

ROWAN COLLEGE AT BURLINGTON COUNTY

**BOARD OF TRUSTEES
REGULAR PUBLIC MEETING**

Tuesday, February 21, 2023

**Host: Mount Laurel Campus, Student Success Center
Room 138
900 College Drive
Mount Laurel, New Jersey 08054**

MINUTES

CALL TO ORDER

Board of Trustees Chair Dr. Anthony C. Wright 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. Kevin Brown, Ms. Lorraine Hatcher, Dr. James Kerfoot, Mr. Raymond Marini, Mr. Dorion Morgan, Mr. Gino Pasqualone, Mr. Mickey Quinn (Virtual), Ms. Regina Reed and Dr. Anthony Wright

Board Absent:

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

PUBLIC ANNOUNCEMENT

Ms. Ashley Pezzolla read the following statement: “In compliance with the Open Public Meetings Act, the Board passed a resolution on November 15, 2022, setting forth the date, time, and location of the regular meetings of the Board of Trustees, which resolution was, within seven days of passage, posted on the College Website, sent to *The Burlington County Times*, *The Courier-Post*, *The Trenton Times*, and the Burlington County Clerk.”

MINUTES

Chair Wright asked for a motion to approve of the public minutes of the Regular Board Meeting February 21, 2023, as submitted. With a motion by Trustee Ms. Regina Reed and a second by Trustee Mr. Gino Pasqualone, Dr. Cioce called for a voice vote: The Board approved the Regular Board Meeting minutes for February 21, 2023 with 8 in favor and 1 Abstention by Raymond Marini.

REPORTS

1.) President’s Report:

The President’s Report was presented in written form to the Board, which included news and events from January 23, 2023 to February 21, 2023.

Student Spotlight

- Anthony Jones (A.J.) – introduced by Assistant Professor of Business Tina Burrell.
- A.J. was highlighted this month by the National Association of Community College Entrepreneurship’s kickoff event for National Entrepreneurship Week.
- Chair Wright and Trustee Dr. Kerfoot welcomed Anthony and thanked and congratulated AJ. on all of his accomplishments.

Black History Month

- The college planned a number of activities to celebrate Black history and culture.
- Activities opened with a lecture on the life and legacy of Muhammad Ali.
- In partnership with Atlantic City Fashion Week, the college held a fashion show featuring student designs, a meal prepared by culinary students’, photography and music students in Mount Holly.
- Student activities included a presentation of Zawadi African Dance, a soul food lunch and a screening of *The Woman King*, the historical drama of women warriors in Africa.

Collegewide Gathering

- The collegewide semester meeting will focus on two important surveys:
 - The Diversity, Equity and Inclusion survey that was conducted last fall.
 - The First-Destination Survey to be conducted this spring that will give us a clearer picture of where our students go after graduation.
- Following the session, staff will do a deeper dive into the survey results to help develop actionable items for improvement.
- Please join us in Votta Hall. 8 a.m. breakfast. Program starts at 8:55 a.m.

Entrepreneurship Week

- The National Association of Community College Entrepreneurship selected RCBC to launch National Entrepreneurship Week.
- On February 13, they highlighted Parts Life whose CEO Sam Thevanayagam, is a community college graduate, veteran and longtime supporter of RCBC.
- RCBC 3+1 student Anthony Jones shared his inspirational story of a veteran student who has launched several businesses.
- The following day, NACCE came to campus to highlight our partnership with Saxbys and entrepreneurship opportunities at RCBC.

Drs. Cioce and Wright Go to Washington

- Chair Wright and President Cioce were among a N.J. Council of County Colleges delegation to meet with members of Congress.
- The council sent 59 individuals from 13 colleges including presidents, trustees, staff leaders, alumni and students.
- The delegation aimed to expand relationships with Congress members to boost support for students, education and workforce development.
- We met with Reps. Andy Kim and Donald Norcross. Chair Wright was instrumental in getting Rep. Gottheimer to attend the opening breakfast.

Give Kids a Smile

- Nearly 100 children received free dental services including screenings, fillings, extractions, cleanings, x-rays, sealants and fluoride treatments at the RCBC Dental Hygiene Clinic.
- Thanks to the support of the American and New Jersey Dental Associations and volunteers from local dental offices.
- Assemblywoman Carol Murphy presented the college with a resolution in honor of the event.

Behind the Baron

- RCBC Alum Brittany Lazzaro is breaking barriers in atmospheric science. rcbc.edu.

