

ROWAN COLLEGE AT BURLINGTON COUNTY

**BOARD OF TRUSTEES
REGULAR PUBLIC MEETING**

Tues., January 18, 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 George Nyikita welcomed everyone in attendance and called the meeting to order at 5:31PM.

FLAG SALUTE

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

ROLL CALL

Board Present: Mr. James Anderson, Mr. Kevin Brown, Dr. James Kerfoot, Mr. Raymond Marini, Ms. Jamie Martin, Mr. Dorion Morgan, Mr. George Nyikita, Mr. Gino Pasqualone, Mr. Mickey Quinn, Dr. Anthony Wright, Ms. Rebekah Feinberg (Alumni Trustee)

Board Absent: Ms. Robin Walton

RCBC Present: Dr. Michael A. Cioce (President and Board Secretary), Ms. Emmy Casa, Mr. Matthew Farr, Dr. Martin Hoffman, Mr. Kevin Kerfoot, Ms. Linda Lewis, Ms. Anna Payanzo Cotton, Mr. David Quinnan, Ms. Julie Ritter, Dr. Anita Rudman, Ms. Michelle Russell, Dr. David Spang, Ms. Nicole Tavares, Dr. Edem Tetteh, Mr. Greg Volpe, Mr. Jonathan Weisbrod, Mr. William Whitfield, Ms. Kelly Grant (Board Solicitor) and Ms. Lynne Marie Devericks (Board Recorder)

Guests: Mr. Jimmy Casa

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.”

MINUTES

Chair George Nyikita requested a motion to approve the minutes of the Reorganization and Regular Board Meetings on November 23, 2021, as submitted. The motion was made by Trustee Dr. James Kerfoot, with a second by Trustee James Anderson, 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 November 23, 2021 to January 18, 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 November 3, 2021 to January 4, 2021.
- President Cioce announced two employees’ retirements: Ms. Emmy Casa, Senior Administrative and Operations Assistant to Dr. David Spang, the Senior Vice President and Provost, and Ms. Susan Taylor, S.T.E.M. Laboratory Supervisor of the S.T.E.M. Division. Ms. Casa was in attendance and Ms. Taylor was unable to attend.

President Cioce read the resolution recognizing Ms. Casa’s contributions to the College and her retirement, and he presented the resolution to her. Dr. Cioce also recognized Mr. Jimmy Casa, Emmy’s husband, who was in the audience. Chair Nyikita and the Board of Trustees congratulated Emmy on her retirement. Emmy prepared and read one last poem for President Cioce and the Board of Trustees.

President Cioce also read the resolution recognizing Ms. Susan Taylor’s contributions to the College and her retirement. Ms. Taylor was conflicted and unable to attend the meeting and the President’s Office will arrange to deliver the framed resolution to Ms. Taylor. Chair Nyikita and the Board of Trustees congratulated Susan on her retirement.

- President Cioce announced that RCBC earned the top score amongst all New Jersey community colleges in Intelligent.com ranking that reviewed our flexibility, faculty, the strength of our courses, our cost and reputation. RCBC scored 99.13 out of 100, which is

very impressive. Now we have objective, tangible, third-party evidence that substantiates what we already see.

- The College has given a great deal of latitude to the creativity of the RCBC Marketing and Communications Team, and as a requirement each year we have an annual report that is made available to the Board and for external review. We have created a magazine, a newspaper, and a calendar, but this is the first time an annual report was presented in the form of Tarot cards. There is a report that explains everything within the deck. One of the cards is specific to the new Trustees appointed in 2021: Raymond Marini, Robin Walton and Dr. Anthony Wright.
- When the Board convened in November 2021, it took action on the lease for our partnership with Saxbys. Dr. Cioce acknowledged the Collegewide effort to include the workforce and academic offerings, the facilities support, the work by Enrollment Management and Student Success, as well as Marketing. This will be a student-run café and the grand opening is scheduled for March 2022. We will send invitations to the Board to join us. Students will earn college credit, a salary, and real business experience.
- This was the second year that the College Foundation held Giving Tuesday in November. Dr. Cioce thanked the Trustees, the College community, friends and family who contributed. The goal this year was to raise \$10,000 to support our food security initiatives and food pantry. As was shared in the Foundation's Finance Meeting this morning, the Foundation raised over \$15,000 for Giving Tuesday. All funds raised go back to the RCBC students.
- Give Kids a Smile Day is scheduled for the morning of Friday, February 4, 2022. RCBC's Dental Hygiene Lab opens to children up to age 12 for free dental care. Local dentists and hygienists provide services free of charge. Dr. Cioce invited the Board to join us.
- The Spring 2022 Semester officially began on Friday, January 14, 2022.

