ROWAN COLLEGE AT BURLINGTON COUNTY

BOARD OF TRUSTEES REGULAR PUBLIC MEETING

Tues., September 20, 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 Chair Dr. Anthony Wright welcomed everyone in attendance and called the meeting to order at 5:33PM.

FLAG SALUTE

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

ROLL CALL

Board Present: Mr. Kevin Brown, Ms. Lorraine M. Hatcher, Dr. James Kerfoot, Mr.

Raymond Marini, Mr. Gino Pasqualone, Mr. Mickey Quinn (virtual), Ms.

Regina Reed, Dr. Anthony Wright

Board Absent: Mr. Dorion Morgan, Ms. Alexis McKenna (Alumni Trustee)

RCBC Present: Dr. Michael A. Cioce (President and Board Secretary), Ms. Leidalis

Cardona, Ms. Shelley Geehr, Dr. Martin Hoffman, Ms. Rosemary Kelleher, Mr. Kevin Kerfoot, Mr. David Quinnan, Dr. Anita Rudman, Dr. David Spang, Ms. Nicole Tavares, Dr. Edem Tetteh, Dr. Shawn Thomas, Mr. William Whitfield (virtual), Ms. Kelly Grant (Board Solicitor), 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 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."

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MINUTES

Chair Wright asked for a motion to approve of the public minutes of the Regular Board Meeting on August 16, 2022, as submitted. With a motion by Trustee Gina Reed and a second by Trustee Dr. James Kerfoot, the minutes were approved as written with all in favor and none opposed. There were no questions.

<u>REPORTS</u>

1) **President's Report:**

- The President's Report was presented in written form to the Board, which included news and events from August 16, 2022 to September 20, 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 July 28, 2022 to September 7, 2022.
- Dr. Cioce announced that Trustee Dorion Morgan was unable to join us this evening due to a conflict in schedule, but Dr. Cioce had the opportunity to see him last evening at the New Jersey Council of County Colleges meeting held at Middlesex College, where Trustee Morgan was recognized by the Council for his service and commitment to RCBC with a Trustee Spotlight Award. President Cioce thanked Trustee Morgan for his service to the Board and the College overall.
- President Cioce referenced a group of students playing volleyball and basketball on campus at that moment, which means the Fall semester is in full swing and students have returned to campus. The College held a Welcome Back Barbeque for the first time on August 30, 2022, with expectation of 200 300 students and family members. We welcomed 300 students to campus and there were over 500 RSVPs. Trustee Kevin Brown attended.
- On upcoming events, President Cioce looks forward to seeing our Trustees at the beginning of semester activities and Collegewide Update on Friday, September 23, 2022, 9:00a.m. in the Votta Hall Auditorium. A continental breakfast will be available at 8:00a.m. Chair Anthony Wright will provide the welcome and Ms. Colleen E. Duke, Innovation Lab Manager, TD Bank, will serve as our guest speaker. The program will conclude with an activity in which all faculty and staff will participate. Dr. Cioce offered to assign the Trustees to a group should they wish to participate.
- Congressman Andy Kim was on campus in concert with The Food Bank of South Jersey and other anti-hunger advocates to prepare for the White House Summit on Hunger, Nutrition, and Health. RCBC alum, Nazim Tijani, participated in the roundtable discussion and spoke about his experiences staffing the RCBC Food Pantry, which opened in 2019. President Cioce announced that two years into the COVID era, all of The Food Bank representatives and attendees continue to report above 2019 utilization of their services,

which is a serious concern.