In the News

- For the second time in three years, RCBC alum Lavett Ballard's art is featured on the cover of Time Magazine.
- RCBC gallery holds a winter showcase. Sun Papers.

In Memoriam

- Laura Ritt, faculty emeritus of Biology.
- Thomas Whitesell, longtime supporter of the RCBC Foundation.

Upcoming events

rcbc.edu/events

Long-term events:

- Academic Awards – Monday, April 24 (evening)
- Liberal Arts Commencement – 10 a.m. Wednesday, May 17
- STEM Commencement – 10 a.m. Thursday, May 18
- Health Sciences Commencement – 1 p.m. Thursday, May 18.
- Graduation rain date – Friday, May 19

- President Cioce invited questions.

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

2. Board Reports

- A. **Finance/Facilities Committee:** Committee Chair Dorion Morgan reported that the Finance/Facilities Committee met on Tues., February 14, 2023, at 4:00PM, and the Committee discussed various finance and facilities matters.

Trustee Morgan proceeded with a review of Tabs 1 through 9 for the Board's consideration:

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

- Tab #1:** Resolution # 2023-052-01, A Resolution to approve and ratify requested business-related travel.
- Tab #2:** Resolution # 2023-052-02, A Resolution to approve and ratify certain agreements and contracts.
- Tab #3:** Resolution # 2023-052-03, A Resolution to approve a contract with **Coursedog** to provide cloud-based curriculum management software, for a three (3) year period, in the amount of **\$148,740.98**
- Tab #4** Resolution # 2023-052-04, A Resolution to approve a contract to **CME Associates** to provide professional services for the Evans Hall HVAC replacement project to the Mt. Laurel Campus in the amount of **\$64,800.00**.
- Tab #5** Resolution # 2023-052-05, A Resolution to award a contract to **Winner Ford** for the purchase of one (1) F250 truck, including snow removal accessories, in the amount of **\$54,753.00** (*State Contract #A88726, T210*) (*Minor Capital Funding*) (*Facilities Replacement Truck*)
- Tab #6** Resolution # 2023-52-06, A Resolution to award a contract to **Winner Ford** for the purchase of a Ford Explorer with light package accessories, in the amount of **\$43,605.00** (*NJ Contract #20-FLEET-01189*) (*Minor Capital Funding*) (*Public Safety Replacement SUV*)
- Tab #7** Resolution # 2023-52-07, A Resolution authorizing Rowan College at Burlington County (RCBC) to enter into an agreement with **We Make, Autism at Work** for the development of specialized courses and/or training programs.
- Tab #8** Resolution # 2023-52-08, A Resolution to reject all proposals received for the development of a facilities five (5) year master plan.
- Tab #9** Resolution # 2023-52-09, A Resolution to approve an amendment to the contract with **Pennoni Associates Inc.** to provide an increased level of professional services for the solar feasibility project in the amount of \$35,050 and a new not to exceed amount of **\$80,000.00**

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

This concluded the Finance/Facilities Committee Report.

ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
February 21, 2023
RESOLUTION #2023-052-01

TO APPROVE AND RATIFY REQUESTED BUSINESS-RELATED TRAVEL

APPROVE

1) Grant-Funded Travel

Andrea Quinn, Director of Paramedic Science, AccreditedCon EMS Conference, Louisville, KY, May 31- June 4, 2023, \$2,125.00

Shannon Williams, Nursing Program Director, ACEN 2023 Nursing Education Accreditation Conference, Atlanta, GA, April 11 - 14, 2023, \$2,186.00

Dr. Karen Montalto, Dean of Health Sciences, Annual National Nurse Educator Summit, San Antonio, TX, April 23 – 26, \$3,164.00

Laura Wojciechowicz, Assistant Director of Accounting, National Association for Career Technical Education Information, Perkins Leadership Conference, San Antonio, TX, May 21 - 25, 2023, \$3,144.51

Meral Muyesser, Associate Professor of Communications and Humanities, NAPE National Summit for Educational Equity, Washington, DC, April 17 - 20, 2023, \$2,031.00

Andrew Bamford, Coordinator, President’s Advisory Council for Diversity, Equity, and Inclusion, NAPE National Summit for Educational Equity, Washington, DC, April 17 - 20, 2023, \$1,919.00

Dr. Karen Archambault, Vice President of Enrollment Management and Student Success, NACADA Region Two Conference, Hanover, MD, March 15 – 17, 2023, \$225.00

Susan Raitman, Assistant Director of Advising and Retention, NACADA Region Two Conference, Hanover, MD, March 15 – 17, 2023, \$715.00

