

RARITAN VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES REGULAR MEETING  
OCTOBER 28, 2025

MINUTES

I. Call to Order

The Regular Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, October 28, 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. Executive Session

An announcement was then made to enter into Executive Session. Chair Christodoulou read into record the following statement – “In accordance with the provision of the Open Public Meetings Act of the State of New Jersey, I hereby entertain a motion to close the public meeting for the purpose of discussing the 2025 Board of Trustees Self-Evaluation. No formal action would be taken during Executive Session, and any action taken by the Board would be held in public session.” Chair Christodoulou further announced that the Regular Meeting public session would reopen in approximately forty-five minutes. A motion to enter into Executive Session was made by Trustee Roger Jinks, seconded by Trustee Caren Bateman, and approved by voice vote. The Board entered into Executive Session at 4:04 p.m.

The Public Session of the Regular meeting reopened at 4:48 p.m.

IV. Agenda Items

1. Approval of Meeting Minutes

The Regular meeting minutes of September 16, 2025, were moved by Trustee Roger Jinks, seconded by Trustee Margaret Sullivan, and approved by voice vote.

2. President/Chair Reports

Chair Christodoulou was pleased to report that the Fall semester is in full swing, and everyone appears happy and engaged. Chair Christodoulou also urged everyone to participate in the upcoming election.

3. Committee Reports

A. Finance Committee

Trustee Roger Locandro reported on the Treasurer's Report (Resolution #32-FY26) for the period 09/01/25 through 09/30/25. On a motion by Trustee Locandro, seconded by Trustee Caren Bateman, the Treasurer's Report was approved by voice vote.

Trustee Locandro then presented Consent Agenda Resolutions #33-FY26 through #47-FY26. On a motion by Trustee Locandro, seconded by Trustee Michael Goldberg, the resolutions were approved by voice vote. Resolution #36-FY25 was withdrawn in Committee.

RESOLUTION #33-FY26 – Various Vouchers for Payment

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

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

Check #s	370035 - 370648	
ACH#s		3
Total Checks		\$2,555,146.91
Total ACH		47,166.00
Total Vouchers		2,602,312.91
Construction and Architect Vouchers		890,728.33
Less Previously Approved		<u>(10,250.00)</u>
Total		<u>\$3,482,791.24</u>

RESOLUTION #34-FY26                      BOARD OF TRUSTEES MEETING                      OCTOBER 28, 2025

**Title: Accounts Receivable Write-Offs**

WHEREAS, the Board of Trustees is required to approve the write-off of accounts deemed to be uncollectible;

WHEREAS, College management has identified 3 individual regular student accounts totaling \$9,287.48 of previously billed revenue and covering primarily fiscal year 2023; and

WHEREAS, management has also identified 443 RISE prison program accounts totaling \$798,972.50 of previously billed revenue in FY 2025; and

WHEREAS, management has performed all reasonable due diligence to collect moneys legitimately owed to the College;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College hereby authorizes the write-off of \$808,259.98 in total student accounts. This amount will be charged to reserves previously established for this purpose.

John Trojan  
Vice President of Finance and Facilities

**Title: Cafeteria Kitchen Equipment Service and Repairs 2025-2026 - 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 \$10,290.43 to date with Able Mechanical, Inc. during Fiscal Year 2026; and

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

<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 \$44,900.00</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 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: Reupholstering Services 2025-2026 - Pay to Play**

WHEREAS, the purchase of materials and reupholstering services is necessary to repair and restore aging campus furniture; and

WHEREAS, RVCC has spent \$11,500.00 to date with Garwood Upholstery 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 and minor 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:

<p><b>Garwood Upholstery</b> <b>469 South Avenue East</b> <b>Suite B</b> <b>Westfield, NJ 07090</b> <b><u>Amount: Not to Exceed \$44,900.00</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 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 #38-FY26                      BOARD OF TRUSTEES MEETING                      OCTOBER 28, 2025

**Title: Electrical Service Design for the New Modular Building - Pay to Play**

WHEREAS, Raritan Valley Community College requires engineering services to be provided for the design of the electrical service to the new modular building; and

WHEREAS, three (3) quotes were requested (two quotes were received and one vendor declined), with KeRi Engineering providing the most favorable proposal to the College; and

WHEREAS, funding for these services is available through the American Rescue Plan (ARP) Grant funds received from the State of New Jersey's Department of Community Affairs, which have been allocated for the Achievement Center; 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:

<p><b>KeRi Engineering, P.C.</b> <b>140 Mountain Avenue #303</b></p>
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**Springfield, NJ 07081**  
**Amount: \$22,500.00**

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 as described hereinabove to KeRi Engineering, P.C.

