

**ROWAN COLLEGE AT BURLINGTON COUNTY**

**BOARD OF TRUSTEES  
REGULAR PUBLIC MEETING**

**Thursday, March 29, 2018**

**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.

**SWEARING IN NEW TRUSTEE**

Chair Nyikita introduced and welcomed Mr. Dorion Morgan as a newly appointed Trustee to the Rowan College at Burlington County Board of Trustees by the Burlington County Board of Chosen Freeholders.

Solicitor Burns administered the Oath of Allegiance and Oath of Office. The Board of Trustees, Acting President Michael Cioce and all meeting attendees welcomed Trustee Morgan to the Board. The Oath was officially signed and photographs were taken.

Trustee Morgan was born and raised in Burlington Township. He operates his own law office and has served as the Burlington Township Municipal Public Defender since 2003. He is also the founder and senior pastor of the Restoration Station Christian Fellowship – a non-denominational, multicultural Christian church that strives to positively impact the community through service and outreach. Mr. Morgan has been with the church nearly 14 years.

Trustee Morgan holds a Juris Doctorate from Rutgers University School of Law in Camden. He has focused his practice on municipal court matters, real estate, criminal, landlord/tenant and adoptions.

**ROLL CALL**

*Board Present:* Mr. James Anderson, Mr. Christopher Brown (by phone), Mr. Kevin Brown, Ms. Renee Liciaga, Mr. Daryl Minus-Vincent, Mr. Dorion Morgan, Mr. George Nyikita, Mr. Gino Pasqualone, Mr. Mickey Quinn, Ms. Cassadie Hynd (Alumni Trustee)

*Board Absent:* Mr. Daniel Gee, Ms. Jamie Martin

*RCBC Present:* Mr. Michael Cioce (Acting President and Acting Board Secretary), Ms. Jaclyn Angermeier, Dr. Karen Archambault, Ms. Leah Arter, Dr. Cathy Briggs, Mr. Thomas Czerniecki, Mr. Matthew Farr, Ms. Linda Higgins, Dr. Martin Hoffman, Mr. Mark Meara, Ms. Anna Payanzo Cotton, Ms. Donna Podolski, Dr. Anita Rudman, Ms. Michelle Russell, Ms. Samantha Russell, Dr. David Spang, Dr. Edem Tetteh, Ms. Donna Vandergrift, Mr. Greg Volpe, Mr. Jonathan Weisbrod, Mr. William Whitfield, Mr. William Burns (Board Solicitor), and Ms. Lynne Marie Devericks (Board Recorder)

*Other Guests:* Ms. Carol Comegno, Reporter, Courier-Post

**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 8, 2017, which was amended by a public notice released on March 19, 2018, setting forth the date, time, and location of regular meetings of the Board of Trustees, which resolution was, within seven days of passage, posted on the College Web site, sent to *The Burlington County Times*, *The Trenton Times*, and the Burlington County Clerk.”

**MINUTES**

Chair George Nyikita requested a motion to approve the minutes of the Regular Board Meeting on February 27, 2018, as submitted. The motion was made by Trustee Mickey Quinn with a second by Trustee Daryl Minus-Vincent. With a unanimous vote in favor, 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 February 28, 2018 through March 29, 2018.

- The On-Campus Crime and Fire Incident Report prepared by Captain Edmund Johnson and reviewed by Public Safety Director Linda Schmidt was presented in written form to the Board for the period February 13, 2018 to March 23, 2018.
- Acting President Michael Cioce made the following announcements in addition to the written report provided in the Board packet:

1) The Burlington County Board of Chosen Freeholders took action to designate March 1<sup>st</sup> as 3 + 1 Day. The 3 + 1 Program allows students to complete three years at RCBC with the fourth year on the Mount Laurel Campus or at Rowan University for under \$30,000. We are in our third full semester of offering 300-level courses and have our first set of RCBC/RU seniors taking classes this semester.

2) On March 15<sup>th</sup>, the RCBC Foundation announced the final totals from the Celebration of Philanthropy, which was held on February 22, 2018. It was their most successful fundraiser ever, raising \$250,000 for student scholarships. The Acting President thanked everyone who contributed and helped to make this event such a success.

3) Last week, the College received an official announcement to add a seventh 3 + 1 offering for Fall 2018. RCBC and Rowan University will add Inclusive Education to the list of 3 + 1 offerings. Students who complete this path at RCBC will earn a bachelor's degree in Inclusive Education with a certification in Elementary Education and the opportunity for a New Jersey Department of Education Teacher of Students with Disabilities Endorsement. Rowan University's Inclusive Education program prepares students to become elementary classroom teachers with state certification to teach special education.

