

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
SEPTEMBER 16, 2025

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, September 16, 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:	Thomas Borkowski
	Zenon Christodoulou		Jinnee Min DeMarco
	Michael Goldberg		Nidhi Makhija
	Roger Jinks		Howard Opdyke
	Victor Komosinski		Adam Shain
	Roger Locandro		
	Margaret Sullivan		
	Helena Swanicke		
	James Von Schilling		
	Juan Torres		

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 August 26, 2025, were moved by Trustee Margaret Sullivan, seconded by Trustee Helena Swanicke, and approved by voice vote. Trustee Juan Torres respectfully abstained from the vote.

2. President/Chair Reports

President McDonough expressed gratitude to the Board of Trustees who attended the Workforce Expansion Ribbon Cutting Ceremony held earlier in the day. He also thanked the Executive Staff for their contributions to the event. The President also commended Conrad Mercurius, the Executive Director of Workforce Development and Career Education, for his leadership and vision regarding the future of workforce development at Raritan Valley Community College. He specifically highlighted the establishment of the first clean room facility at a community college. President McDonough expressed his heartfelt gratitude for the unwavering support from both Hunterdon and Somerset counties.

Chair Christodoulou noted that the Workforce Expansion Ribbon Cutting ceremony was a successful and well-attended event, expressing his optimism for the future of the local workforce through strong community ties.

3. Committee Reports

A. Finance Committee

Trustee Roger Locandro reported on the Treasurer's Report (Resolution #19-FY26) for the period 08/01/25 through 08/31/25. 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 #20-FY26 through #30-FY26. On a motion by Trustee Locandro, seconded by Trustee Michael Goldberg, the resolutions were approved by voice vote.

RESOLUTION #20-FY26 – Various Vouchers for Payment

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

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

Check #s	370035 - 370648	
ACH#s		2
Total Checks		\$2,390,361.42
Total ACH		31,635.50
Total Vouchers		2,421,996.92
Construction and Architect Vouchers		10,250.00
Less Previously Approved		<u>(539,079.89)</u>
Total		<u>\$1,839,167.03</u>

RESOLUTION #21-FY26 BOARD OF TRUSTEES MEETING SEPTEMBER 16, 2025

Title: Appoint Public Agency Compliance Officer

WHEREAS, New Jersey Public Law 1975, Chapter 127, Section 1, et seq., requires that a public entity annually designate an officer or employee to facilitate the implementation and compliance with the affirmative action requirements of New Jersey public contracting law; and

WHEREAS, Raritan Valley Community College (RVCC), through its Purchasing Department, supervises the drafting of numerous contracts held out for public bid, which include specific affirmative action compliance language required by the state.

NOW, THEREFORE, BE IT RESOLVED, that John Trojan, Vice President of Finance & Facilities, be hereby appointed the College's Public Agency Compliance Officer by the Board of Trustees of RVCC.

Michael DePinto
Director of Purchasing

RESOLUTION #22-FY26 BOARD OF TRUSTEES MEETING SEPTEMBER 16, 2025

Title: New HEFT Funding Cycle

RESOLUTION AUTHORIZING RARITAN VALLEY COMMUNITY COLLEGE TO SUBMIT A GRANT APPLICATION TO THE SECRETARY OF HIGHER EDUCATION FOR GRANT FUNDING UNDER THE SUMMER 2025 CYCLE OF THE HIGHER EDUCATION CAPITAL FACILITIES PROGRAM FOR THE PURPOSE OF PROVIDING FUNDING FOR ONE OR MORE PROJECTS OF THE INSTITUTION AND AUTHORIZING ALL OTHER NECESSARY ACTIONS REQUIRED IN CONNECTION THEREWITH

Adopted: ASL

WHEREAS: On August 11, 2025, the Office of the Secretary of Higher Education (the "Secretary") released a solicitation for grant funding (the "Summer 2025 Cycle") under the Higher Education Capital Improvement Fund Act, N.J.S.A. 18A:72A-72 et seq. ("CIF Act") and under the Higher Education Facilities Trust Fund Act, N.J.S.A. 18A:72A-49 et seq. ("HEFT Act") (collectively, the "Higher Education Capital Facilities Program"); and

