

RARITAN VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES REORGANIZATION MEETING
DECEMBER 10, 2024

MINUTES

I. Call to Order

The Reorganization Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, December 10, 2024, 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 | Absent: | Howard Opdyke |
| | Thomas Borkowski | | Juan Torres |
| | Zenon Christodoulou | | |
| | Jinnee Min DeMarco | | |
| | Nicholas Gallo | | |
| | Michael Goldberg | | |
| | Roger Jinks | | |
| | Roger Locandro | | |
| | Nidhi Makhija | | |
| | Adam Shain | | |
| | Margaret Sullivan | | |
| | Helena Swanicke | | |
| | James Von Schilling | | |

Also in attendance: Michael J. McDonough, President; Nicholas Pellitta, 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 2025 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 2025:

| | |
|--------------------------|--|
| 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 Swanicke, the aforementioned 2025 slate of officers was unanimously 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 #84-FY25 through #86-FY25. On motion by Chair Christodoulou, seconded by Trustee Margaret Sullivan, the above-stated Consent Agenda resolutions were approved unanimously by voice vote.

RESOLUTION #84-FY25

REORGANIZATION MEETING

DECEMBER 10, 2024

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 4:00 p.m.

The Meeting schedule for 2025 is as follows:

| | |
|-------------------|--------------------|
| January 21, 2025 | June 24, 2025 |
| February 18, 2025 | August 26, 2025 |
| March 18, 2025 | September 16, 2025 |
| April 22, 2025 | October 28, 2025 |
| May 20, 2025 | December 9, 2025 |

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 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 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 of 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 2025.

Resolution #63-FY24 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 2024, the date of the next Reorganization Meeting of the Raritan Valley Community College Board of Trustees.

Resolution #64-FY24 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 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 2024.

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 4:07 p.m.

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