Chair Nyikita remarked that this is an important element to the Rowan University partnership in that it brings the Education component to the 3 + 1 offerings at RCBC. This will enhance and broaden opportunities for our students.

4) The College hosted the 2018 Red Carpet Reception last evening in the Student Success Center. Approximately 150 people attended. The Office of Enrollment Management and Student Success hosts this annual event for high-achieving students, and their families, who show great potential for college, based on their high school academics (NJ STARS, CAP and Jumpstart). Acting President Cioce thanked Deans Karen Archambault and Cathy Briggs.

There were no questions and this concluded the President's Report.

## 2. Board Reports

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

Chair Nyikita announced that the Finance/Facilities Committee met this morning and the Committee discussed a wide range of topics, including an audit presentation by Bowman and Company.

Tab 3, in your Board packet, is a resolution to acknowledge receipt and authorize the filing with the State of the annual financial audit of the College for fiscal year 2017. The full Audit Report will be distributed to the Board at the next meeting, and we will look for acceptance from the State in about one month.

The FY19 Budget was also discussed. RCBC staff and the County have been working on the budget since our last adjustment. Chair Nyikita asked Acting President Cioce to give an overview:

Acting President Cioce indicated the last six weeks have been aggressive with respect to input from the finance group. He thanked Mr. Thomas Czerniecki, Senior Vice President of Administration and Operations, and Ms. Jaclyn Angermeier, Executive Director of Financial Services, for their contributions over the last few weeks. Conversations have occurred with all budget managers and they were excited to make a recommendation at the Board Finance Facilities Committee Meeting this morning for the FY19 Budget adoption. In order to ensure a balanced budget for FY19, we do need to take action for a tuition and fee increase. There was a recommendation for a \$5 increase related to tuition per credit and a proposed \$9 facilities fee increase. Acting President Cioce explained the reason for the split. The designation to the facilities component is as follows:

- 1) The budget is inclusive of a \$750,000 debt service reserve fund that will assist in subsequent years for fiscal 2020 and beyond.
- 2) To assist with a full year of increased health insurance costs. As the Board was made aware in November 2017, the College's health insurance benefits increased by 13% in January.
- 3) There are additional instructional costs and academic support that are necessary to accommodate the increased number of students and classes.
- 4) Improvement to the College's overall fund balance.
- 5) Investment in an overall security audit that will include every building on the Mt. Laurel Campus and identify necessary improvements. We are an open door institution for academics and also an open door entity within the County. Acting President Cioce referenced tragedies in the news and the need for students' safety to be front and center.

The increase will be used to fund all of the above.

Chair Nyikita announced another item proposed is the Capital Construction project list for Chapter 12 funding, which allows us to ask the County to bond the funds for capital

projects and submit it to the State of New Jersey. This would qualify us for 50% debt service funding and is offered to all community colleges in the State.

This concluded the Board Finance and Facilities Report. Chair Nyikita proceeded with a review of Tabs 1 through 7 for the Board's consideration:

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

- Tab #1:** Resolution #2018-088-01, A Motion to approve and ratify requested business related travel.
- Tab #2:** Resolution #2018-088-02, A Motion to approve and ratify contracts.
- Tab #3:** Resolution #2018-088-03, A Resolution to acknowledge receipt and authorize the filing with the State of the annual financial audit of the College for fiscal year 2017.
- Tab #4:** Resolution #2018-088-04, A Resolution to approve the amendment of the operating budget for fiscal year 2018.
- Tab #5:** Resolution #2018-088-05, A Resolution to approve the adoption of the operating budget and increase in tuition and fees for fiscal year 2019.
- Tab #6:** Resolution #2018-088-06, A Resolution to approve the capital construction project list for Chapter 12 funding for fiscal year 2019 in the amount of **\$6,800,000.00**.
- Tab #7:** Resolution #2018-088-07, A Resolution to reject proposals for online registration software for noncredit and business training courses for a one (1) year period with the option to renew for an additional year.

Chair Nyikita requested that Ms. Anna Payanzo Cotton, Vice President of Workforce Development and Lifelong Learning, brief the Board on the rationale for the rejection in Tab 7.

Vice President Payanzo Cotton indicated they received two proposals and realized they needed more clarification. They put out a bid with more detail regarding the real-time integration of the data for the registration process. There was not enough cost or timing detail around the proposals that were received.

Chair Nyikita made a motion to move Tabs 1 through 7 inclusive, as recommended by the Finance/Facilities Committee. With the motion by Chair Nyikita and a second by Trustee Renee Liciaga, the Board approved Tabs 1 through 7 with all in

favor and recusals duly noted by Trustees Kevin Brown and Gino Pasqualone on Tab 6. There were no questions.

This concluded the Finance/Facilities Committee Report.