Victoria Bowman, Student Success Coordinator, NACADA Region Two Conference, Hanover, MD, March 15 – 17, 2023, \$788.00

Shanice Parran, Student Services Generalist, NACADA Region Two Conference, Hanover, MD, March 15 – 17, 2023, \$788.00

2) Operational

Dr. Karen Archambault, Vice President of Enrollment Management and Student Success, Aspen Second Residency, Stanford, CA, March 26 – 30, 2023, \$812.20

Jonathan Weisbrod, Professor of Science and Mathematics, Mu Alpha Theta National Mathematics Honor Society Convention, Fayetteville, AR, June 23 - June 27, 2023, \$0.00

James Clang, Director of Facilities, New Jersey School, Buildings, and Grounds Association Conferences, Atlantic City, NJ, March 20 - 22, 2023, \$226.00

Dr. Martin Hoffman, Dean of Learning Resources, Chief Information Officer, American Association of Community Colleges Annual Meeting, Denver, CO, March 30 - April 4, 2023, \$2,900.00

RATIFICATION

1) Grant-Funded Travel

None

2) Operational

None

REIMBURSEMENT

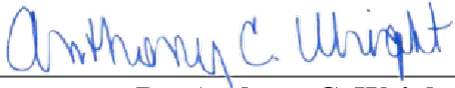
Shelley Geehr, Director of Grants, CASE Conference, Washington, DC, November 2 - 4, 2022, \$153.25

Dr. Michael A. Cioce, President, ASPEN New President's Fellowship, Middleburg, VA, January 22 - 26, 2023, \$41.93

*******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, February 21, 2023, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote			7	0	0			
Roll Call								
1 Vacant								1
2 Kevin Brown								2
3 Lorraine Hatcher		√						3
4 James Kerfoot, Vice Chair	√							4
5 Raymond Marini								5
6 Dorion Morgan								6
7 Gino Pasqualone								7
8 Mickey Quinn								8
9 Regina Reed								9
10 Vacant								10
11 Anthony Wright, Chairperson								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								



Dr. Anthony C. Wright
Chairperson



Dr. Michael A. Cioce
Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY BOARD
OF TRUSTEES MEETING
February 21, 2023**

RESOLUTION #2023-052-02

TO APPROVE AND RATIFY AGREEMENTS AND CONTRACTS FOR

APPROVAL:

To approve an agreement with **Starlite Productions International** to provide 2023 commencement stage, lighting and sound for the student success department, in an amount of \$20,624.00. (lowest quote)

To approve a renewal subscription with **Articulate Global, LLC.**, for the licenses computer software, to support the cloud-based software, articulate 360 teams plan (education) for the distance education department, for a term March 3, 2023 - March 2, 2024, in an amount of \$1,398.00. (IT exception)

To approve a professional service contract with **WORDSTRAVEL, LLC., Dr. Daniel Jean**, for two (2) interactive seminars (one for RCBC students and one for staff and faculty) on Wednesday, March 8, 2023 for motivation preparing a roadmap to graduation, and how to effectively work with low-income students, in an amount of \$4,500.00. (lowest quote)

To approve a professional services contract with **HOLP Evaluation & Performance Services** for support work on the Perkins team to meet reporting and planning requirements of the Perkins V 2023, for the term February 27, 2023 through June 30, 2023, in the amount of \$3,000.00.
(existing relationship)

To award a professional services contract to **CME Associates** for services related to the Central Energy Plant Generator Upgrade Project on the Mt. Laurel campus in the amount of \$17,000.00
(Shared Services, County approved list)

To approve an agreement with **Carnegie Agency, William R. Bentz** to create a website for Veterans Center of Excellence to redesign and recreate the veterans retention and education experience, to be completed by March 2023, in an amount of \$950.00. (RFQ, lowest quote)

To approve an amendment to the Affiliation Agreement between **Temple University Health System** and Rowan College at Burlington County as it relates to the Diagnostic Medical Sonography Programs.

