

**ROWAN COLLEGE AT BURLINGTON COUNTY**

**BOARD OF TRUSTEES  
REGULAR PUBLIC MEETING**

**Tues., August 16, 2022**

**Host: Mount Laurel Campus, Student Success Center  
Executive Conference Room 138  
1500 College Circle  
Mount Laurel, New Jersey**

**MINUTES**

**CALL TO ORDER**

Board of Trustees Vice Chair Dr. James Kerfoot welcomed everyone in attendance and called the meeting to order at 5:32PM.

**FLAG SALUTE**

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

**SWEARING IN NEW RCBC TRUSTEES**

Vice Chair Dr. James Kerfoot introduced and welcomed Ms. Lorraine M. Hatcher as a newly appointed Trustee to the Rowan College at Burlington County Board of Trustees.

At their meeting of June 22, 2022, the Burlington County Board of County Commissioners appointed Ms. Lorraine M. Hatcher to the Rowan College at Burlington County Board of Trustees to fill Mr. George Nyikita's unexpired term effective June 23, 2022 through October 31, 2022. Ms. Hatcher has held elected positions on the Riverside Board of Education, and as mayor and deputy mayor of Riverside.

Additionally, Vice Chair Kerfoot introduced and welcomed Ms. Alexis McKenna as the newly elected Alumni Trustee to the Rowan College at Burlington County Board of Trustees. Ms. Alexis McKenna was elected by RCBC students to serve as the next Alumni Trustee on the Board of Trustees for the term July 1, 2022 through June 30, 2023. Ms. McKenna is a first-generation college student who first graduated from RCBC in 2012 earning a Paralegal degree. She graduated for a second time this year as part of the Law and Justice 3+1 program, which allows students to earn both an RCBC associate degree and Rowan University bachelor's degree for less cost than what most universities charge for a single year.

Solicitor Grant administered the Oaths of Allegiance and Oaths of Office. The Board of Trustees, President Michael Cioce and all meeting attendees welcomed Trustee Hatcher and Alumni Trustee McKenna to the Board. The Oaths have been officially signed and photos were taken.

**ROLL CALL**

*Board Present:* Mr. Kevin Brown, Ms. Lorraine M. Hatcher, Dr. James Kerfoot, Mr. Raymond Marini, Mr. Dorion Morgan, Mr. Gino Pasqualone, Mr. Mickey Quinn, Ms. Regina Reed, Dr. Anthony Wright, Ms. Alexis McKenna (Alumni Trustee)

*RCBC Present:* Dr. Michael A. Cioce (President and Board Secretary), Dr. Karen Archambault, Dr. Cathy Briggs, Ms. Lisa Cardello, Leidalis Cardona, Mr. Andrew Eaton, Mr. Matthew Farr, Ms. Shelley Geehr, Dr. Martin Hoffman, Mr. Kevin Kerfoot, Dr. Karen Montalto, Ms. Michelle Russell, Ms. Samantha Russell, Dr. David Spang (virtual), Ms. Nicole Tavares, Dr. Shawn Thomas, Dr. Donna Vandergrift, Mr. Greg Volpe, Mr. Jonathan Weisbrod, Mr. William Whitfield, Ms. Kelly Grant (Board Solicitor), Ms. Lynne Marie Devericks (Board Recorder)

*Special Guests:* Mr. and Mrs. James C. Anderson, Jr.  
Ms. Felice Tietz and family: Geralyn Yeamans, Joseph Berkley, Dan Yeamans

**PUBLIC ANNOUNCEMENT**

Ms. Lynne Marie Devericks read the following statement: “In compliance with the Open Public Meetings Act, the Board passed a resolution on November 23, 2021, 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.”

## **REPORTS**

### **1) President's Report (Recognition):**

- President Cioce recognized the service of Mr. James C. Anderson, Jr. on the Board of Trustees for the term January 15, 2018 through November 1, 2021. Mr. Anderson is a Gubernatorial appointment and he served several months beyond his expected term. The President proceeded with reading the proclamation recognizing Mr. Anderson's exceptional service and contributions to the College's Board of Trustees, and he presented the proclamation to him, a copy of which is made part of these public minutes.

Mr. Anderson thanked the Board and President Cioce. He wished the Board and its new members good luck and asked them to speak up, when needed.

- President Cioce recognized the service and retirement of Ms. Felice Tietz, Workforce Development Institute Grants Compliance and Monitoring Specialist, who has worked in various positions at the College for 17 years. The President proceeded with reading the resolution recognizing Ms. Tietz's contributions to the College, and he presented the resolution to her, a copy of which is made part of these public minutes.

President Cioce invited Felice to address the Board. Ms. Tietz thanked the Board, President Cioce, and her colleagues for giving her the opportunity to serve the students at RCBC. Her family always stressed the importance of affordable education and what the College offers is top notch. Felice also thanked President Cioce for supporting her when her brother passed a few years ago. Dr. Cioce was new to his role as President of the College, yet he made time for her and her family and it is very much appreciated.

## **CORRESPONDENCE REVIEW**

President Cioce advised that the College was notified via email on June 22, 2022, of Ms. Robin Walton's resignation from the Rowan College at Burlington County Board of Trustees. Ms. Walton's notification was officially received and acknowledged by the College and the Governor's Office.

## **ELECTION OF OFFICER**

Vice Chair Kerfoot called for nominations for the Office of Chairperson of the Rowan College at Burlington County Board of Trustees to fill the current vacancy created by Ms Robin Walton's resignation. Trustee Kevin Brown nominated Dr. Anthony Wright, a current Trustee on the Board and Academic Committee, to serve as Chairperson. Trustee Raymond Marini seconded the nomination of Dr. Wright. There were no other nominations, and the motion was carried unanimously with all voting members in favor.

Dr. Wright accepted the nomination and began presiding as Chair over the meeting. He thanked the Trustees for their confidence in him. Chair Wright, a demonstrated and committed public

servant, has over two decades of experience as a P-20 scholar practitioner, academician, supervisor, administrator, policymaker and policy advisor. He has been an RCBC Trustee since January 2021.

### **MINUTES**

Chair Wright asked for a motion to approve of the public minutes of the Regular Board Meetings on May 17, 2022, and June 21, 2022, as submitted. With a motion by Trustee Dr. James Kerfoot and a second by Trustee Mickey Quinn, the minutes were approved as written with eight in favor, none opposed, and one abstention by Trustee Lorraine M. Hatcher. There were no questions.

### **REPORTS**

#### **2) President's Report (Continued):**

- The President's Report was presented in written form to the Board, which included news and events from June 17, 2022 to August 16, 2022.
- The On-Campus Crime and Fire Incident Report prepared by Captain Edmund Johnson was presented in written form to the Board for the period June 8, 2022 to July 27, 2022.
- President Cioce congratulated Dr. Wright as Board Chair, and he welcomed Trustee Lorraine Hatcher and Alumni Trustee Alexis McKenna to the Board.
- Dr. Cioce announced that as the College plans for the upcoming EOF Summer Institute, they welcomed and shared information with the incoming cohort yesterday, August 15, 2022. Dr. Karen Archambault, Vice President of Enrollment Management and Student Success, and her team invited Dr. Cioce to meet with approximately 30 students as they prepare for their journey at RCBC.
- On upcoming events, Congressman Andy Kim has asked RCBC to host a roundtable discussion this Friday, August 19, 2022, with Disabled American Veterans regarding opportunities and advocacy for veteran employment. Members of our team, Ms. Lisa Cardello, Executive Director of Career Preparation and Experiential Learning, and Mr. Jarrett Kealey, Dean of Enrollment Management, who has direct oversight of our military education and veteran services department, are participating in the panel to discuss how RCBC helps with this effort.
- Regarding State funding, Dr. Cioce thanked everyone who responded to the call to action. According to the NJ Council of County Colleges, nearly 70 staff and faculty generated more than 1,100 emails to legislators who represent Burlington County, which ranked among the top four community colleges by number of messages sent. Trenton heard our voices and increased operating aid by \$5 million for the sector, which is split across all 18 community colleges in the State.

