

## ROWAN COLLEGE AT BURLINGTON COUNTY

### BOARD OF TRUSTEES REGULAR PUBLIC MEETING

Tuesday, January 16, 2024

Host: Rowan College at Burlington County  
Room 138  
900 College Circle  
Mount Laurel, NJ 08034

#### MINUTES

#### CALL TO ORDER

Board of Trustees Chair Dr. Anthony C. Wright welcomed everyone in attendance and called the meeting to order at 5:31PM.

#### FLAG SALUTE

The meeting was opened with the Flag Salute by all in attendance.

#### ROLL CALL

*Board Present:* Mr. Justin Braz, Mr. Kevin Brown, Ms. Lorraine Hatcher, Dr. James Kerfoot (virtual), Mr. Raymond Marini (virtual), Mr. Dorion Morgan, Mr. Gino Pasqualone, Ms. REGina Reed, Dr. Anthony C. Wright

*Board Absent:* Mr. Mickey Quinn, Alumni Trustee Ms. Emily Schadt

*RCBC Present:* Dr. Michael A. Cioce (President and Board Secretary), Stephanie Hugo, Nathaniel Woolbright, Michael Barnhart, Samantha Russell, William Whitfield, Dr. Donna Vandergrift, Dr. Martin Hoffman, Greg Volpe, Kevin Kerfoot, Robert Cummings, Matthew Farr, Nicholas Guaglione, Doona Podolski and others.

#### PUBLIC ANNOUNCEMENT

Ms. Jeanne Paulsen read the following statement: "In compliance with the Open Public Meetings Act, the Board passed a resolution on November 15, 2022, setting forth the date, time, and location of the regular meetings of the Board of Trustees, which resolution was, within seven days of passage, posted on the College Website, sent to The Burlington County Times, The Courier Post, The Trenton Times, and the Burlington County Clerk. Subsequent Notice as to the location change for this meeting was posted on the College Website, sent to The Burlington County Times, The Courier Post, The Trenton Times, and the Burlington County Clerk on January 27, 2023.



**MINUTES**

Chair Wright asked for a motion to approve of the public minutes of the Regular Board Meeting January 17, 202 , as submitted. With a motion by Trustee Lorrain Hatcher and a second by Trustee Kevin Brown, the minutes were approved as written with all in favor and none opposed. There were no questions.



**Rowan College at Burlington County  
Board of Trustees Meeting**

**President's Report  
January 16, 2024, 5:30 p.m.  
Mount Laurel Campus**

***News and happenings from November 22, 2023, to January 16, 2024***

**Hot start to winter (I)**

- The college's first-ever Winter Commencement exceeded high expectations with three spectacular ceremonies that featured about 200 graduates over three ceremonies on December 20. At least two ceremonies exceeded capacity in Votta Hall (seats were available for guests to watch the livestream in the Student Success Center).
- The college also changed the selection process for student speakers to increase diversity and ensure each division has a relevant speaker. The first cohort was a success:
  - [Rahaf Alsharif](#), Health Sciences, a Syrian war refugee and mother of five, who achieved her dream of becoming a nurse in her new home.
  - Adama Jones, STEM, who achieved a 4.0 after dropping out of high school to start college a year early.
  - [Pamela Zahn](#), Liberal Arts, who overcame addiction and incarceration to complete a goal she set for herself in prison of becoming a college graduate and helping other addicts.
- More information is available at:
  - [rcbc.edu/commencement](http://rcbc.edu/commencement) (includes videos of all ceremonies and a link to Alsharif's speech in her native language).
  - [rcbc.edu/podcast](http://rcbc.edu/podcast) will have coverage of each ceremony.
  - [Philadelphia Inquirer](#)
- Countdown! There are 120 days until May's commencement, and work has begun on the spring ceremonies.



### **Hot start to winter (II)**

- Although it's not the first time the college has run a winter term, it is the first time we have run it in this format. Previously, winter was held in 13 in-person days over two weeks, which wasn't popular for students or instructors. This year, we ran an intentional online schedule for four weeks that spanned December 20 to January 17.
- The Foundation also covered all book fees for students enrolled in this session.
- Enrollment exceeded expectations, with 525 seats filled (82% of total capacity). That's more than the previous three winters combined and the original 505 seats we initially offered.
- We will review data in the coming weeks to learn more about replicating this success for future winter and summer sessions.

### **Worth mentioning**

- RCBC and Deborah Heart and Lung Center expanded their partnership with new certification programs that can be completed at Deborah's Browns Mills campus. Phlebotomy and Pharmacy Technician debuted this spring, with more to come in the fall. [Learn more](#).
- The college will host a traveling exhibit, the Holocaust and Genocide: A Betrayal of Humanity, in the Student Success Center from January 29 through February 16.
- I'm proud to report that I have been appointed by the U.S. Department of Education to serve on its Program Integrity and Institutional Quality Committee as an alternate negotiator. It's a humbling opportunity to help shape public policy to benefit students at RCBC all community colleges nationwide.
- **On tap:** We will soon be announcing plans to create a new brewery certificate program in partnership with the Community House in Moorestown with funding from the N.J. Higher Education Equipment Leasing Fund for brewing equipment needed for the program.