- President Cioce announced the following events: RCBC Workforce Development hosted the Fall 2022 Startup Stars on September 14, 2022, which is a business plan competition for entrepreneurial students. The founder and CEO of Saxbys, Mr. Nick Bayer, spoke on entrepreneurialism and he was extremely gracious with his time. Mr. Bayer is partnering with four schools in California, had to catch a 6:00a.m. flight the following morning, yet he took the time for photographs with our students. He also gave his e-mail address, Linked In account and Instagram handle to every student who asked for it.
- We were approached in 2018 by the US Citizenship and Immigration Services (USCIS) to assess our interest in hosting a naturalization ceremony at the College. We agreed and the most recent was held last Friday, September 16, 2022, in the Votta Hall Auditorium. Dr. Cioce described one of the most emotional events he has witnessed. This year was the fifth ceremony held on campus and there were 100 Burlington County residents who became United States citizens on our campus, including former Philadelphia Flyer, Scott Hartnell, who was Canadian. Mr. Hartnell was gracious with his time and plugged the College on social media. Burlington County Commissioner Balvir Singh has participated previously and has supported this important event.
- The College will host the Bolt for Becky 5K on Sunday, October 2, 2022, rain or shine. The family of an alum whose life was cut short looked to RCBC to keep her memory alive and endowed a scholarship in her name. President Cioce will send information to Trustees who may be interested in participating.
- RCBC's Fall 2022 Open House is scheduled on Saturday, October 15, 2022, 10:00a.m. to 1:00p.m. Our Enrollment Management and Student Success (EMSS) team, as well as all of our academic disciplines will be represented. The EMSS team will provide tours of all buildings, and instructions to register and pay for classes.
- President Cioce invited questions. Trustee Lorraine Hatcher asked about the outfits on the manikins in the Student Success Center. Dr. Cioce advised the outfits were created by the Fashion Design students. Additionally, the College's Curator has displayed some student artwork on the walls. In the spring, RCBC hosts a runway fashion show in the Student Success Center, and we will host a fashion event in Mt. Holly. Trustee Gina Reed asked for the time of the Bolt for Becky run. Ms. Leidalis Cardona, Jr. Administrative Assistant in the President's Office, and serving as coordinator of the Bolt for Becky run on behalf of the College Foundation, was in attendance and provided the 7:00a.m. registration time, in person or online, and 9:00a.m. run time. Trustee Hatcher requested a flyer to share with others. Dr. Cioce indicated that the Foundation Board circulated it, and he asked Leidalis to provide the information to the College Board.

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

2. Board Reports

A. <u>Finance/Facilities Committee:</u> President Michael Cioce reported in Committee Chair Dorion Morgan's absence. The Finance/Facilities Committee met on Tues., September 13, 2022, at 3:00PM, and the Committee discussed various finance and facilities matters.

President Cioce 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 #2022-263-01, A Resolution to approve and ratify requested business-related travel.
- **Tab #2:** Resolution #2022-263-02, A Resolution to approve and ratify certain agreements and contracts.

Chair Wright invited questions on the resolutions. There were none. The Chair requested a motion to move Tabs 1 and 2, as recommended by the Finance/Facilities Committee. With a motion by Trustee Kevin Brown and a second by Trustee Lorraine Hatcher, the Board approved Resolutions 1 and 2 with all in favor and none opposed.

This concluded the Finance/Facilities Committee Report.

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ROWAN COLLEGE at BURLINGTON COUNTY BOARD OF TRUSTEES MEETING SEPTEMBER 20, 2022

RESOLUTION #2022-263-01

TO APPROVE AND RATIFY REQUESTED BUSINESS-RELATED TRAVEL

APPROVE

1) Grant-Funded Travel

Lisa Steinberg, Program Coordinator, Fashion Design and Fashion Product Merchandising, S.T.E.M., International Textile and Apparel Association (ITAA) 2022 Annual Conference, Denver, CO, October 26 – 29, 2022, \$2,148.00. (Fully Perkins Funded)

Dr. Andre Turner, EOF Director, EMSS, NASPA Ujima Institute at Morgan State University, Baltimore, MD, November 2-5, 2022, \$910.00 (Registration paid by CCOG funding and hotel by EOF grant funding.). The NASPA Ujima Institute is designed by and for African American and Black student affairs professionals who aspire to senior student affairs leadership.

Jamie Cattell, Title III Coordinator, EMSS, Complete College America Annual Conference, Atlanta, GA, October 23 - 25, 2022, \$1,575.20.

Alexandra O'Neil, Director Rowan Relations, EMSS, Complete College America Annual Conference, Atlanta, GA, October 23 – 25, 2022, \$1,545.20.

Lisa Parker, Nursing Program Success Manager, Health Sciences, NLN Summit Conference, Las Vegas, NV, September 27 - 30, 2022, \$2,312.00. To learn Next Generation NCLEX for nursing licensure. The exam is changing as of April 2023. There is one summit per year and this is the only location.

