

ROWAN COLLEGE AT BURLINGTON COUNTY

**BOARD OF TRUSTEES
REGULAR PUBLIC MEETING**

Tuesday, April 18, 2023

**Host: Mount Holly Campus, The Culinary Arts Center
Room 234
21 Mill Street
Mount Holly, New Jersey 08060**

MINUTES

CALL TO ORDER

Board of Trustees Chair Dr. Anthony C. Wright welcomed everyone in attendance and called the meeting to order at 5:33PM.

FLAG SALUTE

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

ROLL CALL

Board Present: Mr. Kevin Brown, Ms. Lorraine Hatcher, Dr. James Kerfoot, Mr. Raymond Marini, Mr. Dorion Morgan (Virtual), Mr. Gino Pasqualone, Ms. Regina Reed and Dr. Anthony Wright

Board Absent: Mr. Mickey Quinn

RCBC Present: Dr. Michael A. Cioce (President and Board Secretary), Dr. Karen Archambault, Dr. Catherine Briggs, Ms. Leidalis Cardona (Board Recorder), Mr. Matthew Farr, Ms. Kelly Grant (Board Solicitor) Dr. Martin Hoffman, Mr. James Lawless, Mr. Kevin Kerfoot, Dr. Karen Montalto, Ms. Jeanne Paulsen, Ms. Ashley Pezzolla, Ms. Donna Podolski, Mr. David Quinnan, Dr. Anita Rudman, Ms. Michelle Russell, Dr. David Spang, Ms. Nicole Tavares, Dr. Shawn Thomas, Dr. Andre Turner, Dr. Donna Vandergrift, Mr. Greg Volpe, Mr. Jonathan Weisbrod, and Mr. William Whitfield.

Special Guest: Ms. Mikayla Kobler

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 March 21, 2023, as submitted. With a motion by Trustee Dr. James Kerfoot and a second by Trustee Mr. Raymond Marini, The Board approved the Regular Board Meeting minutes for February 21, 2023 with all in favor.

Prior to President Cioce’s report, Dr. Wright shared that April is designated as Community College Month. Two RCBC student interns in the Marketing office have been focusing on the College’s social media channels. The posts feature on the street interviews discussing Dual Enrollment and 3 + 1 programs.

CORRESPONDANCE

Dr. Cioce notified the attendees that The Board of Trustees received correspondence on April 18th, dated April 12th from Bonnie McCleary. A response will be sent by Dr. Cioce as Secretary to the Board.

REPORTS

1.) President’s Report:

The President’s Report was presented in written form to the Board, which included news and events from March 21, 2023 to April 18, 2023.

Student Spotlight

- Mikayla Kobler, is a peer mentor and art student, who is active on both the Mount Laurel and Mount Holly Campuses.
- She will be providing tours of the building as part of tonight’s Mount Holly Art Campus Exploration night.

Committee Updates

- Academic
- Finance and Facilities
- Personnel

Mount Holly

- The college has been focusing on improving services provided on the Mount Holly Arts Campus.
- Tonight, we will hold the first ever Arts Campus Exploration Night to bolster awareness of this campus and the arts programs that are housed here.
- Other initiatives this year include adding branding to the building's exterior, having student services appointments on campus, a new Zen Den and expanding facilities' responsibility to coordinate activity in the building.
- This follows a successful Open House on the Mount Laurel Campus on March 25, which had 102 prospective students and 113 of their guests.

Of note:

- The college hosted a children's citizenship ceremony to celebrate new Americans on April 14.
- The college earned a Silver Paragon Award from the National Council of Marketing and Public Relations for the debut episode of the Program Pod. Kudos to Jay Varga, creative content specialist!
- Supported by grants from the NJ Colleges & Universities Implementing Tobacco & Smoke-Free Policies and Lockheed Martin, the college will celebrate the opening of the RecWell exercise equipment station in the Student Success Center cafeteria tomorrow.
- RCBC alum and Foundation Trustee Karen Alabanese was appointed to the Inspira Network Board Trustees.

Upcoming events

rcbc.edu/events

- Academic Awards – 5 pm, Monday, April 24 (evening)
- A Force for Our Students fundraiser, 7:30 am, Thursday, May 4 • Liberal Arts Commencement – 10 a.m. Wednesday, May 17 • STEM Commencement – 10 a.m. Thursday, May 18
- Health Sciences Commencement – 1 p.m. Thursday, May 18. • Graduation rain date – Friday, May 19

- President Cioce invited questions.

With no further questions, this concluded the President's Report.

2. Board Reports

- A. **Finance/Facilities Committee:** Chair Dorion Morgan reported that the Finance/Facilities Committee met on Tues., April 11, 2023 at 4:00PM, and the Committee discussed various finance and facilities matters.

