



Raritan Valley Community College Compliance Directory

A reference tool for RVCC faculty, staff and students to identify the designated individuals to contact when a compliance-related question or issue arises. The document reads from the left column to the right column to the next page. Click on a topic in the **Table of Contents** or click on a **letter in the footer** of the page to navigate through the document.

Table of Contents

- [Affirmative Action](#)
- [Alcohol and Drug Policy, Employee Acknowledgement](#)
- [Americans with Disabilities Act](#)
- [Athletics and NJCAA Rules Compliance](#)
- [Biosafety](#)
- [Building Code Administration](#)
- [Budget \(College\)](#)
- [Campus Safety and Security](#)
- [Code of Student Conduct](#)
- [Compliance, General](#)
- [Contracts \(Third-Party\)](#)
- [Data Administration, including IPEDS](#)
- [Data Security](#)
- [Disability Services and/or Accommodations & Website Accessibility](#)
- [Discrimination Complaints](#)
- [Emergency Management](#)
- [Employee Records Custodian \(Electronic & Paper\) excluding faculty academic files](#)
- [Employee Relations and Collective Bargaining](#)
- [Employment Compliance Postings](#)
- [Equal Opportunity Officer](#)
- [Fair Labor Standards Act \(FLSA\)](#)
- [Family and Medical Leave Act \(FMLA\)](#)
- [FERPA - Family Educational Rights and Privacy Act \(also known as the Buckley Amendment\)](#)
- [Financial Disclosure](#)
- [Foundation - Gifts](#)
- [Fraud - Reporting](#)
- [Graduation Rates Survey - Student Right to Know](#)
- [Human Resources, General](#)
- [Immigration Status, Faculty and Staff](#)
- [Immigration Status, Students](#)
- [Independent Contractor Status](#)
- [Information Technology Security](#)
- [Insurance](#)
- [Internal Audit](#)
- [Institutional Review Board](#)
- [Laboratory Safety](#)
- [MSCHE Accreditation Requirements](#)
- [Policies and Regulations, General](#)
- [President](#)
- [Public Safety](#)
- [Purchasing/ Procurement](#)
- [Records Custodian, Retention, etc. \(Electronic & Paper\)](#)
- [Risk Management](#)
- [Security](#)
- [Sexual Harassment, Employee Acknowledgement](#)
- [Student Advising and Counseling Services](#)
- [Student Educational Records \(FERPA\)](#)
- [Student Financial Aid](#)
- [Subpoenas, Court Orders, and Public Records Requests](#)
- [Title IV](#)
- [Title IX](#)
- [Verification of Identity in Online Courses](#)
- [Wage and Tax reports and/or Statements](#)
- [Whistleblower Protection](#)
- [Worker's Compensation](#)
- [Workplace Safety](#)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Table of Contents

Compliance Directory

A

Affirmative Action

Cheryl Wallace
Executive Director of Human Resources,
Compliance & Security
Human Resources, Somerset Hall, S-218
(908) 526-1200 Extension 2860
Cheryl.Wallace@raritanval.edu
www.raritanval.edu/administration

Alcohol and Drug Policy, Employee

Acknowledgement

Cheryl Wallace
Executive Director of Human Resources,
Compliance & Security
Human Resources, Somerset Hall, S-218
(908) 526-1200 Extension 2860
Cheryl.Wallace@raritanval.edu
www.raritanval.edu/administration

Americans with Disabilities Act

Cheryl Wallace
Executive Director of Human Resources,
Compliance & Security
Human Resources, Somerset Hall, S-218
(908) 526-1200 Extension 2860
Cheryl.Wallace@raritanval.edu
www.raritanval.edu/administration

Athletics and NJCAA Rules Compliance

George Eversmann
Athletic Director
Physical Education Bldg., 2nd Floor
(908)526-1200 Extension 8359
George.Eversmann@raritanval.edu
www.raritanval.edu/student-life/athletics

B

Biosafety

Robert Szkodny
Director of Security
Security, College Center, Lower Level
(908) 526-1200 Extension 8593
Robert.Szkodny@raritanval.edu
www.raritanval.edu/general-information/rvcc-at-a-glance/security

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

[Table of Contents](#)

Building Code Administration

Philip Weaver
Assistant Director Compliance and Facilities
Physical Education Bldg., Lower Level
(908) 526-1200 Extension 8812
Philip.Weaver@raritanval.edu
www.raritanval.edu/general-information/rvcc-at-a-glance/facilities

Budget (College)