WHEREAS: The purpose of the Higher Education Facilities Trust Fund ("HEFT") grant program is to provide grants to New Jersey's public and private institutions of higher education for the cost, or a portion of the cost, of the construction, reconstruction, development, extension, and/or improvement of instructional, laboratory, communication, and research facilities (N.J.S.A. 18A:72A-52); and

WHEREAS: Pursuant to the HEFT grant program, the HEFT grants are expected to be funded from the proceeds of tax-exempt bonds (the "Tax-Exempt Bonds") to be issued by the Authority pursuant to the HEFT Act; and

WHEREAS: The deadline to submit a grant application (the "Grant Application") for funding under the Summer 2025 Cycle of the Higher Education Capital Facilities Program is September 22, 2025; and

WHEREAS: Pursuant to N.J.S.A. 18A:72A-54(a), "the governing board of a public or private institution of higher education may determine, by resolution, to apply for a grant from HEFT. Upon adoption of the resolution, the board shall file an application with the Secretary of Higher Education, which application shall include a complete description of the project to be financed and an identification of any additional sources of revenue to be used"; and

WHEREAS: The Board of Trustees (the "Board") of Raritan Valley Community College (the "Institution") desires to approve the submission and form of a Grant Application to the Secretary for funding under the Higher Education Capital Facilities Program for the projects (each, a "Project" and collectively, the "Projects") described on **Exhibit A** attached hereto ("**Exhibit A**"). Words used in the singular shall include the plural and vice versa, as the context may require; and

WHEREAS: The Board further desires to designate and authorize officers of the Institution to take all necessary and desirable actions to (i) submit to the Secretary a Grant Application for the purpose of providing funding for the Projects, (ii) obtain such other sources of financing for such Projects as may be necessary to complete such Projects, (iii) execute and deliver grant agreement(s) and such other documents and instruments as may be required to implement the grant funding, and (iv) undertake and implement the Projects; and

WHEREAS: The Board desires to approve the aggregate costs of the Projects paid and/or financed through all sources in an amount not to exceed the total amount set forth on **Exhibit A** with respect to such Projects; and

WHEREAS: The Board reasonably expects to reimburse expenditures for costs of the Projects paid by the Institution prior to the issuance by the Authority of the Tax-Exempt Bonds; and

WHEREAS: The Board desires to authorize the Authorized Officers (as defined below) of the Institution to accept grant funding for the Projects from HEFT and to make the certifications and commitments necessary to qualify the Projects for said grant funding from HEFT;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF RARITAN VALLEY COMMUNITY COLLEGE AS FOLLOWS:

SECTION 1. The recitals set forth above are incorporated herein by reference as if set forth at length herein.

SECTION 2. The Board hereby authorizes the undertaking of the Projects described on **Exhibit A** attached hereto; approves the aggregate cost of such Projects, to be paid and/or financed through all sources in an aggregate amount not to exceed the total amount set forth on **Exhibit A** with respect to such Projects; authorizes the financing of all or any portion of the Projects with Tax-Exempt Bonds, commercial loans and other funds available to the Institution, as necessary and as further described in **Exhibit A**; acknowledges that should additional funding be needed to complete the Projects, such funding will be the responsibility of the Institution; and authorizes the submission and form of a Grant Application to the Secretary of Higher Education for grant funding of the Projects under the Summer 2025 Cycle of the Higher Education Capital Facilities Program.

SECTION 3. With respect to any Project that receives funding pursuant to the HEFT grant program, in accordance with N.J.A.C. 9A:15-1.3(b):

- the Board hereby certifies that the Institution has an up-to-date long-range facilities plan approved by the Board that includes provisions to address deferred maintenance and other capital renewal requirements and the Board hereby pledges to use the HEFT grant to advance that plan; and
- the Board commits to maintaining the facilities project funded by the HEFT grant; and
- the Board certifies that the Institution will use the HEFT grant funds for the cost, or a portion of the cost, of the construction, reconstruction, development, extension, or improvement of instructional, laboratory, communication, and research facilities.