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

Michael DePinto  
Director of Purchasing

RESOLUTION #39-FY26                      BOARD OF TRUSTEES MEETING                      OCTOBER 28, 2025

**Title: Lifting Equipment Purchases and Rentals 2025-2026 - Pay to Play**

WHEREAS, the Facilities and Grounds department requires the rental and purchase of lifting equipment to provide a safe and stable platform for workers to perform tasks at elevated levels as needed for various projects on campus; and

WHEREAS, recent rentals and purchases of lifting equipment include electric scissor lifts, boom telescopic mobile elevating work platforms, and articulating internal combustion boom lifts; and

WHEREAS, RVCC has spent \$13,742.18 to date with United Rentals, Inc. 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 and minor 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:

**United Rentals, Inc.**  
**2400 Hamilton Boulevard**  
**South Plainfield, NJ 07080**  
**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

**Title: Automotive Technology Equipment and Supplies 2025-2026 - Pay to Play**

WHEREAS, the Automotive Technology program requires the purchase of the appropriate equipment and supplies needed to ensure that students are provided with the tools necessary to properly navigate the curriculum; and

WHEREAS, Raritan Valley Community College has issued \$14,629.70 worth of purchase orders Eppy's Tool and Equipment Warehouse, Inc. during Fiscal Year 2026; and

WHEREAS, funding for these items is available from the Fiscal Year 2026 Automotive Technology 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:

<p><b>Eppy's Tool and Equipment Warehouse, Inc.</b> <b>809 East 42<sup>nd</sup> Street</b> <b>Brooklyn, NY 11210</b> <b><u>Amount: Not to Exceed \$44,900.00</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 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: CNC Equipment for the RVCC Advanced Manufacturing Program**

WHEREAS, Raritan Valley Community College advertised for bids to purchase and install CNC equipment necessary for students to fulfill the requirements of the National Institute for Metalworking Skills (NIMS) credentialed certificate program; and

WHEREAS, the College identified two (2) pieces of equipment, including their components, specifications, and options, that facilitate hands-on training in CNC machining fundamentals, setup procedures, and operations using actual CNC machines and real production runs; and

WHEREAS, six (6) bids were distributed to vendors, and one (1) bid was received and opened on Tuesday, October 21, 2025; and

WHEREAS, the funding for this purchase is available from the 2025 Chapter 12 capital funds designated for the Workforce Training Center; and

WHEREAS, the lowest responsible bidder and related information are presented below:

<p><b>Southwestern Industries, Inc.</b> <b>2615 Homestead Place</b> <b>Rancho Dominguez, CA 90220</b> <b><u>Amount: \$112,404.03</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 as described above to Southwestern Industries, Inc.

Michael DePinto  
Director of Purchasing

RESOLUTION #42-FY26                      BOARD OF TRUSTEES MEETING                      OCTOBER 28, 2025

**Title: 2026 Spring Digital Marketing Campaign**

WHEREAS, the Board of Trustees of Raritan Valley Community College has supported marketing strategies including digital campaigns and website enhancements in order to heighten the College's image in the community and to support enrollment; and

WHEREAS, continued investments in digital marketing campaigns and creative design are essential components in generating new student enrollment for the Spring and Fall 2026 semesters, among high school students, adult learners, and college transfer students, as well as promoting the Community College Opportunity Grant for underserved populations which will have lasting benefits for many years to come; and

WHEREAS, students expect a more inclusive college experience requiring a website that reflects the diversity of the RVCC students; and

WHEREAS, based on the analysis of website usage, enrollment data and market research, FastForward Digital has submitted a proposal for the six (6) month period of January 1, 2026 through June 30, 2026, which combines new creatives with digital marketing and website strategies that reflect the changing College decision-making landscape as a result of national declines in community college enrollments; 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, funding for these services is available from the Fiscal Year 2026 Marketing and Publicity operating budget; and