John Trojan
Vice President of Finance and Facilities
Office of the President
(908) 526-1200 Extension 8203
John.Trojan@raritanval.edu
www.raritanval.edu/administration

C

Campus Safety and Security

Robert Szkodny
Director of Security
Security, College Center, Lower Level
(908) 526-1200 Extension 8593
Robert.Szkodny@raritanval.edu
www.raritanval.edu/general-information/rvcc-at-a-glance/security

Code of Student Conduct

Jason Fredericks
Assistant Dean of Student Services
College Center, Suite C-143
(908) 526-1200 Extension 8311
Jason.Fredericks@raritanval.edu
www.raritanval.edu/general-information/policies-and-consumer-information/student-handbook

Compliance, General

Patrice Gouveia Marks
Dean, Division of Liberal and Fine Arts, Business
and Public Service
Somerset Hall S-303
(908) 526-1200 Extension 8802
Patrice.Marks@raritanval.edu
www.raritanval.edu/administration

Contracts (Third-Party)

John Trojan
Vice President of Finance and Facilities
Office of the President
(908) 526-1200 Extension 8203
John.Trojan@raritanval.edu
www.raritanval.edu/administration

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

[Table of Contents](#)

D

Data Administration, including IPEDS

Sarah Donnelly

Director of Institutional Research and Assessment

Institution Research, Somerset Hall, S-316

(908) 526-1200 Extension 8355

Sarah.Donnelly@raritanval.edu

<http://www.raritanval.edu>

Data Security

Robert Pescinski

Executive Director of Technology Services

Technology, Assessment and Planning, S-119

(908) 526-1200 Extension 8315

Robert.Pescinski@raritanval.edu

www.raritanval.edu/student-life/tech-support

Disability Services and/or

Accommodations & Website

Accessibility

Rikita Singh

Director of Disabilities Services

Student Services, College Center, C-126

(908) 526-1200 Extension 8921

Rikita.Singh@raritanval.edu

www.raritanval.edu/student-life/student-services/disability-services

Discrimination Complaints

Cheryl Wallace

Executive Director of Human Resources,
Compliance & Security

Human Resources, Somerset Hall, S-218

(908) 526-1200 Extension 2860

Cheryl.Wallace@raritanval.edu

www.raritanval.edu/administration

E

Emergency Management

Robert Szkodny

Director of Security

Security, College Center, Lower Level

(908) 526-1200 Extension 8593

Robert.Szkodny@raritanval.edu

www.raritanval.edu/general-information/rvcc-at-a-glance/security

Employee Records Custodian

(Electronic & Paper) excluding faculty academic files

Cheryl Wallace

Executive Director of Human Resources,
Compliance & Security

Human Resources, Somerset Hall, S-218

(908) 526-1200 Extension 8260

Cheryl.Wallace@raritanval.edu

www.raritanval.edu/administration

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

[Table of Contents](#)

Employee Relations and Collective Bargaining

Cheryl Wallace
Executive Director of Human Resources,
Compliance & Security
Human Resources, Somerset Hall, S-218
(908) 526-1200 Extension 8260
Cheryl.Wallace@raritanval.edu
www.raritanval.edu/administration

Employment Compliance Postings

Cheryl Wallace
Executive Director of Human Resources,
Compliance & Security
Human Resources, Somerset Hall, S-218
(908) 526-1200 Extension 8260
Cheryl.Wallace@raritanval.edu
www.raritanval.edu/administration

Equal Opportunity Officer

Cheryl Wallace
Executive Director of Human Resources,
Compliance & Security
Human Resources, Somerset Hall, S-218
(908) 526-1200 Extension 8260
Cheryl.Wallace@raritanval.edu
www.raritanval.edu/administration

F

Fair Labor Standards Act (FLSA)

Cheryl Wallace
Executive Director of Human Resources,
Compliance & Security
Human Resources, Somerset Hall, S-218
(908) 526-1200 Extension 2860
Cheryl.Wallace@raritanval.edu
www.raritanval.edu/administration

Family and Medical Leave Act (FMLA)

Mary Ann Johnson
Assistant Director, Benefits & Payroll
Human Resources, Somerset Hall, S-221 (908)
526-1200 Extension 8301
MaryAnn.Johnson@raritanval.edu
www.raritanval.edu

FERPA - Family Educational Rights and Privacy Act (also known as the Buckley Amendment)

John Wheeler
Registrar
Enrollment Services, College Center, C-167
(908) 526-1200 Extension 8339
John.Wheeler@raritanval.edu
www.raritanval.edu/admissions-
information/student-enrollment-
services