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



Rowan College at Burlington County Board of Trustees
JANUARY 18, 2022

RESOLUTION

WHEREAS, Emmy Casa has announced her retirement from Rowan College at Burlington County (RCBC) effective February 1, 2022; and

WHEREAS, Emmy has been a valued member of RCBC's President's Office staff since June 6, 2011 when she joined as Administrative Assistant; and

WHEREAS, Emmy has served in the position of Senior Administrative and Operations Assistant to the Senior Vice President and Provost since September 22, 2021; and

WHEREAS, Emmy has been the personable first point of contact for academic matters within the President's office; and

WHEREAS, Emmy has effectively and efficiently maintained the daily administrative and operational functions of the Provost's office; and

WHEREAS, Emmy has planned and coordinated important regularly recurring activities and events including 'Welcome Back', Valedictorian and President's Awards, Academic Awards and Scholarship Ceremony, Dean's List recognition, and Grade Appeal Committees; and

WHEREAS, Emmy has consistently maintained a focus on the academic and personal success of students; and

WHEREAS, Emmy has been an expert writer and proof-reader exhibiting master-level knowledge of English grammar and spelling; and

WHEREAS, Emmy has served as master scheduler and time juggler to get all necessary people in the same place at the same time for important meetings; and

WHEREAS, Emmy has served as the official poet laureate for President's Office celebrations including birthdays where she has delivered original and personalized works; and

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

NOW THEREFORE, BE IT RESOLVED by the Trustees of the College now assembled in public session this 18th day of January 2022, that Ms. Emmy Casa be formally recognized for her many and significant contributions to RCBC and its students during her tenure, and that she receives the entire College Community's best wishes for a long, healthy and happy retirement with her husband, Jimmy.

George Nyikitta
Board Chair

Dr. Michael A. Cioce
College President and Board Secretary



Rowan College at Burlington County Board of Trustees
JANUARY 18, 2022

RESOLUTION

WHEREAS, Susan Taylor offered faithful service to Rowan College at Burlington County from January 23, 1997 to January 31, 2022; and

WHEREAS, Susan Taylor loyally served as Math Adjunct Faculty, Adjunct Faculty Coordinator and most recently Lab Supervisor in the College's STEM Division for 25 years, at the Technology & Engineering Center and Science Building in Mount Laurel; and

WHEREAS, Susan Taylor has worked with faculty, staff and students to provide instruction for MTH 075, personal and professional connection with the adjunct faculty, higher level of safety in the STEM labs and courses that meet the highest standards; and

WHEREAS, Susan Taylor's duties included, but were not limited to, STEM Newsletter editing, supervision of lab staff and student workers, implementing safety procedures and guidelines in the STEM labs and managing lab supplies and equipment; and

WHEREAS, Susan Taylor exemplifies handling change in the mode of delivery through the height of COVID, with ease and confidence, working with the instructors to meet the objectives of each and every lab course. Within the division she was always part of the team, with communication and positive energy; and

WHEREAS, Susan Taylor was helpful, cordial, caring, goal-oriented, friendly, energetic, relatable and a good communicator.

NOW THEREFORE, BE IT RESOLVED by the Trustees of Rowan College at Burlington County, now assembled in public session this 18th day of January 2022, expresses its appreciation for the outstanding contributions made by Susan Taylor 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.

