

RARITAN VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES' SPECIAL MEETING  
APRIL 20, 2021

MINUTES

I. Call to Order

The Special Meeting of the Board of Trustees of Raritan Valley Community College was held via Zoom Webinar on Tuesday, April 20, 2021. Chairman Robert P. Wise called the meeting to order at 5:00 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  
Julia DeTommaso  
Paul J. Hirsch  
W. Timothy Howes  
Roger Jinks  
Roger Locandro  
Andrew McNally  
Helena Swanicke  
Juan Torres  
James Von Schilling  
Margaret Windrem  
Robert P. Wise

Absent: Tracy DiFrancesco Zaikov

Also in attendance: Michael J. McDonough, President; Richard Flaum, Esq., College Counsel; and members of the faculty, administration, and staff.

A quorum was present.

III. Agenda Items

Trustee Margaret Windrem presented the following Resolutions:

RESOLUTION #21-2020 Operating Budget FY 2022

WHEREAS, the President and Executive staff of the College have reviewed the various budgetary requests in the preparation of the FY 2021/2022 Operating Budget for Raritan Valley Community College and presented same to the Finance Committee of the Board of Trustees of Raritan Valley Community College; and

WHEREAS, the Finance Committee has thoroughly examined and reviewed the proposed operating budget for the College for the fiscal year beginning July 1, 2021 and ending June 30, 2022; and

WHEREAS, the Finance Committee recommends adoption of the proposed budget to the Board of Trustees and deems the amounts requested as necessary to continue operating the College during 2021/2022.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College does hereby adopt a total operating expense budget for the fiscal year 2021/2022 of \$54,020,000; and

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

/s/ Robert P. Wise, Chairman

/s/ John Trojan, VP of Finance & Facilities

On motion by Trustee Windrem, seconded by Trustee Howes, the above stated resolution was unanimously approved by voice vote.

RESOLUTION #22-2021 Major Capital Budget 2021/22

WHEREAS, the Board of Trustees of the College had approved major Capital Budget requests totaling \$8,460,000 for FY 2020 and 2021 via resolutions #58-2019 and #50-2020, respectively; and

WHEREAS, challenging financial conditions at the state and county level caused by the pandemic led to the postponement of funding the related projects; and

WHEREAS, the Board of Trustees expects these prior projects to now be funded through the CH 12 program in the next few months of calendar 2021 and will not solicit additional major capital project CH 12 funding support from the counties until FY 2023; and

WHEREAS, the Board of Trustees has identified workforce program expansion through the Securing Our Children's Future Bond Act as one particular project that would be funded by other sources available to the College to the maximum match amount of \$1,350,000 should the College's application be approved.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College does hereby adopt a Capital Budget for the 2021/2022 year of \$1,350,000; and

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

/s/ Robert P. Wise, Chairman

/s/ John Trojan, VP of Finance & Facilities

On motion by Trustee Windrem, seconded by Trustee Swanicke, the above stated resolution was unanimously approved by voice vote.

RESOLUTION #23-2021 Minor Capital Budget FY 2022

WHEREAS, the President and Executive staff of the College have prepared a Minor Capital Budget request for 2021/2022 which is designated primarily for technology, other instructional and building related equipment and presented same to the Finance Committee of the Board of Trustees of Raritan Valley Community College; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Raritan Valley Community College does hereby adopt a Minor Capital Budget for the 2021/2022 year of \$750,000; and

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

/s/ Robert P. Wise, Chairman

/s/ John Trojan, VP of Finance & Facilities

On motion by Trustee Windrem, seconded by Trustee Swanicke, the above stated resolution was unanimously approved by voice vote.

Chairman Wise and other members of the Board commented on the tremendous amount of effort that went into this year's budget during a very difficult year and further praised President McDonough and his team for their hard work and continuous and transparent communication with Board members, the County Commissioners, and the entire College community. The Chairman commented that the President and the Board of Trustees further recognize the personal and financial hardship that the pandemic has caused for many of our students and that there will be no tuition increase for Somerset and Hunterdon students at RVCC this fall.

IV. Public Questions/Comments.

Chairman Wise read the following statement into record:

“The Board will take any comments from the public at this time. The Board will not respond to comments made and speakers are limited to two minutes.”

There were no public comments at the time.

V. Adjournment

There being no further business to bring before the Board, the Regular Meeting adjourned at 5:06 p.m.

Respectfully submitted,

Sheri Lang Pontarollo  
Manager, Executive Office and  
Secretary to the RVCC Board of Trustees