**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
March 29, 2018**

**RESOLUTION #2018-088-01**

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

**APPROVE**

Karen Bennett, RSVP Grant – 6/17-6/20/18  
Points of Light Volunteer Management Conference  
Atlanta, GA - \$1,511.05

Karen Bennett, RSVP Grant – 7/15-7/18/18  
Annual national training meeting for RSVP  
Washington, DC - \$976.38

Kathie Strang, Perkins Grant – 4/12-4/13/18  
2018 ABET Symposium  
San Diego, CA - \$2,477.54

Stephen Amitrano, Print & Mail Services – 6/9-6/14/18  
IMPA Conference  
Costa Mesa, CA - \$2,697.00

**RATIFY**

Dr. Edem Tetteh, Perkins Grant – 4/10-4/13/18  
2018 ABET Symposium  
San Diego, CA - \$3,308.08

Jeff Van Duyne, Perkins Grant – 4/10-4/13/18  
2018 ABET Symposium  
San Diego, CA - \$3,308.08

Zahira Sabir (replacing Kelly West), WDI (WIOA Grant) – 3/23-3/26/18  
National Association of Workforce Boards (NAWB) Forum 2018  
Washington, DC – \$2,326.00

William Whitfield, Phi Theta Kappa – 3/15-3/18/18  
Annual meeting for Middle States Region of Phi Theta Kappa  
Galloway Township, NJ - \$804.00

William Whitfield, Phi Theta Kappa – 4/19-4/22/18  
Annual meeting for Phi Theta Kappa  
Kansas City, MO - \$1,416.00

**REIMBURSEMENT**

Diane Schellack, Liberal Arts – 2/21-2/23/18  
NADE Conference (NJCCC is covering registration and hotel costs of approx. \$900)  
National Harbor, MD - \$222.59

Elizabeth Brendle, Nursing – 3/1-3/2/18  
New Jersey Student Nurses Association Convention (club advisor for RCBC SNA)  
Atlantic City, NJ - \$198.02

Cathy Briggs, Student Success – 3/4-3/7/18  
NASPA Annual Conference  
Philadelphia, PA - \$218.48

Martin Hoffman, Distance Education – 2/10-2/14/18  
Instructional Technology Council Board of Director's meeting and Annual Conference Tucson,  
AZ - \$361.22

Pamela Joseph, Perkins Grant – 1/31-2/2/18  
Association of Collegiate Educators in Radiologic Technology 43rd Annual Conference  
Las Vegas, NV - \$390.42

Buffy Stolte, Perkins Grant – 3/5-3/9/18  
Association of Collegiate Educators in Radiologic Technology 43rd Annual Conference  
Las Vegas, NV - \$112.00

Heather Conger, Athletics – 2/20-2/22/18  
Region XIX Athletic Director Meetings  
Mt. Pocono, PA - \$193.80



**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
March 29, 2018**

**RESOLUTION #2018-088-02**

**TO APPROVE AND RATIFY CONTRACTS**

To approve a contract with Rita Williams-Bogar, Personal Development Solutions, LLC to facilitate a business writing class for the Civil Services Commission on May 4, 2108 in an amount not to exceed \$450.00.

To approve a contract with National Student Clearinghouse to provide transcript services.

To approve a contract with SERAPH to provide a Climate Assessment - Security & Emergency Management Audit (P.L. 1982, c189 N.J.S.A. 18A:64A-25.5(15) and P.L. 2011, c139) in the amount of \$38,500.00.

To approve an affiliation agreement with CMSRU-RCBC (PULSE).

To ratify a contract with Fearing International Group, LLC to provide OSHA 10 training for Advanced Manufacturing, Machinist Certificate, Cohort #4 for the period of March 29, 2018 through April 6, 2018 in an amount not to exceed \$3,240.00.

**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
March 29, 2018**

**RESOLUTION #2018-088-03**

**THE BOARD OF TRUSTEES ACKNOWLEDGES RECEIPT AND AUTHORIZES THE  
FILING WITH THE STATE OF THE ANNUAL FINANCIAL AUDIT OF THE  
COLLEGE FOR FISCAL YEAR 2017**

*WHEREAS*, the College's Auditor of Record, Bowman & Company LLP, has prepared an audit for the Board of Trustees from July 1, 2016 to June 30, 2017; and

*WHEREAS*, the audit received an unmodified opinion; and

*WHEREAS*, the audit was reviewed and discussed with the College's acting president and administration, as well as the Board's Finance Committee; and

*WHEREAS*, Mr. Robert Nehila of the firm of Bowman & Company LLP was present at the Board's Finance Committee meeting on March 29, 2018 to provide a brief presentation and answer questions of the Board members concerning the audit and recommendations; and

*NOW THEREFORE*, be it resolved by the Trustees of the College now assembled in public session this 29<sup>th</sup> day of March 2018, approve and accept the fiscal year 2017 audit.