Trustee Morgan proceeded with a review of Tabs 1 through 7 for the Board's consideration:

Finance/Facilities Committee Action (Resolution(s) for Approval)

- Tab #1:** Resolution # 2023-108-01, A Resolution to approve and ratify requested business-related travel.
- Tab #2:** Resolution # 2023-180-02, A Resolution to approve and ratify certain agreements and contracts.
- Tab #3:** Resolution # 2023-180-03, A Resolution to approve a contract to **CME Associates** to provide professional services for a boundary survey and related services on the Pemberton Campus in an amount not to exceed \$42,135.00
- Tab #4** Resolution # 2023-180-04, to approve a contract to **T&M Associates** to provide professional services related to the environmental remediation of the Pemberton campus in the amount of \$199,250.00
- Tab #5** Resolution # 2023-180-05, to approve an amendment to the contract **with Pennoni Associates Inc.** to provide an increased level of professional services for the solar feasibility project in the amount of \$100,000.00 and a new not to exceed amount of \$180,000.00
- Tab #6** Resolution # 2023-180-06, A Resolution to reaffirm the qualified list of collection agencies to be used by the College Office of Student Accounts.
- Tab #7** Resolution # 2023-180-07, A Resolution to award a contract extension to the **Touchnet Information Systems, Inc.** with **Blackboard, Inc.** to provide continued electronic refunding services, payment plans and online payment processing for the College during Fiscal Year 2024.

Chair Dr. Wright invited questions on the resolutions and there were none. The Chair requested a motion to move Tabs 1 through 9, as recommended by the Finance/Facilities Committee. With a motion by Trustee Regina Reed and a second by Trustee Ms. Lorraine Hatcher, the Board approved Resolutions 1 through 7 with all in favor and none opposed. This concluded the Finance/Facilities Committee Report.



**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
April 18, 2023**

RESOLUTION #2023-108-01

TO APPROVE AND RATIFY REQUESTED BUSINESS-RELATED TRAVEL

APPROVE

1) Grant-Funded Travel

Andre Turner, Director of the Educational Opportunity Fund, NCORE 2023 National Conference on Race and Ethnicity in Higher Education, New Orleans, LA, May 30 - June 3, 2023, \$2,870.00

2) Operational

Dr. Michael Cioce, President, New Presidents Fellowship, Aspen, CO, May 31 - June 4, 2023, \$2,000.00

Laurie Shannon Meadows, Instructor, Science and Mathematics, Immunology 2023 Scientific Conference / Professional Development, Washington, DC, May 10 - May 16, 2023, \$2,684.00

RATIFICATION

1) Grant-Funded Travel

Nabeel Baig, Instructor Computing and Informatics, EPIIC Grant Workshop, Atlanta, GA, April 10 - April 13, 2023, \$0.00

Dr. Edem Tetteh, Dean of STEM, EPIIC Grant Workshop, Atlanta, GA, April 10 - April 13, 2023, \$0.00

Dr. Shawn Thomas, Executive Director of Adult & Continuing Education and Business Engagement, EPIIC Grant Workshop, Atlanta, GA, April 10 - April 13, 2023, \$0.00

Kelly Rivera, Full-Time Nursing Faculty, Florida Nurse Tim Conference, Orlando, FL, February 16 - February 19, 2023, \$2,175.00



2) Operational

Edmund Johnson, Assistant Director of Public Safety / Pandemic Response Coordinator, 16th Annual NJ CUPSA & IACLEA Conference, Atlantic City, NJ, April 18 - April 20, 2023, \$187.94

REIMBURSEMENT

Dr. Karen Archambault, Vice President of Enrollment Management and Student Success, ASPEN Fellowship, Leesburg, VA, November 28 - December 1, 2022, \$146.75

Courtney Dyott, Director of Diagnostic Medical Sonography, Advanced OB&GYN Ultrasound Seminar, Orlando, FL, February 15 - February 19, 2023, \$111.41

Victoria Bowman, Student Success Coordinator, NACADA, Hanover, MD, March 14 - March 17, 2023, \$172.12

Shanice Parran, Student Services Generalist, NACADA, Hanover, MD, March 15 - March 17, 2023, \$174.21

Susan Raitman, Assistant Director of Advising and Retention, NACADA, Hanover, MD, March 15 - March 17, 2023, \$276.27




*******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, April 18, 2023**, and on the Mount Holly Campus, Culinary Arts Center, Room 234, Mount Holly, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt
Voice Vote			6	0	0		
Roll Call							
1 Vacant							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						×	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
April 18, 2023**

RESOLUTION #2023-108-02

TO APPROVE AND RATIFY AGREEMENTS AND CONTRACTS

FOR APPROVAL:

To approve a professional services contract with **Christina Broderick** for keynote speaker at the RCBC EOF of year of ceremony honoring scholars for the 2023 graduating class, on May 2, 2023, in the amount of \$3,500.00.