George Nyikatta
Board Chair

Dr. Michael A. Cioce
College President and Board Secretary

2. Board Reports

A. Finance/Facilities Committee: Chair George Nyikita reported:

Chair Nyikita announced that the Finance/Facilities Committee met on Tues., January 11, 2022, at 3:00PM, and the Committee discussed various finance and facilities matters, as well as the resolutions before you.

Mr. Nyikita proceeded with a review of Tabs 1 through 5 for the Board's consideration:

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

- Tab #1:** Resolution #2022-018-01, A Resolution to approve and ratify requested business-related travel.
- Tab #2:** Resolution #2022-018-02, A Resolution to approve and ratify agreements and contracts.
- Tab #3:** Resolution #2022-018-03, A Resolution to approve a contract with Siemens Building Technologies for labor and materials to replace outdated fire panels on the Mount Laurel Campus in the amount of \$49,180.00.
- Tab #4:** Resolution #2022-018-04, A Resolution to approve a contract with Laerdal Medical Corporation for the purchase of an ASL Lung Solution, related equipment and training to be used in the Nursing Program in the amount of \$45,062.17.
- Tab #5:** Resolution #2022-018-05, A Resolution to approve a contract to T&M Associates to provide professional services for the demolition of three (3) residential building structures and a barn on the Mount Laurel Campus in the amount of \$58,750.00.

Chair Nyikita invited questions on the resolutions and there were none. The Chair requested a motion to move Tabs 1 through 5, as recommended by the Finance/Facilities Committee. With a motion by Trustee Mickey Quinn, a second by Trustee James Kerfoot, and one abstention on Tab 5, the last item (T&M Associates) by Trustee James Anderson, the Board approved Resolutions 1 through 4 with all in favor, and Resolution 5 with nine in favor and one abstention.

This concluded the Finance/Facilities Committee Report.

For the record, Vice Chair Dr. James Kerfoot had a conflict and departed the meeting at 5:49PM, following the Finance Facilities Committee report and prior to the Personnel Committee report.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
January 18, 2022**

RESOLUTION #2022-018-01

TO APPROVE AND RATIFY REQUESTED BUSINESS-RELATED TRAVEL

APPROVE

1) Grant-Funded Travel

Laura Skrable, Simulation Lab Coordinator, Health Sciences – Nursing, Next Generation NCLEX Conference, Orlando, FL, February 17 - 20, 2022, \$2,563.00. (Perkins funded)

Shannon Williams, Nursing Instructor, Health Sciences – Nursing, Next Generation NCLEX Conference, Orlando, FL, February 17 – 20, 2022, \$2,450.00. (Perkins funded)

Linda Koszyk, Nursing Faculty, Health Sciences – Nursing, Next Generation NCLEX Conference, Orlando, FL, February 17 – 20, 2022, \$2,615.63. (Perkins funded)

Pamela Mack-Brooks, Nursing Instructor, Health Sciences – Nursing, Next Generation NCLEX Conference, Orlando, FL, February 17 – 19, 2022, \$2,033.00. (Perkins funded)

Pamela Evans, Radiography Program Director, Health Sciences, Association of Collegiate Educators and Radiologic Technology Conference, Las Vegas, NV, February 8 – 12, 2022, \$2,353.00. (Grant-funded/Perkins)

Jeffrey Nelson, Radiography, Health Sciences, Association of Collegiate Educators and Radiologic Technology Conference, Las Vegas, NV, February 8 – 12, 2022, \$2,353.00. (Grant-funded/Perkins)

Katherine Curtis-Gonzalez, Assistant Director of Advising and Title III Activity 2 Lead, EMSS, Black Brown and College Bound Conference, Tampa, FL, March 2 – 5, 2022, \$1,892.00 (Grant-funded)

Dr. Andre Turner, EOF Director, EMSS, 2022 Annual NASPA Conference, Baltimore, MD, March 19 – 23, 2022, \$1,810.00 (Grant-funded)

Alexis Jenkins, EOF Counselor, EMSS, 2022 Annual NASPA Conference, Baltimore, MD, March 19 – 23, 2022, \$1,830.00 (Grant-funded)

Courtney Dyott, Diagnostic Medical Sonography Program Director, Health Sciences, AIUM 2022 Annual Conference, San Diego, CA, March 12-16, 2022, \$3,025.00 (Grant-funded, Perkins)

Melanie Braida, Diagnostic Medical Sonography Clinical Coordinator/Asst Director, Health Sciences, AIUM 2022 Annual Conference, San Diego, CA, March 12-16, 2022, \$3,025.00 (Grant-funded, Perkins)

1) Operational

Dr. Edem G. Tetteh, Dean, S.T.E.M. Division, ITC Online Conference, Las Vegas, NV, February 19 – 23, 2022, \$2,006.52.