SECTION 4. This Resolution is a declaration of the official intent of the Institution that the Institution reasonably expects and intends to reimburse expenditures for costs of the Projects paid prior to the issuance of the Authority's Tax-Exempt Bonds ("Applicable Tax-Exempt Debt") in accordance with Treasury Regulation Section 1.150-2 and that the maximum principal amount of the Applicable Tax-Exempt Debt expected to be issued to finance costs of the Projects, including amounts used to reimburse expenditures for such costs paid prior to the issuance of the Applicable Tax-Exempt Debt is up to \$19,500,000.

SECTION 5. The Authorized Officers (asset forth in **Exhibit B** attached hereto) (each an "Authorized Officer") are each hereby authorized and directed to take all necessary and

desirable action to submit to the Secretary a Grant Application for the purpose of providing funding for the Projects, to approve, execute and deliver any and all agreements necessary, including but not limited to grant agreements, to undertake, implement and finance the Projects, and to approve, execute and deliver any and all other financing documents and instruments in the form approved by the Authorized Officers executing the same in the name of and on behalf of the Institution, in as many counterparts as may be necessary, and to affix or impress the official seal of the Institution thereon and to attest the same, and such execution and attestation will be conclusive evidence of the approval of the form and content of such agreements and other documents and instruments necessary to undertake, implement and finance the Projects and to pay financing costs including through the financing thereof. The Authorized Officers are further authorized and directed to do and perform such other acts and to take such other actions as may be necessary or required, or which may be deemed to be appropriate, to implement the purposes of this Resolution to undertake, implement and finance the Projects and to provide for the payment and/or repayment of the financing costs thereof.

SECTION 6. The Board hereby authorizes the Authorized Officers to accept grant funding for the Projects as may be awarded to the Institution as a result of participating in the Summer 2025 Cycle.

SECTION 7. All resolutions, orders and other actions of the Board in conflict with the provisions of this Resolution to the extent of such conflict are hereby superseded, repealed or revoked.

SECTION 8. This Resolution shall take effect immediately; and be it further resolved that no further approvals by the Board are necessary to implement this Resolution.

RESOLUTION ADOPTED: Zenon Christodoulou, Trustee Chair

DULY CERTIFIED: Nicholas Pellitta, Esq., Norris McLaughlin, PA

PROJECT DESCRIPTION

A. Project Description

Construct a new Health Sciences building to create a more robust and integrated instructional platform to serve increasing demand in the health science environment.

B. Amount of HEFT Grant Request: \$19,500,000.00

C. Total Amount of Institutional Funds to be Provided (if any): \$ 250,000.00

D. Total Cost of Project: \$19,750,000.00

AUTHORIZED OFFICERS OF RARITAN VALLEY COMMUNITY COLLEGE

- Michael J. McDonough, President

- John Trojan, VP Finance and Facilities

RESOLUTION #23-FY26 BOARD OF TRUSTEES MEETING SEPTEMBER 16, 2025

Title: Tree Removal and Maintenance Services 2025-2026 – Pay to Play

WHEREAS, the Facilities and Grounds Department requires tree removal and maintenance services to ensure that the College grounds remain safe and operational; and

WHEREAS, RVCC has spent \$6,550.00 to date with Beyond the Leaf Tree and Shrub Experts, LLC during Fiscal Year 2026; and

WHEREAS, funding is available from the Fiscal Year 2026 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, 2025 through June 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:

Beyond the Leaf Tree and Shrub Experts, LLC 333 Layfield Road Perkiomenville, PA 18074 <u>Amount: Not to Exceed \$44,900.00</u>
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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 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 #24-FY26 BOARD OF TRUSTEES MEETING SEPTEMBER 16, 2025

Title: Maintenance and Repair Services for the Campus Automatic Doors 2025-2026 – Pay to Play

WHEREAS, the Facilities and Grounds department requires maintenance and repair services to be performed on the various automatic doors on campus; and

WHEREAS, RVCC has spent \$18,095.00 to date with Core Automatic Doors, LLC during Fiscal Year 2026; and

WHEREAS, funding is available from the Fiscal Year 2026 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, 2025 through June 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:

Core Automatic Doors, LLC 465 Ellis Place Wyckoff, NJ 07481 <u>Amount: Not to Exceed \$44,900.00</u>

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 #25-FY26 BOARD OF TRUSTEES MEETING SEPTEMBER 16, 2025

