

RARITAN VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES' REORGANIZATION MEETING  
DECEMBER 20, 2020

MINUTES

I. Call to Order

The Reorganization Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, December 22, 2020, via teleconference. Chairman Robert P. Wise 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.”

Chairman Wise then presented the following resolution:

Resolution #158-2020, Recognition of Service, Donald Rica

WHEREAS, Donald Rica's has served as a dedicated member of the Raritan Valley Community College Board of Trustees since 2017; and

WHEREAS, Trustee Rica has made significant contributions toward the fiscal integrity of the College, serving on the Finance and on the Strategic Planning committees; and

WHEREAS, Trustee Rica has been a strong and steady voice in advocating institutional accountability, integrity in governance, and for the best stewardship; and

WHEREAS, during his tenure the College has made a number of advancements, including an innovative redesign of the Arts Center and a new, integrated student services center that provides a new “face” for the College entrance; the hiring of a Facilities Master Plan architect to continue bold plans for expanding the Workforce Training Center and for a new Allied Health Center; new signage to further enhance the College's brand; and

WHEREAS, Trustee Rica has supported the College's reputation as one of the most “green” colleges in the United States and has endorsed Raritan Valley Community College's efforts in the field of service learning; and

WHEREAS, Trustee Rica is a highly respected member of the College community and is an enthusiastic supporter, valued colleague, expert advisor, and friend to Raritan Valley Community College;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees, President Michael J. McDonough, and the College community extend their deepest gratitude to Donald Rica and wish him well in all of his future endeavors.

Members of the Board of Trustees and President McDonough further expressed their appreciation to Donald Rica for his service on the Board and to the entire College community. There being no further comments or questions, the Resolution was unanimously approved by the Board by voice vote.

Richard Flaum then swore in new Board of Trustees member Zenon Christodoulou. Trustee Christodoulou, a resident of Branchburg, was appointed to serve on the RVCC Board of Trustees by the Somerset County Board of Chosen Freeholders. Dr. Christodoulou has owned and operated

various businesses in diverse industry sectors, including a management consulting business where he has successfully implemented growth strategies, inter-organizational development, innovation strategies, family business successions and cultural transformations for numerous organizations. On behalf of the Board of Trustees and President McDonough, Chairman Wise welcomed Trustee Christodoulou to the Board of Trustees and indicated that he looks forward to working with him in his new capacity.

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  
Helena Swanicke  
James Von Schilling  
Juan Torres  
Margaret Windrem  
Robert P. Wise  
Tracy DiFrancesco Zaikov

Absent: Andrew McNally

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

A quorum was present.

III. Nominating Subcommittee/Election of Officers

Trustee Paul Hirsch, chairman of the Nominating Subcommittee, reported that the Subcommittee met to review the nominations of officers for 2021. It was further reported that Trustee Howes expressed that he is unable to serve in a leadership role any longer due to commitments outside the College. A recommendation to appoint Trustee Juan Torres as Secretary was made and was enthusiastically approved by the subcommittee. Trustee Torres was asked to allow his name to be considered by the subcommittee, and he agreed, immediately resigning from the subcommittee. There being no other recommendations received for consideration prior to the Annual Reorganization meeting, the Nominating Subcommittee then unanimously recommended to the full Board of Trustees the following slate of officers for election by the Raritan Valley Community College Board of Trustees until December 2021:

Chair	Robert P. Wise
Vice Chair (Somerset)	Tracy DiFrancesco Zaikov
Vice Chair (Hunterdon)	Caren Bateman
Secretary	Juan Torres
Treasurer	Margaret Windrem
Board of School Estimate	Margaret Windrem, Robert Wise

There being no further nominations at the time, a motion to close nominations was moved by Trustee Hirsch and unanimously approved by voice vote. On motion by Trustee Hirsch, seconded by Trustee Swanicke, the recommended slate of officers set forth above was unanimously approved.

The President and members of the Board of Trustees congratulated all of the officers.

IV. Governance Committee Resolutions

Trustee Paul Hirsch then presented the following Consent Agenda Resolutions #159-2020 through #161-2020. On motion by Trustee Hirsch, seconded by Trustee Bateman, the above stated Consent Agenda resolutions were approved unanimously by voice vote.

Resolution #159-2020 – 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 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 5:15 p.m., and shall be held in the Atrium or Grand Conference Room on the campus of Raritan Valley Community College, County Route 28 and Lamington Road, North Branch, Branchburg Township, New Jersey;

The Meeting schedule for 2021 is as follows:

January 26, 2021	August 24, 2021
February 23, 2021	September 21, 2021
March 23, 2021	October 19, 2021
April 20, 2021	December 7, 2021
May 18, 2021	
June 29, 2021	

3. Except as hereinafter provided, notice of regular and special meetings of the Board of Trustees shall be posted 48 hours in advance at the following location: Bulletin Board at west entrance, Mall Level, Somerset Hall of 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 Hunterdon Democrat

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;
6. Any person may request in writing that the Board of Trustees, or its designated custodian of public records—the Vice President Finance & 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 pre-paid is \$.05

per page for letter sized pages and smaller, or \$.07 per page for legal size pages and larger. There is no fee if sent electronically – i.e., records sent via email or facsimile.

7. All advance notices referred to in this Resolution of regular, special, 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 2021.

Resolution #160-2020 – Designation of Official College Newspapers

BE IT RESOLVED, by the Board of Trustees of Raritan Valley Community College that The Courier-News, Bridgewater, and the Hunterdon Democrat, Flemington, 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 2021 the date of the next Reorganization Meeting of the Raritan Valley Community College Board of Trustees.

Resolution #161-2020 – 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 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 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 accounts with any of the aforementioned banks to be utilized for disbursements made from these accounts;

NOW, THEREFORE, BE IT RESOLVED, that the aforementioned 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 2021.

V. Other Agenda Items  
None

VI. 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.

VII. Adjournment  
The Reorganization Meeting adjourned at 5:15 p.m.

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