RATIFICATION

1) Grant-Funded Travel

Joseph Rizzo, Assistant Professor, Liberal Arts, American Correctional Association Convention, Phoenix, AZ, January 5 – 9, 2022, \$1,926.00. (Perkins funded)

2) Operational

None

REIMBURSEMENT

Gail Vasilenko, Director, Dental Hygiene, Site visit to prepare for April 2022 CODA, Blue Bell, PA, October 18 – 20, 2021, \$406.77.

Greg Volpe, Executive Director of Communications and Strategic Marketing, President's Office, NCMPR Conference, October 25 – 27, 2021, \$465.84.

Dr. Edem Tetteh, Dean of S.T.E.M., AE 2021 Annual Conference, Orlando, FL, November 3 – 5, 2021, \$132.27 due employee.

Aloysius Nagbe, Professor and Program Coordinator - Computer Servicing & Networking Technology and Management Information Systems, S.T.E.M., AE 2021 Annual Conference, Orlando, FL, November 2 – 8, 2021, \$605.67 due employee.

Dr. Martin Hoffman, Dean of Learning Resources, AACC Meeting, Arlington, VA, November 3, 2021, \$221.55.

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, January 18, 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 James C. Anderson, Jr.								1
2 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Raymond Marini								4
5 Jamie Martin								5
6 Dorion Morgan								6
7 George Nyikita, Chair								7
8 Gino Pasqualone								8
9 Mickey Quinn								9
10 Robin A. Walton								10
11 Anthony Wright								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
January 18, 2022**

RESOLUTION #2022-018-02

TO APPROVE AND RATIFY AGREEMENTS AND CONTRACTS

FOR APPROVAL:

To approve an agreement with **Starlite Productions International** to provide 2022 commencement stage, lighting and sound, for the student success department, in an amount of \$19,484.00.

To approve an agreement with **Masso's Event Rental** to provide chairs and barricades for 2022 commencement for the Student Success Department, in an amount of \$5,883.75.

To approve a Clinical Training Agreement with **Beebe Medical Center, d/b/a Beebe Healthcare**, Delaware, to provide clinical training to educate RCBC students in the allied health practice areas for the period of one (1) year from the effective date of the Agreement, and shall automatically renew for one (1) year periods thereafter.

To approve an Affiliation Agreement between **Virtua Health, Inc.**, and Rowan College at Burlington County to use the facilities for clinical training and instructional purposes in connection with the Radiography, CT and MRI Programs provided by RCBC for its students, for the term January 1, 2022 through December 31, 2025.

To approve a professional consultant contract with **Raquel Wright-Mair**, Mullica Hill, NJ, for a presentation speaker at the RCBC Spring Convocation scheduled for February 25, 2022, for a one-hour presentation in the amount of \$1,000.00.

FOR RATIFICATION:

To ratify a professional consultant contract with **Minding Your Mind** for a mindfulness presentation speaker for College students, Student Success, on October 28, 2021, in an amount of \$500.00.

To ratify a professional consultant contract with **Melanie Morris** for a presentation official workshop to coordinate with RCBC QMC on logistics and all reasonable steps to ensure the successful delivery of OMIC F2F APQMR for the Distance Learning Department for the term January 6, 2022 through January 11, 2022 in an amount of \$1,000.00.

To ratify a purchase from **Edasim, LLC.**, for 25 user license clouds for the STEM department for instructors to work remotely with students, for a one (1) year term, in an amount of \$14,615.00. SIP2 OR SIP3 LICENSES.