Title: Facilities Equipment, Furniture, and Supplies 2025-2026 - Pay to Play

WHEREAS, the Facilities and Grounds department needs to purchase industrial equipment, furniture, and supplies for the various campus construction, maintenance, and repair projects; and

WHEREAS, RVCC has spent \$31,688.16 to date with Global Industrial Equipment Company, Inc. during Fiscal Year 2026; and

WHEREAS, funding is available from the Fiscal Year 2026 Facilities and Grounds operating budget as well as from Minor Capital and associated Chapter 12 capital 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, 2025 through June 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:

Global Industrial Equipment Company, Inc.
11 Harbor Park Drive
Port Washington, NY 11050
Amount: Not to Exceed \$44,900.00

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 #26-FY26 BOARD OF TRUSTEES MEETING SEPTEMBER 16, 2025

Title: Concrete Demolition and Repair Services 2025-2026 - Pay to Play

WHEREAS, the Facilities and Grounds department needs demolition and repair services for the concrete sidewalks and stairs around campus; and

WHEREAS, RVCC has spent \$6,800.00 to date with Larry Baker Construction, LLC during Fiscal Year 2026; and

WHEREAS, funding is available from the Fiscal Year 2026 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, 2025 through June 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:

Larry Baker Construction, LLC
6 Corvair Court
Flanders, NJ 07836
Amount: Not to Exceed \$44,900.00

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 #27-FY26 BOARD OF TRUSTEES MEETING SEPTEMBER 16, 2025

Title: Maintenance of the RVCC Athletic Fields 2025-2026 - Pay to Play

WHEREAS, Raritan Valley Community College requires maintenance services to be performed on the athletic fields for the period of July 1, 2025, through June 30, 2026; and

WHEREAS, three (3) quotes were requested with TruGreen, L.P. presenting the College with the most favorable proposal; and

WHEREAS, these maintenance services include lawn service, lime application, Fall and Spring slit seeding, top dressing, geese management, and grub control for the Baseball, Soccer, Softball, and Practice fields; and

WHEREAS, funding for these services is available from the Fiscal Year 2026 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, 2025 through June 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:

TruGreen, L.P. 117 Corporate Boulevard South Plainfield, NJ 07080 <u>Amount:</u> \$36,287.98

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 TruGreen, L.P.

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

Michael DePinto,
Director of Purchasing

RESOLUTION #28-FY26 BOARD OF TRUSTEES MEETING SEPTEMBER 16, 2025

Title: Proceed With Student Housing Plan Development

WHEREAS, Management has been exploring for some time the value of establishing student housing on campus as an important initiative to enhance/sustain enrollment into the future against an increasingly competitive higher education landscape; and

WHEREAS, the recently approved 2025-2030 strategic plan's theme 5 has the goal of "future-proofing the College through sustainable practices, advanced technology, and resilient forward-thinking infrastructure;" and

WHEREAS, the President and VP Finance/Facilities made a presentation to the Board in Executive Session at the August 26th meeting outlining the financial parameters and other College and community implications of two developer proposals; and

WHEREAS, because the initial Trustee impression was that student housing could be a financially viable and major positive strategic move for the College, Management seeks authorization to engage in further developer discussions, including presentations to the Board, culminating in a comprehensive plan to move forward with one of the proposals.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College hereby authorizes the President McDonough to further develop student housing plans that would result in a vote to move forward or reject at a subsequent meeting.

John Trojan, VP Finance & Facilities

RESOLUTION #29-FY26 BOARD OF TRUSTEES MEETING SEPTEMBER 16, 2025

Title: Faculty Professional Development Provider 2025-2027

WHEREAS, Raritan Valley Community College is seeking to partner with a nationally recognized provider of faculty professional development services to enhance and elevate our faculty's teaching skills; and

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

WHEREAS, the Association of College and University Educators (ACUE) has provided documentation confirming that their certifications, Effective (Online) Teaching Practices, and associated pathway courses and related services (collectively referred to as the "ACUE Program"), are sole source offerings that provide the only nationally recognized certification in this type of faculty training; and