- President Cioce will give his update to the College community on Friday, September 23, 2022, which is scheduled to begin at 9:00 a.m. and conclude at noon. We will have a guest speaker and an activity that will include all employees.

Additionally, Dr. David Spang, Senior Vice President and Provost, will hold the Academic Welcome Back for all faculty on Monday, August 29, 2022, 9:00 a.m. to Noon, in the Votta Hall Auditorium.

A Welcome Back Barbeque is scheduled for Tuesday, August 30, 2022, 3:00 – 6:00 p.m. This is a free event for students and their families to come to campus to eat, play yard games, and meet campus staff and leadership.

President Cioce invited the Board to join us for all of these events.

- President Cioce invited questions. With no questions, this concluded the President's Report.



Rowan College at Burlington County Board of Trustees  
AUGUST 16, 2022

# PROCLAMATION

**WHEREAS**, the Board of Trustees of Rowan College at Burlington County recognizes James C. Anderson, Jr., for his exceptional service as a member of the Rowan College at Burlington County Board of Trustees; and

**WHEREAS**, Trustee Anderson served with enthusiasm and tireless support of the college and its students beyond his term established by the State of New Jersey, Office of the Governor, which began on January 15, 2018 through November 1, 2021; and

**WHEREAS**, Trustee Anderson also served as a member of the Board of Trustees' Finance and Facilities Committee, which reviews and approves all finance related requests, as well as facilities related projects, expenses and contracts, and initiates policy on committee related items; and

**WHEREAS**, Mr. Anderson exemplified the character of a Trustee and member of the Rowan College at Burlington County community with honesty, citizenship and selfless dedication to the ideals of the college; and

**WHEREAS**, Mr. Anderson has brought distinction upon himself and the college with exceptional service to the community;

**NOW, THEREFORE**, I, Dr. Michael A. Cioce, as President and Secretary of the Board of Trustees of Rowan College at Burlington County, do hereby proclaim our gratitude and appreciation of James C. Anderson, Jr., and his service to the college as a trustee.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused this Seal of Rowan College at Burlington County to be affixed hereto this 16th day of August in the year 2022.

Michael A. Cioce, Ed.D.  
*Secretary to the Board of Trustees  
Rowan College at Burlington County*



**Rowan College at Burlington County Board of Trustees**  
**AUGUST 16, 2022**

# RESOLUTION

**WHEREAS**, Felice Tietz offered faithful service to Rowan College at Burlington County from September 12, 2005 to July 31, 2022; and

**WHEREAS**, Ms. Tietz loyally served as the Grants Compliance & Monitoring Specialist in the College's Grants Department for 1 year in Mount Laurel; and

**WHEREAS**, Ms. Tietz loyally served as the Administrative Assistant in the College's Workforce Development Institute for 7 years in Pemberton and Mount Laurel; and

**WHEREAS**, Ms. Tietz loyally served as the Construction Management Specialist in the College's Facilities Department for 8 years at Pemberton; and

**WHEREAS**, Felice Tietz has worked with faculty, staff and students to properly administer the College's grants and ensure all reporting and submissions meet the highest standards; and

**WHEREAS**, Felice Tietz's duties included, but were not limited to, monitoring compliance with all state and federal regulations for college grants, ensuring timely submission of reports and amendments, and helping staff and faculty use grant funds for the best possible outcomes; and

**WHEREAS**, Felice Tietz exemplifies the concept of conscientiousness and dedication; and

**WHEREAS**, Felice Tietz was instrumental in successfully managing the 2021 and 2022 Perkins grants, meeting all reporting requirements, as well as the reporting requirements for a number of other grants in fiscal year 2022.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Burlington County, now assembled in public session this 16th day of August 2022, expresses its appreciation for the outstanding contributions made by Felice Tietz and extends its best wishes, as she approaches her retirement; and

**BE IT FURTHER RESOLVED** that a copy of this resolution be entered permanently into the minutes of the Rowan College at Burlington County Board of Trustees.

Dr. Michael A. Cioce  
College President and Board Secretary

**2. Board Reports**

- A. Finance/Facilities Committee:** Committee Chair Dorion Morgan reported that the Finance/Facilities Committee met on Tues., August 9, 2022, at 3:00PM, and the Committee discussed various finance and facilities matters.

Trustee Morgan proceeded with a review of Tabs 1 through 6 for the Board's consideration:

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

- Tab #1:** Resolution #2022-228-01, A Resolution to approve and ratify requested business-related travel.
- Tab #2:** Resolution #2022-228-02, A Resolution to approve and ratify certain agreements and contracts.
- Tab #3:** Resolution #2022-228-03, A Resolution to adopt the College's Office of Information Technology and Learning Resources Strategic Plan 2022-2025.
- Tab #4:** Resolution #2022-228-04, A Resolution approving and authorizing the undertaking and implementation of a project consisting of upgrading the Rowan College at Burlington County's wireless network and replacing all of the edge switches, which are necessary for efficient operations, and authorizing the financing of all or a portion of the projects through programs made available by the State of New Jersey for New Jersey institutions of higher education and other available funding sources; approving and authorizing the form of the application to the Secretary of higher education for participation in such programs as are applicable to the projects with such changes as are approved by the officers of the institution designated herein and the submission of the application to the Secretary of higher education; approving and authorizing the execution and delivery of any and all agreements in connection with undertaking, implementing and financing the projects in the form(s) approved by the officers of the institution executing such agreement(s); and designating and authorizing the officers of the institution to take the aforementioned actions and to take any and all such other actions deemed necessary or desirable to undertake, implement and finance the project(s).
- Tab #5:** Resolution #2022-228-05, A Resolution approving and authorizing the undertaking and implementation of a project consisting of deferred maintenance and new construction and equipment to support and expand Rowan College at Burlington County's Culinary and Hospitality program, which is necessary for the continued growth and expansion, and authorizing the financing of all or a portion of the projects through programs made available by the State of New Jersey for New Jersey institutions of higher education and other available funding sources; approving and authorizing the form of the application to the Secretary of higher



education for participation in such programs as are applicable to the projects with such changes as are approved by the officers of the institution designated herein and the submission of the application to the secretary of higher education; approving and authorizing the execution and delivery of any and all agreements in connection with undertaking, implementing and financing the projects in the form(s) approved by the officers of the institution executing such agreement(s); and designating and authorizing the officers of the institution to take the aforementioned actions and to take any and all such other actions deemed necessary or desirable to undertake, implement and finance the projects.

**Tab #6:** Resolution #2022-228-06, A Resolution to award a construction contract to Allied Signage Corp. for services related to the Main Entrance Sign Replacement Project on the Mount Laurel Campus in the amount of \$244,400.00.