### **Baron Spotlight**

- U.S. Marine veteran gives up management position to study engineering at RCBC. [Katherine Ruelan](#).
- RCBC EMT Course Coordinator [Richard Bendel](#) earns the Prehospital Educator of the Year Award from the New Jersey Office of Emergency Services.

### **Upcoming Events**

- [rcbc.edu/events](https://rcbc.edu/events)
- Faculty Welcome Back January 17
- Give Kids a Smile Day, February 2, 8 am to 4 pm, Dental Hygiene Clinic
- Black History Month Fashion Show, Tuesday, Feb. 13, 6 pm, Student Success Center.
- Board of Trustees meeting, February 20

Rowan College at Burlington County  
**Board of Trustees**  
**On-Campus Crime and Fire Incident Briefing**

1) **Reporting Period:** Nov. 08, 2023 to Dec. 15, 2023

2) **Recorded On-Campus Crime:**

Nov. 08: The Public Safety Department responded to a report of a student Shoplifting approximately \$20 worth of merchandise from the college bookstore. The suspect was positively identified through investigation and referred to the Student Code of Conduct Committee. (ref. CR2023-368)

Nov. 09: While monitoring CCTV a Public Safety Officer was alerted to an act of Domestic Violence/Assault that occurred between two students in the college library. The parties declined police involvement and the matter was referred to the Student Code of Conduct Committee. (ref. CR2023-371)

Nov. 15: The Public Safety Department investigated a report of Assault that took place on the lounge of the Student Success Center after a female student struck a male student in the back with her elbow. The parties were identified and the incident was referred to the Student Code of Conduct Committee. (ref. CR2023-382)

Nov. 15: The Public Safety Department was alerted to students taping other students fighting in a restroom in Votta Hall. The recording of the fight was then posted online. The students who were fighting were identified and referred to the Student Code of Conduct Committee and charged with Assault. (ref. CR2023-384)

Dec. 07: The Public Safety Department responded to a report of Lewdness after a male and female student were observed having consensual sexual intercourse on the floor of a men's restroom in the Student Success Center. Police and EMS were called to the scene and the matter was referred to the Student Code of Conduct Committee. (ref. CR2023-422)

Dec. 07: A past-tense act of Terroristic Threats was reported to the Public Safety Department when a witness reported that a student threatened another student, who was not present, with serious bodily injury. The police were advised of the threat and the matter was referred to the Student Code of Conduct Committee. (ref. CR2023-424)

Dec. 13: A report of Harassment was filed with the Public Safety Department after a female student indicated that a former male student, who is reportedly no longer in the area, threatened to have someone assault her. The student was

advised of her option to contact police and of the department's safety escort program. (ref. CR2023-432)

- 3) **Recorded On-Campus Fire Incidents:** None
- 4) **On-Campus Alerts, Threats or Emergencies:** None
- 5) **Additional Items:** None
- 6) **Attachments:**

Referenced alerts and notifications are kept on file.

Prepared by: Edmund Johnson Date: 12/15/2023



### **Finance/Facilities Committee**

1. Committee Report Presented by Chair: Dorion Morgan
2. Action Resolution(s) for Approval

**TAB 1:** A Resolution to approve and ratify requested business-related travel.

**TAB 2:** A Resolution to approve and ratify agreements and contracts.

**TAB 3:** To approve the agreement between the Board of Trustees of Rowan College at Burlington County and the **Rowan College at Burlington County Support Staff Association**, covering the period of July 1, 2022 through June 30, 2026.

**TAB 4:** To amend the existing contract with **Saxbys, PBC**.

**TAB 5:** To award a contract to **Laerdal Medical Corporation** for the purchase of SIMS and related equipment and software to be used in the Paramedic Science and Health Sciences Program in the amount of **\$113,214.18**.

Chair Wright invited questions on the resolutions and there were none. Chair Wright requested a motion to move Tabs 1 through 5, as recommended by the Finance/Facilities Committee. With a motion by Trustee Regina Reed and a second by Trustee Justing Braz, the Board approved Resolutions 1 through 5 with all in favor, none opposed. This concluded the Finance/Facilities Committee Report.



**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
January 16, 2024**

**RESOLUTION #2024-016-01**

**TO APPROVE AND RATIFY REQUESTED BUSINESS-RELATED TRAVEL**

**FOR APPROVAL**

**1) Grant-Funded Travel**

**Andre Turner**, EOF/EMSS, 2024 NASPA Conference, Seattle, WA, March 8 - 13, 2024, with approximate travel expenses in the amount of **\$3,102.15**.

