

ROWAN COLLEGE AT BURLINGTON COUNTY

**BOARD OF TRUSTEES
REGULAR PUBLIC MEETING**

Tues., September 15, 2020

By Webex

**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 Chair George Nyikita welcomed everyone in attendance and called the meeting to order at 5:30PM.

FLAG SALUTE

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

ROLL CALL

Board Present: Mr. James Anderson, Mr. Kevin Brown, Dr. James Kerfoot, Ms. Renee Liciaga, Mr. Daryl Minus-Vincent, Mr. Dorion Morgan, Mr. George Nyikita, Mr. Gino Pasqualone, Mr. Mickey Quinn

Board Absent: Ms. Jamie Martin, Ms. Stephanie Berdugo-Hernandez (Alumni Trustee)

RCBC Present: Dr. Michael A. Cioce (President and Board Secretary), Dr. Karen Archambault, Dr. Cathy Briggs, Mr. Thomas Czerniecki, Ms. Lindsey Daniello, Mr. Matthew Farr, Dr. Martin Hoffman, Mr. Jarrett Kealey, Ms. Rosemary Kelleher, Ms. Linda Lewis, Mr. Mark Meara, Mr. Harry Metzinger, Ms. Anna Payanzo Cotton, Dr. Anita Rudman, Ms. Michelle Russell, Dr. David Spang, Dr. Edem Tetteh, Mr. Michael Turnbull, Dr. Donna Vandergrift, Mr. Greg Volpe, Mr. William Whitfield, Ms. Kelly Grant (Board Solicitor) and Ms. Lynne Marie Devericks (Board Recorder)

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 12, 2019, which was amended by a public notice released on September 4, 2020, setting forth the date, time, and location of regular meetings of the Board of Trustees, which resolution was, within seven days of passage, posted on the College Web site, sent to *The Burlington County Times*, *The Courier-Post*, *The Trenton Times*, and the Burlington County Clerk.”

MINUTES

Chair George Nyikita requested a motion to approve the minutes of the Regular Board Meeting on August 18, 2020, as submitted. The motion was made by Trustee James Kerfoot, with a second by Trustee Dorion Morgan, and a unanimous vote in favor. There were no questions or comments and the minutes were approved as written.

REPORTS

1. President’s Report:

- The President’s Report was presented in written form to the Board, which included news and events from August 18, 2020 through September 15, 2020.
- The On-Campus Crime and Fire Incident Report prepared by Captain Edmund Johnson was presented in written form to the Board for the period August 11, 2020 to September 4, 2020.
- President Cioce welcomed the Trustees and everyone in attendance this evening. Dr. Cioce thanked everyone for the outreach that has taken place over the last few months. He proceeded with the following announcements in addition to the written report provided in the Board packet:

1) The Fall Semester: Our newest member of the Board and Alumni Trustee, Stephanie Berdugo-Hernandez, was not in attendance this evening as she was attending class. Fall semester classes, 15-week, officially began on August 28, 2020. Dr. Cioce indicated it is no accident that we are in the position we are in with respect to being as successful as we have been in these extremely odd and challenging times. It is the result of the Cabinet, Mr. Greg Volpe and the outreach of his staff, Ms. Lynne Devericks, who arranges these meetings and has booked the President solid, 8:00 – 5:00, Monday through Friday, the Facilities and Public Safety teams, as well as the Office of Information Technology (OIT) staff, and many others. Many folks are behind the scenes and we don’t see all they are doing.

Our Academic Deans and Enrollment Management and Student Success staff made certain that 7,000 plus students were able to successfully join us this semester. It is great that these students trust us with their academic pursuit. There are approximately 1,100 students on campus this Fall. We are greatly reduced from where we were one year ago. About 15% – 17% of our traditional on-campus courses are happening on site and the rest are remote. There is synchronous and asynchronous learning, and President Cioce thanked those involved in ensuring we had additional courses. There are ten-week courses that begin on September 22, 2020. For anyone with inquiries from family and friends, and anyone who is curious about joining us, there is still opportunity. There are a lot of courses that did not exist a year ago and the ten-week format has stepped up significantly.