To approve an amendment to agreement with **Ellucian Company, L.P.**, for managed consulting services for the existing student planning module, for the term April 1, 2023 through May 30, 2023, in the amount of \$4,143.00. (modify existing agreement)

To approve the renewal of a software license & maintenance contract with **QLESS, Inc.** for Qless software program, a virtual queuing software, for the term August 1, 2023 through July 31, 2024, in an amount of \$7,381.00. (renew existing agreement)

To approve a renewal of a software license & maintenance with **Faronics Technologies USA, Inc.**, for Deep Freeze software, for the term July 1, 2023 through June 30, 2024 in an amount of \$3,150.00. (renew existing agreement)

To approve a renewal of a software license & maintenance contract with **HappyFox, Inc.**, a ticket tracking software, for the OIT department, for the term July 1, 2023 through June 30, 2024, in the amount of \$16,560.00. (renew existing agreement)

To approve a renewal of a software license with **Dell Marketing, L.P.** for the Sunrise Systems RIMS for the term July 1, 2023 through June 30, 2024, in the amount of \$26,474.49. (NJ State contract M0483, renew existing agreement)

To approve a renewal of software subscription licenses with **CDW Government**, for Adobe Creative Cloud for the term July 1, 2023 through June 30, 2024, in the amount of \$37,464.80. (NJ State contract-M00033/89849, renew existing agreement).

To approve a renewal of software license with **Voice Thread, LLC**, for a one-year term, July 1, 2023 through June 30, 2024, in the amount of \$15,549.00. (renew existing agreement)



To approve a software maintenance renewal with **Fierce Software Corporation**, for Red Hat Enterprise Linux, an operating system for our servers, for the term August 17, 2023 through August 16, 2024, in an amount of \$9,477.63. (renew existing agreement)

To approve the renewal of a software license subscription with **Software House International, Inc. (SHI)**, for Umbrella Cloud Security, cyber security software, for the term September 30, 2023 through September 29, 2024, (3rd year of a 3-year contract), in the amount of \$12,150.42. (NJ State contract M0003-89851, NJEDGE consortium)

RATIFICATION:

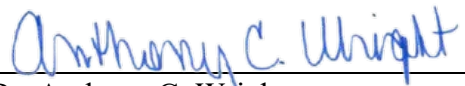
To ratify a contract renewal with **Anthology, Inc.** for Campus Lab licenses, which manage student engagement services, for a 16-month term March 1, 2023 to June 30, 2024, in the amount of \$14,400.00. (renew existing agreement)

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

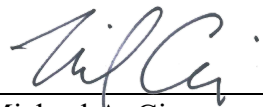
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Voice Vote			6	0	0		
Roll Call							
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4 James Kerfoot, Vice Chair							4
5 Raymond Marini							5
6 Dorion Morgan							6
7 Gino Pasqualone							7
8 Mickey Quinn						×	8
9 Regina Reed	√						9
10 Vacant							10
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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
April 18, 2023**

RESOLUTION #2023-108-03

TO APPROVE A CONTRACT TO CME ASSOCIATES TO PROVIDE PROFESSIONAL SERVICES FOR A BOUNDARY SURVEY AND RELATED SERVICES ON THE PEMBERTON CAMPUS IN AN AMOUNT NOT TO EXCEED \$42,135.00

WHEREAS, the College has a need for professional services relating to the Pemberton campus and the completion of a boundary survey and related services; and

WHEREAS, the College's Board of Trustees entered into a Shared Services Agreement with the County of Burlington at their December 2, 2014 meeting; and

WHEREAS, the Board of Commissioners for the County of Burlington, previously approved and certified a list of qualified professionals at their December 8, 2021 meeting; and

WHEREAS, the College would like to use this prequalified list as part of the Shared Service Agreement with the County; and

WHEREAS, the College has determined that **CME Associates** has the experience and expertise to provide all said services and has provided a technical proposal detailing all the work; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51, N.J.S.A. 19:44A-20.4 et seq., N.J.S.A. 18A:64A-25.10 and N.J.S.A. 18A:64A-25.5(1)) it appears in the best interest of the College to award a contract to **CME Associates**, 418 Stokes Road, Medford, NJ 08055; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51, N.J.S.A. 19:44A-20.4 et seq., N.J.S.A. 18A:64A-25.10 and N.J.S.A. 18A:64A-25.5(1)), the President recommends the award of this contract to the following vendor: **CME Associates**, 418 Stokes Road, Medford, NJ 08055; and

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 18th day of April 2023, that the contract be awarded to **CME Associates** in the amount of **\$42,135.00**.