**\*\*\*\*\*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 **Monthly Meeting held on Thursday, March 29, 2018** 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 Christopher J. Brown, Vice Chair								2
3 Kevin Brown								3
4 Daniel Gee								4
5 Renee Liciaga								5
6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

\_\_\_\_\_  
 George Nyikita  
 Chairperson

\_\_\_\_\_  
 Michael Cioce  
 Acting Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
March 29, 2018**

**RESOLUTION #2018-088-04**

**TO APPROVE THE AMENDMENT OF THE OPERATING BUDGET  
FOR FISCAL YEAR 2018**

***WHEREAS***, the Board of Trustees of Rowan College at Burlington County (hereinafter referred to as Board of Trustees) has determined it is necessary to amend the operating budget for fiscal year 2018; and

***WHEREAS***, the Board of Trustees has determined that the amount necessary for the Operating Budget is \$44,257,125.00; and

***WHEREAS***, the Board of Trustees is required to submit an operating budget to the Burlington County Board of School Estimate;

***NOW, THEREFORE BE IT RESOLVED***, that the Board of Trustees, now assembled in public session this 29<sup>th</sup> day of March 2018, hereby approves the submission to the Burlington County Board of School Estimate of an Operating Budget in the amount of \$44,257,125.00.

**\*\*\*\*\*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 **Monthly Meeting held on Thursday, March 29, 2018** on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
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3 Kevin Brown								3
4 Daniel Gee								4
5 Renee Liciaga								5
6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

\_\_\_\_\_  
 George Nyikita  
 Chairperson

\_\_\_\_\_  
 Michael Cioce  
 Acting Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
March 29, 2018**

**RESOLUTION #2018-088-05**

**TO APPROVE THE ADOPTION OF THE OPERATING BUDGET  
AND INCREASE IN TUITION AND FEES FOR FISCAL YEAR 2019**

***WHEREAS***, the Board of Trustees of Rowan College at Burlington County (hereinafter referred to as Board of Trustees) has determined it is necessary to adopt the operating budget for fiscal year 2019; and

***WHEREAS***, the College must maintain a balanced budget; and

***WHEREAS***, the College has demonstrated a need to raise tuition and fees; and

***WHEREAS***, the Board of Trustees has the power to fix and determine tuition rates and fees to be paid by students in accordance with P.L. 1982 c.189 (C.18A:64A-12.h.); and

***WHEREAS***, the Board of Trustees has determined that the amount necessary for the Operating Budget is \$44,049,322.00; and

***WHEREAS***, the Board of Trustees is required to submit an operating budget to the Burlington County Board of School Estimate;

***NOW, THEREFORE BE IT RESOLVED***, that the Board of Trustees, now assembled in public session this 29<sup>th</sup> day of March 2018, hereby approves the submission to the Burlington County Board of School Estimate of an Operating Budget in the amount of \$44,049,322.00 and approves to raise tuition \$5.00 per credit for all students effective the Fall 2018 semester. The facilities fee will increase by \$9.00 per credit for all students effective the Fall 2018 semester to support ongoing program development, capital projects, facility improvements, preventative maintenance, and campus security needs.

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

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6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
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Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

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**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
March 29, 2018**

**RESOLUTION #2018-088-06**

**APPROVAL OF THE CAPITAL CONSTRUCTION PROJECT LIST FOR CHAPTER 12  
FUNDING FOR FISCAL YEAR 2019 IN AN AMOUNT NOT TO EXCEED \$6,800,000.00**

*WHEREAS*, the Board of Trustees has determined it is necessary to adopt a Capital Construction project plan, for Chapter 12 funding for fiscal year 2019, for use in fiscal year 2019 and beyond; and

*WHEREAS*, the Board of Trustees has determined that the amount necessary for the Capital Construction needs (list provided below) is not to exceed \$6,800,000.00; and

*WHEREAS*, the Board of Trustees has determined, as a component of the Capital Construction request, that the amount necessary for Chapter 12 funding for fiscal year 2019 is not to exceed \$6,800,000.00 with the State Chapter 12 funds providing \$3,400,000.00 and Burlington County providing a matching amount; and

*WHEREAS*, the Board of Trustees also understands that the College will be required to pay debt services to the County for the matching portion of the bond based on an amortization schedule that is established by the County and provide to the College;

*NOW, THEREFORE*, be it resolved by the Board of Trustees, now assembled in public session this 29<sup>h</sup> day of March 2018, hereby approves the submission to the Burlington County Board of Chosen Freeholders, a Capital Construction, including Chapter 12, request in an amount not to exceed \$6,800,000.00 to be bonded by the County prior to June 30, 2019.