To approve a Resolution by Rowan College at Burlington County to terminate all participation under the SHBP and SEHP (including prescription drug plan and/or dental plan coverage

RATIFICATION:

To ratify a renewal for software license with **International Business Machines Corp. (IBM)**, for passport advantage express software, for a two-year term expiring on September 30, 2024, in the amount of \$3,378.40. (existing license)


To ratify a lease agreement with **Jason Ruch, Lollipop Recording LLC, dba /Zero By One Sound Studio**, for seven (7) laboratory sessions/studio of recording engineering for the college's liberal arts department, for fifteen (15) weeks, January 1, 2023 through May 12, 2023, in the amount of \$4,200.00. (existing agreement, lowest cost)

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

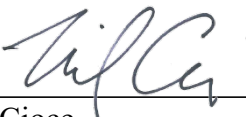
IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tu es da y, February 21, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee		Mtn	Snd	Aye	Nay	Abn	Abs	Nvt
	Voice Vote			7	0	0		
	Roll Call							
1	Vacant							1
2	Kevin Brown							2
3	Lorraine Hatcher		√					3
4	James Kerfoot, Vice Chair	√						4
5	Raymond Marini							5
6	Dorion Morgan							6
7	Gino Pasqualone							7
8	Mickey Quinn							8
9	Regina Reed							9
10	Vacant							10
11	Anthony Wright, Chairperson							11

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



 Dr. Anthony C. Wright
 Chairperson



 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
February 21, 2023**

RESOLUTION #2023-052-03

**TO APPROVE A CONTRACT WITH COURSEDOG TO PROVIDE CLOUD BASED
CURRICULUM MANAGEMENT SOFTWARE, FOR A THREE (3) YEAR PERIOD, IN
THE AMOUNT OF \$148,740.98**

WHEREAS, the College has identified a need to increase efficiency, transparency and the student experience by adding a catalog/curriculum management software system; and

WHEREAS, the College's manual process creates an environment ripe for errors and risks miscommunication to students about critical information that could also have accreditation implications; and

WHEREAS, proposals were advertised on Thursday, December 1, 2022 and were opened on Thursday, January 12, 2023 at 2:00 PM, three (3) vendors responded; and

WHEREAS, it was determined by the selection committee, based on several weighted categories, that Coursedog offered the based best product at a reasonable price and has demonstrated success in the curriculum management software marketplace; 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 three (3) year contract to Coursedog, 228 Park Ave., S. PMB 70159, New York, NY 10003-1502; 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: to Coursedog, 228 Park Ave., S. PMB 70159, New York, NY 10003-1502; and

NOW, THEREFORE, be it resolved, by the Trustees of the College now assembled in public session this 21st of February 2023 that a three (3) year contract will be awarded to Coursedog in the amount of \$148,740.98.

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

I, Kevin Kerfoot, Chief Financial Officer, do hereby certify that adequate funds are available in the Fiscal Years 2023-24 Operating budget to pay for the contract between Rowan College at Burlington County and to **Coursedog**.

The money necessary to fund the implementation and first year of said contract is **\$69,120.00**. 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:

1-10410-9463 (Institutional, Computer Software Licenses)

Kevin Kerfoot
Chief Financial Officer

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, February 21, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt
Voice Vote			7	0	0		
Roll Call							
1 Vacant							1
2 Kevin Brown							2
3 Lorraine Hatcher		√					3
4 James Kerfoot, Vice Chair	√						4
5 Raymond Marini							5
6 Dorion Morgan							6
7 Gino Pasqualone							7
8 Mickey Quinn							8
9 Regina Reed							9
10 Vacant							10
11 Anthony Wright							11

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

Dr. Anthony C. Wright
Chairperson
Chairperson

Dr. Michael A. Cioce
Board Secretary
Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY BOARD
OF TRUSTEES MEETING
February 21, 2023**

RESOLUTION #2023-052-04

**TO APPROVE A CONTRACT TO CME ASSOCIATES TO PROVIDE PROFESSIONAL
SERVICES FOR THE EVANS HALL HVAC REPLACEMENT PROJECT ON THE
MT. LAUREL CAMPUS IN THE AMOUNT OF \$64,800.00**

WHEREAS, the College has a need for professional engineering services, bidding assistance, and construction administration services, for the Evans Hall HVAC replacement project, 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 Commissioners for the County of Burlington, previously approved and certified a list of qualified professionals at their December 8, 2021 meeting; and

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

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

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

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

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 21st day of February 2023, that the contract be awarded to **CME Associates** in the amount of **\$64,800.00**.