Rowan College
at
BURLINGTON COUNTY

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

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

The money necessary to fund said contract is **\$42,135.00**. 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 appropriations:

6-05092-9895 (Transition, Architect/Engineer)

Kevin Kerfoot

Kevin Kerfoot
Chief Financial Officer

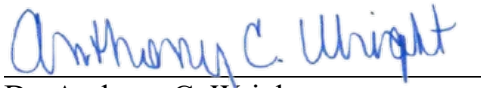


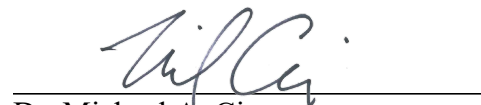
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4 James Kerfoot, Vice Chair								4
5 Raymond Marini								5
6 Dorion Morgan								6
7 Gino Pasqualone								7
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9 Regina Reed	√							9
10 Vacant								10
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Dr. Anthony C. Wright
Chairperson


Dr. Michael A. Cioce
Board Secretary



**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
April 18, 2023**

RESOLUTION #2023-108-04

**TO APPROVE A CONTRACT TO T&M ASSOCIATES TO PROVIDE
PROFESSIONAL SERVICES RELATED TO THE ENVIRONMENTAL
REMEDiation OF THE PEMBERTON CAMPUS
IN THE AMOUNT OF \$199,250.00**

WHEREAS, the College has a need for professional environmental and engineering services, bidding assistance, and project administration services for the environmental remediation and hazardous materials abatement of four (4) buildings located on the Pemberton campus; and

WHEREAS, the College's Board of Trustees entered into a Shared Services Agreement with the County of Burlington at their December 2, 2014 meeting; and

WHEREAS, the Board of Commissioners for the County of Burlington, previously approved and certified a list of qualified professionals at their December 8, 2021 meeting; and

WHEREAS, the College would like to use this prequalified list as part of the Shared Service Agreement with the County; and

WHEREAS, the College has determined that **T&M Associates** has the experience and expertise to provide all said services; and

WHEREAS, the College has determined that **T&M Associates** has the experience and expertise to provide all said services and has provided a technical proposal detailing all the work; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51, N.J.S.A. 19:44A-20.4 et seq., N.J.S.A. 18A:64A-25.10 and N.J.S.A. 18A:64A-25.5(1)) it appears in the best interest of the College to award a contract to **T&M Associates**, 200 Century Parkway, Suite B, Mt. Laurel, NJ 08054; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51, N.J.S.A. 19:44A-20.4 et seq., N.J.S.A. 18A:64A-25.10 and N.J.S.A. 18A:64A-25.5(1)), the President recommends the award of this contract to the following vendor: **T&M Associates**, 200 Century Parkway, Suite B, Mt. Laurel, NJ 08054; and

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 18th day of April 2023, that the contract be awarded to **T&M Associates** in the amount of **\$199,250.00**.



Rowan College
at
BURLINGTON COUNTY

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

I, Kevin Kerfoot, Chief Financial Officer, do hereby certify that adequate funds are available in the Capital budget funds to pay for the contract between Rowan College at Burlington County and **T&M Associates**.

The money necessary to fund said contract is **\$199,250.00**. 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 appropriations:

6-05092-9895 (Transition, Architect/Engineer)

Kevin Kerfoot

Kevin Kerfoot
Chief Financial Officer

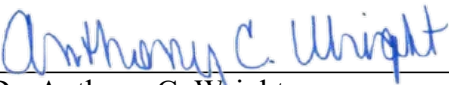



*******CERTIFICATION OF THE SECRETARY*******

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Dr. Anthony C. Wright
Chairperson


Dr. Michael A. Cioce
Board Secretary



**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
April 18, 2023**

RESOLUTION #2023-108-05

TO APPROVE AN AMENDMENT TO THE CONTRACT WITH PENNONI ASSOCIATES INC. TO PROVIDE AN INCREASED LEVEL OF PROFESSIONAL SERVICES FOR THE SOLAR FEASIBILITY PROJECT IN THE AMOUNT OF \$100,000.00 AND A NEW NOT TO EXCEED AMOUNT OF \$180,000.00

WHEREAS, the College has a need for additional professional consulting services relating to a college initiative to install PV solar generation at our Mt. Laurel campus; and

WHEREAS, the College's Board of Trustees amended a professional consulting contract with Pennoni Associates Inc. at their February 21, 2023 meeting; and

WHEREAS, the College has determined that **Pennoni Associates Inc.** has the experience and expertise to provide all of the additional services; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51, N.J.S.A. 19:44A-20.4 et seq., N.J.S.A. 18A:64A-25.10 and N.J.S.A. 18A:64A-25.5(1)) it appears in the best interest of the College to award a contract to **Pennoni Associates Inc.**, 24 Commerce St., Suite 300, Newark, NJ 07102; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51, N.J.S.A. 19:44A-20.4 et seq., N.J.S.A. 18A:64A-25.10 and N.J.S.A. 18A:64A-25.5(1)), the President recommends the award of this contract to the following vendor: **Pennoni Associates Inc.**, 24 Commerce St., Suite 300, Newark, NJ 07102; and

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 18th day of April 2023, that an amended contract for an increased level of professional services be awarded to **Pennoni Associates Inc.** in an amount not to exceed **\$180,000.00**.