**CAPITAL CONSTRUCTION INCLUDING CHAPTER 12 FOR FISCAL YEAR 2019**

	<b>Project</b>	<b>Amount of Bonds</b>
1.	Campus Improvements (including, but not limited to construction, renovations, deferred maintenance issues, etc.)	\$6,800,000.00
<b>TOTALS:</b>		<b>\$6,800,000.00</b>



**\*\*\*\*\*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 **Monthly Meeting held on Thursday, March 29, 2018** on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
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3 Kevin Brown								3
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6 Jamie Martin								6
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8 Dorion Morgan								8
9 George Nyikita, Chair								9
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 Chairperson

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 Michael Cioce  
 Acting Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
March 29, 2018**

**RESOLUTION #2018-088-07**

**TO REJECT PROPOSALS FOR ONLINE REGISTRATION SOFTWARE FOR  
NONCREDIT AND BUSINESS TRAINING COURSES**

**WHEREAS**, a Request for Proposal was advertised and released on Tuesday, February 20, 2018 and were opened, Thursday, March 15, 2018 at 2:00 PM; and

**WHEREAS**, two (2) firms responded to the request for proposal; and

**WHEREAS**, in accordance with P.L. 1982 c.189 (C.18A:64A-25.15) it appears in the best interest of the College to reject all proposals; and

**NOW, THEREFORE**, be it resolved by the Trustees of the College now assembled in public session this 29<sup>th</sup> day of March 2018, that the Board rejects all proposals.

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

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8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
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 George Nyikita  
 Chairperson

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 Michael Cioce  
 Acting Secretary

Chair Nyikita indicated there was a need for an Executive Session during the Personnel Committee Report, and he moved on to the Academic Committee Report.

**B. Academic Committee:** Dr. David Spang, Senior Vice President and Provost, reported in Committee Chair Daniel Gee's absence:

The Academic Committee met on March 28, 2018 and discussed the following strategic initiatives:

- The RCBC/Rowan University 3 + 1 partnership: There are currently 716 declared 3 + 1 students in Biology, Computing and Informatics, Law and Justice, Liberal Studies, Nursing and Psychology.
- In addition, the College is pursuing Engineering Technology as a 3 + 1 program. RCBC and Rowan University are creating pathways to Mechanical Engineering Technology (MET) and Electrical Engineering Technology (EET). RCBC has gone through the first portion of approvals from the New Jersey Presidents' Council for an Associate of Applied Science degree in Mechanical Engineering Technology and we anticipate receiving full approval on April 16, 2018. Once received, we will begin to market and enroll students in that major.
- Conversations continue regarding facilities for Mechanical Engineering Technology and Electrical Engineering Technology.
- Inclusive Education was mentioned and we will begin to enroll students in Fall 2018.
- RCBC submitted two degrees (AS and AAS) to the New Jersey Presidents' Council in Advanced and Continuous Studies. We were required to submit some additional clarification to the Academic Issues Committee (AIC) of the New Jersey Presidents' Council for consideration, and we supplied that information. Both program proposals have been approved by the AIC and will move forward to the Executive Committee of the New Jersey Presidents' Council for approval at their meeting on April 16, 2018.
- The Middle States site visit has been scheduled for one year from now. The visitors will come from different colleges. They will be with us for approximately three days to review all of the evidence and speak with various stakeholders at RCBC. Dr. Spang explained in detail the seven Middle States standards in which the College is required to be in compliance, as well as the mission and goals.
- The Substantive Change report to officially change the main campus from Pemberton to Mount Laurel has been submitted to Middle States for approval.

- On academic grants, we will be piloting an Institutional Review Board very shortly. It will be the first for our institution and help us vet and examine grant opportunities. The National Science Foundation Grant, which awarded us over \$750,000 to build S.T.E.M. and Mechanical Engineering Technology (MET) curriculum, and is feeding directly into our MET 3 + 1 program with Rowan University, continues to progress. Dr. Spang, as principal investigator, Dr. Edem Tetteh, Dean of S.T.E.M., as Co-principal investigator, along with Rowan University, are presenting a paper at the American Society for Engineering Education (ASEE) Conference this summer. They are helping to solidify both the curriculum and applications of various principals that will be incorporated into the curriculum.

Dr. Spang invited questions on the Academic Committee Report. There were none and he invited Ms. Anna Payanzo Cotton, Vice President of Workforce Development and Lifelong Learning, to provide an update on workforce development for the Board.