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

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

The money necessary to funds said contract is **\$64,800.00**. 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:

6-10001-9895 (Evans Hall Renovations, Architect/Engineer)

Kevin Kerfoot
Chief Financial Officer

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

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Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt
Voice Vote			7	0	0		
Roll Call							
1 Vacant							1
2 Kevin Brown							2
3 Lorraine Hatcher		√					3
4 James Kerfoot, Vice Chair	√						4
5 Raymond Marini							5
6 Dorion Morgan							6
7 Gino Pasqualone							7
8 Mickey Quinn							8
9 Regina Reed							9
10 Vacant							10
11 Anthony Wright							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
February 21, 2023**

RESOLUTION #2023-052-05

**TO AWARD A CONTRACT TO WINNER FORD FOR THE PURCHASE OF ONE (1) F250
TRUCK, INCLUDING SNOW REMOVAL ACCESSORIES,
IN THE AMOUNT OF \$54,753.00**

WHEREAS, the College is requesting to purchase one (1) Ford F250 truck, including snow removal accessories; and

WHEREAS, this purchase will specifically include one (1) F250 Ford truck with plow kit package. This truck will be a replacement truck used by the facilities and operations department and in various capacities including snow removal services; and

WHEREAS, this vehicle will replace a similar truck which had to be totaled after being involved in a motor vehicle accident and had to be removed from the campus fleet; and

WHEREAS, this equipment will be purchased using the Minor Capital budget;

WHEREAS, these services are included under New Jersey State Contract (#T210); and

WHEREAS, in accordance with P.L. 1982 c.189 N.J.S.A. 18A:64A-25.9, it appears in the best interest of the College to award a contract to **Winner Ford**, 250 Haddonfield-Berlin Road, Cherry Hill, NJ 08034 (New Jersey State Contract #T210); and

WHEREAS, in accordance with P.L. 1982 c.189 N.J.S.A. 18A:64A-25.9, the President recommends the award of this contract to the following vendor(s): **Winner Ford**, 250 Haddonfield-Berlin Road, Cherry Hill, NJ 08034 (New Jersey State Contract #T210); and

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 21st day of February 2023, that a contract be awarded to **Winner Ford** in the amount of **\$54,753.00**.

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

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

The money necessary to fund said contract is **\$54,753.00**. 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 appropriation:

6-05095-9835 (Minor Capital/Transportation Equipment)

Kevin Kerfoot
Chief Financial Officer

**ROWAN COLLEGE at BURLINGTON COUNTY BOARD
OF TRUSTEES MEETING
February 21, 2023**

RESOLUTION #2023-052-06

**TO AWARD A CONTRACT TO WINNER FORD FOR THE PURCHASE OF A FORD
EXPLORER WITH LIGHT PACKAGE ACCESSORIES,
IN THE AMOUNT OF \$43,605.00**

WHEREAS, the College is requesting to purchase one (1) Ford Explorer with light package accessories; and

WHEREAS, this utility interceptor vehicle will be a replacement SUV used by the public safety department; and

WHEREAS, this vehicle will replace an older SUV that will be repurposed within the campus fleet because maintenance and repair costs have far exceeded the current value of the vehicle; and

WHEREAS, this equipment will be purchased using the Minor Capital budget;

WHEREAS, these services are included under New Jersey State Contract (#20-FLEET-01189); and

WHEREAS, in accordance with P.L. 1982 c.189 N.J.S.A. 18A:64A-25.9, it appears in the best interest of the College to award a contract to **Winner Ford**, 250 Haddonfield-Berlin Road, Cherry Hill, NJ 08034 (New Jersey State Contract #20-FLEET-01189); and

WHEREAS, in accordance with P.L. 1982 c.189 N.J.S.A. 18A:64A-25.9, the President recommends the award of this contract to the following vendor(s): **Winner Ford**, 250 Haddonfield-Berlin Road, Cherry Hill, NJ 08034 (New Jersey State Contract #20-FLEET- 01189); and

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 21st day of February 2023, that a contract be awarded to **Winner Ford** in the amount of **\$43,605.00**.

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

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

The money necessary to fund said contract is **\$43,605.00**. 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 appropriation:

6-05095-9835 (Minor Capital/Transportation Equipment)

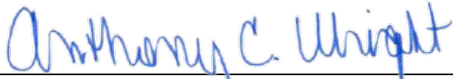
Kevin Kerfoot
Chief Financial Officer

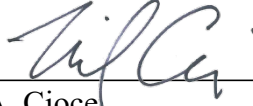
*******CERTIFICATION OF THE SECRETARY*******

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, February 21, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote			7	0	0			
Roll Call								
1 Vacant								1
2 Kevin Brown								2
3 Lorraine Hatcher		√						3
4 James Kerfoot, Vice Chair	√							4
5 Raymond Marini								5
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9 Regina Reed								9
10 Vacant								10
11 Anthony Wright								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
February 21, 2023**