Rowan College
at
BURLINGTON COUNTY

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

I, Kevin Kerfoot, Chief Financial Officer, do hereby certify that adequate funds are available in the Capital budget funds to pay for the contract between Rowan College at Burlington County and **Pennoni Associates Inc.**

The money necessary to fund said contract is **\$180,000.00**. 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 appropriations:

6-05092-9895 (Transition, Architect/Engineer)

Kevin Kerfoot

Kevin Kerfoot
Chief Financial Officer

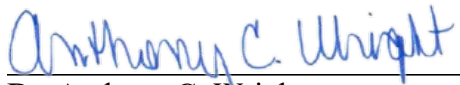


*******CERTIFICATION OF THE SECRETARY*******

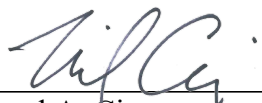
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Dr. Anthony C. Wright
Chairperson



Dr. Michael A. Cioce
Board Secretary



**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
April 18, 2023**

RESOLUTION #2023-108-06

**TO REAFFIRM THE QUALIFIED LIST OF COLLECTION AGENCIES TO BE USED
BY THE COLLEGE OFFICE OF STUDENT ACCOUNTS**

WHEREAS, the College may have a need for qualified firms to perform services in the area of bad debt collections on our behalf; and

WHEREAS, the College's Board of Trustees approved a resolution at the June 21, 2023 meeting approving the qualified list of debt collection agencies to provide these services for a period of one (1) year and the contract contained language that would allow for it to be extended for one additional year by mutual agreement; and

WHEREAS, our current contract expires on June 30, 2023; and

WHEREAS, it appears that the attached list of debt collection agencies have the experience and expertise to provide debt collections services for the college; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (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) and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(14), it appears in the best interest of the College to approve the list of qualified debt collection agencies; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (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) and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(14), the President recommends contracts be awarded to approve the list of qualified debt collection agencies; and

NOW THEREFORE, be it resolved, by the Trustees of the College now assembled in public session this 18th day of April 2023, authorizes the College to approve the list of qualified debt collection agencies to work with the Office of Student Accounts at the College to collect bad debt, on behalf of the College, for the contracted period.



**COLLECTION AGENCIES -FY24- Pre-Qualified List
July 1, 2023 – June 30, 2024**

AR Resources, Inc.
1777 Sentry Parkway West
Merion Towle Building #101
Blue Bell, PA 19422
(866) 804-5501

HS Financial Group
25651 Detroit Road
Suite 203
Cleveland, Ohio 44145
(888) 774-0272




*******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, April 18, 2023**, and on the Mount Holly Campus, Culinary Arts Center, Room 234, Mount Holly, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote			6	0	0			
Roll Call								
1 Vacant								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						×		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

B. Personnel Committee: Chair Kevin Brown announced that the Personnel Committee met in person on Wednesday, April 12, 2023, and the Committee discussed various personnel matters.

This concluded the Personnel Committee Report and Committee Chair Brown proceeded with a review of Tabs 8 through 10 for the Board's consideration:

Personnel Committee Action (Resolution(s) for Approval)

- Tab #8** Resolution # 2023-180-08, A Resolution to approve personnel actions for Rowan College at Burlington County.
- Tab #9** Resolution # 2023-180-09, A Resolution to approve a contract with **Horizon Blue Cross Blue Shield of NJ** to provide Medical/Rx coverage for college employees' premiums in an amount not to exceed **\$5,500,000.00** for the period of May 1, 2023 through June 30, 2024
- Tab #10** Resolution # 2023-180-10, A Resolution to approve of president's recommendation to award promotion to certain faculty (**Academic related Resolution being Prepared**)

Chair Dr. Wright invited questions on the resolutions and there were none. The Chair requested a motion to move Resolutions 8 through 10, as recommended by the Personnel Committee. With a motion by Trustee Raymond Marini and a second by Trustee Gino Pasqualone, the Board approved Resolutions 8 through 10 with all in favor and none opposed.

This concluded the Personnel Committee Report.