WHEREAS, 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 for marketing services, including creative design, media placement, search-engine optimization and analytics, as follows:

<p><b>FastForward Digital, LLC</b> <b>eDesign Interactive</b> <b>163 Madison Avenue</b></p>
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**Suite 220-5**  
**Morristown, NJ 07960**  
**Six-Month Total: \$268,000.00**

Michael DePinto  
Director of Purchasing

RESOLUTION #43-FY26      BOARD OF TRUSTEES MEETING      OCTOBER 28, 2025

**Title: Student Communications Technology 2025-2026 – Pay to Play**

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

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

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

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

WHEREAS, the funding for this purchase is available from the Fiscal Year 2026 Enrollment Management Operating Budget; and

WHEREAS, the Director of Purchasing has determined and certified in writing that the value of the acquisition will exceed \$17,500.00; and

WHEREAS, such award of contract shall be made in compliance with New Jersey's Pay to Play Law as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the following company has completed and submitted a Business Entity Disclosure Certification for the period of July 1, 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:

**AdmitHub, PBC**  
**Db a Mainstay**  
**1 Washington Mall #1349**  
**Boston, MA 02108**  
**Amount: \$43,003.80**

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College authorizes the Director of Purchasing to enter into a one-year agreement for the period of November 30, 2025, through November 29, 2026, and issue a purchase order as described hereinabove to AdmitHub, PBC.

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

Michael DePinto  
Director of Purchasing

RESOLUTION #44-FY26                      BOARD OF TRUSTEES MEETING                      OCTOBER 28, 2025

**Title: Foundation Accounting Software**

WHEREAS, Raritan Valley Community College wishes to substantially improve the accounting and reporting systems of its separate foundation's activities; and

WHEREAS, management believes that by using the Financial Edge companion product to the foundation's existing Blackbaud Raiser's Edge donor management system, the underlying transactions will be more easily recorded and reduce staff effort in preparing basic financial information for periodic reporting and the annual audit; and

WHEREAS, Blackbaud provides this software on an annual subscription basis, and a separate consultant will provide implementation support; and

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

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

WHEREAS, purchase orders will be issued as follows:

<p><b>Blackbaud</b> <b>65 Fairchild Street</b> <b>Charleston, SC 29492</b> <b>Year 1 - 3: \$17,300 each year.</b></p> <p><b>Edge Accountants &amp; Advisors</b> <b>128 South Main Street</b> <b>Summerville SC</b> <b>One time implementation fee not to Exceed \$18,000</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 period of January 1, 2026 through December 31, 2028 and issue purchase orders as described hereinabove.

Michael DePinto,  
Director of Purchasing

RESOLUTION #45-FY26                      BOARD OF TRUSTEES MEETING                      OCTOBER 28, 2025

**Title: Computers for the Networking and Cybersecurity Program**

WHEREAS, the purchase of thirty-six (36) Dell Pro 14 laptops and one (1) Dell Pro 24 All-in-One Plus desktop computer is necessary to replace the current computers in the Networking and Cybersecurity lab, which are over eight (8) years old and nearing the end of their useful life; and

WHEREAS, these computers will be used to complete hands-on labs and class activities in all networking and cybersecurity courses; and

WHEREAS, four (4) quotes were obtained, with Dell providing the most favorable proposal to the College; and

WHEREAS, in accordance with N.J.S.A. 18A:64A-25.9, a county college may purchase any materials, supplies, goods, services, or equipment under a contract for such items entered into on behalf of the State by the Division of Purchase and Property, without advertising for bids; and

WHEREAS, Dell has a contract with the NASPO ValuePoint cooperative purchasing program, of which the State of New Jersey is a member (Contract #24-TELE-71883); and

WHEREAS, the approved Fiscal Year 2026 Perkins Grant budget includes the purchase of these computers; and

WHEREAS, a purchase order will be issued as follows:

<p><b>Dell Marketing L.P.</b> <b>1 Dell Way</b> <b>Round Rock, TX 78682-0001</b> <b><u>Amount: \$50,281.75</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 purchase orders as described hereinabove to Dell Marketing L.P.