- Ms. Payanzo Cotton provided more background on discussion at the Academic Committee Meeting pertaining to Resolution 7, for online registration software for non-credit and business training courses. They are seeking a product that will streamline the process, increase efficiency, and make it more user friendly for the public, as well as the staff who are responsible for processing enrollment in these programs. They look forward to bringing this back to the Board once they receive bids from potential vendors.
- The RCBC Workforce Development Institute was awarded the Talent Development Center grant from the State of New Jersey last November to serve as the lead for training and career pathway development in the Transportation, Logistics and Distribution industry. We are the lead and we have many subcontracted training partners across the State. We will be moving forward with agreements with Hudson County Community College and Union County College to serve as partner training entities. These new relationships are in the process of being finalized.
- Also, Resolution 11 in the Board packet is to authorize entering into an agreement with two area business training partners. Care One is a new relationship to include in-county tuition, third-party billing, career exploration and hiring initiatives for our students. Weisman Children's Rehabilitation Hospital, with whom we currently have an agreement for recruiting and in-county tuition for their staff, are extending the agreement to include a third-party billing relationship as they are implementing a tuition reimbursement benefit for their employees. RCBC Workforce looks forward to expanding career and education advancement opportunities for their employees through these partnerships.

Ms. Payanzo Cotton invited questions on the Workforce Report. There were no questions and this concluded the Academic Committee Report.

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

**Tab #11:** Resolution #2018-088-11, A Resolution authorizing Rowan College at Burlington County (RCBC) to enter into agreements with area businesses for tuition reimbursement and the development of specialized courses and/or training programs

- a. Care One
- b. Weisman Children's Rehabilitation Hospital

Chair Nyikita requested a motion to move Tab 11 as recommended by the Academic Committee. With a motion by Trustee Kevin Brown, a second by Trustee Mickey Quinn, and a unanimous vote in favor, the Board approved Resolution 11. There were no questions.

This concluded the Academic Committee Report.

**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
March 29, 2018**

**RESOLUTION #2018-088-11**

**AUTHORIZING ROWAN COLLEGE AT BURLINGTON COUNTY (RCBC) TO  
ENTER INTO AN AGREEMENTS WITH AREA BUSINESSES FOR TUITION  
REIMBURSEMENT AND THE DEVELOPMENT OF SPECIALIZED COURSES  
AND/OR TRAINING PROGRAMS**

*WHEREAS*, the County established as Workforce Development Institute at Rowan College of Burlington County in July 2016 for the purpose of establishing a coordinated system across institutional partners and preparing the workforce for the business needs of the future; and

*WHEREAS*, the Workforce Development Institute has identified a need to expand training and engagement opportunities with area businesses; and

*WHEREAS*, through business engagement business partners have chosen to partner with RCBC to support continuing education for their associates; and

*WHEREAS*, RCBC is committed to supporting these businesses in promoting their tuition reimbursement programs, and partnering for the development of new training and coursework, to meet the continuing training needs of their workforce;

*NOW, THEREFORE*, be it resolved by the Trustees of the College now assembled in public session this 29<sup>th</sup> day of March 2018, that:

1. Rowan College of Burlington County is authorized to enter into tuition reimbursement and course/training development partnerships with the following partners:
  - a. Care One
  - b. Weisman Children's Rehabilitation Hospital
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.

**\*\*\*\*\*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 **Monthly Meeting held on Thursday, March 29, 2018** 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 Christopher J. Brown, Vice Chair								2
3 Kevin Brown								3
4 Daniel Gee								4
5 Renee Liciaga								5
6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

\_\_\_\_\_  
 George Nyikita  
 Chairperson

\_\_\_\_\_  
 Michael Cioce  
 Acting Secretary



Chair Nyikita called for the resolution to adjourn the Public Session to go into Executive Session. Board Solicitor William Burns recommended a two-minute recess followed by Executive Session, if necessary. Alternatively, Solicitor Burns suggested moving to comments from the public.

**COMMENTS FROM THE PUBLIC**

Chair Nyikita invited anyone from the public to speak and be recognized. There were none.

- C. **Personnel Committee:** Committee Chair Kevin Brown reported that the Personnel Committee met on Monday, March 26, 2018, and discussed various personnel matters.

Trustee Kevin Brown invited questions on the Personnel Committee Report, and seeing none, he proceeded with a review of the following resolutions for the Board's consideration, noting that Tab 8 is on hold:

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

- Tab #9:** Resolution #2018-088-09, A Resolution approving the Acting President's recommendation to reappoint non-tenure track lecturers and non-tenured instructors.
- Tab #10:** Resolution #2018-088-10, A Resolution approving the Acting President's recommendation to reaffirm tenure and continue the appointments of certain tenured faculty holding academic rank.

Trustee Kevin Brown made a motion to move Tabs 9 and 10, as recommended by the Personnel Committee. With a second by Trustee Christopher Brown, and a unanimous vote in favor, the Board approved Resolutions 9 and 10.