Chair Wright invited questions on the resolutions. There were none. The Chair requested a motion to move Tabs 1 through 6, as recommended by the Finance/Facilities Committee. With a motion by Trustee Mickey Quinn, a second by Trustee Raymond Marini, and a roll call, the Board approved Resolutions 1 through 6 as follows, with none opposed:

Tabs 1 through 3: All in favor

Tab 4: 8 in favor and one recusal by Trustee Gino Pasqualone.

Tabs 5 and 6: 7 in favor, one abstention by Trustee Kevin Brown and one recusal by Trustee Gino Pasqualone.

President Cioce added that on Tabs 4 and 5, there are two sources of funding that are available exclusively to community colleges through the NJ Office of the Secretary of Higher Education, and he thanked Ms. Shelley Wilks Geehr, Director of Grants, for the work she has done in concert with Dr. Shawn Thomas, Interim Executive Director of Adult and Continuing Education and Business Engagement in the Workforce Development Division, and Dr. Edem Tetteh, Dean of S.T.E.M., and staff, to expand the College's programming in the brewery craft beverage arena. He also recognized the work that Ms. Wilks Geehr has done with Mr. Kevin Kerfoot, Chief Financial Officer, and Mr. Matthew Farr, Chief Operations Officer, as well as facilities staff, to arrive at the cost. The Secretary's office has a boiler plate standard, which will explain the reason for the templates on the resolutions.

This concluded the Finance/Facilities Committee Report.

**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
August 16, 2022**

**RESOLUTION #2022-228-01**

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

**APPROVE**

**1) Grant-Funded Travel**

None

**3) Operational**

Allison Millward, History Faculty, Liberal Arts, AAHN Conference, Lexington, KY, September 15 – 17, 2022, \$1,283.00. To present a paper at this historical conference

**RATIFICATION**

**1) Grant-Funded Travel**

None

**2) Operational**

Dr. Martin Hoffman, Sr., Dean, Learning Resources and Interim Chief Information Officer, President's Office, ITC Leadership Academy and Summer Board of Directors' Retreat, Reno, NV, July 27 - 30, 2022, \$2,200.00. Dr. Hoffman was elected as Chair in 2021, a two-year commitment approved by Drs. Cioce and Spang, and he is expected to attend the last day of ITC's Leadership Academy and preside over the graduation ceremony, as well as the Board Retreat.

### **REIMBURSEMENT**

Dr. Karen Archambault, VP Enrollment Management and Student Success, ACE Learner Lab, Washington, DC, March 17 – 18, 2022, \$180.54 (Initial travel request approved by BOT on 02-15-22, in the amount of \$500.00.)

Dr. Michael A. Cioce, President, 2022 AACC Convention, New York, NY, April 30 – May 2, 2022, \$312.04 (Initial travel request approved by BOT on 02-15-22, in the amount of \$2,500.00.)

Dr. Martin Hoffman, Sr., Dean, Learning Resources and Interim Chief Information Officer, President's Office, ITC Leadership Academy and Summer Board of Directors' Retreat, Reno, NV, July 27 - 30, 2022, \$1,933.31. (Initial travel request ratified by BOT on 08-16-22, in the amount of \$2,200.00.)

Stephen Reustle, AD/Clinical Coordinator, Paramedic Science, Health Sciences Division, Annual Accreditation Conference hosted by CoAEMSp to meet program standards for program improvement, Louisville, KY, May 31 – June 5, 2022, \$2,281.28 (Grant-funded). (Initial travel request approved by BOT on 04-19-22, in the amount of \$2,560.00.)

\*\*\*\*\***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, August 16, 2022**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
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 Gina Pasqualone								7
8 Mickey Quinn								8
9 Regina Reed								9
10 Anthony C. Wright, Chair								10
11 Vacant								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  
August 16, 2022**

**RESOLUTION #2022-228-02**

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

**FOR APPROVAL:**

To approve an Affiliation Agreement with **South Jersey Radiology Associates, P.A.**, for clinical training and instructional purposes in connection with the Radiography, CT and MRI Program provided by RCBC for one year.

To approve and renew a Collaboration Agreement between the **Food Bank of South Jersey and the RCBC Food Pantry** to provide technical assistance and support outlined in the agreement, which have been fully sponsored by a grant.

**FOR RATIFICATION:**

To ratify the renewal of an agreement between **The Bergen Community College** and participating colleges to renew the scaling apprenticeship through sector-based strategies (**HealthWorks**) Grant Agreement to facilitate training and employment opportunities in accordance with a grant received from the U.S. Department of Labor, Education and Training Administration for the term July 15, 2022 through July 14, 2023.

To ratify a software renewal agreement with **Roc Software** for the operating system LINUX for fiscal year 2023 in an amount of \$2,053.00. (IT software support-proprietary)

To ratify a software renewal agreement with **Dell Marketing, LP** for the Sunrise System-RIMS for fiscal year 2023 in the amount of \$25,704.08. (Only VAR, NJ State contract M0483)

To ratify a license renewal with **Respondus** for unlimited use of lockdown browser and monitor licensing for the term August 1, 2022 through July 31, 2023, in the amount of \$10,495.00. (IT software support-proprietary)

To ratify a consultant contract for professional services with **Melanie R.B. Morris, JD** to coordinate with RCBC QMC on logistics workshop on August 16, 2022 through August 18, 2022 for the distance learning department, in the amount of \$1,100.00.

To ratify a consultant contract for instructional services with **Burlington County Institute of Technology** related training for a certified nursing assistant program for fiscal year 2023 in an amount not to exceed \$27,600.00. (Shared services agreement)

To ratify a software license renewal agreement with **Codeworks** for a support upgrade plan and vision district kit for 6,500 students for fiscal year 2023 in the amount of \$3,185.00. (IT software support-proprietary)

To ratify a software license renewal agreement with **Brightly Software Inc., formally known as Schooldude.com** for facilities' maintenance and project scheduling software license for fiscal year 2023 in the amount of \$26,033.95. (IT software support-proprietary)

To ratify a software license renewal agreement with **CollegeNet** for the 25Live scheduling support the logistics and scheduling needs of the institution for fiscal year 2023 in the amount of \$18,333.98. (IT software support-proprietary)

To ratify an annual maintenance agreement with **Probo Medical, LLC** for maintenance and servicing of ultrasound transducer equipment for the term August 1, 2022 through July 30, 2022 in the amount of \$22,400.00.

To ratify a renewal subscription agreement with **AirSlate, Inc.**, for basic subscription services for fiscal year 2023 in the amount of \$6,480.00.

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

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Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 Vacant								1
2 Kevin Brown								2
3 Lorraine M. 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 Anthony C. Wright, Chair								10
11 Vacant								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  
August 16, 2022**

**RESOLUTION #2022-228-03**

**TO ADOPT THE COLLEGE'S OFFICE OF INFORMATION TECHNOLOGY AND  
LEARNING RESOURCES STRATEGIC PLAN 2022-2025**

**WHEREAS**, the College President requested the Chief Information Officer (CIO) to develop comprehensive three-year Office of Information Technology (OIT) Strategic Plan; and

**WHEREAS**, the College's CIO performed a complete evaluation of the College's technology infrastructure, inventory and assessment of the institution's capabilities; and

**WHEREAS**, the OIT Strategic Plan 2022-2025, dated June 2022, provides a technology roadmap for the college and it provides estimated operating and capital budget requirements; and

**WHEREAS**, the current Board desires to adopt the acceptance of the three-year Information Technology Strategic Plan, dated June 2022, and recommends that the college's administration to commence with the preparation and the development of an updated Office of Information Technology Strategic Plan to coincide with the expiration of the 2022-2025 plan;

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees Rowan College at Burlington County adopts the three-year Office of Information Technology Strategic Plan, dated June 2022, as recommended by the College's President and Chief Information Officer; and

**BE IT FURTHER RESOLVED**, that the Board authorizes the President to take the actions necessary to fulfill the College's response to the State of New Jersey, Office of the Secretary of Higher Education with respect to the submission of a proposal to seek competitive grant funds related to the Higher Education Capital Facilities Programs.



