candidate(s) to the Board of Trustees, requesting timely action.
6. The College President will notify candidates whether they have been awarded the rank of Emeritus.
7. Following Board approval, each new Emeritus Professor/Counselor will be documented in the Board minutes.

E. Emeritus Status Benefits:

1. Inclusion in the online College Catalog
2. Inclusion on mailing/emailing list for events and activities, both academic and non-academic
3. Invitation to participate in public ceremonies – commencement, academic processions, convocation. Participation in commencement ceremonies will include a free cap and gown and placement at the front of the line of march
4. Invitation to participate in activities and Faculty Interest Groups sponsored by The Center for Teaching, Learning, and Scholarship
5. A faculty identification card which provides free use of the library, computing facilities, athletic facilities, and access to email. The faculty identification card allows for continued discount on RVCCArts and Planetarium pricing.
6. Invitation to attend and speak at the General Membership meetings of the Forum and Council of Faculty as a non-voting member
7. Compensation at the Faculty Overload rate if hired to teach as an adjunct faculty member
8. Enrollment in up to two (2) courses per semester with free tuition on a space available basis. If a course requires the payment of a fee to a third-party vendor or payment of a fee or supplies, the Faculty Emeritus member will be responsible for the payment of the fee at the rate charged to the College. The Faculty Emeritus member will pay for the cost of the books.

President McDonough shared updates on enrollment and the FY26 budget. He also reported that RVCC is considering becoming a founding member of the NJ Civic Consortium. This will be an opportunity for local journalists to cover and create local stories about civic work and work with faculty to train students to cover news in their communities.

C. Governance, Policy, and President Evaluation Committee

Trustee Caren Bateman reported that the Campus Safety Report for the period February 8 through March 6, 2025 was discussed by the Committee and was provided to the full Board of Trustees via SharePoint. President McDonough shared updates on enrollment and the FY26 budget. The Committee also discussed possible topics for the May 20<sup>th</sup> Board Retreat.

RESOLUTION #131-FY25                      BOARD OF TRUSTEES MEETING                      MARCH 18, 2025

**Title: Establish Time and Place for Board of Trustees Meetings (REVISED)**

WHEREAS, in accordance with the "Open Public Meetings Act of the State of New Jersey," it is necessary to notify the public of the provisions of the law:

NOW, THEREFORE, BE IT RESOLVED, THAT:

1. The Board of Trustees meets monthly ten (10) times per year.
2. The Board of Trustees hereby designates the following calendar as the dates of its regular meetings, except and unless otherwise modified by resolution. Such meetings shall commence at 4:00 p.m.

The Meeting schedule for 2025 is as follows:

January 21, 2025	June 24, 2025
February 18, 2025	August 26, 2025
March 18, 2025	September 16, 2025
April 22, 2025	October 28, 2025
May 20, 2025	December 9, 2025

3. Except as hereinafter provided, notice of regular and special meetings of the Board of Trustees shall be posted forty-eight (48) hours in advance at the following location: Bulletin Board at the west entrance, Mall Level, Somerset Hall of the academic complex;
4. The following two newspapers, circulating in Somerset and Hunterdon Counties, are hereby designated official newspapers for the publishing of all legal notices concerning these meetings of the Board of Trustees:

The Courier News  
The Star Ledger (Online Edition)

The Hunterdon County Democrat, which was one of the designated official newspapers of the College, ceased operations on February 2, 2025.

A copy of this Resolution, together with advance notice of regular and special meetings of the Board of Trustees, shall be mailed to the above-named newspapers;

5. A copy of advance notices of regular and special meetings of the Board of Trustees shall be filed with the Clerks of Somerset and Hunterdon Counties;
6. Any person may request in writing that the Board of Trustees, or its designated custodian of public records—the Vice President of Finance and Facilities, send him/her a copy of the schedule of regular meetings or any other document deemed to be in the public domain per New Jersey statutes 47:1A as amended by Assembly Bill 559 and Senate Bill 1212. The fee which is to be

pre-paid is \$.05 per page for letter sized pages and smaller, or \$.07 per page for legal size pages and larger. There is no fee if sent electronically – i.e., records sent via email or facsimile.

7. All advance notices referred to in this Resolution of regular, special, rescheduled meetings of the Board of Trustees, shall, to the extent known include: (a) the agenda, and (b) those matters upon which formal action may be taken;
8. Upon the affirmative vote of three-quarters of the members present a public body may hold a meeting notwithstanding the failure to provide adequate notice if:
  - A. such meeting is required in order to deal with matters of such urgency and importance that a delay for the purpose of providing adequate notice would be likely to result in substantial harm to the public interest; and
  - B. the meeting is limited to discussion of and acting with respect to such matters of urgency and importance; and
  - C. notice of such meeting is provided as soon as possible following the calling of such meeting by posting written notice of the same in the public place described above, and also by notifying the newspapers described above by telephone, telegram, or by delivering a written notice of same to such newspapers; and
  - D. either (a) the public body could not reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided; or (b) although the public body could reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided, it nevertheless failed to do so.
9. This Resolution shall remain in full force and effect until the next Annual Reorganization Meeting of the Board of Trustees in December 2025.

RESOLUTION #132-FY25                      BOARD OF TRUSTEES MEETING                      MARCH 18, 2025

**Title: Designation of Official College Newspapers (REVISED)**

BE IT RESOLVED, by the Board of Trustees of Raritan Valley Community College that The Courier-News, Bridgewater, New Jersey and The Star Ledger, Newark, New Jersey be, and are hereby, designated as the official newspapers for all legal College advertisements; and

WHEREAS, The Hunterdon County Democrat, which was one of the designated official newspapers of the College, ceased operations on February 2, 2025; and

BE IT FURTHER RESOLVED, that this Resolution shall remain in full force and in effect until December 2025, the date of the next Reorganization Meeting of the Raritan Valley Community College Board of Trustees.

V. Old/New Business

VI. Public Questions/Comments

Trustee Bateman 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.”



Professor Loretta Fois, faculty members, current and former students, and other community members addressed the board in support of the Dance Program. Two students performed an interpretive dance to "The Sound of Silence."

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