RESOLUTION #2023-052-07

**AUTHORIZING ROWAN COLLEGE AT BURLINGTON COUNTY (RCBC) TO ENTER INTO
AN AGREEMENT WITH WE MAKE, AUTISM AT WORK FOR THE DEVELOPMENT OF
SPECIALIZED COURSES AND/OR TRAINING PROGRAMS**

WHEREAS, the College has determined a need to identify and utilize established best practices for the planning and implementation of a student resource center geared toward assisting and supporting up to 15 students per year who identify as neurodivergent, who have graduated from high school with a regular or special diploma, and who want to matriculate to a college environment, in a similar way as their typically developing peers; and

WHEREAS, the College and We Make will to map out the design of the on-campus student resource facility. This facility will also be available to up to 300 additional students who are in need of ala carte supports (these supports will be further defined in the planning process); and

WHEREAS, the College and We Make project team will provide a comprehensive report to include the project plan, implementation strategy and timeline along with a goal to continue with the agreed upon planning of Phase II for the Summer 2023 semester with a project launch date of August 15, 2023; and

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 21st of September 2023, that:

1. Rowan College at Burlington County is authorized to enter a Statement of Work Proposal/Agreement with We Make, Autism at Work.
2. The College President is hereby authorized to take any actions necessary to implement the terms of the Agreement, and to sign, seal, execute and witness/attest the Agreement in accordance with the Rules of the Board.

WHEREAS, the Board of Trustees of Rowan College at Burlington County (hereinafter referred to as Board of Trustees) received notification from the New Jersey Department of Education (NJDOE), Office of Career and Technical Education, that it is eligible for funding in the amount of \$470,776.00 for fiscal year 2023; and

WHEREAS, Rowan College at Burlington County believes there is a need for funding to improve academic career and technical education programs; and

WHEREAS, fiscal year 2023 Perkins V grant resources will be used to improve teaching and instruction of College career and technical education programs in the Liberal Arts and Science, Technology, Engineering, and

Mathematics Divisions and student services. Perkins V funding will also be used for allowable activities related to career services, tutoring, student success, professional development and institutional research; and

WHEREAS, to facilitate student instruction, using relevant, up-to-date programming that meets business and industry standards, fiscal year 2023 Perkins V grant expenditures will focus on the purchase of equipment, instructional salaries, materials and supplies for academic programs such as: Health Information Technology, Human Services, Cybersecurity, Nursing, Diagnostic Medical Sonography, Culinary Arts, Radiography, Dental Hygiene, Fashion Design, and Criminal Justice. The type of instructional equipment, materials and supplies that may be purchased includes industry-required equipment, laboratory supplies, print and database resources, instructional software and computers; and

WHEREAS, Rowan College at Burlington County agrees to develop the Postsecondary Federal/State Vocational Fiscal Year 2023 One-Year Spending Plan in accordance with the Fiscal Year 2023 Perkins V Grant Guidelines, and all other appropriate state and federal rules and regulations; and

WHEREAS, submission of the One-Year Spending Plan to the NJDOE, Office of Career and Technical Education, and approval by the Board of Trustees are required for funding approval;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees, assembled in public session this 17th day of January 2023, hereby authorizes the College to apply for and to accept the Perkins V Fiscal Year 2023 funding amount of \$470,776.00.

*******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, February 21, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote			7	0	0			
Roll Call								
1 Vacant								1
2 Kevin Brown								2
3 Lorraine Hatcher		√						3
4 James Kerfoot, Vice Chair	√							4
5 Raymond Marini								5
6 Dorion Morgan								6
7 Gino Pasqualone								7
8 Mickey Quinn								8
9 Regina Reed								9
10 Vacant								10
11 Anthony Wright, Chairperson								11

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

Dr. Anthony C. Wright
Chairperson

Dr. Michael A. Cioce
Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY BOARD
OF TRUSTEES MEETING
February 21, 2023**

RESOLUTION #2023-052-08

**TO REJECT ALL PROPOSALS RECEIVED FOR THE DEVELOPMENT OF A
FACILITIES FIVE (5) YEAR MASTER PLAN**

WHEREAS, on December 12, 2022, Rowan College at Burlington County (“College”) publicly advertised a Request for Proposals seeking to award a professional services contract to a qualified vendor to develop a facilities five (5) year master plan (hereinafter the “Project”); and

WHEREAS, subsequent to the receipt of proposals on January 24, 2023, the College determined that it is in the best interest of the College to substantially revise the specifications for the Project; and

WHEREAS, consistent with N.J.S.A. 18A:64A-25.15 and the applicable provisions of the RFP specifications, the College staff recommends the College reject all proposals received on January 24, 2023 so that it may substantially revise the specifications for the Project; and

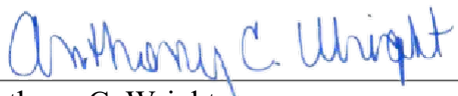
NOW, THEREFORE, BE IS RESOLVED by the Board of Trustees of the College now assembled in public session this 21st day of February 2023, that the proposals received for a contract for the development of a 5-year master plan for college facilities be rejected because the College intends to substantially revise the specifications for the Project.