\*\*\*\*\***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, August 16, 2022**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
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 Anthony C. Wright, Chairperson								10
11 Vacant								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  
August 16, 2022**

**RESOLUTION #2022-228-04**

**RESOLUTION APPROVING AND AUTHORIZING THE UNDERTAKING AND IMPLEMENTATION OF A PROJECT CONSISTING OF UPGRADING ROWAN COLLEGE AT BURLINGTON COUNTY’S WIRELESS NETWORK AND REPLACING ALL EDGE SWITCHES, WHICH ARE NECESSARY FOR EFFICIENT OPERATIONS, AND AUTHORIZING THE FINANCING OF ALL OR A PORTION OF THE PROJECT THROUGH PROGRAM(S) MADE AVAILABLE BY THE STATE OF NEW JERSEY FOR NEW JERSEY INSTITUTIONS OF HIGHER EDUCATION AND OTHER AVAILABLE FUNDING SOURCES; APPROVING AND AUTHORIZING THE FORM OF THE APPLICATION TO THE SECRETARY OF HIGHER EDUCATION FOR PARTICIPATION IN SUCH PROGRAM[(S)] AS ARE APPLICABLE TO THE PROJECTS WITH SUCH CHANGES AS ARE APPROVED BY THE OFFICERS OF THE INSTITUTION DESIGNATED HEREIN AND THE SUBMISSION OF THE APPLICATION TO THE SECRETARY OF HIGHER EDUCATION; APPROVING AND AUTHORIZING THE EXECUTION AND DELIVERY OF ANY AND ALL AGREEMENTS IN CONNECTION WITH UNDERTAKING, IMPLEMENTING AND FINANCING THE PROJECTS IN THE FORM(S) APPROVED BY THE OFFICERS OF THE INSTITUTION EXECUTING SUCH AGREEMENT(S); AND DESIGNATING AND AUTHORIZING THE OFFICERS OF THE INSTITUTION TO TAKE THE AFOREMENTIONED ACTIONS AND TO TAKE ANY AND ALL SUCH OTHER ACTIONS DEEMED NECESSARY OR DESIRABLE TO UNDERTAKE, IMPLEMENT AND FINANCE THE PROJECT(S)**

*WHEREAS*, The Board of Trustees (the “Board”) of Rowan College at Burlington County (the “Institution”) desires to approve the undertaking, implementation and financing of a project (the “Project”) consisting of upgrading the Institution’s wireless network and replacing all edge switches; and

*WHEREAS*, The Board commits to using the grant funds for the purposes set forth in the Program-specific Project Eligibility Criteria; and

*WHEREAS*, The Board desires to approve the aggregate costs of the Project paid and/or financed through all sources in an amount not to exceed \$2.2 million and

*WHEREAS*, The Board desires to finance all or a portion of the Project through one or more of the hereinafter defined Programs made available by the State of New Jersey (the “State”) for certain projects of New Jersey institutions of higher education (the “Programs”); and

*WHEREAS*, The Programs are the Higher Education Fund Capital Improvement Fund Act, N.J.S.A. 18A:72A-72 et seq. (“CIF”); the Higher Education Facilities Trust Fund Act, N.J.S.A.

18A:72A-49 et seq. (“HEFT”); the Higher Education Technology Infrastructure Trust Fund Act, N.J.S.A. 18A:72A-59 et seq. (“HETI”); and the Higher Education Equipment Leasing Fund Act, N.J.S.A. 18A:72A-40 et seq. (“ELF”);

**WHEREAS**, The Board has determined that the Project will assist in serving the needs of its students and providing a benefit to the Institution; and

**WHEREAS**, The Board desires to approve financing of all or portions of the Project through HETI; and

**WHEREAS**, portion(s) of the Project may also be financed by bonds issued by the New Jersey Educational Facilities Authority which bear tax-exempt interest for federal income tax purposes (“Tax-Exempt Bonds”), commercial loans or funds otherwise available to the Institution; and

**WHEREAS**, in order to provide maximum flexibility and most efficient borrowing costs, the Board wishes to authorize financing the Project through HETI (the “Proposed Programs”), issuance of Tax-Exempt Bonds, commercial loans and funds otherwise available to the Institution or any combination thereof (the “Financing Structure”); and

**WHEREAS**, The Board wishes to approve the form of the Application to be submitted to the Secretary of Higher Education (the “Secretary”) for the Proposed Programs for the Project, and to designate and authorize officers of the Institution to take necessary and desirable actions to undertake, implement and submit to the Secretary the Application for the Project; and

**WHEREAS**, The Board hereby approves the Information Technology Strategic Plan of the Institution in the form attached hereto as Exhibit A and authorizes and directs the officers designated in this resolution to include the Information Technology Strategic Plan in the Application (s) approved herein; and

**WHEREAS**, The Board desires to authorize certain officers of the Institution to determine the Financing Structure which is most economically advantageous to the Institution provided the Financing Structure includes utilization of the Proposed Programs, and take all action necessary or beneficial to accomplish the financing of the Project including the financing of capitalized interest, if any, and other costs of issuing any debt including, Tax-Exempt Bonds or other financings (“Financing Costs”); and

**WHEREAS**, The Board reasonably expects to reimburse expenditures for costs of the Project paid prior to issuance of Tax-Exempt Bonds or any debt bearing interest which is exempt from gross income for federal income tax purposes which will fund an applicable Project and/or Program;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ROWAN COLLEGE AT BURLINGTON COUNTY AS FOLLOWS,**

**SECTION 1.** The Board approves the Project and authorizes the undertaking, implementation, and financing of the Project in a maximum aggregate amount not to

exceed \$2.2 million (including Financing Costs). The Board approves the Information Technology Strategic Plan of the Institution in the form attached hereto as Exhibit A.

**SECTION 2.** The Board approves the financing of all or any portion of the Project through HETI. The Board approves the Application for funding of the Project through such Program[s] in the form submitted to the Board and authorizes and directs the herein defined Designated Officers to submit such Application to the Secretary with such changes, modifications and additions as are approved by the Designated Officers and such changes, modifications and additions shall be conclusively evidenced by the submission of the Application to the Secretary. The Board expressly directs and authorizes the Designated Officers to submit the Information Technology Strategic Plan in the Application. The Board acknowledges and agrees that approval of the Application and receipt of funds pursuant to the Program(s) will obligate the Institution to: (a) provide funds for the operation and maintenance of the Project, (b) contribute \$1.1 million to the cost of the Project; (c) pay all or a portion of debt service on Tax-Exempt Bonds issued to fund the Proposed Program(s) as applicable; and (d) fulfill other conditions imposed under the Program(s) and hereby directs and authorizes the Designated Officers to certify such acknowledgement and agreement as part of the submitted Application. The Designated Officers are hereby authorized and directed to fulfill all conditions of the Proposed Program(s) including without limitation providing for the operation and maintenance of the Project and using available funds of the Institution to pay for such operation and maintenance and to satisfy conditions of the Proposed Program(s) to contribute to the cost of Projects and/or debt service on Tax-Exempt Bonds issued to fund the Proposed Program(s) from available funds of the Institution.