Michael DePinto  
Director of Purchasing

RESOLUTION #46-FY26                      BOARD OF TRUSTEES MEETING                      OCTOBER 28, 2025

**Title: Parchment Higher Education Receive Premium Subscription 2025-2028 - Pay to Play**

WHEREAS, the renewal of the Parchment Higher Education Receive Premium subscription is needed for the three-year period of October 16, 2025, through October 15, 2028; and

WHEREAS, the [Parchment](#) Higher Education Receive Premium is a subscription service that helps colleges and universities automate the processing of academic credentials like transcripts, eliminating manual data entry and streamlining the admissions process; and

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

WHEREAS, Instructure, Inc. (formerly Parchment) has provided documentation demonstrating that it is a sole-source provider due to several capabilities within the Parchment software that are uniquely exclusive and cannot be created or offered by any other vendor; and

WHEREAS, funding for this agreement is available from the Enrollment Services Operating Budgets for Fiscal Years 2026 through 2029; 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:

<p><b>Instructure, Inc. (formerly Parchment)</b> <b>6330 South 3000 East - Suite 700</b> <b>Salt Lake City, UT 84121</b> <b><u>October 16, 2025 – October 15, 2026 Amount: \$7,172.00</u></b> <b><u>October 16, 2026 – October 15, 2027 Amount: \$7,530.00</u></b> <b><u>October 16, 2027 – October 15, 2028 Amount: \$7,907.00</u></b> <b><u>Total Three-Year Amount: \$22,609.00</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 a three-year agreement and issue purchase orders as described hereinabove to Instructure, Inc. (Parchment).

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

Michael DePinto  
Director of Purchasing

RESOLUTION #47-FY26                      BOARD OF TRUSTEES MEETING                      OCTOBER 28, 2025

**Title: Customer Relationship Management (CRM) System**

WHEREAS, Raritan Valley Community College has issued a request for bids for a comprehensive, cloud-based Customer Relationship Management (CRM) system that aligns with the College's strategic objectives in marketing, recruitment, enrollment, student engagement, and retention; and

WHEREAS, the CRM system must integrate with RVCC's enterprise systems, including Ellucian Banner for credit programs and Ellucian Elevate for noncredit programs, serving as a centralized platform to manage communications and workflows across multiple departments; and

WHEREAS, a total of thirty-three (33) bids were distributed to vendors, and eleven (11) proposals were submitted and opened on Tuesday, August 19, 2025; and

WHEREAS, a committee was established to evaluate the proposals based on the following criteria:

- Alignment with RVCC Needs.
- CRM-Banner Integration.
- Total Cost of Ownership.
- Vendor Experience in Higher Education.
- Implementation Plan and Timeline.
- Client Feedback and References.

WHEREAS, the committee has determined that Element451, Inc. submitted the most favorable proposal for the College; and

WHEREAS, funding for this agreement is available from the Enrollment Management Operating Budgets for Fiscal Years 2026 through 2031; and

WHEREAS, the selected firm and the annual breakdown of their cost proposal are listed below:

<p><b>Element451, Inc.</b> <b>1 Glenwood Avenue</b> <b>5<sup>th</sup> Floor</b> <b>Raleigh, NC 27603</b> <b><u>Year 1:</u> \$132,500.00</b> <b><u>Year 2:</u> \$126,690.00</b> <b><u>Year 3:</u> \$130,493.00</b> <b><u>Year 4:</u> \$134,405.00</b> <b><u>Year 5:</u> \$138,435.00</b> <b><u>Total Five-Year Amount:</u> \$662,523.00</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 a five-year agreement and issue purchase orders in the amounts shown above to Element451, Inc.

Michael DePinto  
Director of Purchasing

B. Strategy and Vision Committee

Trustee Michael Goldberg shared that earlier in the day, Darren Smith, RVCC’s Executive Director of Institutional Effectiveness, and Karen Bearce, the Provost, led a discussion on metrics related to the College’s new Strategic Plan. Trustee Goldberg reported that the Strategic Plan metrics will be accessible on the dashboard in early 2026.

C. Educational Programs and Services Committee

Trustee James Von Schilling presented Consent Agenda Resolutions #48-FY26 and #49-FY26. Trustee Sullivan moved the above-stated resolution, which was seconded by Trustee Goldberg and approved by voice vote.