*******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, February 21, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote			7	0	0			
Roll Call								
1 Vacant								1
2 Kevin Brown								2
3 Lorraine Hatcher		√						3
4 James Kerfoot, Vice Chair	√							4
5 Raymond Marini								5
6 Dorion Morgan								6
7 Gino Pasqualone								7
8 Mickey Quinn								8
9 Regina Reed								9
10 Vacant								10
11 Anthony Wright, Chairperson								11

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



 Dr. Anthony C. Wright
 Chairperson



 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY BOARD
OF TRUSTEES MEETING
February 21, 2023**

RESOLUTION #2023-052-09

**TO APPROVE AN AMENDMENT TO THE CONTRACT WITH PENNONI
ASSOCIATES INC. TO PROVIDE AN INCREASED LEVEL OF PROFESSIONAL
SERVICES FOR THE SOLAR FEASIBILITY PROJECT IN THE AMOUNT OF \$35,050
AND A NEW NOT TO EXCEED
AMOUNT OF \$80,000.00**

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

WHEREAS, the College's Board of Trustees entered into a professional consulting contract with Pennoni Associates Inc. at their November 15, 2022 meeting; and

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

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

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

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 21st day of February 2023, that an amended contract for an increased level of professional services be awarded to **Pennoni Associates Inc.** in an amount not to exceed **\$80,000.00**.

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

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

The money necessary to funds said contract is **\$80,000.00**. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line item appropriations:

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

Kevin Kerfoot
Chief Financial Officer

B. Personnel Committee: Committee Chair Kevin Brown reported:

Committee Chair Kevin Brown announced that the Personnel Committee met in person on Tuesday, February 15, 2023 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 10 for the Board's consideration:

Personnel Committee Action (Resolution(s) for Approval)

Tab #10: Resolution #2023-052-10, A Resolution approving personnel actions for Rowan College at Burlington County.

Chair Wright requested a motion to move Tab 10, as recommended by the Personnel Committee. With a motion by Trustee Lorraine Hatcher, and a second by Trustee Dorion Morgan, the Board approved Resolution 10 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
February 21, 2023
RESOLUTION #2023-052-10
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;

Naji Middleton as PT Public Safety Officer at \$14.13/hour;
Patricia Gerke as Assistant Director, Adult Center for Transitions at \$55,000; Reagan Copeland as PT Mental Health Counselor at \$55/hour;
Eliza Maloy as Admissions Counselor at \$36,000; Jasmine Moore as PT EOF Counselor at \$20/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;

Andrew Horner as PT Groundskeeper at \$14.50/hour;
Jeanette Marron as Public Safety Officer III-Investigator at \$41,373.48; Kathleen Devone as Instructional Designer at \$65,000;
Jamie Cattell as Assistant Director, Title III Grant (grant funded through Sept. 2025) at \$55,000;
Malik Howard as Assistant Director, EOF at \$55,000; Louise Hill as Financial Aid Officer at \$60,698.15; and

Salary Adjustments

Chloe Devries as Public Safety Officer III-Investigator at \$41,373.48; and

Title Changes

None; and

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

Adjuncts, STEM;

None; and

Adjuncts, Liberal Arts;

Diaz, Jodi, Bonds, Brianna; and

Adjuncts, Nursing and Health Sciences;

Sell, Corey; Henley, Justin; and

Part-Time Trainers;

Skrable, Laura; Anderson, Amy; Smith, Sharon; Ketkar, Valerie; and

EMT Trainers/EMT Aides;

Everman, Joseph; Woodruff, Jason; and

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

Cara McMullen, Custodian, Facilities;
Chris Gebhard, PT Academic Advisor, EMSS;
Andrew Horner, PT Public Safety Officer, Public Safety; Michael
D'Agostino, Electronic Resources Librarian, Library; Flora Venezia, OIT
Administrative Specialist, OIT;
Andrea Cohen, PT Academic Advisor, EMSS; Rhonda
Seaborn, Test Coordinator, EMSS;
Anthony Rossi, Public Safety Officer, Public Safety; Stephanie
Bain, Program Delivery Assistant, WDI; and