**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
April 18, 2023**

RESOLUTION #2023-108-08

**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;

Heather Henderson as PT Nursing Lab Assistant at \$46.20/hour;
Ceciley Binegar as PT Information Specialist at \$20/hour;
Kelsey Cummins as Evening Paraprofessional at \$35,000;
Ashley Sapp as ABE PT Administrative Assistant at \$20/hour;
Ramesh Garimella as STEM Associate Dean at \$89,500;
Daniel Leeder as IT Systems Administrator at \$46,000;
Debra Klokis as Manager of Career Preparation at \$68,000;
Stephen Rusnak as Custodian at \$31,192;
Michele Moyer as Custodian at \$31,192;
Jessica Broadnax as Business Development Solutions Coordinator at \$38,000;
Alexys Anderson as Student Retention Coordinator at \$43,000; and

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

Monica Mushinski as Payroll Specialist II at \$50,400 effective 3/3/23;
Jennifer Brooke as PT Skills Facilitator at \$46.20/hour;
Kelly LaRocca as Instructor, Nursing at \$60,000;
George Custer as Public Safety Officer III at \$41,373.48;
Natalie Beach as PT Tutor II at \$18/hour;
Jeanette Lestina as PT Tutor II at \$18/hour;
Barbara Russell as PT Tutor II at \$18/hour;
Pietra Oliviera as Electronic Document Management Coordinator at \$40,000;
Malik Howard as temporary PT Title III Grant Assistant at \$20/hour; and

Salary Adjustments

Pamela Persichetti as Manager of Foundation Operations at \$69,500
Chelsea Stoltz as Human Resources Specialist at \$56,485;
Luigina Hermansky as PT Test Center Proctor at \$18/hour; and

Title Changes

Anne Edwards as Interim Assistant Dean, STEM (no salary change); and

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;

Viscidy, Michael; Simkins, Jessica; and

Adjuncts, Nursing and Health Sciences;

None; and

Part-Time Trainers;

Tirado Steve; Pierce, Michael; Lawton, Kevin; Sharpe, Shieke; and

EMT Trainers/EMT Aides;

Jakuboski, Scott; and

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

Thomas Sharpe, PT Public Safety Officer, Public Safety;
Raymond Kaldany, PT Custodian, Facilities;
Teresa Kowalewski, Custodian, Facilities;
Anthony Domingues, Student Services Generalist, EMSS;
Crystal Hill, Graphic Designer/Photographer, Marketing;
Francesca Muscelli, ESL Advisor, Liberal Arts;
Gail Vasilenko, Director of Dental Hygiene, Health Sciences;
Megan Riffle, Program Coordinator, STEM, and

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;

Alison DeJoseph, WDI, Paid LOA;
Teresa Kowaleski, Facilities, Paid Intermittent LOA;
Jarrett Kealey, EMSS, Paid LOA;
Katherine Vickers, EMSS, Paid LOA; and

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 18th day of April 2023, hereby approves the above stated personnel actions for Rowan College at Burlington County.




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

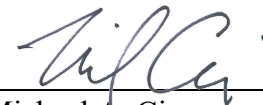
IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, April 18, 2023**, and on the Mount Holly Campus, Culinary Arts Center, Room 234, Mount Holly, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote			6	0	0			
Roll Call								
1 Vacant								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						×		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
April 21, 2023**

RESOLUTION #2023-108-09

**TO APPROVE A CONTRACT WITH HORIZON BLUE CROSS BLUE SHIELD OF NJ
TO PROVIDE MEDICAL/RX COVERAGE FOR COLLEGE EMPLOYEES'
PREMIUMS IN AN AMOUNT NOT TO EXCEED \$5,500,000 FOR THE PERIOD OF
MAY 1, 2023 THROUGH JUNE 30, 2024**

WHEREAS, the College has a need to provide a Medical/RX plan for employees; and

WHEREAS, **Horizon Blue Cross Blue Shield NJ** has provided exemplary service and comprehensive coverage through the NJ Direct 10, NJ Direct 15 and NJEHP plans; and

WHEREAS, **Horizon Blue Cross Blue Shield NJ** has a large network of participating providers in New Jersey; and

WHEREAS, **Horizon Blue Cross Blue Shield NJ** is advantageous with respect to both provider disruption and employee contributions, crucially; and

WHEREAS, Broker of Record, Brown and Brown, has determined that **Horizon Blue Cross Blue Shield NJ** offers the best current Medical/RX plan for College employees; and

WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. (C,18A:64A-25.5 (11)), it appears in the best interest of the College to award a contract to **Horizon Blue Cross Blue Shield NJ**, 3 Penn Plaza, Newark, NJ 07105; and

WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64A-25.5(11), the President recommends a contract be awarded to the following vendor: **Horizon Blue Cross Blue Shield NJ**, 3 Penn Plaza, Newark, NJ 07105;

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 18th day of April 2023, that a contract be awarded to **Horizon Blue Cross Blue Shield NJ** for the period of May 1, 2023 thru June 30, 2024 in an amount not to exceed \$5,500,000.



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

I, Kevin Kerfoot, Chief Financial Officer, do hereby certify that adequate funds are available in the Capital budget funds to pay for the contract between Rowan College at Burlington County and **Horizon Blue Cross Blue Shield of NJ**.