**SECTION 3.** The Board further authorizes the financing of all or any portion of the Project with Tax-Exempt Bonds, commercial loans and other funds available to the Institution and through the Financing Structure determined to be most economically advantageous to the Institution by and (the “Designated Officers”). The Designated Officers are expressly authorized and directed to determine such Financing Structure provided that the Financing Structure includes utilization of Programs which are approved by the Secretary for financing the Project.

**SECTION 4.** Robin Walton, the Board Chairperson; Dr. Michael A. Cioce, the Board Secretary and President of the Institution; Kevin Kerfoot, Chief Financial Officer; and Matthew Farr, Chief Operations Officer (each an “Authorized Officer”) are each hereby authorized and directed to approve, execute and deliver any and all agreements necessary to undertake, implement and finance the Project and any and all other financing documents and instruments in the form approved by the Authorized Officers executing the same in the name of and on behalf of the Rowan College at Burlington County, in as many counterparts as may be necessary, and to affix or impress the official seal of the Institution thereon and to attest the same and such execution and attestation will be conclusive evidence of the approval of the form and content of such agreements and other documents and instruments necessary to undertake, implement and finance the Project and to pay Financing Costs including through the financing thereof. The Authorized

Officers are further authorized and directed to do and perform such other acts and to take such other actions as may be necessary or required, or which may be deemed to be appropriate to implement the purposes of this resolution to undertake, implement and finance the Project and Financing Costs and the payment and/or repayment thereof.

**SECTION 5.** This Resolution is a declaration of the official intent of the Institution that the Institution reasonably expects and intends to reimburse expenditures for costs of the Project[s] paid prior to issuance Tax-Exempt Bonds or other tax-exempt debt issued to fund the Projects/Programs [“Applicable Tax-Exempt Debt”] in accordance with Treasury Regulation Section 1.150-2 and that the maximum principal amount of the Applicable Tax-Exempt Debt expected to be issued to finance costs of the Project including amounts to be used to reimburse expenditures for such costs paid prior to the issuance of the such Applicable Tax-Exempt Debt is \$1.1 million (Including Financing Costs).

**SECTION 6.** All resolutions, orders and other actions of the Board of the Institution in conflict with the provisions of this resolution to the extent of such conflict are hereby superseded, repealed or revoked.

**SECTION 7.** This Resolution shall take effect immediately; and

***NOW THEREFORE BE IT FURTHER RESOLVED,*** that no further approvals by the Board are necessary to implement this Resolution.

\*\*\*\*\***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, August 16, 2022**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
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 Anthony C. Wright, Chairperson								10
11 Vacant								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  
August 16, 2022**

**RESOLUTION #2022-228-05**

**RESOLUTION APPROVING AND AUTHORIZING THE UNDERTAKING AND IMPLEMENTATION OF A PROJECT CONSISTING OF DEFERRED MAINTENANCE AND NEW CONSTRUCTION AND EQUIPMENT TO SUPPORT AND EXPAND ROWAN COLLEGE AT BURLINGTON COUNTY'S CULINARY AND HOSPITALITY PROGRAM, WHICH IS NECESSARY FOR THE CONTINUED GROWTH AND EXPANSION, AND AUTHORIZING THE FINANCING OF ALL OR A PORTION OF THE PROJECT THROUGH PROGRAM(S) MADE AVAILABLE BY THE STATE OF NEW JERSEY FOR NEW JERSEY INSTITUTIONS OF HIGHER EDUCATION AND OTHER AVAILABLE FUNDING SOURCES; APPROVING AND AUTHORIZING THE FORM OF THE APPLICATION TO THE SECRETARY OF HIGHER EDUCATION FOR PARTICIPATION IN SUCH PROGRAM[(S)] AS ARE APPLICABLE TO THE PROJECTS WITH SUCH CHANGES AS ARE APPROVED BY THE OFFICERS OF THE INSTITUTION DESIGNATED HEREIN AND THE SUBMISSION OF THE APPLICATION TO THE SECRETARY OF HIGHER EDUCATION; APPROVING AND AUTHORIZING THE EXECUTION AND DELIVERY OF ANY AND ALL AGREEMENTS IN CONNECTION WITH UNDERTAKING, IMPLEMENTING AND FINANCING THE PROJECTS IN THE FORM(S) APPROVED BY THE OFFICERS OF THE INSTITUTION EXECUTING SUCH AGREEMENT(S); AND DESIGNATING AND AUTHORIZING THE OFFICERS OF THE INSTITUTION TO TAKE THE AFOREMENTIONED ACTIONS AND TO TAKE ANY AND ALL SUCH OTHER ACTIONS DEEMED NECESSARY OR DESIRABLE TO UNDERTAKE, IMPLEMENT AND FINANCE THE PROJECT(S)**

*WHEREAS*, The Board of Trustees (the "Board") of Rowan College at Burlington County (the "Institution") desires to approve the undertaking, implementation and financing of a project (the "Project") consisting of deferred maintenance on the Mount Holly building and construction and equipment to expand culinary program to Moorestown Community House; and

*WHEREAS*, The Board commits to using the grant funds for the purposes set forth in the Program-specific Project Eligibility Criteria; and

*WHEREAS*, The Board desires to approve the aggregate costs of the Project paid and/or financed through all sources in an amount not to exceed \$5.318 million; and

*WHEREAS*, The Board desires to finance all or a portion of the Project through one or more of the hereinafter defined Programs made available by the State of New Jersey (the "State") for certain projects of New Jersey institutions of higher education (the "Programs"); and

**WHEREAS**, The Programs are the Higher Education Fund Capital Improvement Fund Act, N.J.S.A. 18A:72A-72 et seq. (“CIF”); the Higher Education Facilities Trust Fund Act, N.J.S.A. 18A:72A-49 et seq. (“HEFT”); the Higher Education Technology Infrastructure Trust Fund Act, N.J.S.A. 18A:72A-59 et seq. (“HETI”); and the Higher Education Equipment Leasing Fund Act, N.J.S.A. 18A:72A-40 et seq. (“ELF”);

**WHEREAS**, The Board has determined that the Project will assist in serving the needs of its students and providing a benefit to the Institution; and

**WHEREAS**, The Board desires to approve financing of all or portions of the Project through HEFT and ELF; and

**WHEREAS**, portion(s) of the Project may also be financed by bonds issued by the New Jersey Educational Facilities Authority which bear tax-exempt interest for federal income tax purposes (“Tax-Exempt Bonds”), commercial loans or funds otherwise available to the Institution; and

**WHEREAS**, in order to provide maximum flexibility and most efficient borrowing costs, the Board wishes to authorize financing the Project through HEFT and ELF (the “Proposed Programs”), issuance of Tax-Exempt Bonds, commercial loans and funds otherwise available to the Institution or any combination thereof (the “Financing Structure”); and

**WHEREAS**, The Board wishes to approve the form of the Application to be submitted to the Secretary of Higher Education (the “Secretary”) for the Proposed Programs for the Project, and to designate and authorize officers of the Institution to take necessary and desirable actions to undertake, implement and submit to the Secretary the Application for the Project; and