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

Edward Emrich, Public Safety Officer III, Public Safety;
Denial of three extended leave of absences requests by Edward Emrich; 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;

Orlando Rivera, Facilities, Extension Paid LOA; Scott
Abbamonte; EMSS, Paid Intermittent LOA; Lisa Parker, Health
Sciences, Paid Intermittent LOA;

Ronald Cahall, OIT, Extension Paid LOA; and

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

None; and

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

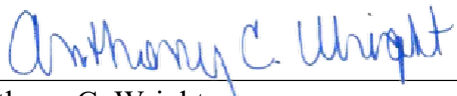
NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 21st day of February 2023, hereby approves the above stated personnel actions for Rowan College at Burlington County.

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

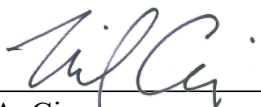
IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, February 21, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote			7	0	0			
Roll Call								
1 Vacant								1
2 Kevin Brown								2
3 Lorraine Hatcher	√							3
4 James Kerfoot, Vice Chair								4
5 Raymond Marini								5
6 Dorion Morgan		√						6
7 Gino Pasqualone								7
8 Mickey Quinn								8
9 Regina Reed								9
10 Vacant								10
11 Anthony Wright, Chairperson								11

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



 Dr. Anthony C. Wright
 Chairperson



 Dr. Michael A. Cioce
 Board Secretary

C. **Academic Committee:** Committee Chair Dr. James Kerfoot reported:

Committee Chair Dr. James Kerfoot reported announced that the Academic Committee met in person on Tuesday, February 14, 2023 at 3:00PM, and the Committee discussed various Academic matters.

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

Academic Committee Action (Resolution(s) for Approval)

Tab #11: Resolution #2023-052-11, A Resolution approving the establishment of a 3+1 Pathway for Rowan College at Burlington County Students enrolled in an Associated of Applied Science degree in Dental Hygiene, Diagnostic Medical Sonography, Paramedic Science, or Radiography to pursue a Bachelor of Arts degree in Health Studies from Rowan University. personnel actions for Rowan College at Burlington County.

Chair Wright requested a motion to move Tab 11, as recommended by the Academic Committee. With a motion by Trustee Dorion Morgan, and a second by Trustee Raymond Marini, the Board approved Resolution 11 with all in favor and none opposed.

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

**ROWAN COLLEGE at BURLINGTON COUNTY BOARD
OF TRUSTEES MEETING
February 21, 2023**

RESOLUTION #2023-052-11

**ESTABLISHMENT OF A 3+1 PATHWAY FOR ROWAN COLLEGE AT BURLINGTON COUNTY
STUDENTS ENROLLED IN AN ASSOCIATES OF APPLIED SCIENCE DEGREE IN DENTAL
HYGIENE, DIAGNOSTIC MEDICAL SONOGRAPHY, PARAMEDIC SCIENCE, OR
RADIOGRAPHY TO PURSUE A BACHELOR OF ARTS DEGREE IN HEALTH STUDIES
FROM ROWAN UNIVERSITY**

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

WHEREAS, a new 3+1 pathway was established for RCBC students enrolled in the Dental Hygiene (AAS.DHY), Diagnostic Medical Sonography (AAS.DMS), Paramedic Science (AAS.PAR), or Radiography (AAS.RAD) Associate of Applied Science degree programs to pursue a Bachelor of Arts degree in Health Studies from Rowan University; and

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

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

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

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 21st day of February 2023, to approve establishment of the 3+1 pathway for Rowan College at Burlington County students enrolled in an Associates of Applied Science degree in Dental Hygiene, Diagnostic Medical Sonography, Paramedic Science or Radiography to pursue a Bachelor of Arts degree in Health Studies from Rowan University with implementation in Fall semester 2023.

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, February 21, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt
Voice Vote			7	0	0		
Roll Call							
1 Vacant							1
2 Kevin Brown							2
3 Lorraine Hatcher							3
4 James Kerfoot, Vice Chair							4
5 Raymond Marini		√					5
6 Dorion Morgan	√						6
7 Gino Pasqualone							7
8 Mickey Quinn							8
9 Regina Reed							9
10 Vacant							10
11 Anthony Wright							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

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 Gino Pasqualone, and by a unanimous vote in favor the Board of Trustees' Meeting adjourned at 5:59 P.M.

Respectfully submitted,

Dr. Michael A. Cioce
Board Secretary

MAC:lc