To ratify a renewal agreement with **Economic Modeling, LLC** for software licenses with access to analysts for WDI, for the term August 1, 2021 through July 31, 2022, for a maximum amount of \$6,000.00.

To ratify a software renewal with **Redrock Software Co.**, to continue service & support for the Tutortrac System, Learning Center, for the Student Success department, for the term January 1, 2022 through December 31, 2022, in an amount of \$899.00.

To ratify a renewal agreement with **EBSCO Industries** for online resources of the EBSCO database, various online journals, for the College Library, for the term January 1, 2022 through December 31, 2022, utilizing a New Jersey contract, in an amount of \$15,497.38.

To ratify a renewal software with **AWATO, LLC** for awato career platform to provide services, resources and tools to support career personalized pathfinding for the student success academic advice center for one (1) year, in an amount of \$3,000.00.

To ratify an annual subscription with **ALEKS-McGraw-Hill Education** for math placement services for testing and tutoring for the term December 16, 2021 through December 17, 2022, in an amount of \$6,000.00.

To ratify a professional consultant contract with **Fresh Variety-Larry and Raven Palm Reading**, for a student event on October 27, 2021, for the Student Success department in an amount of \$2,100.00.

To ratify a consulting service agreement with **Synoptix**, for additional financial fundamentals refresher, (12 units), consulting hours (8 units) and project management (2 units) for the OIT department, in an amount of \$4,768.50.

To ratify an agreement with **ERCO, Inc.**, for the installation, (materials and labor) and purchase for the renovation project to soundproof the music room at Votta Hall, for the facilities department, in an amount of \$24,640.00.

To ratify an agreement with **QUMPUS, Inc., dba/Better World Books (BWB)** to acquire, sell, destroy surplus books and for the college to receive revenues for saleable condition books from QUMPUS, Inc, for the College Library, per agreement, effective date January 1, 2022.

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, January 18, 2022**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
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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
January 18, 2022**

RESOLUTION #2022-018-03

**TO APPROVE A CONTRACT WITH SIEMENS BUILDING TECHNOLOGIES FOR
LABOR AND MATERIALS TO REPLACE OUTDATED FIRE PANELS ON THE
MOUNT LAUREL CAMPUS IN THE AMOUNT OF \$49,180.00**

WHEREAS, the College has a need to replace three fire panels that are in dire need of replacement. These panels are over 20 years old. The fire system technology within this field has changed dramatically. The components of each of these panels are past their life expectancy and the equipment has been phased out. The costs associated with maintaining the current system, along with limited parts availability, outdated technology, and the increasing potential for system down time due to aging panel components are all contributing factors; and

WHEREAS, the three existing fire system panels not only represent a single point of failure risk, but also can result in a life safety situation; and

WHEREAS, replacing these fire alarm systems modernizes the building automation system, giving it enhanced functionality and flexibility. This solution will utilize our existing infrastructure, thus minimizing downtime and unnecessary capital expense. The College's initial investment in the Siemens fire alarm system many years ago will now provide a strong sustainable future for another 20 years; and

WHEREAS, the College has worked with **Siemens Building Technologies** on similar building cares and deferred maintenance related projects in the past; and

WHEREAS, due to the proprietary nature of the operating software and critical components, this service must be provided by the manufacturer; and

WHEREAS, this will be a Business Entity Disclosure contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 and the Purchasing Agent has determined and certified in writing that the value of this contract will exceed \$17,500.00; and

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

WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64A-25.5(3), it appears in the best interest of the College to award a contract to **Siemens Building Technologies**, 1450 Union Meeting Rd., Blue Bell, PA, 19422; and

WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64A-25.5(3), the President recommends the award of this contract to the following vendors: **Siemens Building Technologies**, 1450 Union Meeting Rd., Blue Bell, PA, 19422; and

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 18th day of January 2022, that a contract be awarded to **Siemens Building Technologies** in the amount of **\$49,180.00**;

BE IT FURTHER RESOLVED, that the Business Entity Disclosure Certification, Chapter 271 Political Contribution Disclosure Form, Political Contribution Disclosure and the Determination of Value be placed on file with this resolution.