As can be expected, there are new things that are mandatory: Masks are non-negotiable and must be worn if you are on campus and in buildings; anywhere that social distancing is unable to be achieved. Public Safety has reported near perfect compliance. The College sent safety videos and a training regimen was shared with staff and students. Thousands have also downloaded the Campus Clear app. It is a symptom checking app that we have been using for entry to buildings on campus in addition to the temperature check. It allows you to enter the buildings a little faster.

So far, so good, and it was not luck. There has been a ton of work between April and August 2020, to put us in a position to be as successful as we have been. We anticipate Spring semester registration to begin in mid-October 2020.

2) Communications and Governance: Town Halls with the entire campus community are scheduled on Wednesdays and have taken place over the past 27 weeks. In looking through those scheduled in March, we had an epidemiologist speak, we have featured students and industry partners, faculty and staff. All facets of our internal community have been represented and the entire archive is available on our Facebook page. You don't need to have a Facebook page to watch the videos.

There are two large-scale invitations that were sent to the campus community. One next week for the Governance Meeting. The College's Governance process has representation from both the executive staff and the senate representatives. The unions each have a senate representative. They bring forth issues, topics, questions, concerns, and we are broadening Governance to include the entire campus participation by Webex, There will be opportunities for the President and Cabinet to provide updates.

3) President Cioce updated the Board on the progress of the College's Strategic Plan: Dr. Cioce thanked Dr. Anita Rudman, Associate Provost, who has been shepherding our Strategic Plan. The current Strategic Plan is set to expire this year. Work has been ongoing for the last 18 months. President Cioce received a draft of the Plan with the four pillars: Culture, Access and Affordability, Student Success, Quality and Effectiveness. The College conducted a Peer Review process, where the group that worked on one pillar reviewed the work of another pillar. We are receiving feedback and stress testing the items that worked. Next week we are set to send the Plan to students for final input. Dr. Kerfoot

represented the Board on one of the pillars and Dr. Cioce thanked Trustee Kerfoot for his participation. A public unveil is scheduled for late October and invitations will be sent to the Trustees.

Of the four pillars, one is dedicated to Culture. President Cioce identified a need to place greater emphasis on culture and one item present in culture is diversity. Dr. Cioce announced that the College has made some progress on our internal diversity initiative. As we strive and work toward making sure that RCBC is a more equitable and inclusive community, as an anchor within Burlington County, we have developed and established a Council that will work on these issues for us. It is not one direction, but bidirectional, as we are a living entity ourselves. We must react to the community that we represent and the community will react to what RCBC is and can be. Action items will be forthcoming, and Dr. Cioce wanted to brief the Trustees in preparation for invites and opportunities they will receive to participate.

4) President Cioce gave a shout out to the Entertainment Technology and Service Learning programs who had an amazing documentary as part of the Entertainment Technology program back in the Spring 2020 semester and then Covid-19 appeared, but did not deter our students. Our film students were working with the Katz Jewish Community Center in Cherry Hill, New Jersey, and they did a Facebook stream of the documentary. If you haven't yet seen it, I implore you to. It is approximately 12 minutes in length and the premiere had over 1,200 views already. It is inspiring when you hear and see the stories from community members of ours and the students who interacted with them. The link was sent and it is posted to our Facebook and YouTube pages. There is a live link in the written President's Report as well.

5) Events: On September 17, 2020, at 1:30PM, former Tennessee Mayor and WWE superstar Glenn (aka Kane) Jacobs (if you are a wrestling fan, he was the Undertaker's brother), talks politics with RCBC students. Mr. Ken Mariano, a professor in the RCBC Political Science Department, was able to set this up. The event will be interactive.

President Cioce invited questions and there were none.

This concluded the President's Report.

2. Board Reports

- A. Finance/Facilities Committee:** Chair George Nyikita reported:
Chair Nyikita announced that the Finance/Facilities Committee met virtually on Tues., September 8, 2020, at 3:00PM, and the Committee discussed various finance and facility items.