**WHEREAS**, The Board hereby affirms the Strategic Plan of the Institution in the form attached hereto as Exhibit A and authorizes and directs the officers designated in this resolution to include the Strategic Plan and current Long-Range Facilities Plan in the Application (s) approved herein; and

**WHEREAS**, The Board desires to authorize certain officers of the Institution to determine the Financing Structure which is most economically advantageous to the Institution provided the Financing Structure includes utilization of the Proposed Programs, and take all action necessary or beneficial to accomplish the financing of the Project including the financing of capitalized interest, if any, and other costs of issuing any debt including, Tax-Exempt Bonds or other financings (“Financing Costs”); and

**WHEREAS**, The Board reasonably expects to reimburse expenditures for costs of the Project paid prior to issuance of Tax-Exempt Bonds or any debt bearing interest which is exempt from gross income for federal income tax purposes which will fund an applicable Project and/or Program;



***NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ROWAN COLLEGE AT BURLINGTON COUNTY AS FOLLOWS,***

**SECTION 1.** The Board approves the Project and authorizes the undertaking, implementation, and financing of the Project in a maximum aggregate amount not to exceed \$5.318 million (including Financing Costs). The Board affirms the Strategic Plan of the Institution and the Long-Range Facilities Plan in the form attached hereto as Exhibit A.

**SECTION 2.** The Board approves the financing of all or any portion of the Project through HEFT and ELF. The Board approves the Application for funding of the Project through such Program[s] in the form submitted to the Board and authorizes and directs the herein defined Designated Officers to submit such Application to the Secretary with such changes, modifications and additions as are approved by the Designated Officers and such changes, modifications and additions shall be conclusively evidenced by the submission of the Application to the Secretary. The Board expressly directs and authorizes the Designated Officers to submit the Strategic Plan of the Institution and the Long-Range Facilities Plan in the Application. The Board acknowledges and agrees that approval of the Application and receipt of funds pursuant to the Program(s) will obligate the Institution to: (a) provide funds for the operation and maintenance of the Project, (b) contribute \$113,250 to the cost of the Project; (c) pay all or a portion of debt service on Tax-Exempt Bonds issued to fund the Proposed Program(s) as applicable; and (d) fulfill other conditions imposed under the Program(s) and hereby directs and authorizes the Designated Officers to certify such acknowledgement and agreement as part of the submitted Application. The Designated Officers are hereby authorized and directed to fulfill all conditions of the Proposed Program(s) including without limitation providing for the operation and maintenance of the Project and using available funds of the Institution to pay for such operation and maintenance and to satisfy conditions of the Proposed Program(s) to contribute to the cost of Projects and/or debt service on Tax-Exempt Bonds issued to fund the Proposed Program(s) from available funds of the Institution.

**SECTION 3.** The Board further authorizes the financing of all or any portion of the Project with Tax-Exempt Bonds, commercial loans and other funds available to the Institution and through the Financing Structure determined to be most economically advantageous to the Institution by and (the “Designated Officers”). The Designated Officers are expressly authorized and directed to determine such Financing Structure provided that the Financing Structure includes utilization of Programs which are approved by the Secretary for financing the Project.

**SECTION 4.** The Board Chairperson; Dr. Michael A. Cioce, the Board Secretary and President of the Institution; Kevin Kerfoot, Chief Financial Officer; and Matthew Farr, Chief Operations Officer (each an “Authorized Officer”) are each hereby authorized and directed to approve, execute and deliver any and all agreements necessary to undertake, implement and finance the Project and any and all other financing documents and

instruments in the form approved by the Authorized Officers executing the same in the name of and on behalf of the Rowan College at Burlington County, in as many counterparts as may be necessary, and to affix or impress the official seal of the Institution thereon and to attest the same and such execution and attestation will be conclusive evidence of the approval of the form and content of such agreements and other documents and instruments necessary to undertake, implement and finance the Project and to pay Financing Costs including through the financing thereof. The Authorized Officers are further authorized and directed to do and perform such other acts and to take such other actions as may be necessary or required, or which may be deemed to be appropriate to implement the purposes of this resolution to undertake, implement and finance the Project and Financing Costs and the payment and/or repayment thereof.

**SECTION 5.** This Resolution is a declaration of the official intent of the Institution that the Institution reasonably expects and intends to reimburse expenditures for costs of the Project[s] paid prior to issuance Tax-Exempt Bonds or other tax-exempt debt issued to fund the Projects/Programs [“Applicable Tax-Exempt Debt”] in accordance with Treasury Regulation Section 1.150-2 and that the maximum principal amount of the Applicable Tax-Exempt Debt expected to be issued to finance costs of the Project including amounts to be used to reimburse expenditures for such costs paid prior to the issuance of the such Applicable Tax-Exempt Debt is \$113,250 (Including financing costs).

**SECTION 6.** All resolutions, orders and other actions of the Board of the Institution in conflict with the provisions of this resolution to the extent of such conflict are hereby superseded, repealed or revoked.

**SECTION 7.** This Resolution shall take effect immediately; and

***NOW THEREFORE BE IT FURTHER RESOLVED,*** that no further approvals by the Board are necessary to implement this Resolution.

\*\*\*\*\***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, August 16, 2022**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
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 Anthony C. Wright, Chairperson								10
11 Vacant								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  
August 22, 2022**

**RESOLUTION #2022-228-06**

**TO AWARD A CONSTRUCTION CONTRACT TO ALLIED SIGNAGE CORP. FOR  
SERVICES RELATED TO THE MAIN ENTRANCE SIGN REPLACEMENT PROJECT  
ON THE MOUNT LAUREL CAMPUS IN THE AMOUNT OF \$244,400.00**

*WHEREAS*, the College has a need to replace the main entrance signage on the Mount Laurel campus; and

*WHEREAS*, a notice for bids for the Main Entrance Signage Replacement on the Mount Laurel Campus was duly advertised on Friday, June 24, 2022 and bids opened on Thursday, July 21, 2022 at 2:00 PM; and

*WHEREAS*, one (1) bidder responded to this request for bids; and

*WHEREAS*, **Allied Signage Corp.** submitted the lowest responsible bid, a base bid in the amount of \$244,400.00, which is within the Architect's cost estimate for this work; and

*WHEREAS*, this award of contract shall be in accordance with plans and specifications dated June 2022, as prepared by Netta Architects with an office at 1084 Route 22 West, Mountainside, New Jersey 07092, utilized in bidding; and

*WHEREAS*, Netta Architects, has reviewed the bids and recommends award; and

*WHEREAS*, in accordance with P.L. 1982, c.189 (C.18A:64A-25.4) it appears in the best interest of the College to award a contract to **Allied Signage Corp.**, 69 Megill Road, Farmingdale, NJ 07727; and

*WHEREAS*, in accordance with P.L. 1982, c.189 (C.18A:64A-25.4) the President recommends the award of this contract to the following vendor(s): **Allied Signage Corp.**, 69 Megill Road, Farmingdale, NJ 07727;

*NOW, THEREFORE*, be it resolved by the Trustees of the College now assembled in public session this 16<sup>th</sup> day of August 2022, that the Board award a contract to **Allied Signage Corp.** for the Main Entrance Signage Replacement Project on the Mt. Laurel campus in the amount of **\$244,400.00**.