WHEREAS, the ACUE ecosystem will equip our faculty with development opportunities ranging from the foundations of effective teaching to advanced courses addressing current and emerging trends in teaching and learning, including generative AI and career readiness; and

WHEREAS, a partnership with ACUE will enable the College to expand professional development opportunities to all faculty, both full-time and part-time, across credit and non-credit programs, while collaborating with RVCC's Center for Teaching, Learning, and Scholarship, as well as the Office of Academic Innovation and Digital Learning; and

WHEREAS, nationwide outcomes indicate that instructors who engage with and become certified through ACUE achieve better student results, such as higher grades, lower withdrawal rates, and increased engagement; and

WHEREAS, while the first year of these services will be charged to the Fiscal Year 2026 Academic Innovation and Digital Learning 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, purchase orders will be issued as follows:

Association of College and University Educators (ACUE) 745 Fifth Avenue #500 New York, NY 10151 <u>Year 1: \$31,225.00</u> <u>Year 2: Not to Exceed \$75,000.00</u> <u>Total Agreement Amount: Not to Exceed \$106,225.00</u>
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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 period of September 2025 through April 2027, and issue purchase orders as described hereinabove to the Association of College and University Educators (ACUE).

Michael DePinto,
Director of Purchasing

RESOLUTION #30-FY26 BOARD OF TRUSTEES MEETING SEPTEMBER 16, 2025

Title: Student Course Materials for the Nursing Program 2025-2026

WHEREAS, the purchase of course materials helps Nursing students enhance their clinical and critical thinking skills and supports the learning necessary to pass the National Council Licensure Examination (NCLEX); and

WHEREAS, in accordance with N.J.S.A. 18A:64A-25.10, without advertising for bids, the board of trustees of two or more county colleges may provide jointly by agreement for the purchasing of work, materials, or supplies for their respective colleges, or one or more county colleges may provide for such purchase by joint agreement with the governing bodies of any municipality or of the county within whose boundaries any such college or colleges is or are wholly or partly located and may enter agreements with other institutions of higher education or with other units of government pursuant to the Local Public Contracts Law; and

WHEREAS, the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC), composed of the New Jersey county colleges, was established as a tool for the colleges to pool their purchasing power and achieve savings for the benefit of the participating institutions; and

WHEREAS, Assessment Technologies Institute (ATI) has entered into an agreement with the Joint Purchasing Consortium (Contract #RFP 23/24 R-1573), of which RVCC is a member; and

WHEREAS, funding for these purchases is available from the Fiscal Year 2026 Nursing operating budget; and

WHEREAS, purchase orders will be issued as follows:

Assessment Technologies Institute, LLC 11161 Overbrook Road Leawood, KS 66211 <u>Amount: Not to Exceed \$250,000.00</u>
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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 purchase orders as described hereinabove to Assessment Technologies Institute, LLC.

Michael DePinto
Director of Purchasing

B. Educational Programs and Services Committee

Trustee James Von Schilling presented Consent Agenda Resolution #31-FY26. Trustee Sullivan moved the above-stated resolution, which was seconded by Trustee Swanicke and approved by voice vote.

Trustee Von Schilling reported that earlier in the day, Donyea Frazier, Director of the Academic Support Center, gave an overview of the wide array of academic services provided to the students at RVCC. Ms. Frazier shared that the center's twenty-two tutors offer tutoring support in approximately 140 subjects. Ms. Frazier also highlighted the Strong Start September program, which helps students become familiar with the Tutoring Center and fully learn how to access the various support services available to RVCC students.

RESOLUTION #31-FY26

BOARD OF TRUSTEES MEETING

SEPTEMBER 16, 2025

Title: Human Resources Action Report for September 16, 2025

1. New Adjunct Faculty

The following individuals are recommended as new adjunct faculty for Fall 2025 at the equivalent rank specified and at compensation within the approved contract hour rate within the approved range of \$1,143 to \$1,258:

