

RARITAN VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES REORGANIZATION MEETING  
DECEMBER 9, 2025

MINUTES

I. Call to Order

The Reorganization Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, December 9, 2025, in-person and via Zoom webinar. Chair Zenon Christodoulou called the Annual Reorganization 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  
Michael Goldberg  
Roger Jinks  
Victor Komosinski  
Howard Opdyke  
Adam Shain  
Margaret Sullivan  
Helena Swanicke  
Juan Torres  
James Von Schilling

Absent: Thomas Borkowski  
Roger Locandro  
Nidhi Makhija

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

A quorum was present.

III. Governance/Nominating Committee/Election of Officers

Chair Caren Bateman reported that the Committee met to review the nomination of officers for 2026 and that the Committee unanimously recommends to the full Board of Trustees the following slate of officers for election by the Raritan Valley Community College Board of Trustees until December 2026:

Chair	Zenon Christodoulou
Vice Chair (Somerset)	Helena Swanicke
Vice Chair (Hunterdon)	Roger Locandro
Secretary	Margaret Sullivan
Treasurer	Thomas Borkowski
Board of School Estimate	Roger Locandro and James Von Schilling

On motion by Trustee Bateman, seconded by Trustee Roger Jinks, the aforementioned 2026 slate of officers was unanimously approved by voice vote.

Chair Christodoulou then asked Trustee Bateman if she would continue to preside over the remainder of the reorganization agenda items.

IV. Governance Committee Resolutions

Trustee Caren Bateman then presented the following Consent Agenda Resolutions #50-FY26 through #52-FY26. On motion by Trustee Bateman, seconded by Trustee Margaret Sullivan, the above-stated Consent Agenda resolutions were approved unanimously by voice vote.

RESOLUTION #50-FY26      BOARD OF TRUSTEES MEETING      DECEMBER 9, 2025

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

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 2026 is as follows:

January 20, 2026	June 23, 2026
February 24, 2026	August 18, 2026
March 31, 2026	September 22, 2026
April 21, 2026	October 27, 2026
May 26, 2026	December 15, 2026

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)

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 prepaid, is \$.05 per page for letter-sized pages and smaller, or \$.07 per page for legal-sized pages and larger. There is no fee for electronic transmission – i.e., records sent via email or facsimile.
7. All advance notices referred to in this Resolution of regular, special, and 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 2026.

RESOLUTION #51-FY26

BOARD OF TRUSTEES MEETING

DECEMBER 9, 2025

**Title: Designation of Official College Newspapers**

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

BE IT FURTHER RESOLVED, that this Resolution shall remain in full force and in effect until December 2026, the date of the next Reorganization Meeting of the Raritan Valley Community College Board of Trustees.

RESOLUTION #52-FY26

REORGANIZATION MEETING

DECEMBER 9, 2025

**Title: Designation of Banks as Depositories for the College**

BE IT RESOLVED, by the Board of Trustees of Raritan Valley Community College that all commercial banks, savings banks, and savings and loan associations and credit unions having offices, and/or branch offices in the Counties of Somerset and Hunterdon, are hereby designated as depositories for all funds of the Board of Trustees of Raritan Valley Community College provided, however, that all such banking institutions have FDIC deposit insurance protection and are certified by the New Jersey Department of Banking as eligible to act as a depository for public funds under the Governmental Unit Deposit Protection Act; and

WHEREAS, there exists in our current accounting practices five account categories, namely: Agency Fund (Student Activities Fund), Plant Fund (Capital Construction Funds), Loan Fund, Restricted Fund, and Current Fund; and

WHEREAS, the Vice President for Finance and Facilities is authorized to establish disbursement and deposit accounts with any of the aforementioned types of banks that meet the described location and insurance criteria;

NOW, THEREFORE, BE IT RESOLVED, that the aforementioned types of banks be, and are hereby, authorized to pay funds from any of these accounts; and

BE IT FURTHER RESOLVED, that this Resolution shall remain in full force and in effect until the date of the next Annual Reorganization Meeting of the Raritan Valley Community College Board of Trustees in December 2026.

V. Other Agenda Items

There were no other agenda items at the time.

VI. Public Questions/Comments

Chair Bateman read the following statement into record:

“The Board will take any comments from the public at this time relating to the Annual Reorganization meeting. There will also be an opportunity for public comment during the Regular Board meeting, which will immediately follow this meeting once adjourned. The Board will not respond to comments made and speakers are limited to two minutes.”

There were no public comments at the time.

VII. Adjournment

The Reorganization Meeting adjourned at 4:06 p.m.

Respectfully submitted,  
Annette S. LaCanna  
Manager, Executive Office and  
Secretary to the RVCC Board of Trustees