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

**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
March 29, 2018**

**RESOLUTION #2018-088-09**

**APPROVAL OF ACTING PRESIDENT'S RECOMMENDATION TO REAPPOINT  
NON-TENURED INSTRUCTORS**

***WHEREAS***, the Provost reviewed the performance evaluation of certain non-tenured Instructors who are eligible for reappointment to the next Academic Year, 2018-2019 in light of all appropriate institutional needs, policies, criteria and requirements; and

***WHEREAS***, the Provost, in the exercise of his best professional judgment, has determined that the reappointment of certain non-tenured Instructors, would effectively serve the mission and goals of the College and is consistent with all appropriate institutional needs, polices, criteria and requirements governing reappointment of non-tenured Instructors; and

***WHEREAS***, the Provost made the recommendation to the Acting President of Rowan College at Burlington County (hereinafter referred to as Acting President) to reappoint certain non-tenured Instructors; and,

***WHEREAS***, the Board of Trustees of Rowan College at Burlington County (hereinafter referred to as Board of Trustees) has received a recommendation from the President, to reappoint certain non-tenured Instructors;

***NOW THEREFORE***, be it resolved that the Board of Trustees, now assembled in public session this 29<sup>th</sup> day of March 2018, hereby accepts the recommendation of the Acting President to reappoint certain non-tenured Instructors; and

***BE IT FURTHER RESOLVED***, that the Board of Trustees approves the reappointment of the following named non-tenured Instructors (Supplement A).

**SUPPLEMENT A**

**APPROVAL OF ACTING PRESIDENT'S RECOMMENDATION TO REAPPOINT  
NON-TENURED INSTRUCTORS**

Burrell, Tina D	Instructor
Ciccanti, Amber Lee	Instructor
Francis-Denton, Corvena N	Instructor
Franklin, Brent	Instructor
Gartner, Russell	Instructor
Green, Regina	Instructor
Harad, Stephen F	Instructor
Iden, Michelle	Instructor
Judge, James R	Instructor
Kerr, Elizabeth P	Instructor
Kim, Nam H	Instructor
Lauer, Maria	Instructor
Mailhiot, Brooke Melissa	Instructor
Mihalik, Priti B	Instructor
Millward, Allison	Instructor
Mitchell, Amanda L.	Instructor
Muyesser, Meral	Instructor
Nagbe, Aloysius	Instructor
Nale, January	Instructor
O'Gorman, Charles T	Instructor
Pancoast, Eric Thomas	Instructor
Papazis, Elias	Instructor
Rizzo, Joseph Charles	Instructor
Tokazewski, Anne M. S.	Instructor
Van Duyne, Jeffrey	Instructor
Warner, Paul	Instructor
Wascavage, Erica	Instructor
Watlington, Lisa M.	Instructor
Wend, William Patrick	Instructor
Yohannes, Kidane John	Instructor
Zimnes, Faith L	Instructor

**\*\*\*\*\*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 **Monthly Meeting held on Thursday, March 29, 2018** 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 Christopher J. Brown, Vice Chair								2
3 Kevin Brown								3
4 Daniel Gee								4
5 Renee Liciaga								5
6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

\_\_\_\_\_  
 George Nyikita  
 Chairperson

\_\_\_\_\_  
 Michael Cioce  
 Acting Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
March 29, 2018**

**RESOLUTION #2018-088-10**

**APPROVAL OF ACTING PRESIDENT'S RECOMMENDATION TO REAFFIRM  
TENURE AND CONTINUE THE APPOINTMENTS OF CERTAIN TENURED  
FACULTY HOLDING ACADEMIC RANK**

*WHEREAS*, the Provost of Rowan College at Burlington County has reviewed the performance evaluation of certain tenured faculty holding academic rank for reaffirmation of tenure and continued appointment to the next Academic Year, 2018-2019, in light of all appropriate institutional needs, policies, criteria and requirements; and

*WHEREAS*, the Provost, in the exercise of his best professional judgment, has determined that the reaffirmation of tenure and continued appointment of certain tenured faculty holding academic rank would effectively serve the mission and goals of the College and is consistent with all appropriate institutional needs, policies, criteria and requirements governing reaffirmation and continued appointment of tenured faculty holding academic rank; and

*WHEREAS*, the Provost made the recommendation to the Acting President of Rowan College at Burlington County (hereinafter referred to as Acting President) to reaffirm and continue the appointments of certain tenured faculty holding academic rank; and

*WHEREAS*, the Board of Trustees of Rowan College at Burlington County (hereinafter referred to as Board of Trustees) has received a recommendation from the Acting President, to reaffirm and continue the appointments of certain tenured faculty holding academic rank;

*NOW THEREFORE*, be it resolved that the Board of Trustees assembled in public session this 29<sup>th</sup> day of March 2018, hereby accepts the recommendation of the Acting President to reaffirm and continue the appointments of certain tenured faculty holding academic rank; and

*BE IT FURTHER RESOLVED*, that the Board of Trustees approves the reappointment of the following named tenured faculty holding academic rank (Supplement B).