**\*\*\*\*\*CERTIFICATE OF AVAILABILTY OF FUNDS\*\*\*\*\***

I, Matthew Farr, Chief Operating Officer, do hereby certify that adequate funds are available in the fiscal year 2023 Plant funds budget to pay for the contract between Burlington County College and **Allied Signage Corp.**

The money necessary to fund said contract is **\$244,400.00**. The contract is subject to the availability of funds and upon approval of the contract the funds will be charged to the following budget line item appropriations:

6-05027-9810 (Signs/Cameras Mt. Laurel, Bldg. Const. & Alter.)

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Matthew Farr  
Chief Operating 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, August 16, 2022**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
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 Anthony C. Wright, Chairperson								10
11 Vacant								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>BID ANALYSIS SHEET</b>
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BID NAME: *Main Entrance Signage Replacement Project*  
BID NUMBER: *Bid# RFP 22-06-B*  
ADVERTISED: *Friday, June 24, 2022 (BCT, Courier Post, Trenton Times, & RCBC Website)*  
BID OPENING: *Thursday, July 21, 2022 @ 2:00 PM*

<b>Bidder</b>	<b>Base Bid</b>	<b>Unit Price (per 10 linear ft)</b>	<b>Compliance</b>
<b>Allied Signage Corp.</b>	<b>\$244,400.00</b>	\$200.00	Compliant

**B. Personnel Committee:** Committee Chair Kevin Brown reported:

Committee Chair Kevin Brown announced that the Personnel Committee met in person on Wed., August 10, 2022, at 4:00PM, and the Committee discussed various personnel matters.

This concluded the Personnel Committee Report and Committee Chair Brown proceeded with a review of Tab 7 for the Board's consideration:

**Personnel Committee Action (Resolution(s) for Approval)**

**Tab #7:** Resolution #2022-228-07, A Resolution approving personnel actions for Rowan College at Burlington County.

Chair Wright requested a motion to move Tab 7, as recommended by the Personnel Committee. With a motion by Trustee Gina Reed, and a second by Trustee Dorion Morgan, the Board approved Resolution 7 with all in favor and none opposed.

There were no questions and this concluded the Personnel Committee report.



**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
August 16, 2022**

**RESOLUTION #2022-228-07**

**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;

Randy Normand as Purchasing Manager at \$70,000;  
Mary Beth DeAngelis as PT Nursing Lab Assistant at \$46.20/hour;  
Amreen Fatima as PT Tutor at \$13/hour;  
Wilfredo Marrero as PT Public Safety Officer at \$14/hour;  
George Custer as PT Public Safety Officer at \$14/hour;  
Stephanie McCarthy as PT Custodian at \$14/hour;  
Minnie Park as Chemistry Instructor at \$49,000;  
Justice Harris as Career Services Advisor at \$40,000;  
Amy Anderson as PT Nursing Lab Assistant at \$46.20/hour;  
Charity Herndon as PT CCOG Navigator at \$16.50/hour;  
Thomas Kluxen as Tutoring Specialist at \$35,000;  
Terr-Licia Bowman as Financial Aid Specialist at \$29,307;  
Kaitlynne Cobb as PT Student Success Coach at \$18/hour;  
Alexandria Slobodnik as Evening Paraprofessional at \$35,000;  
Carol Shapcott as Director of Marketing at \$70,000; 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;

Jason Varga as Creative Content Specialist at \$44,000;  
Andrew Horner as PT Public Safety Officer at \$14/hour;  
Ben Agostini as Tech II at \$36,000;  
Julian Gillette as Public Safety Officer I at \$30,890;  
Katherine Wheeler as Information Literacy & Student Outreach Specialist at \$42,000;  
Brooke Osborne as Admissions Counselor at \$36,000;  
Kyle McGill as Student Services Specialist at \$33,556;  
Lisa Parker as Nursing Program Success Manager at \$80,000;  
Margaret Genzano as Secretary, Liberal Arts at \$44,201.25 and

**Salary Adjustments**

Martin Hoffman as Interim Chief Information Officer extension until 11/15/22 with stipend of \$2,400/month. This is in addition to the Dean duties;  
Shawn Thomas as Interim Executive Director of Adult & Continuing Education & Business Engagement extension until 11/15/22 with stipend of \$3,166.66/month; and

**Title Changes**

Stephanie Bain as Program Delivery Assistant at \$31,089.72 effective 7/1/22; 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;**

Camilo, Krista; and

**Adjuncts, Liberal Arts;**

Higgins Kevin; Errigo, John; and

**Adjuncts, Nursing and Health Sciences;**

Shelton, Jaime; Pyle, Emily; Dunn, Lisa; Soorikian, Angela; O'Connell, Marcy; Custis, Valerie; Smargisso, Erin; Summers, Elaine; McClain, Victoria; Anderson, Amy; DeAngelis, Marybeth; and

**Part-Time Trainers;**

Colontonio Josephine; J. Desmond Keefe; 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;

Barry Handler, Project Manager, EMSS;  
Nancy Hambrose, Adjunct, Liberal Arts;  
Patricia Zanichelli, Secretary, STEM;  
Ryan Bengough, PT Custodian, Facilities;  
Eric Bradham, PT Custodian, Facilities;  
Judith Ambler, Adjunct, Liberal Arts;  
Patricia DiMona, PT Test Proctor, EMSS;  
Emily Kotsifas, Public Safety Officer, Public Safety;  
Angeline Cardis, Adjunct, STEM;  
Luigina Hermansky, PT Tutor, EMSS;  
Felice Tietz, Grants Compliance & Monitoring Specialist, WDI;  
Maisie Mayo, Accounts Payable/Bookkeeper, Finance;

Jacqueline Wright-Polk; Coordinator, President's Advisory Council on Diversity, Equity & Inclusion, Marketing;  
Jerry Seltzer, Sr. Adjunct, 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;

Michael Crockrell, Public Safety, Paid LOA;  
Edmund Johnson, Public Safety, Paid LOA;  
Natalie Beach, EMSS, Unpaid LOA;  
Janelle Martin, Print Shop, Paid LOA;  
Elisa Bogdan, WDI; Paid Intermittent LOA;  
Denise Bianrosa, OIT, Paid & Unpaid Intermittent LOA;  
Scott Abbamonte, EMSS, Paid Intermittent Leave; 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;

Operations Manager of the Radio Station;  
Secretary, Willingboro Center; 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 16<sup>th</sup> day of August 2022, 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, August 16, 2022**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
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 Anthony C. Wright, Chairperson								10
11 Vacant								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:** Dr. James Kerfoot, Committee Chair, reported that the Committee met on Tuesday, August 9, 2022. He asked Dr. David Spang to give the report. Topics of discussion included:

- The Committee discussed modes of delivery, enrollment and staffing activities for the Fall 2022 semester.
- The open educational resources effort was discussed.
- Industry partner activities, including those with Lockheed Martin.
- Also, the Faculty Collective Bargaining Agreement sessions.
- The Opportunity Meets Innovation Challenge grant
- President Cioce provided an update on Workforce Development Institute items and Dr. Karen Archambault, Vice President of Enrollment Management and Student Success, provided an update for her area. Copies of the EMSS Annual Report were provided to the Board this evening and a link was sent to the Trustees by email. The report is in two parts: The first half focuses on their new initiatives, some of which were identified through conversation with the Board as priorities for last year. The second half is based upon standing goals for the division, which includes supporting our new students and helping them get to graduation, encouraging their success and satisfaction, considering affordability or professional development of the EMSS staff, as well as partnerships, both internal and external.
- There are two resolutions for the Board's consideration, as follows:

**Academic Committee Action (Resolution(s) for Approval)**

**Tab #8:** Resolution #2022-228-08, A Resolution for the approval to apply for and accept the competitive grant funds for fiscal year 2023 provided by Workforce Innovation and Opportunity Act of 2014, (WIOA) Title II, Adult Education and Literacy Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Programs Continuation Application.