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

[Table of Contents](#)

Financial Disclosure

Violet Willensky
Controller and Executive Director of Finance
Finance Dept., College Center, 1st Flr
(908) 526-1200 Extension 8863
Violet.Willensky@raritanval.edu
<http://www.raritanval.edu>

Foundation - Gifts

Michael Marion Executive
Director & Chief Development Officer
RVCC Foundation, College Center, C-020 (908)
648-8567 Michael.Marion@raritanval.edu
www.raritanval.edu/community-resources/foundation

Fraud - Reporting

Violet Willensky
Controller and Executive Director of Finance
Finance Dept., College Center, 1st Flr
(908) 526-1200 Extension 8863
Violet.Willensky@raritanval.edu
<http://www.raritanval.edu>

G

Graduation Rates Survey – Student Right to Know

Sarah Donnelly Director of Institutional Research
and Assessment Institution Research, Somerset
Hall, S-316 (908) 526-1200 Extension 8355
Sarah.Donnelly@raritanval.edu
<https://www.raritanval.edu/general-information/policies-and-consumer-information/general-policies>

H

Human Resources, General

Cheryl Wallace
Executive Director of Human Resources,
Compliance & Security
Human Resources, Somerset Hall, S-218
(908) 526-1200 Extension 8260
Cheryl.Wallace@raritanval.edu
www.raritanval.edu/administration

Immigration Status, Faculty and Staff

Cheryl Wallace
Executive Director of Human Resources,
Compliance & Security
Human Resources, Somerset Hall, S-218
(908) 526-1200 Extension 8260
Cheryl.Wallace@raritanval.edu
www.raritanval.edu/administration

Immigration Status, Students

Elizabeth Sullivan
Coordinator of Veterans and International
Services
College Center, C-162
(908) 526-1200 Extension 8452
Elizabeth.Sullivan@raritanval.edu
www.raritanval.edu/admissions-information/apply-to-rvcc

Independent Contractor Status

John Trojan
Vice President of Finance and Facilities
Office of the President
(908) 526-1200 Extension 8203
John.Trojan@raritanval.edu
<http://www.raritanval.edu/administration>

Information Technology Security

Bob Pescincki
Executive Director of Technology Services
Technology, Assessment and Planning, S-119
(908) 526-1200 Extension 8315
Robert.Pescinski@raritanval.edu
www.raritanval.edu/student-life/tech-support

Insurance

John Trojan
Vice President of Finance and Facilities
Office of the President
(908) 526-1200 Extension 8203
John.Trojan@raritanval.edu
<http://www.raritanval.edu/administration>

Internal Audit

Violet Willensky
Controller and Executive Director of Finance
Finance Dept., College Center, 1st Flr
(908) 526-1200 Extension 8863
Violet.Willensky@raritanval.edu
<http://www.raritanval.edu>

Institutional Review Board

Isabel Gutierrez

Instructor of Psychology

Humanities Dept., 3rd Flr Somerset Hall, S-338

(908) 526-1200 Extension 8331

Isabel.Gutierrez@raritanval.edu

www.raritanval.edu/academic-programs/academic-departments/humanities-social-science-education

J

N/A

K

N/A

L

Laboratory Safety

Philip Weaver

Assistant Director Compliance and Facilities

Physical Education Bldg., Lower Level

(908) 526-1200 Extension 8812

Philip.Weaver@raritanval.edu

<http://www.raritanval.edu/administration>

M

MSCHE Accreditation Requirements

Patrice Gouveia Marks

Dean, Division of Liberal and Fine Arts, Business and Public Service

Somerset Hall S-303

(908) 526-1200 Extension 8802

Patrice.Marks@raritanval.edu

www.raritanval.edu/administration

N

N/A

O

N/A

P

Policies and Regulations, General

Cheryl Wallace

Executive Director of Human Resources, Compliance & Security

Human Resources, Somerset Hall, S-218

(908) 526-1200 Extension 8260

Cheryl.Wallace@raritanval.edu

www.raritanval.edu/administration

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

[Table of Contents](#)

President

Dr. Michael J. McDonough President

Office of the President

(908) 526-1200 Extension 8270

Michael.McDonough@raritanval.edu

www.raritanval.edu/general-information/board-of-trustees-and-administration/office-of-the-president