**2) Operational**

**FOR RATIFICATION**

**1) Grant-Funded Travel**

None.

**2) Operational**

**Amy Shah**, Dental Hygiene, Dental Hygiene Academy, Atlanta, GA, December 28 to December 30, 2023, with approximate travel expenses in the amount of **\$831.25**.

**FOR REIMBURSEMENT**

None.

Chair Wright invited questions on the resolutions and there were none. Chair Wright requested a motion to move Tabs 6 through 8, as recommended by the Personnel Committee. With a motion by Trustee Regina Reed and a second by Trustee Justing Braz, the Board approved Resolutions 6 through 8 with all in favor, none opposed. This concluded the Personnel Committee Report.







\*\*\*\*\***CERTIFICATION OF THE SECRETARY**\*\*\*\*\*

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, January 16, 2024**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt
<b>Voice Vote</b>			9	0	0		
<b>Roll Call</b>							
1 Justin Braz		√					1
2 Kevin Brown							2
3 Lorraine Hatcher							3
4 James Kerfoot, Vice Chair							4
5 Raymond Marini							5
6 Dorion Morgan							6
7 Gino Pasqualone							7
8 Mickey Quinn						x	8
9 Regina Reed	√						9
10 Vacant							10
11 Anthony C. Wright, Chairperson							11

Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting

  
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Dr. Anthony C. Wright  
Chairperson

  
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Dr. Michael A. Cioce  
Board Secretary



**BOARD OF TRUSTEES MEETING  
JANUARY 16, 2024**

**RESOLUTION #2024-016-02**

**TO APPROVE AND RATIFY CERTAIN AGREEMENTS AND CONTRACTS**

**FOR APPROVAL:**

1. To approve an increase to the subscription with **Overdrive**, and additional **\$5,000.00** for a total of **\$9,750.00**. (Per N.J.S.A. 18A:64A-25.5 This is a textbook exception. Due diligence has been performed which justifies the award. See narrative on following pages.)
2. To approve a contract with **Ellucian** to provide IT services related to data integrity for an amount not to exceed **\$39,884.00**. (Per N.J.S.A. 18A:64A-25.15 This is a professional consulting exception. Due diligence has been performed which justifies the award. See narrative on following pages.)

**FOR RATIFICATION:**


None


\*\*\*\*\***CERTIFICATION OF THE SECRETARY**\*\*\*\*\*

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<b>Voice Vote</b>			9	0	0		
<b>Roll Call</b>							
1 Justin Braz		√					1
2 Kevin Brown							2
3 Lorraine Hatcher							3
4 James Kerfoot, Vice Chair							4
5 Raymond Marini							5
6 Dorion Morgan							6
7 Gino Pasqualone							7
8 Mickey Quinn						x	8
9 Regina Reed	√						9
10 Vacant							10
11 Anthony C. Wright, Chair							11

Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting

  
\_\_\_\_\_  
Dr. Anthony C. Wright  
Chairperson

  
\_\_\_\_\_  
Dr. Michael A. Cioce  
Board Secretary



**ROWAN COLLEGE AT BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
JANUARY 16, 2024**

**RESOLUTION #2024-016-03**

**TO APPROVE AGREEMENT BY AND BETWEEN  
THE BOARD OF TRUSTEES OF ROWAN COLLEGE AT BURLINGTON COUNTY  
AND THE ROWAN COLLEGE AT BURLINGTON COUNTY SUPPORT STAFF  
ASSOCIATION COVERING THE PERIOD OF  
JULY 1, 2022 THROUGH JUNE 30, 2026**

**WHEREAS**, the Rowan College at Burlington County Board of Trustees and the Rowan College at Burlington County Support Staff Association have reached a tentative collective bargaining agreement; and

**WHEREAS**, this Agreement represents a complete and final understanding between the Rowan College at Burlington County and the Rowan College at Burlington County Support Staff Association, for a four (4) year period commencing July 1, 2022 through June 30, 2026; and

**WHEREAS**, the Rowan College at Burlington County Support Staff Association will receive 3.0% increase and/or salary adjustments effective July 1, 2022; 3.0% increase effective July 1, 2023; 3.0% increase effective July 1, 2024; and 3.0% increase effective July 1, 2025; and

**WHEREAS**, the Board of Trustees has the authority to determine such rates to be paid to its employees in accordance with P.L. 1982 c. 189(C.18A:64A-12f); and

**WHEREAS**, this resolution authorizes the College Solicitor and the President of Rowan College at Burlington County to sign this collective bargaining agreement with the Rowan College at Burlington County Support Staff Association; and

**NOW, THEREFORE BE IT RESOLVED**, by the Trustees of the College, now assembled in public session this 16<sup>th</sup> day of January, 2024, to Approve the Agreement by and between the Rowan College at Burlington County and the Rowan College at Burlington County Support Staff Association for a four (4) year period commencing July 1, 2022 through June 30, 2026.