**Tab #9:** Resolution #2022-228-09, A Resolution for the approval to accept the fiscal year 2023 grant from the NJ Pathways Centers of Workforce Innovation – Cybersecurity in the amount of \$145,000.00 for work to be completed April 1, 2022 to December 21, 2022.

Chair Wright asked President Cioce about the Center for Excellence for veteran students and Congressman Kim's upcoming visit. Dr. Karen Archambault replied that Congressman Kim was alerted to the grant and the official opening of the Center in Spring 2022. We are not apprised of the Congressman's agenda. It is truly the Congressman's event and, as Dr. Cioce mentioned, Mr. Jarrett Kealey not only oversees military education and veterans' services, but he is also the lead on the federal grant and will be able to speak to it in that conversation. This is a three-year grant and the first year was a development portion: determining what the Center of Excellence and Student Success would look like, ensuring that we would open the physical space, and starting some of the Website development. The work

that will be coming in the next two years is really focused on it being a student-driven initiative.

Dr. Wright requested a motion to move Tabs 8 and 9, as recommended by the Academic Committee. With a motion by Trustee Kevin Brown and a second by Trustee Mickey Quinn, the Board of Trustees approved Resolutions 8 and 9 with all in favor and none opposed.

This concluded the Academic Committee Report.

**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
August 16, 2022**

**RESOLUTION #2022-228-08**

**APPROVAL TO APPLY FOR AND ACCEPT THE COMPETITIVE GRANT FUNDS  
FISCAL YEAR 2023 PROVIDED BY WORKFORCE INNOVATION AND  
OPPORTUNITY ACT OF 2014, (WIOA) TITLE II, ADULT EDUCATION AND  
LITERACY CONSOLIDATED ADULT BASIC SKILLS AND INTEGRATED  
ENGLISH LITERACY AND CIVICS EDUCATION GRANT PROGRAMS  
CONTINUATION APPLICATION**

**WHEREAS**, the Board of Trustees of Rowan College at Burlington County (hereafter referred to as Board of Trustees) agrees to apply for funding in the amount of **\$576,474.00** administered by the New Jersey Department of Labor and Workforce Development (LWD); and

**WHEREAS**, Rowan College at Burlington County will offer programs that provide adult education and literacy services to assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency; to assist adults who are parents to obtain the skills necessary to become partners in the education of their children; and to assist adults in the completion of a secondary school education.

**WHEREAS**, the Board of Trustees agrees to implement and administer the program in accordance with the fiscal year 2023 Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program, approved as part of the Workforce Innovation and Opportunity Act (WIOA); and

**WHEREAS**, the Burlington County Adult Basic Education Consortium led by Rowan College at Burlington County will offer a variety of literacy services at convenient times and locations throughout the county, through three educational institutions and a volunteer literacy organization; and

**WHEREAS**, the Board of Trustees acknowledges the partnership members of this grant are Rowan College at Burlington County, Literacy Volunteers of New Jersey, Bordentown School District, and Willingboro Adult School;

**NOW, THEREFORE**, be it resolved, that the Board of Trustees, now assembled in public session this 16<sup>th</sup> day of August 2022, hereby authorizes the College to apply for and accept the following grant funds: Workforce Innovation and Opportunity Act (WIOA) Title II Adult Education and Literacy Grant Program fiscal year 2023 funding in the amount of **\$576,474.00**.

\*\*\*\*\***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, August 16, 2022**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
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 Anthony C. Wright, Chairperson								10
11 Vacant								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  
August 16, 2022**

**RESOLUTION # 2022-228-09**

**APPROVAL TO ACCEPT THE FISCAL YEAR 2023 GRANT FROM THE NJ  
PATHWAYS CENTERS OF WORKFORCE INNOVATION – CYBERSECURITY  
IN THE AMOUNT OF \$145,000.00 FOR WORK TO BE COMPLETED  
APRIL 1, 2022 TO DECEMBER 21, 2022**

***WHEREAS***, the College in coordination with Ocean County College, Camden County College, Raritan Valley Community College, and Bergen Community College are working to create educational pathways and develop procedures to address cybersecurity employer needs and provide a pathway for jobseekers and workers to increase salaries.

***WHEREAS***, the College received notification from the NJ Pathways Centers for Workforce Innovation – Cybersecurity of eligibility for funding in the amount of \$145,000.00 for fiscal year 2023; and

***WHEREAS***, the funding represents payment to the College for services related to (1) improving the alignment of training and the needs of employers in New Jersey’s cybersecurity industry, (2) developing new education and training programs aligned with the needs of employers, and (3) delivering education and training tied to the of employers in the cybersecurity industry; and

***WHEREAS***, the College in alignment with the approved workplan will:

- Continue to work with the Enrollment Management Department to incorporate an industry recognized creditenditial into the High School Quick Steps Dual Enrollment Agreements;
- Work with Broward College’s Center for Supply Chain Education to develop a MOU/partnership to include all 18 community colleges;
- Develop a proposal to implement a credit-bearing certificate pathway as a bridge for those from the non-credit and high school program pathways;
- Develop a professional development toolkit for the High School Quick Step Program that includes materials to support the program, the prior learning assessment process, and materials that clearly outline all viable educational pathways options that presents a clear pathway into industry or to degree, to meet the needs of a variety of student groups; and

***NOW, THEREFORE, BE IT RESOLVED***, that the Board of Trustees, assembled in public session this 16<sup>th</sup> day of August 2022, hereby authorizes the College to accept the NJ Pathways Centers of Workforce Innovation – Cybersecurity 2023 funding in the amount of \$145,000.00.

\*\*\*\*\***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, August 16, 2022**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 Vacant								1
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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 Anthony C. Wright, Chairperson								10
11 Vacant								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

**COMMENTS FROM THE PUBLIC**

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

For the record, there were no questions submitted in advance to the President by e-mail or by phone.

**COMMENTS FROM THE BOARD**

Vice Chair Dr. James Kerfoot congratulated Dr. Anthony Wright on his new position as Chair of the Rowan College at Burlington County Board of Trustees, and he welcomed Trustee Lorraine M. Hatcher and Alumni Trustee Alexis McKenna to the Board. Chair Wright also welcomed the new Trustees.

President Cioce announced as part of Tab 3, each Trustee received the updated Strategic Plan for the College's Office of Information Technology and Learning Resources. Dr. Cioce thanked Dr. Martin Hoffman, Acting Chief Information Officer and the Dean of Learning Resources, for hustling to complete this report.

**OTHER BUSINESS**

No other business.

**ADJOURNMENT OF PUBLIC SESSION**

Chair Wright called for a motion to adjourn the Public Session. There is no need for an Executive Session. With no further business, Trustee Gino Pasqualone made the motion, second by Trustee Raymond Marini, and by a unanimous vote in favor the Board of Trustees' Meeting adjourned at 6:15 P.M.

Respectfully submitted,

Dr. Michael A. Cioce  
Board Secretary

MAC:imd