

RARITAN VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES' SPECIAL MEETING  
APRIL 22, 2025

MINUTES

I. Call to Order

The Special Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, April 22, 2025, in-person and via Zoom Webinar. Chair Zenon Christodoulou called the Special 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  
Zenon Christodoulou  
Jinnee Min DeMarco  
Nicholas Gallo  
Michael Goldberg  
Roger Jinks  
Roger Locandro  
Juan Torres  
Adam Shain  
Margaret Sullivan  
Helena Swanicke  
James Von Schilling

Absent: Thomas Borkowski  
Nidhi Makhija  
Howard Opdyke

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

Trustee Christodoulou presented Consent Agenda Resolutions #133-FY25 through #136-FY25. The Resolutions were moved by Trustee James Von Schilling, seconded by Trustee Roger Jinks, and approved unanimously by voice vote.

Chair Zenon Christodoulou commented on the tremendous amount of effort that went into this year's budget and further praised President McDonough and his team for their hard work and continuous and transparent communication with Board members, the County Commissioners, and the entire College community.

RESOLUTION #133 - FY 25      BOARD OF TRUSTEES SPECIAL MEETING    APRIL 22, 2025

Operating Budget FY 2026

WHEREAS, the President and Executive staff of the College have reviewed the various budgetary requests in the preparation of the FY 2025/2026 Operating Budget for Raritan Valley Community College and presented same to the Finance Committee of the Board of Trustees of Raritan Valley Community College; and

WHEREAS, the Finance Committee has thoroughly examined and reviewed the proposed operating budget for the College for the fiscal year beginning July 1, 2025 and ending June 30, 2026; and

WHEREAS, the Finance Committee recommends adoption of the proposed budget to the Board of Trustees and deems the amounts requested as necessary to continue operating the College during the next fiscal year.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College does hereby adopt a total operating expense budget for the fiscal year 2025/2026 of \$62,060,000; and

BE IT FURTHER RESOLVED, that the Secretary of the Board of Trustees is hereby instructed and authorized to prepare and deliver to each member of the Board of School Estimate of Raritan Valley Community College a copy of this Resolution duly certified by the Chairman and said Vice President of Finance & Facilities.

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/s/ Zenon Christodoulou, Chairman

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/s/ John Trojan, VP of Finance & Facilities

RESOLUTION #134 - FY 25      BOARD OF TRUSTEES SPECIAL MEETING      APRIL 22, 2025

Major Capital Budget FY 2026

WHEREAS, the President and Executive staff of the College have reviewed the various budgetary requests in the preparation of the FY 2025/2026 Major Capital Budget and presented the same to the Finance Committee of the Board of Trustees of Raritan Valley Community College; and

WHEREAS, the Finance Committee has thoroughly examined and reviewed the proposed projects for the College for the fiscal year beginning July 1, 2026; and

WHEREAS, the Finance Committee recommends adoption of the proposed budget to the Board of Trustees and deems the amounts requested as necessary to continue operating the College during the next fiscal year.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College does hereby adopt a Capital Budget for the 2025/2026 year in an amount up to \$7,000,000; and

BE IT FURTHER RESOLVED, that the Secretary of the Board of Trustees is hereby instructed and authorized to prepare and deliver to each member of the Board of School Estimate of Raritan Valley Community College a copy of this Resolution duly certified by the Chairman and said Vice President of Finance & Facilities.

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/s/ Zenon Christodoulou, Chairman

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/s/ John Trojan, VP, Finance and Facilities

Minor Capital Budget FY 2026

WHEREAS, the President and Executive staff of the College have prepared a Minor Capital Budget request for 2025/2026 which is designated primarily for technology, other instructional and building related equipment and presented same to the Finance Committee of the Board of Trustees of Raritan Valley Community College; and

WHEREAS, the Finance Committee has examined and reviewed the proposed Minor Capital Budget of \$750,000; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College does hereby adopt a Minor Capital Budget for the 2025/2026 year of \$750,000; and

BE IT FURTHER RESOLVED, that the Secretary of the Board of Trustees is hereby instructed and authorized to prepare and deliver to each member of the Board of School Estimate of Raritan Valley Community College a copy of this Resolution duly certified by the Chairman and said Vice President of Finance & Facilities.

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/s/ Zenon Christodoulou, Chairman

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/s/ John Trojan, VP, Finance and Facilities

Chapter 12 FY 2026

WHEREAS, the College requires the completion of several projects to support academic programming and major infrastructure repairs; and

WHEREAS, up to \$7,000,000 has been allocated by the State and the NJ Council of Community Colleges through the Chapter 12 Capital Program for the fiscal year beginning July 1, 2026, to be used by Raritan Valley Community College for these projects; and

WHEREAS, the President and the administrative staff of the College have prepared a Chapter 12 budget request for the fiscal year 2025/2026 and presented it to the College's Board of Trustees (see attached project list);

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the President to submit an application for Chapter 12 funds in an amount up to \$7,000,000 for the aforementioned capital projects; and

BE IT FURTHER RESOLVED, that the President is authorized to take the necessary actions as required to secure this funding for the College; and

BE IT FURTHER RESOLVED, that the Secretary of the Board of Trustees is hereby instructed to prepare and deliver to each member of the Board of School Estimate of said Raritan Valley Community College a copy of this Resolution duly certified by the Chairman and said Secretary of said Board as and for a statement of the estimated cost of said purpose herein above described and of the amount of money estimated by the Board to be needed for said purpose.

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/s/ Zenon Christodoulou, Chairman

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/s/ John Trojan, VP, Finance and Facilities

IV. 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 public comments at this time.

V. Adjournment

There being no further business to bring before the Board, the Special Meeting adjourned at 4:05 p.m.

Respectfully submitted,

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