The money necessary to fund said contract is not to exceed **\$5,500,000.00**. 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 appropriations:

1-10420-9240 (Staff Benefits, Health Benefits Insurance)

Kevin Kerfoot

Kevin Kerfoot
Chief Financial Officer

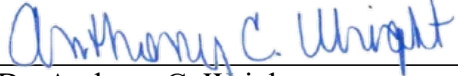



*******CERTIFICATION OF THE SECRETARY*******

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, April 18, 2023**, and on the Mount Holly Campus, Culinary Arts Center, Room 234 , Mount Holly, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote			6	0	0			
Roll Call								
1 Vacant								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						×		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
April 18, 2023**

RESOLUTION #2023-108-10

**APPROVAL OF THE PRESIDENT'S RECOMMENDATION TO
AWARD PROMOTION TO CERTAIN FACULTY**

WHEREAS, certain faculty members are eligible for promotion in academic rank; and

WHEREAS, certain faculty members have prepared and submitted for review appropriate application for promotion in academic rank; and

WHEREAS, eligible faculty members prepared promotion review files, which included their entire record of service and employment at the College, which were evaluated by their respective Divisional Dean; and

WHEREAS, in accordance with Board Policy 126, Promotion Review for Faculty Holding Academic Rank, the Promotion Review Board reviewed carefully the Deans' recommendations, as well as the evidence and information presented in each promotion review file; and

WHEREAS, in carrying out its responsibilities, the Promotion Review Board was governed by Board Policy 126, which states in relevant parts that:

Promotion in academic rank is awarded by the Board of Trustees based upon an affirmative recommendation by the President that an applicant for promotion is qualified and that his or her record of employment in academic rank at Rowan College at Burlington County evidences demonstrable proof of excellence in teaching and effective student learning, scholarly achievement, professional accomplishment, and distinguished service to the College and the community, and

The qualifications and criteria for advancement in academic rank are addressed below.

Professor: An earned doctorate or other appropriate terminal degree from an accredited institution in an appropriate field of study is required. A minimum of three years' experience as an Associate Professor at Rowan College at Burlington County is also required. The applicant for promotion to this rank and title must be the consummate professional with demonstrable evidence of exceptional teaching and effective student learning, scholarly achievements including externally documented and recognized professional accomplishments, unambiguous and documented evidence of continual and distinguished service to the College and community in leadership positions and mentoring roles at the highest levels since promotion to the rank of Associate Professor."



Associate Professor: An earned doctorate or other appropriate terminal degree from an accredited institution in an appropriate field of study is required. A minimum of three years' experience as an Assistant Professor at Rowan College at Burlington County is also required. Demonstrable evidence of exceptional teaching and effective student learning, scholarly achievement, and recognized professional accomplishment and distinguished service to the College and community in leadership positions since promotion to the rank of Assistant Professor, are the expectations and criteria for promotion to this rank.

Assistant Professor: An earned Master's degree from an accredited institution in an appropriate field of study is required; an earned doctorate or other appropriate terminal degree is highly desirable. Demonstrable evidence of excellence in teaching and effective student learning, scholarly achievement, and the ability to make and achieve positive professional accomplishments and render high quality service to the College and community, are the expectations and criteria for promotion to this rank.

WHEREAS, the Promotion Review Board finds that the evidence and information presented and considered in the applications for promotion in academic rank and record of employment are consistent with the criteria expressed in Board Policy 126, and has, subsequently, recommended to the President the promotion in academic rank for the following faculty members:

- Dr. Erica Osmond, from Associate Professor to Professor,
- Dr. Christopher Gazzara, from Assistant Professor to Associate Professor,
- Ms. Allison Millward from Instructor to Assistant Professor,
- Ms. Laurie Shannon Meadows, from Instructor to Assistant Professor,
- Mr. Malik Abdul-Jabbaar, from Instructor to Assistant Professor;
- Mr. Frank Caranci, from Instructor to Assistant Professor; and

WHEREAS, the President of Rowan College at Burlington County (hereinafter referred to as President) has reviewed carefully the recommendations of the Deans and Promotion Review Board for the promotion of the above-listed faculty members in academic rank as indicated, commencing in the academic year 2023-2024, in light of all appropriate institutional needs, policies, criteria and requirements; and,

WHEREAS, the President, in exercise of his best professional judgment, has determined that the promotion in academic rank of the above-listed faculty members effectively serves the mission and goals of the College and is consistent with all appropriate institutional needs, policies, criteria and requirements; and

WHEREAS, the Board of Trustees of Rowan College at Burlington County (hereinafter referred to as Board of Trustees) has received a recommendation from the President to promote the above-listed faculty members to the indicated academic ranks;