Public Safety

Robert Szkodny

Director of Security

Security, College Center, Lower Level

(908) 526-1200 Extension 8593

Robert.Szkodny@raritanval.edu

www.raritanval.edu/general-information/rvcc-at-a-glance/security

Purchasing/ Procurement

Michael DePinto

Director of Business Services

Purchasing & Contracts, Lower Level Library

(908) 526-1200 Extension 8216

Michael.DePinto@raritanval.edu

www.raritanval.edu/business-resources/vendor-opportunities

Q

N/A

R

Records Custodian, Retention, etc. (Electronic & Paper)

John Wheeler

Registrar

Enrollment Services, College Center, C-167

(908) 526-1200 Extension 8339

John.Wheeler@raritanval.edu

[www.raritanval.edu/admissions-](http://www.raritanval.edu/admissions-information/student-enrollment-services)

[information/student-enrollment-services](http://www.raritanval.edu/admissions-information/student-enrollment-services)

Risk Management

John Trojan

Vice President of Finance and Facilities

Office of the President

(908) 526-1200 Extension 8203

John.Trojan@raritanval.edu

<http://www.raritanval.edu/administration>

S

Security

Robert Szkodny

Director of Security

Security, College Center, Lower Level

(908) 526-1200 Extension 8593

Robert.Szkodny@raritanval.edu

www.raritanval.edu/general-information/rvcc-at-a-glance/security

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

[Table of Contents](#)

Sexual Harassment, Employee

Acknowledgement

Cheryl Wallace
Executive Director of Human Resources,
Compliance & Security
Human Resources, Somerset Hall, S-218
(908) 526-1200 Extension 8260
Cheryl.Wallace@raritanval.edu
www.raritanval.edu/administration

Student Advising and Counseling Services

Gregory DeSanctis
Director of Advising & Counseling
Advising & Counseling Services, C-168
(908) 526-1200 Extension 8966
Greg.DeSanctis@raritanval.edu
www.raritanval.edu/admissions-info/advising-and-counseling

Student Financial Aid

Leonard Mesonas
Director of Financial Aid
Financial Aid, College Center, C-127
(908) 526-1200 Extension 8371
Leonard.Mesonas@raritanval.edu
www.raritanval.edu/paying-for-college/financial-aid-scholarships

Student Educational Records (FERPA)

John Wheeler
Registrar
Enrollment Services, College Center, C-167
(908) 526-1200 Extension 8339
John.Wheeler@raritanval.edu
www.raritanval.edu/admissions-information/student-enrollment-services

Subpoenas, Court Orders, and Public Records Requests

Cheryl Wallace
Executive Director of Human Resources,
Compliance & Security
Human Resources, Somerset Hall, S-218
(908) 526-1200 Extension 8260
Cheryl.Wallace@raritanval.edu
www.raritanval.edu/administration

T

Title IV

Leonard Mesonas
Director of Financial Aid
Financial Aid, College Center, C-127
(908) 526-1200 Extension 8371
Leonard.Mesonas@raritanval.edu
www.raritanval.edu/paying-for-college/financial-aid-scholarships

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

[Table of Contents](#)

Title IX

Cheryl Wallace
Executive Director of Human Resources,
Compliance & Security
Human Resources, Somerset Hall, S-218
(908) 526-1200 Extension 8260
Cheryl.Wallace@raritanval.edu
www.raritanval.edu/administration

U

N/A

V

Verification of Identity in Online Courses

Patrice Gouveia Marks
Dean, Division of Liberal and Fine Arts, Business
and Public Service
Somerset Hall S-303
(908) 526-1200 Extension 8802
Patrice.Marks@raritanval.edu
www.raritanval.edu

W

Wage and Tax reports and/or Statements

Catherine Todd
Payroll Manager
Human Resources, Somerset Hall, S-216
(908) 526-1200 Extension 8376
Catherine.Todd@raritanval.edu
<http://www.raritanval.edu/admin/HR/index.html>

Whistleblower Protection

John Trojan
Vice President of Finance and Facilities
Office of the President
(908) 526-1200 Extension 8203
John.Trojan@raritanval.edu
<http://www.raritanval.edu/admin/index.html>

Worker's Compensation

Mary Ann Johnson
Benefits Manager
Human Resources, Somerset Hall, S-221
(908) 526-1200 Extension 8301
maryann.johnson@raritanval.edu
<http://www.raritanval.edu/admin/HR/index.html>

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

[Table of Contents](#)

Workplace Safety

Cheryl Wallace

Executive Director of Human Resources,

Compliance & Security

Human Resources, Somerset Hall, S-218

(908) 526-1200 Extension 8260

Cheryl.Wallace@raritanval.edu

www.raritanval.edu/administration

X, Y, Z

N/A

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Table of Contents