Chair Nyikita proceeded with a review of Tabs 1 and 2 for the Board's consideration:

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

- Tab #1:** Resolution #2020-259-01, A Resolution to approve and ratify requested business-related travel.
- Tab #2:** Resolution #2020-259-02, A Resolution to approve and ratify agreements and contracts.

Chair Nyikita requested a motion to move Tabs 1 and 2, as recommended by the Finance/Facilities Committee. With a motion by Trustee Mickey Quinn and a second by Trustee Gino Pasqualone, the Board approved Resolutions 1 and 2, with all in favor and none opposed.

The Chair invited questions and there were none.

This concluded the Finance/Facilities Committee Report.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
SEPTEMBER 15, 2020**

RESOLUTION #2020-259-01

TO APPROVE AND RATIFY REQUESTED BUSINESS-RELATED TRAVEL

APPROVE

1) **Grant-Funded Travel**

None

2) **Operational**

None

RATIFICATION

1) **Grant-Funded Travel**

None

2) **Operational**

None

REIMBURSEMENT

None

*******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, September 15, 2020** 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 James C. Anderson, Jr.								1
2 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Renee Liciaga								4
5 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								11

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

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
September 15, 2020**

RESOLUTION #2020-259-02

TO APPROVE AND RATIFY AGREEMENTS AND CONTRACTS

FOR APPROVAL:

To approve an Addendum to the Jefferson Health Training Site Agreement between Jefferson Health and Rowan College at Burlington County, and a Student Clinical Participation COVID-19 Waiver and Release of Claims for Jefferson Clinical Sites.

FOR RATIFICATION:

To ratify the renewal between Rowan College at Burlington County and Dell Marketing, 1 Dell Way RR8, Roundrock, TX, 78682, for 40 hours of basic technical support with Sunrise RIM system for Military records, for the OIT Department, for a term July 1, 2020 through June 30, 2021, in the amount of \$4,000.00.

To ratify a revision to the Agreement between Rowan College at Burlington County and Scenario Learning, LLC, d/b/a Vector Solutions, for 7,000 licenses to provide COVID-19 training for students, for the Human Resources Department, utilizing GEERF funding in an amount of \$3,500.00.

To ratify a Professional Consultant Contract between Rowan College at Burlington County and Lisa Knausz, 20 Bradford Road, Rehoboth Beach, DE, 19971, for Final Summative External Evaluation, program name: Advanced Technology Education, for the S.T.E.M. Department, in the amount of \$8,100.00.

To ratify an agreement between Rowan College at Burlington County and ProctorU, 3687 Old Santa Rita Road, Suite 202, Pleasanton, CA, 94588, for online proctoring service standardized HESI specialty exams, for the Nursing/Allied Health Department, for FY21, in an amount of \$7,750.00.

To ratify a Lease Agreement between Rowan College at Burlington County and Jason Ruch, Lollipop Recording, LLC-Zero By One Sound Studio, 1950 Old Cuthbert Road, Suite G, Cherry Hill, NJ, 08034, for the 2020 Fall Semester, August 2020 through December 17, 2020, for the Entertainment Technology Department, in an amount of \$4,200.00.

To ratify an agreement between Rowan College at Burlington County and the Burlington County Institute of Technology, through the Shared Services Agreement, for Patient Care Technician training at the Westampton location, for the Workforce Development Institute (WDI), for the period July 1, 2020 through June 30, 2021, in the amount of \$66,780.00.

To ratify an agreement between Rowan College at Burlington County and the Burlington County Institute of Technology, through the Shared Services Agreement, for Electrocardiography (ECG) Technician training at the Westampton location, for the Workforce Development Institute (WDI), for the period July 1, 2020 through June 30, 2021, in the amount of \$18,271.50.

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

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8 George Nyikita, Chair								8
9 Gino Pasqualone								9
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 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

B. Personnel Committee: Committee Chair Kevin Brown reported:

Trustee Kevin Brown announced that the Personnel Committee met virtually on Wed., September 9, 2020, and the Committee discussed various personnel matters.