NOW, THEREFORE, be it resolved that the Board of Trustees, now assembled in public session this 18th day of April 2023, hereby accepts the recommendation of the President to promote said faculty members to the indicated academic ranks; and

BE IT FURTHER RESOLVED, that the Board of Trustees approves the promotion in academic rank, as indicated, for the following faculty members:

- Dr. Erica Osmond, from Associate Professor to Professor
- Dr. Christopher Gazzara, from Assistant Professor to Associate Professor
- Ms. Allison Millward, from Instructor to Assistant Professor
- Ms. Laurie Shannon Meadows, from Instructor to Assistant Professor
- Mr. Malik Abdul-Jabbaar, from Instructor to Assistant Professor
- Mr. Frank Caranci, from Instructor to Assistant Professor

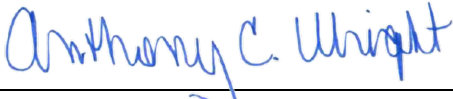


*******CERTIFICATION OF THE SECRETARY*******


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, April 18, 2023**, and on the Mount Holly Campus, Culinary Arts Center, Room 234, Mount Holly, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote			6	0	0			
Roll Call								
1 Vacant								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						×		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

C. Academic Committee: Committee Chair Dr. James Kerfoot reported:
Committee Chair Dr. James Kerfoot reported announced that the Academic Committee met in person on Tuesday, April 11, 2023 at 3:00PM, and the Committee discussed various Academic matters.

This concluded the Academic Committee Report and Committee Chair Kerfoot proceeded with a review of Tab 11 for the Board's consideration:

Academic Committee Action (Resolution(s) for Approval)

Tab #11 Resolution # 2023-180-11, A Resolution to establish a 3+1 Pathway for Rowan College at Burlington County students enrolled in an Associate of Science Degree in Construction Management or Business Administration to pursue a Bachelor of Arts Degree in Construction Management from Rowan University.

Chair Dr. Wright invited questions on the resolutions and there were none. The Chair requested a motion to move Resolution 11 as recommended by the Academic Committee. With a motion by Trustee Raymond Marini and a second by Trustee Kevin Brown, the Board approved Resolution 11 with all in favor and none opposed.

This concluded the Academic Committee Report.

COMMENTS FROM THE PUBLIC

Chair Wright invited comments from the public.

Members of the college community, Donna Podolski and Samantha Russell, expressed concerns regarding contract negotiations.

COMMENTS FROM THE BOARD

Chair Wright invited comments from the Board. There were none.

OTHER BUSINESS

No other business.



**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
April 18, 2023**

RESOLUTION #2023-108-11

**ESTABLISHMENT OF A 3+1 PATHWAY FOR ROWAN COLLEGE AT
BURLINGTON COUNTY STUDENTS ENROLLED IN AN ASSOCIATE OF SCIENCE
DEGREE IN CONSTRUCTION MANAGEMENT OR BUSINESS ADMINISTRATION
TO PURSUE A BACHELOR OF ARTS DEGREE IN CONSTRUCTION
MANAGEMENT FROM ROWAN UNIVERSITY**

WHEREAS, in an ongoing effort to provide students with opportunities for accessible and affordable educational pathways, Rowan College at Burlington County (RCBC) has partnered with Rowan University (RU) in 3+1 programs that facilitate transfer of students from RCBC to RU for the purpose of completing a baccalaureate degree; and

WHEREAS, a new 3+1 pathway was established for RCBC students enrolled in the Construction Management (AS.CON) or Business Administration (AS.BUS) Associate of Science degree programs to pursue a Bachelor of Arts degree in Construction Management from Rowan University; and

WHEREAS, the Construction Management 3+1 pathway consists of 90 credits of RCBC coursework and 30 credits of RU coursework for a total of 120 credits; and

WHEREAS, implementation of the new 3+1 in Construction Management will launch in Fall 2023 with eligible students who graduate from the approved Rowan College at Burlington County AS degrees in May 2023 or for any returning students with these AS degrees already completed; and

WHEREAS, recommended course sequence guides have been developed and marketing to students will begin in spring 2023.

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 18th day of April 2023, to approve establishment of the 3+1 pathway for Rowan College at Burlington County students enrolled in an Associate of Science degree in Construction Management or Business Administration to pursue a Bachelor of Arts degree in Construction Management from Rowan University with implementation in Fall semester 2023.




*******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, April 18, 2023**, and on the Mount Holly Campus, Culinary Arts Center, Room 234, Mount Holly, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt
Voice Vote			6	0	0		
Roll Call							
1 Vacant							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						×	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

ADJOURNMENT OF PUBLIC SESSION

There is no need for an Executive Session. With no further business, Dr. Wright adjourned the Board of Trustees' Meeting adjourned at 6:03 P.M.

Respectfully submitted,

Dr. Michael A. Cioce
Board Secretary

MAC:lc