2) Operational

Dr. Karen Archambault, VP Enrollment Management and Student Success, NACADA Annual Conference, Portland, OR, October 22 - 26, 2022, \$2,813.00. Dr. Archambault will represent RCBC on committees and in publication.

Dr. Karen Archambault, VP Enrollment Management and Student Success, Aspen Institute Cohort Meeting – required for Aspen Fellowship, Leesburg, VA, November 28 – December 1, 2022, \$133.93.

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Dr. Edem G. Tetteh, Dean of S.T.E.M., ATMAE 2022 Conference, Louisville, KY, November 9 – 11, 2022, \$275.00. Dr. Tetteh is on the Executive Board of ATMAE and four S.T.E.M. programs are accredited by the organization. ATMAE will cover the cost of travel, hotel and food.

RATIFICATION

1) Grant-Funded Travel

None

2) Operational

None

REIMBURSEMENT

None

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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 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	Vacant								10
11	Anthony Wright, Chairperson								1
Le	gend: Mtn = Motion; Snd =Second;	Aye= Ay vt=Not V		= Nay	; Abn=	-Abstai	n; Abs	s=Abse	ent;
)r Δ	Anthony C. Wright		Dr. I	Michae	JA C	iona			-

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ROWAN COLLEGE at BURLINGTON COUNTY BOARD OF TRUSTEES MEETING SEPTEMBER 20, 2022

RESOLUTION #2022-263-02

TO APPROVE AND RATIFY CERTAIN AGREEMENTS AND CONTRACTS

FOR APPROVAL:

To approve an agreement with **Swank Motion Pictures, Inc.** for a subscription to stream content which will supplement the instruction of the students, for a 20-month term, from October 1, 2022 through June 30, 2024 in the amount of \$16,653.00. (sole source)

To approve an agreement with **Kaltura Inc**. for educational software license and services for cloud-based video platform, integrated with Blackboard, for a one-year term, October 1, 2022 through September 30, 2023 in the amount of \$12,499.90. (lowest quote, grant funded innovation)

To approve a subscription with **Career Dimensions, Inc.** for online services implementing career development for the student at RCBC, for a 15-month term, October 1, 2022 through December 31, 2023, in the amount of \$4,387.75. (lowest quote)

To approve an emergency professional services agreement with **Bowman & Company, LLP** pursuant to N.J.S.A. 18A:64A:25.6 for tax services related to the filing of 2020 W2s not to exceed \$5,000.00. (professional services)

To approve a professional services agreement with **Michele J. Hansen, Ph.D.** for review of the Title III Grant, for planned interventions, goal, objectives, timeless and proposed program evaluation plan, for a term of October 1, 2022 through September 30, 2023, in the amount of \$14,000.00. (lowest quote)

To approve a professional services agreement with **Title IX Solutions, LLC** for consulting services to cover services for Hearing Officers & Title IX Advisors, for a one-year term, in an amount not to exceed \$25,000.00. (lowest quote)

To approve a revenue sharing agreement with **Valley Education**, **LLC** who provides certified course content for medical and adult use cannabis, for a term of 8 months, October 1, 2022 through June 30, 2023, with an option to renew. (lowest quote)

To approve a Master Affiliation Agreement between **NJ State Cancer Registry** and Rowan College at Burlington County for professional practice experience and instructional purposes for the Cancer Registry Management Program and Health Information Technology Program for the period January 2, 2023 through May 31, 2023. (Approved by Solicitor Grant on 08-22-22.)

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FOR RATIFICATION:

To ratify a subscription with SimTutor, Inc. for **SIMTICS** subscription for the radiography simulator programs, for a one-year term, in the amount of \$4,836.00. (perkins FY22- lowest quote).