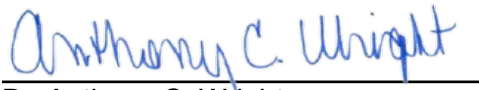



\*\*\*\*\***CERTIFICATION OF THE SECRETARY**\*\*\*\*\*

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Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
<b>Voice Vote</b>			9	0	0			
<b>Roll Call</b>								
1 Justin Braz		√						1
2 Kevin Brown								2
3 Lorraine Hatcher								3
4 James Kerfoot, Vice Chair								4
5 Raymond Marini								5
6 Dorion Morgan								6
7 Gino Pasqualone								7
8 Mickey Quinn						x		8
9 Regina Reed	√							9
10 Vacant								10
11 Anthony C. Wright, Chairperson								11

Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting

  
\_\_\_\_\_  
Dr. Anthony C. Wright  
Chairperson

  
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Dr. Michael A. Cioce  
Board Secretary



**ROWAN COLLEGE AT BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
JANUARY 16, 2024**

**RESOLUTION #2024-016-04**

**TO APPROVE AN EXTENSION OF AN AGREEMENT BY AND BETWEEN  
THE BOARD OF TRUSTEES OF ROWAN COLLEGE AT BURLINGTON COUNTY  
AND SAXBYS, PBC**

**WHEREAS**, the Rowan College at Burlington County Board of Trustees and Saxbys, PBC executed a Memorandum of Understanding and Lease Agreement in/around December 23, 2021; and

**WHEREAS**, the Memorandum of Understanding and Lease Agreement was Approved by Resolution #2021-327-09; and

**WHEREAS**, the Rowan College at Burlington County Board of Trustees and Saxbys, PBC have negotiated an extension of the Memorandum of Understanding and Lease Agreement, which amends certain terms of the original agreement; and

**WHEREAS**, the College Administration recommends entering into this Amended Agreement (attached hereto as Exhibit A); and

**WHEREAS**, this resolution authorizes the President of Rowan College at Burlington County to sign the Amended Lease, which extends the term of the contract; and

**NOW, THEREFORE BE IT RESOLVED**, by the Trustees of the College, now assembled in public session this 16<sup>th</sup> day of January, 2024, to extend the Agreement by and between the Rowan College at Burlington County and Saxbys, PBC through May 31, 2024.

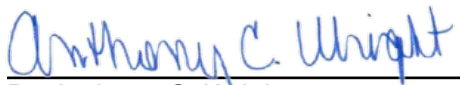



\*\*\*\*\***CERTIFICATION OF THE SECRETARY**\*\*\*\*\*

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Dr. Anthony C. Wright  
Chairperson

  
\_\_\_\_\_  
Dr. Michael A. Cioce  
Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
JANUARY 16, 2024**

**RESOLUTION #2024-016-05**

**TO AWARD A CONTRACT TO LAERDAL MEDICAL CORPORATION FOR THE  
PURCHASE OF SIMS AND RELATED EQUIPMENT AND SOFTWARE TO BE USED  
IN THE PARAMEDIC SCIENCE AND HEALTH SCIENCES PROGRAMS  
IN THE AMOUNT OF \$113,214.18**

**WHEREAS**, the College has a need for sims and related equipment and software to be used in the paramedic science and health sciences programs; and

**WHEREAS**, the College has determined and certified in writing that the value of the acquisition of sims and related equipment will be in the amount of **\$113,214.18** and a Determination of Value Form has been filed with the Board Secretary and the Chief Financial Officer hereby certifies sufficient funds are available for this purpose; and

**WHEREAS, Laerdal Medical Corporation** has completed and submitted a Business Entity Disclosure Certification which certifies that **Laerdal Medical Corporation** has not made any reportable contributions to a political or candidate committee in the County of Burlington in the previous one year, and that the contract will prohibit **Laerdal Medical Corporation**, from making any reportable contributions through the term of the contract; and

**WHEREAS**, in accordance with P.L. 2004, Chapter 3 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq., Chapter 271 P.L. 2005 (Adopted January 5, 2006) N.J.S.A. 19:44A-20.26 and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(3), it appears in the best interest of the College to award a contract to **Laerdal Medical Corporation**, 167 Myers Corner Road, Wappingers Falls, New York, 12590; and

**WHEREAS**, in accordance with P.L. 2004, Chapter 3 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq., Chapter 271 P.L. 2005 (Adopted January 5, 2006) N.J.S.A. 19:44A-20.26 and P.L. 1982, c189 N.J.S.A. 18A:64A-25.5(3), the President recommends a contract be awarded to the following vendor: **Laerdal Medical Corporation**, 167 Myers Corner Road, Wappingers Falls, New York, 12590;

**NOW THEREFORE, BE IT RESOLVED** by the Trustees of the College now assembled in public session this 16<sup>th</sup> day of January 2024, that a contract be awarded to **Laerdal Medical Corporation** in the amount of **\$113,214.18**.