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

I, Matthew Farr, Chief Operating Officer, do hereby certify that adequate funds are available in the Capital Projects budget to pay for the contract between Rowan College at Burlington County and **Siemens Building Technologies**.

The money necessary to fund said contract is **\$49,180.00**. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line item appropriations:

6-10006-9701 (CEP Renovations, Contracted Services)
6-05076-9701 (Votta Hall Renovations, Contracted Services)
6-10000-9701 (TEC Bldg. Renovations, Contracted Services)

Matthew Farr
Chief Operating Officer

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

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 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
January 18, 2022**

RESOLUTION #2022-018-04

**TO APPROVE A CONTRACT WITH LAERDAL MEDICAL CORPORATION FOR
THE PURCHASE OF AN ASL LUNG SOLUTION, RELATED EQUIPMENT AND
TRAINING TO BE USED IN THE NURSING PROGRAM
IN THE AMOUNT OF \$45,062.17**

WHEREAS, the College has a need for an ASL Lung Solution, related equipment and training to be used in the nursing program; and

WHEREAS, the ASL Lung Solution will enable the nursing program to enhance their teaching of ventilation management using various patient simulators and related software; and

WHEREAS, this will be a Business Entity Disclosure contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 and the Purchasing Agent has determined and certified in writing that the value of this contract will exceed \$17,500.00; and

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

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

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

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 18th day of January 2022, that a contract be awarded to **Laerdal Medical Corporation** in an amount of \$45,062.17; and

BE IT FURTHER RESOLVED, that the Business Entity Disclosure Certification, Chapter 271 Political Contribution Disclosure Form, Political Contribution Disclosure and the Determination of Value be placed on file with this resolution.

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

I, Matthew Farr, Chief Operating Officer, do hereby certify that adequate funds are available in the 2022 Perkins Grants budget to pay for the contract between Rowan College at Burlington County and **Laerdal Medical Corporation**.

The money necessary to funds said contract is **\$45,062.17**. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line item appropriations:

3-60345-9825 (Perkins FY22, Educational Equipment)
3-60345-9310 (Perkins FY22, Conf./Meetings/Training)

Matthew Farr
Chief Operating Officer

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

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 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
January 18, 2022**

RESOLUTION #2022-018-05

**TO APPROVE A CONTRACT TO T&M ASSOCIATES TO PROVIDE
PROFESSIONAL SERVICES FOR THE DEMOLITION OF THREE (3) RESIDENTIAL
BUILDING STRUCTURES AND A BARN ON THE MT. LAUREL CAMPUS
IN THE AMOUNT OF \$58,750.00**

WHEREAS, the College has a need for professional environmental and engineering services, bidding assistance, and construction administration services for the demolition of three (3) College owned residential buildings and hazardous materials abatement located on the Mt. Laurel campus; and

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

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

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

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

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

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

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

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 18th day of January 2022, that the contract be awarded to **T&M Associates** in the amount of **\$58,750.00**.

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

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

The money necessary to funds said contract is **\$58,750.00**. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line item appropriations:

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

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, January 18, 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 James C. Anderson, Jr.								1
2 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Raymond Marini								4
5 Jamie Martin								5
6 Dorion Morgan								6
7 George Nyikita, Chair								7
8 Gino Pasqualone								8
9 Mickey Quinn								9
10 Robin A. Walton								10
11 Anthony Wright								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

B. Personnel Committee: Committee Chair Kevin Brown reported:

Committee Chair Kevin Brown announced that the Personnel Committee met in person on Wed., January 12, 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 Tabs 6 and 7 for the Board's consideration:

Personnel Committee Action (Resolution(s) for Approval)

Tab #6: Resolution #2022-018-06, A Resolution approving personnel actions for Rowan College at Burlington County.

Tab #7: Resolution #2022-018-07, A Resolution approving the President's recommendation to reappoint and award tenure to certain faculty holding academic rank.