Last Name	First Name	Rank	Discipline	Per contact hour rate	Hire Date
Abed	Zareen	Instructor	Science & Engineering	\$1,143	9/1/25
Ali	Sukaina	Assistant Professor	Communication & Languages	\$1,174	9/1/25
Banfield	Andrew	Instructor	Business & Public Services	\$1,143	9/1/25
Brittenham	Leda	Instructor	Arts & Design	\$1,143	9/1/25
Gregory	Amanda	Instructor	RISE	\$1,143	9/1/25
Knowles	Atina	Instructor	Humanities, Social Science & Education	\$1,143	9/1/25
Lopez	Rita	Instructor	RISE	\$1,143	9/1/25
Morgan	Kathleen	Assistant Professor	RISE	\$1,174	9/1/25
Rosenzweig	Allison	Instructor	English	\$1,143	9/1/25
Snow	Steven	Instructor	RISE	\$1,143	9/1/25
Syed	Zia	Instructor	Science & Engineering	\$1,143	9/1/25
Wolfert	Madison	Assistant Professor	English	\$1,174	9/1/25

2. Returning Adjunct Faculty

The following individual is recommended as a returning adjunct faculty for Fall 2025 at the equivalent rank specified and at compensation within the approved contract hour rate within the approved range of \$1,143 to \$1,258:

Last Name	First Name	Rank	Discipline	Per contact hour rate	Hire Date
Fetherolf	Suanne	Assistant Professor	English	\$1,174	9/1/25

3. New Hire- Administrator

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

Name	Title	Salary	Department	Start date
*Susan Breton-Treanor	Career Success Associate	\$64,886	Career Success & Experiential Learning	9/16/25

*Board approved 8/26/25- change in start date from 9/4/25 only

4. Status Change- Administrator

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

Name	Title	Salary	Department	Effective Date
*Peter Domanski	Systems Administrator	\$92,303	Technology Services	9/16/25

* Budget code 100-4300-5010-60/replacing T. Maiorca

5. New Hire- Support Staff

The following individuals are recommended for the indicated Support Staff position at the hourly rate specified:

Name	Title	Hourly Rate	Department	Start date
*Jennifer Garcia	Custodian	\$19.96 (\$38,928)	Housekeeping	9/8/25
**Scott Witt	Custodian	\$19.96 (\$38,928)	Housekeeping	9/22/25

*Budget code 100-4210-5310-70/replacing M. Galeano

**Budget code 100-4210-5310-70/new position

6. Status Change- Support Staff

The following individual is recommended for the indicated Support Staff position at the hourly rate specified:

Name	Title	Hourly Rate	Department	Start date
*Jeanne Demeter	Academic Department Assistant- English/HSSE	\$29.05 (\$56,652)	Academic Affairs	9/17/25

*Budget code 100-3130-5310-10-50%/100-3190-5310-10- 50% Replacing M. Christian

7. Resignations

The following reflects an employee who intends to resign from the College:

Name	Title	Department	Effective Date
Janet Brady	Payroll & Accounting Specialist	Budget & Finance	9/18/25

8. Status Change- Faculty

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

Name	Title	Department	Effective Date	Salary
*Frank Forte	Associate Professor- Mathematics	Mathematics & Computer Science	9/1/25	\$88,613
*Michaela Granger	Instructor- History	Humanities, Social Science & Education	9/1/25	\$67,942

*Board Approved Faculty Reappointments January 21, 2025- revised salary for Education Attainment of additional \$500 per faculty contract

C. Governance, Policy, and President Evaluation Committee

Committee Chair Caren Bateman reported that the Campus Safety Report for the period from August 12 to September 4, 2025, was discussed by the Committee and subsequently provided to the full Board of Trustees via SharePoint.

Committee Chair Bateman shared that the Board of Trustees will receive the annual RVCC Board of Trustees Self-Evaluation survey within the next two weeks. She encouraged all trustees to participate in the evaluation. She emphasized its importance, as the self-evaluation of the Board will be part of the Middle States assessment of the College's strengths and weaknesses.

V. Old/New Business

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."

Alexa Offenhauer, an Associate Professor of English at Raritan Valley Community College, spoke to the Board about her collaboration with professors Jessica Darkenwald-DeCola and Kait Tonti on the OER (Open Educational Resources) textbook for Composition. This project was undertaken in collaboration with the entire English Department. The textbook, titled "RVCC English Composition I," will be piloted this semester. It will be available for free and widely accessible online in Fall 2026.

VII. Adjournment

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

Respectfully submitted,

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