\*\*\*\*\***CERTIFICATE OF AVAILABILITY OF FUNDS**\*\*\*\*\*

I, Kevin Kerfoot, Chief Financial Officer, do hereby certify that adequate funds are available in the Grant funds budget to pay for the contract between Rowan College at Burlington County and **Laerdal Medical Corporation**.

The money necessary to fund said contract is **\$113,214.18**. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line-item appropriation:

**1-24411-9815 (Paramedic Sciences, Special Purpose Equipment)**

  
\_\_\_\_\_  
Kevin Kerfoot  
Chief Financial Officer





\*\*\*\*\***CERTIFICATION OF THE SECRETARY**\*\*\*\*\*

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 Dr. Anthony C. Wright  
 Chairperson

  
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 Dr. Michael A. Cioce  
 Board Secretary

## **Personnel Committee**

### 1. Committee Report

Presented by Chair: Kevin Brown

### 2. Action Resolution(s) for Approval

**TAB 6:** A Resolution to approve personnel actions for Rowan College at Burlington County.

**TAB 7:** A Resolution for approval of the President's recommendation to reappoint and award tenure to certain faculty holding academic rank.

**TAB 8:** Resolution approving the following Board Policy:

- a. **Policy No. 912** - Equal Employment Opportunity, Disabilities, Anti-Discrimination and Anti-Harassment Policy, Anti-Retaliation, Complaint and Reporting Procedure, Whistleblower Policy
- b. **New Policy No. 914:** Persona-Non-Grata



**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
JANUARY 16, 2024**

**RESOLUTION #2024-016-06**

**TO APPROVE PERSONNEL ACTIONS FOR  
ROWAN COLLEGE AT BURLINGTON COUNTY**

**WHEREAS**, Rowan College at Burlington County has identified the need for additions, modifications and separation of employment of certain positions; and

**WHEREAS**, the following were determined to meet the qualifications that best meet the needs of the college in the designated departments for the following vacancies, namely;

Debra Krouse as PT Tutor II at \$18/hour;

**WHEREAS**, the following internal individuals were found to meet the qualifications that best meet the needs of the college in the designated departments, namely;

James Lawless as Assistant Director of Financial Aid at \$55,000;

**WHEREAS**, the following were determined to meet the qualifications that best meet the needs of the college in the designated academic areas for the following adjunct and part-time trainer listings, namely;

**Adjuncts, STEM;**

None; and

**Adjuncts, Liberal Arts;**

Seery, Joshua; Katrina, Corinne; Rogers, JaymiLynn; Chebotarev, Aleksandr; Beach, Caitin; Spencer, Melisa; Vinci, Andrea; and

**Adjuncts, Nursing and Health Sciences;**

Szymanski, Angelique; Testa, Nicole; Rudnick, Teresa; Slobodjian, Jaime; Schone, Alexis; Hasan, Suhair; and

**Part-Time Trainers;**

Zapien Ludena, Candy; and

**EMT Trainers/EMT Aides;**

None; and

**WHEREAS**, the President recommended to the Personnel Committee who subsequently is recommending to the full Board, the separation of employment of employees, namely;



Ashleigh Miller as PT Experiential Learning Coordinator, WDI;

**WHEREAS**, the President recommended to the Personnel Committee who subsequently is recommending to the full Board, the termination of employment of employees, namely;

None; and

**WHEREAS**, the President recommended to the Personnel Committee who subsequently is recommending to the Board of Trustees, to make an exception to the Tuition Reimbursement Program, namely:

None; and

**WHEREAS**, the President recommended to the Personnel Committee who subsequently is recommending to the Board of Trustees, the approval and ratification of the following leave of absences, namely;

Thomas Brower, Facilities, Paid Leave;

**WHEREAS**, the President recommended to the Personnel Committee who subsequently is recommending to the Board of Trustees, the approval and ratification of eliminating certain positions from the college, namely;

None; and

**WHEREAS**, the Board of Trustees has the authority to appoint or modify said full time vacancies and positions and to determine issues of lawful and appropriate compensation and applicable related employee benefits for a full-time employees and/or separate said employees;

**NOW, THEREFORE**, be it resolved by the Trustees of the College now assembled in public session this 16th day of January 2024, hereby approves the above stated personnel actions for Rowan College at Burlington County.