Chair Nyikita requested a motion to move Tabs 6 and 7, as recommended by the Personnel Committee. With a motion by Trustee James Anderson, and a second by Trustee Gino Pasqualone, the Board approved Resolutions 6 and 7 with nine in favor and none opposed.

There were no questions.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
January 18, 2022**

RESOLUTION #2022-018-06

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

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

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

Andrew Horner as PT Custodian at \$14.50/hour;
Leidalis Cardona Staton as Junior Administrative Assistant at \$40,000;
Kaitlin Everett as Executive Director of Professional & Continuing Education at \$92,000;
Nicole Tavares as Chief Administrative Officer at \$155,000;
Kevin Kerfoot as Chief Financial Officer at \$155,000
Patricia DiMona as PT Test Proctor at \$13/hour;
Sofia Abreu as Career Services Manager at \$60,000;
Karl Schwartz, Sr. as PT Public Safety Officer at \$14/hour;
Jaqueline Wright Polk as Coordinator, President's Advisory Council on Diversity, Equity, & Inclusion at \$45,000; 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;

Katherine Vickers as Student Services Specialist at \$33,556;
Molly Camera as Information Literacy & Student Outreach Librarian at \$42,000;
Sarah Pike as Library Evening Paraprofessional at \$35,000;
Debra McGee as Financial Aid Coordinator at \$50,355;
Shawn Thomas as Project Manager at \$60,000;
Allison DeJoseph as Program Manager at \$60,000; and

Salary Adjustments

Chloe DeVries as Public Safety Officer II at \$32,841.28 effective 12/15/21;
Jeff Richmond as PT Lab Technician at \$20/hour;
Eric Ostberg as PT Lab Technician at \$20/hour;
Patricia Slobodnik as PT Lab Technician at \$20/hour;
Angela Foy as PT Lab Technician at \$20/hour;
Stephanie Bain as Interim Senior Program Delivery Specialist at \$38,000 effective through 6/30/22; and

Title Changes

Lindsey Daniello as Executive Director, Foundation (no salary change);
Carmella Williams as Accounting Coordinator (no salary change); and

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

Adjuncts, STEM;

Suarez, Catherine; Lukis, Harold; and

Adjuncts, Liberal Arts;

Silva, Paige; Symes, Hillary; Hutchinson, George; Ryan, Sean; Simpson, Alton; and

Adjuncts, Nursing and Health Sciences;

Owens, Amber; Fitzgerald, Jillian; Cohen, Robin; Fonseca, Megan; Lawrence, Kamillah;
Oleaga, Leslie; Morton, Tai; Melsi, Amy; Clarke, Lacey; Wilno, Laura; Smith, Jeanne;
and

Trainers;

Rubino, Mark; Arnold-Rensel, Patti; Steinberg, Lisa; 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;

Wendy Moluf, PT Student Support Counselor, EMSS;
Ana Madrid, PT Financial Aid Navigator, EMSS;
Victor Milea, PT Custodian, Facilities;
Floria Milea, PT Custodian, Facilities;
Tyler Kokotajlo, PT Public Safety Officer, Public Safety;
Daniel Myers, PT Public Safety Officer, Public Safety;
Danielle Moran, PT Student Success CRN Liaison, EMSS;
Elizabeth Price, Associate Dean, STEM;
Carolyn Magnotta, Adjunct, Health Sciences;
Danielle Davis, PT Advisor, EMSS;
Stephanie Isons, Financial Aid Officer, EMSS;
Tara Flynn Spay, PT Institutional Research Analyst, OIR;
Hannah Kosbohm, PT Title III Activity Coordinator, EMSS;
Jamie Warren, 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;

Peter Clifford, PT Fire Science Coordinator, STEM; 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:

Ashley Elmes is able to waive the starting waiting period; however, that time period will be added onto the minimum period of time required to be employed at RCBC regarding reimbursement; 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;

Nicole Salamatin, OIR, Paid Intermittent LOA (extension);
Felice Tietz, WDI, Paid LOA;
Lyndsey McManus, Liberal Arts, Paid LOA (extension);
Anthony Domingues, EMSS, Paid LOA;
Adwoa Koon, Human Resources, Unpaid Paid LOA;
Tina West, Foundation, Paid Intermittent LOA; and