This concluded the Personnel Committee Report and Committee Chair Brown proceeded with a review of Tab 3 for the Board's consideration:

Personnel Committee Action (Resolution(s) for Approval)

Tab #3: Resolution #2020-259-03, A Resolution approving personnel actions for Rowan College at Burlington County

Chair Nyikita requested a motion to move Tab 3, as recommended by the Personnel Committee. With a motion by Trustee Dorion Morgan, and a second by Trustee Gino Pasqualone, the Board approved Resolution 3 with all in favor and none opposed. There were no questions.

This concluded the Personnel Committee Report.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
September 15, 2020**

RESOLUTION #2020-259-03

**RESOLUTION FOR 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;

Vanessa Ridgway as Temporary Nursing Instructor at \$60,000;
Donna Barto as Temporary Nursing Instructor at \$60,000;
Daniel Helena as EOF Counselor/Advisor at \$42,000;
Kayla Raparelli as PT EOF Counselor, Advisor at \$22/hour; 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;

None; and

Salary Adjustments

None; and

Title Changes

Megan Riffle, Program Coordinator of Culinary Technology & Hospitality & Tourism Management effective 9/8/20; 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;

Holmes, Xavier; and

Adjuncts, Liberal Arts;

Nilsson, Nancy; Zeiger, Alexandria; and

Adjuncts, Nursing and Health Sciences;

DeNigris, Jami; Flynn, Fatma; Saggiomo, Amy; Judice, Gwen; Revak, Sandy; and

Part-Time Trainers;

Purcell, Michael; Santoferraro, Gabriel; Randolph, Jesse; and

EMT Trainers/EMT Aides;

Iglesias, Tracey; Ball, Robert; Biebel, Edward; Schili, Joseph; Duffy, Kathleen; and

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

Leon Hageman, Instructor, STEM;
Liz Spicer, Lab Technician, STEM;
Laura Ritt, Assistant Professor, STEM;
Robert Roach, Instructor, STEM;
Nam Kim, Instructor, STEM;
Linda DeSantis, Adjunct, STEM; 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;

Martin Hoffman, Learning Resources, Paid Intermittent LOA;
Heather Wentzel, Marketing, Paid & Unpaid LOA;
Pat Zanichelli, STEM, Paid LOA;
Pamela Evans, Health Sciences, Paid LOA; 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 that the Board of Trustees, now assembled in public session this 15th day of September 2020, hereby approves the above stated personnel actions for Rowan College at Burlington County.

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

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 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

C. **Academic Committee:** Chair Nyikita reported on behalf of Committee Chair Jamie Martin:

The Chair announced that the Academic Committee met virtually on Tues., September 8, 2020, at 2:00PM, and the Committee discussed various academic matters, most of which the President covered in his report.

This concluded the Academic Committee Report and Chair Nyikita indicated there are no resolutions for the Board's consideration.

The Chair invited questions and there were none. This concluded the Academic Committee Report.

COMMENTS FROM THE PUBLIC

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

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

COMMENTS FROM THE BOARD

Chair Nyikita invited comments from the Board of Trustees. There were none.

The Chair closed the meeting with, as a grandparent who is helping his second-grade granddaughter with virtual learning, it is not easy. If it is not easy for K-12, you can imagine what it is at the College level. Kudos to everyone dealing with the College issues and making sure that Rowan College at Burlington County is available for the students in a safe and effective manner. The Chair expressed much appreciation to all of the staff and faculty. The Board is very proud of all they do every day. Thank you.

OTHER BUSINESS

There was no other business.

ADJOURNMENT OF PUBLIC SESSION

Chair Nyikita called for a motion to adjourn the Public Session. There was no need for an Executive Session. With no further business, Trustee James Kerfoot made the motion, second by Trustee Renee Liciaga, and by a unanimous vote in favor the Board of Trustees' Meeting adjourned at 5:50 P.M.

Respectfully submitted,

Dr. Michael A. Cioce
Board Secretary

MAC:lmd