\*\*\*\*\***CERTIFICATION OF THE SECRETARY**\*\*\*\*\*

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, January 16, 2024**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt
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 Dr. Anthony C. Wright  
 Chairperson

  
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 Dr. Michael A. Cioce  
 Board Secretary



**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
JANUARY 16, 2024**

**RESOLUTION #2024-016-07**

**APPROVAL OF PRESIDENT'S RECOMMENDATIONS TO REAPPOINT AND AWARD  
TENURE TO CERTAIN FACULTY HOLDING ACADEMIC RANK**

**WHEREAS**, Mr. Alexander Ward, Ms. Myriah Stubee, Ms. Linda Koszyk, Dr. Tonya Leisa Karanjia, Mr. Christopher Cooper and Dr. Brandon Chapman, are eligible for reappointment that would confer tenure; and

**WHEREAS**, Mr. Alexander Ward, Ms. Myriah Stubee, Ms. Linda Koszyk, Dr. Tonya Leisa Karanjia, Mr. Christopher Cooper and Dr. Brandon Chapman have prepared and submitted for review appropriate applications for reappointment that would confer tenure; and

**WHEREAS**, the tenure review files of have included their entire record of service and employment at the College, were evaluated by the Divisional Deans who provided affirmative recommendations for their reappointments; and

**WHEREAS**, in accordance with Board Policy 104, Tenure Review, the Tenure Review Board reviewed carefully the Deans' affirmative recommendations as well as the evidence and information presented in Mr. Alexander Ward's, Ms. Myriah Stubee's, Ms. Linda Koszyk's, Dr. Tonya Leisa Karanjia's, Mr. Christopher Cooper's and Dr. Brandon Chapman's tenure review files, which included their entire records of employment and performance at the College; and

**WHEREAS**, in carrying out its responsibilities, the Tenure Review Board was governed by Board Policy 104 which states in relevant part that:

*"Tenure should be awarded only to individuals whose performance during their probationary period gives clear evidence of their ability and willingness to make significant and continuing contribution to the growth and development of the institution."*  
and,

*"Tenure should be awarded after presentation of positive excellence in teaching, scholarly achievement, contribution to College and Community, and fulfillment of professional responsibilities."*

**WHEREAS**, the Tenure Review Board finds that the evidence and information presented and considered in the applications of Mr. Alexander Ward, Ms. Myriah Stubee, Ms. Linda Koszyk, Dr. Tonya Leisa Karanjia, Mr. Christopher Cooper and Dr. Brandon Chapman for reappointment and records of employment are consistent with the criteria expressed in Board Policy 104 and has, subsequently, recommended to the President of the College (hereinafter referred to as President) the reappointments and awards of tenure to Mr. Alexander Ward, Ms. Myriah Stubee,



Ms. Linda Koszyk, Dr. Tonya Leisa Karanjia, Mr. Christopher Cooper and Dr. Brandon Chapman; and

**WHEREAS**, the President has reviewed carefully the affirmative recommendation(s) of the Deans and Tenure Review Board for the reappointments of Mr. Alexander Ward, Ms. Myriah Stubee, Ms. Linda Koszyk, Dr. Tonya Leisa Karanjia, Mr. Christopher Cooper and Dr. Brandon Chapman to the next Academic Year, 2023-2024, in light of all appropriate institutional needs, policies, criteria and requirements; and

**WHEREAS**, the President, in the exercise of his best professional judgment, has determined that the reappointments of Mr. Alexander Ward, Ms. Myriah Stubee, Ms. Linda Koszyk, Dr. Tonya Leisa Karanjia, Mr. Christopher Cooper and Dr. Brandon Chapman effectively serve the mission and goals of the College and are consistent with all appropriate institutional needs, policies, criteria and requirements governing reappointment that would confer tenure; and

**WHEREAS**, the Board of Trustees of Rowan College at Burlington County (hereinafter referred to as Board of Trustees) has received recommendations from the President to reappoint Mr. Alexander Ward, Ms. Myriah Stubee, Ms. Linda Koszyk, Dr. Tonya Leisa Karanjia, Mr. Christopher Cooper and Dr. Brandon Chapman;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees meeting in public session this 17th day of January 2023 hereby accepts the recommendations of the President to reappoint Mr. Alexander Ward, Ms. Myriah Stubee, Ms. Linda Koszyk, Dr. Tonya Leisa Karanjia, Mr. Christopher Cooper and Dr. Brandon Chapman;

**BE IT FURTHER RESOLVED**, that the Board of Trustees approves the reappointments and subsequent awards of tenure to Mr. Alexander Ward, Ms. Myriah Stubee, Ms. Linda Koszyk, Dr. Tonya Leisa Karanjia, Mr. Christopher Cooper and Dr. Brandon Chapman.