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

PT Fire Science Coordinator; and

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

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 18th day of January 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, January 18, 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 James C. Anderson, Jr.								1
2 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
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5 Jamie Martin								5
6 Dorion Morgan								6
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8 Gino Pasqualone								8
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10 Robin A. Walton								10
11 Anthony Wright								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
January 18, 2022**

RESOLUTION #2022-018-07

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

WHEREAS, Dr. Amber Ciccanti and Mr. Paul Warner are eligible for reappointment that would confer tenure; and

WHEREAS, Dr. Amber Ciccanti and Mr. Paul Warner have prepared and submitted for review appropriate applications for reappointment that would confer tenure; and

WHEREAS, the tenure review files of Dr. Amber Ciccanti and Mr. Paul Warner have included their entire record of service and employment at the College, were evaluated by the Divisional Deans who provided affirmative recommendations for their reappointments; and

WHEREAS, in accordance with Board Policy 104, Tenure Review, the Tenure Review Board reviewed carefully the Deans’ affirmative recommendations as well as the evidence and information presented in Dr. Amber Ciccanti’s and Mr. Paul Warner’s tenure review files, which included their entire records of employment and performance at the College; and

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

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

“Tenure should be award after presentation of positive excellence in teaching, scholarly achievement, contribution to College and Community, and fulfillment of professional responsibilities.”

WHEREAS, the Tenure Review Board finds that the evidence and information presented and considered in the applications of Dr. Amber Ciccanti and Mr. Paul Warner for reappointment and records of employment are consistent with the criteria expressed in Board Policy 104 and has, subsequently, recommended to the President of the College (hereinafter referred to as President) the reappointments and awards of tenure to Dr. Amber Ciccanti and Mr. Paul Warner; and

WHEREAS, the President has reviewed carefully the affirmative recommendation(s) of the Deans and Tenure Review Board for the reappointments of Dr. Amber Ciccanti and Mr. Paul Warner to the next Academic Year, 2022-2023, in light of all appropriate institutional needs, policies, criteria and requirements; and

WHEREAS, the President, in the exercise of his best professional judgment, has determined that the reappointments of Dr. Amber Ciccanti and Mr. Paul Warner effectively serve the mission and goals of the College and are consistent with all appropriate institutional needs, policies, criteria and requirements governing reappointment that would confer tenure; and

WHEREAS, the Board of Trustees of Rowan College at Burlington County (hereinafter referred to as Board of Trustees) has received recommendations from the President to reappoint Dr. Amber Ciccanti and Mr. Paul Warner;

NOW, THEREFORE, be it resolved by the Trustees of the College meeting in public session this 18th day of January 2022 hereby accepts the recommendations of the President to reappoint Dr. Amber Ciccanti and Mr. Paul Warner;

BE IT FURTHER RESOLVED, that the Board of Trustees approves the reappointments and subsequent awards of tenure to Dr. Amber Ciccanti and Mr. Paul Warner.

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, January 18, 2022**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
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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

- C. **Academic Committee:** Committee Chair Jamie Martin announced that the Academic Committee met on Tues., January 11, 2022, at 2:00PM.

There were no resolutions for the Board's consideration.

Chair Nyikita 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 or by phone.

COMMENTS FROM THE BOARD

Chair Nyikita invited comments from the Board of Trustees. President Cioce acknowledged faculty who were awarded tenure by resolution, Tab 7, Professors Amber Ciccanti and Paul Warner. The materials were vetted through a committee before making recommendation to the Board and Dr. Cioce congratulated both faculty on this recognition.

Chair Nyikita remarked that he and Trustee Mickey Quinn were representing the College by wearing their RCBC fleece jackets tonight.

OTHER BUSINESS

There was no other business to report.

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 Anderson made the motion, second by Trustee Jamie Martin, and by a unanimous vote in favor the Board of Trustees' Meeting adjourned at 5:54 P.M.

Respectfully submitted,

Dr. Michael A. Cioce
Board Secretary

MAC:lmd