To ratify a lease agreement with **Lollipop Recording, LLC, dba Zero by One Sound Studio,** for studio rental for 12 laboratory sessions / studio sessions for a term September 1, 2022 through December 15, 2022, in an amount of \$4,200.00. (lowest quote)

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	Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	1
-	Voice Vote								
-	Roll Call								
1	Vacant] 1
2	Kevin Brown								2
3	Lorraine M. Hatcher								3
4	James Kerfoot, Vice Chair								
5	Raymond Marini								5
6	Dorion Morgan								6
7	Gino Pasqualone								7
8	Mickey Quinn								8
9	Regina Reed								ç
10	Vacant								1
11	Anthony Wright, Chairperson								1
11		Ave= Av	e: Nav	= Nav	· Abn=	-Abstai	n; Abs	s=Abs	•

B. Personnel Committee: Committee Chair Kevin Brown reported:

Committee Chair Kevin Brown announced that the Personnel Committee met in person on Wed., September 14, 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 3 for the Board's consideration:

Personnel Committee Action (Resolution(s) for Approval)

Tab #3: Resolution #2022-263-03, A Resolution approving personnel actions for Rowan College at Burlington County.

Chair Wright requested a motion to move Tab 3, as recommended by the Personnel Committee. With a motion by Trustee Gino Pasqualone, and a second by Trustee Raymond Marini, the Board approved Resolution 3 with all in favor and none opposed.

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

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ROWAN COLLEGE at BURLINGTON COUNTY BOARD OF TRUSTEES MEETING September 20, 2022

RESOLUTION #2022-263-03

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;

Dan Meyers as PT Public Safety Officer at \$14/hour; Adam Ertler as PT Public Safety Officer at \$14/hour; Pietra Oliveira as PT Digital Forms Developer at \$20/hour; Francesca Muscelli as PT ESLTutor at \$22/hour; Audrey Mancini as Assistant Lead Custodian at \$39,000; Jennifer Smallwood as Accounts Payable I at \$45,000; Gerson Silva as PT Student Life Assistant at \$17/hour; Scott Colgan as PT Custodian at \$14.50/hour; Larisa Huber as Career Services Specialist at \$38,000; Margaret Dorsey as PT Student Success Coach at \$18/hour; Christopher Buckalew as PT Custodian at \$14.50/hour; Carol Schapcott as Director of Marketing at \$74,000; 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;

Chloe Devries as Acting Public Safety Officer III-Covid Investigator, Public Safety at \$41,373.48 effective 9/4/22 through 10/14/22; and

Salary Adjustments

Katelyn Lutz as Public Safety Officer II at \$32,841.28 effective 9/3/22; Leidalis Cardona as Jr. Administrative Assistant, extension until 9/30/22 with stipend of \$1,000 month to assist with Foundation duties in addition to current position; and

Title Changes

Nancy Carpenter as Career Technical Education (CTE) Navigator (no salary change) effective 7/25/22; and

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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; Trofimoff, Alexander Erick; Pragliola, Anthony; Outlaw, Dev; Maroldo, John; Malcom, Hazel; and

Adjuncts, Liberal Arts;

Getler, Anna; Nolan, Emily; Chamberlain, Sheri; Daily, Jennifer; and

Adjuncts, Nursing and Health Sciences;

Riggs, Lindsay; and

Part-Time Trainers;

Lamberti, Joseph; Zonies, Matthew; Groves, Brandon; McClennen, Jill; and

EMT Trainers/EMT Aides;

Jones, Bruce; and

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

Katherine Curtis Gonzalez, Assistant Director of Advising & Retention, EMSS;

Tyler Conlin, Administrative Lieutenant, Public Safety;

Nicholas Cacia, Public Safety Officer, Public Safety;

Ben Agostini, IT Support Specialist, OIT;

Traci Soto, Graphic Designer/Photographer, Marketing;

Kimberly Fairchild, Adjunct, Health Sciences;

Susan Speas, PT Advisor EMSS;

Carly Zrinko, Public Safety Officer, Public Safety;

Naomi Malhalm, PT Distance Education Office Assistant, Distance Learning

Doreen Walter, PT Academic Advisor, EMSS;

Rosemary Kelleher, Administrative Assistant, President's Office;

Stephen Huff, Client Coordinator, WDI;

Susan Allen, PT Cashier, EMSS; 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:

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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;

Anthony Rossi, Public Safety, Paid LOA; Marissa Brook, Human Resources, Paid & Unpaid LOA; Janelle Martin, Print Shop, Paid LOA; Brina Sedar, Liberal Arts, Paid LOA; Rhonda Seaborn, 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;

None; and

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

NOW, *THEREFORE*, be it resolved by the Trustees of the College now assembled in public session this 20th day of September 2022, hereby approves the above stated personnel actions for Rowan College at Burlington County.