Trustee Von Schilling reported that earlier in the day, Dr. Michael Bergman, Associate Dean of Academic Innovation and Digital Learning, provided an overview of the Center for Teaching, Learning, and Scholarship (CTLS). Dr. Bergman discussed emerging technologies in academia, emphasizing the importance of AI literacy. He also highlighted that the ACUE software will be a valuable tool for RVCC’s faculty.

RESOLUTION #48-FY26

BOARD OF TRUSTEES MEETING

OCTOBER 28, 2025

**Title: Human Resources Action Report for October 28, 2025**

1. New Hire- Administrator

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

Name	Title	Salary	Department	Start date
*Charles Hilfiker	Academic Advisor	\$60,910	Advising & Transfer Services	10/16/25

\*Budget Code 100-3520-5010-50/replacing M. Nunez

2. Status Change- Administrator

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

Name	Title	Salary	Department	Effective Date
*Phillip Herro	Assistant Director of Athletics	\$80,156	Athletics	10/1/25
**Gina Kuijlaars	Director of Advising & Transfer Services	\$105,380	Advising & Transfer Services	10/1/25
Kamaljeet Verma	Accounts Receivable Manager	\$71,357	Budget & Finance	9/1/25

\*Revised salary for Educational Attainment of additional \$1500 per contract

\*\*Revised salary for Educational Attainment of additional \$1500 per contract

3. 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
*Gabriella Steele	Academic Department Assistant	\$24.16 (\$47,126)	Science & Engineering	10/6/25
**Shawn Wallace	Enrollment Center Assistant	\$25.66 (\$50,049)	Enrollment Management	10/22/25

\*Budget code 100-3180-5310-10/replacing M. Pereira

\*\*Budget code 100-2210-5310-60/new position- conversion of PT Call Center Lines

4. Status Change- Support Staff

The following reflects recommended change for the indicated Support Staff position at the hourly rate specified:

Name	Title	Hourly Rate	Department	Start date
Justin Farischon	Laboratory Assistant II	\$30.61 (\$59,681)	Science & Engineering	10/1/25

5. Resignations

The following reflects employees who intend to resign from the College:

Name	Title	Department	Effective Date
Joseph Pavlow	Athletic Director	Athletics	10/31/25
Noelia Velez	Human Resources Specialist	Human Resources	10/24/25

6. Retirements

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

Name	Title	Department	Effective Date
Helena Torlish	Academic Department Assistant	Communication & Languages	12/31/25

RESOLUTION #49-FY26

BOARD OF TRUSTEES MEETING

OCTOBER 28, 2025

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

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

Name	Title	Department	Start Date	Salary
*Eric Specian	Instructor- English	English	9/1/25	\$66,274 (prorated \$33,137)
**Kateryna Tomko	Instructor-Math	Mathematics & Computer Science	9/1/25	\$64,820 (prorated \$32,410)

\*Non-Tenure Faculty approved August 26, 2025 Board Meeting- salary correction/ # transposed was \$66,724 s/b \$66,274

\*\*Budget Code 100-3160-5140-10/temp replacement for a leave

D. Governance, Policy, and President Evaluation Committee

Committee Chair Caren Bateman reported that the Campus Safety Report for the period from September 5 to October 13, 2025, was discussed by the Committee and subsequently provided to the full Board of Trustees via SharePoint.

Committee Chair Bateman reported that President McDonough provided an update on the fiscal year 2025 and 2026 budget, as well as fall enrollment figures. Trustee Bateman also highlighted that the Committee reviewed the results of the annual RVCC Board of Trustees Self-Evaluation survey. She noted that the outcomes were positive and included many constructive comments.

V. Old/New Business

Trustee Von Schilling urged everyone to attend the “An Evening of Generosity and Gratitude” event, hosted by the RVCC Foundation on November 12<sup>th</sup> from 5:30 to 7:30 pm.

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.”

Lisa M. Tucker, a Professor of English at Raritan Valley Community College, addressed the Board about the benefits of the Peace and Social Justice Association for both students and the larger community.

VII. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 5:03 p.m.

Respectfully submitted,

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