\*\*\*\*\*CERTIFICATION OF THE SECRETARY\*\*\*\*\*

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, January 16, 2024**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
<b>Voice Vote</b>			9	0	0			
<b>Roll Call</b>								
1 Justin Braz		√						1
2 Kevin Brown								2
3 Lorraine Hatcher								3
4 James Kerfoot, Vice Chair								4
5 Raymond Marini								5
6 Dorion Morgan								6
7 Gino Pasqualone								7
8 Mickey Quinn						x		8
9 Regina Reed	√							9
10 Vacant								10
11 Anthony Wright, Chairperson								11

Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting

  
 Dr. Anthony C. Wright  
 Chairperson

  
 Dr. Michael A. Cioce  
 Board Secretary



**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
JANUARY 16, 2024**

**RESOLUTION #2024-016-08**

**ADOPTION/AFFIRMATION OF CERTAIN BOARD POLICIES**

**WHEREAS**, the Board requested that College administrative staff, along with counsel, review existing Board Policies and provide advice and recommendations regarding said policies; and

**WHEREAS**, at its request, the College has provided the Board with certain draft and amended policies; and

**WHEREAS**, the various Committees of the Board have undertaken a review of the proposed policies and have recommended that the proposed policies be affirmed, which may require the modification of certain existing policies; and

**WHEREAS**, the Board concurs with the recommendations of the various Committees and has determined to take formal action with respect thereto;

**NOW, THEREFORE**, be it resolved by the Trustees of the College now assembled in public session this 16<sup>h</sup> day of January 2024, that:

1. The policies attached hereto and incorporated herein by reference be approved and adopted as written.
2. Be it further resolved that the policies attached hereto are effective immediately.
3. Be it further resolved that the College is authorized to do all things legal and proper to finalize College policies in accordance with the attached, including incorporating any amendments or modifications of existing policy.



**ROWAN COLLEGE AT BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
JANUARY 16, 2024**

**BOARD POLICIES UPDATES**

	<b>Policy No.</b>	<b>Title</b>
1	912	Equal Employment Opportunity, Disabilities, Anti-Discrimination and Anti-Harassment Policy, Anti-Retaliation, Complaint and Reporting Procedure, Whistleblower Policy
2	TBD	Persona-Non-Grata

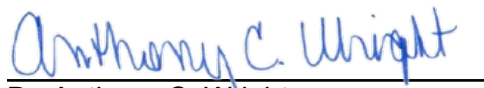



\*\*\*\*\***CERTIFICATION OF THE SECRETARY**\*\*\*\*\*

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, January 16, 2024**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt
<b>Voice Vote</b>			9	0	0		
<b>Roll Call</b>							
1 Justin Braz		√					1
2 Kevin Brown							2
3 Lorraine Hatcher							3
4 James Kerfoot, Vice Chair							4
5 Raymond Marini							5
6 Dorion Morgan							6
7 Gino Pasqualone							7
8 Mickey Quinn						x	8
9 Regina Reed	√						9
10 Vacant							0
11 Anthony C. Wright, Chairperson							1

Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting

  
 Dr. Anthony C. Wright  
 Chairperson

  
 Dr. Michael A. Ciocco  
 Board Secretary



### **Academic Committee**

1. Committee Report  
Presented by Chair Dr. James Kerfoot
2. Action Resolution(s) for Approval

**TAB 9:** Resolution for termination of certain Degree and Certification Programs.

**TAB 10:** Resolution to rename the Division of Liberal Arts to the **Division of Humanities, Business, and Social Sciences (HBSS)**.

Chair Wright invited questions on the resolutions and there were none. Chair Wright requested a motion to move Tabs 9 and 10, as recommended by the Academic Committee. With a motion by Trustee Kevin Brown and a second by Trustee Justing Braz, the Board approved Resolutions 9 and 10 with all in favor, none opposed. This concluded the Academic Committee Report.



**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
JANUARY 16, 2024**

**RESOLUTION #2024-016-09**

**TERMINATION OF CERTAIN DEGREE AND CERTIFICATE PROGRAMS**

**WHEREAS**, Rowan College at Burlington County is moving to officially terminate the following degree and certificate programs, effective January 19, 2024, due to prolonged inactivity or from intentional decisions aimed at aligning the institution's offerings with contemporary educational demands and industry trends:

AAS.ALT	Alternative Energy Technologies
AAS.AUT	Automotive Technology
AAS.XXX	Chemical Technology
AAS.CET	Civil Engineering Technology
AAS.XXX	Entertainment Technologies – Option in Entertainment Management
AAS.XXX	Entertainment Technologies – Option in Lighting Engineering
AAS.ENT	Entrepreneurship
AAS.GIS	Geospatial Technologies
AAS.PAS	Pastry Arts
AS.GSC	Geoscience
AS.XXX	Psychosocial Rehabilitation/Treatment (W/Rutgers)
AS.SES	Sustainable Energy Studies
SPC.BPC	Business Paraprofessional
SPC.CET	Civil Engineering
SPC.DPC	Disaster Preparedness
SPC.EAC	Elder-Adult Companion Care Certificate
SPC.EHR	Electronic Health Records
SPC.FHC	Family Helper Certificate
SPC.FSI	Fire Inspection Certificate
SPC.FSM	Food Service & Hospitality Management Certificate
SPC.HSS	Social Services Certificate
SPC.CTF	Specification Technology for Fashion Design Certificate
SPC.MET	Mechanical Engineering
SPC.TFD	Technical Fashion Design
CRT.ALT	Alternative Energy Technologies
CRT.ASL/IEP	American Sign Language/Interpreter Education
CRT.AUT	Automotive Technology
CRT.DMS	Diagnostic Medical Sonography
CRT.ENT	Entrepreneurship
CRT.GIS	Geospatial Technology
CRT.CRJ	Police Science



**WHEREAS**, in such instances, Section IV.B. of the *Academic Issues Committee Manual 2022*, issued by the New Jersey Presidents' Council requires that at an institution deciding to terminate a program formally accomplish the same by a resolution of the College's governing board; and

**WHEREAS**, this signed resolution will be sent to the Academic Issues Committee, of the New Jersey President's Council, for its information;

**NOW, THEREFORE, BE IT RESOLVED**, by the Rowan College at Burlington County Board of Trustees, now assembled in public session this 16th day of January 2024, that the above-named degree programs and certificate programs shall be officially terminated at Rowan College at Burlington County, effective January 19, 2024.




\*\*\*\*\*CERTIFICATION OF THE SECRETARY\*\*\*\*\*

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, January 16, 2024**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
<b>Voice Vote</b>			9	0	0			
<b>Roll Call</b>								
1 Justin Braz		√						1
2 Kevin Brown	√							2
3 Lorraine Hatcher								3
4 James Kerfoot, Vice Chair								4
5 Raymond Marini								5
6 Dorion Morgan								6
7 Gino Pasqualone								7
8 Mickey Quinn						x		8
9 Regina Reed								9
10 Vacant								10
11 Anthony C. Wright, Chairperson								11

Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting

  
 Dr. Anthony C. Wright  
 Chairperson

  
 Dr. Michael A. Cioce  
 Board Secretary





**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
JANUARY 16, 2024**

**RESOLUTION #2024-016-10**

**APPROVAL TO CHANGE THE NAME OF DIVISION OF LIBERAL ARTS TO  
DIVISION OF HUMANITIES, BUSINESS, AND SOCIAL SCIENCES (HBSS)**

**WHEREAS**, In order to better describe the disciplines and programs Liberal Arts (LA) offer, it was recommended that the Division of Liberal Arts be changed to the Division of Humanities, Business, and Social Sciences. Liberal Arts has consistently focused on business, arts and humanities, and the social sciences, therefore, "Humanities, Business, and Social Sciences" most clearly defines the Division.

**WHEREAS**, the Division of Humanities, Business, and Social Sciences elaborates a much clearer description of the specific disciplines housed within the Division of Humanities, Business, and Social Sciences, while also aligning with how other Divisions at Rowan College at Burlington County are listed. For example, the *STEM Division* includes Science, Technology, Engineering, and Math programs, while the *Division of Health Sciences* includes Nursing and Allied Health programs.

**NOW THEREFORE**, be it resolved by the Trustees of the College now assembled in public session this 16th day, January 2024, that the above-named Division of Liberal Arts be officially renamed to the Division of Humanities, Business, and Social Sciences at Rowan College at Burlington County, effective the first day of the Fall Semester, 2024.





\*\*\*\*\***CERTIFICATION OF THE SECRETARY**\*\*\*\*\*

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, January 16, 2024**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
<b>Voice Vote</b>			9	0	0			
<b>Roll Call</b>								
1 Justin Braz		√						1
2 Kevin Brown	√							2
3 Lorraine Hatcher								3
4 James Kerfoot, Vice Chair								4
5 Raymond Marini								5
6 Dorion Morgan								6
7 Gino Pasqualone								7
8 Mickey Quinn						x		8
9 Regina Reed								9
10 Vacant								10
11 Anthony C. Wright, Chairperson								11

Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting

  
 Dr. Anthony C. Wright  
 Chairperson

  
 Dr. Michael A. Ciocè  
 Board Secretary



**COMMENTS FROM THE BOARD**

No comments from the Board

**OTHER BUSINESS**

No other business.

**ADJOURNMENT OF PUBLIC SESSION**

There is no need for an Executive Session. With no further business, Dr. Wright requested a motion to adjourn the Board of Trustees' Meeting. With a motion by Trustee Dorion Morgan and a second by Trustee Justin Braz, the Board of Trustees' Meeting adjourned at 5:56 PM.

Respectfully submitted,

Dr. Michael A.  
Cioce Board  
Secretary

MAC:lc