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

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

C. <u>Academic Committee:</u> Dr. James Kerfoot, Committee Chair, asked Dr. Michael Cioce to report on behalf of the Academic Committee. Dr. Cioce reported that the Academic Committee met on Tuesday, September 13, 2022. Dr. David Spang and Dr. Karen Archambault provided academic and enrollment management and student success updates at the meeting. President Cioce highlighted one item that touches every area of the College that Dr. Spang and his team have agreed to lead, which is to create a system to analyze the financial impacts and implications of academic program and course delivery on the College as a whole. Metrics will be compiled from Academic Programs, Enrollment Management and Student Success (EMSS), Finance, Human Resources, and Facilities with the goal of optimizing College operations.

This concluded the Academic Committee Report and President Cioce proceeded with a review of Tab 4 for the Board's consideration:

Academic Committee Action (Resolution(s) for Approval)

Tab #4: Resolution #2022-263-04, A Resolution to approve payment of Virtua invoices in accordance with terms of agreement between Virtua Health, Inc. and Rowan College at Burlington County for Clinical Placement Services in an amount not to exceed \$250,000.00 for fiscal year 2023

Dr. Wright requested a motion to move Tab 4, as recommended by the Academic Committee. With a motion by Trustee Gina Pasqualone and a second by Trustee Dr. James Kerfoot, the Board of Trustees approved Resolution 4 with all in favor and none opposed.

There were no questions and this concluded the Academic Committee Report.

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ROWAN COLLEGE at BURLINGTON COUNTY BOARD OF TRUSTEES MEETING September 20, 2022

RESOLUTION 2022-263-04

APPROVAL OF PAYMENT OF VIRTUA INVOICES IN ACCORDANCE WITH TERMS OF AGREEMENT BETWEEN VIRTUA HEALTH, INC. AND ROWAN COLLEGE AT BURLINGTON COUNTY FOR CLINICAL PLACEMENT SERVICES IN AN AMOUNT NOT TO EXCEED \$250,000.00 FOR FISCAL YEAR 2023

WHEREAS, Rowan College at Burlington County (the "College") entered into an agreement (the "Agreement") with Virtua Health, Inc. ("Virtua") dated July 1, 2020 for a three-year term, ending on June 30, 2023, for clinical placement services; and

WHEREAS, these clinical placement services include clinical rotations, clinical placements and internships where students gain practical, supervised, hands-on clinical training during a fixed duration of no more than 15 weeks; and

WHEREAS, in addition to Virtua, the College desires to continue and develop collaborative relationships with regional health care providers for purposes of maintaining Clinical Placements at the providers' clinical facilities ("Clinical Sites"); and

WHEREAS, the Agreement, Section 4.1 indicates the College shall pay Virtua the following fees:

- 4.1.1 Annual Management Fee of \$50,000 per annum, payable semi-annually;
- 4.1.2 \$200 per student Clinical Fee for clinical rotations per semester;
- 4.1.3 Annual Clinical Site Fee (10 sites) of \$1,500 per Clinical Site per semester (not charged for Virtua facilities);

NOW, THEREFORE, be it resolved, by the Trustees of the College, now assembled in public session this 20th day of September 2022, to approve payment of the above fees in conjunction with clinical payment services and sites in an amount not to exceed \$250,000.00 for fiscal year 2023.

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

I, Kevin Kerfoot, Chief Financial Officer, do hereby certify that adequate funds are available in the Fiscal Year 2021 Operating budget to pay for the contract between Rowan College at Burlington County and **Virtua Health, Inc.**

The money necessary to fund said contract is not to exceed \$250,000.00. 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 appropriation:

1-24410-9701 (Nursing and Allied Health, Contracted Services)

Kevin Kerfoot
Chief Financial Officer

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

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

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

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

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, Vice Chair Dr. James Kerfoot made the motion, second by Trustee Gina Reed, and by a unanimous vote in favor the Board of Trustees' Meeting adjourned at 5:51 P.M.

Respectfully submitted,

Dr. Michael A. Cioce Board Secretary

MAC:lmd