**SUPPLEMENT B**

**APPROVAL OF ACTING PRESIDENT'S RECOMMENDATION TO REAFFIRM  
TENURE AND CONTINUE THE APPOINTMENTS OF CERTAIN TENURED  
FACULTY HOLDING ACADEMIC RANK**

Alexander, Jonathan M	Associate Professor
Bailey, Jeffrey H	Assistant Professor
Baldt, Erika E	Assistant Professor
Brendle, Elizabeth	Instructor
Bourne, Crystal R	Assistant Professor
Cohill, Patricia S	Assistant Professor
Colona, Sarah	Instructor
Gazzara, Christopher T.	Assistant Professor
Gicking- Aspden, Jessica	Instructor
Hageman, Leon H	Professor
Harkins, Michelle N.	Assistant Professor
Harmon, Louvenia A	Academic Advisor
Huttner, William	Instructor
Kerwick, John Joseph r	Instructor
Lavertu, Elizabeth C.	Assistant Professor
Mariano, Kenneth	Instructor
Milani, Katherine	Instructor
Meola, Jianene M	Assistant Professor
Osmond, Erica R	Assistant Professor
Perugini, Gregory	Instructor
Rienzi, Jennifer K	Instructor
Ritt, Laura H	Assistant Professor
Rittenhouse, Joyce E	Assistant Professor
Roach, Robert	Instructor
Ruocco, Tiffany J.	Assistant Professor
Schellack, Diane Joan	Instructor
Sedar, Brina G	Assistant Professor
Sherlock, Terrence Patrick	Assistant Professor
Simber, Christopher	Instructor
Spiehs, Colleen	Professor
Stewart, Laura	Assistant Professor
Veneziale, Diane P	Assistant Professor
Washington, Syreeta	Instructor

Weisbrod, Jonathan	Instructor
Whitfield, William J	Assistant Professor
Yantz, Jayne M	Instructor
Yanuzzi, Gina	Instructor
Zamkotowicz, Marc David	Assistant Professor

**\*\*\*\*\*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 **Monthly Meeting held on Thursday, March 29, 2018** 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 Christopher J. Brown, Vice Chair								2
3 Kevin Brown								3
4 Daniel Gee								4
5 Renee Liciaga								5
6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

\_\_\_\_\_  
 George Nyikita  
 Chairperson

\_\_\_\_\_  
 Michael Cioce  
 Acting Secretary



**ADJOURNMENT OF PUBLIC SESSION**

Board Solicitor William Burns read the resolution and asked for a motion to move to Executive Session to discuss personnel matters as the employee in question has requested that the matter be discussed by the Board of Trustees in Executive Session. The employee in question requested an opportunity to address the Board.

Chair Nyikita called for the motion to end the Public Session and move to Executive Session. With a motion by Trustee Kevin Brown, a second by Trustee Jim Anderson, and a unanimous vote in favor, the Public Session adjourned at 6:00PM. Solicitor Burns indicated the Board will reconvene following Executive Session, as which time formal action will be taken.

**RETURN TO PUBLIC SESSION**

Chair George Nyikita requested a motion to return to Public Session. With a motion by Trustee Christopher Brown, a second by Trustee Renee Liciaga, and a unanimous vote in favor, the Board reconvened the Public Session at 6:28PM.

- C. **Personnel Committee (continued):** Committee Chair Kevin Brown proceeded with a review of Tab 8 for the Board's consideration:

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

**Tab #8:** Resolution #2018-088-08, A Resolution approving personnel actions for Rowan College at Burlington County.

Solicitor Burns requested adding a brief amendment to approve the resolution as presented upon confirmation of the discussion held during Executive Session.

Chair Nyikita made a motion to move Tab 8, as recommended by the Personnel Committee. With a second by Trustee Kevin Brown, and a unanimous vote in favor, the Board approved Resolution 8.

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

**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
March 29, 2018**

**RESOLUTION #2018-088-08**

**RESOLUTION FOR PERSONNEL ACTIONS FOR  
ROWAN COLLEGE at BURLINGTON COUNTY**

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

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

L. Marie Sanjurjo as Generalist at \$43,000;  
Laura Follmer as PT Test Center Proctor at \$10/hour;  
Alexandro Estrada as PT Test Center Proctor at \$10/hour;  
Cathy Sawyer as PT Test Center Proctor at \$10/hour;  
Michelle Chivers as PT Customer Service Data Input Specialist at \$13/hour;  
Zachary Bonto as PT Public Safety Officer at \$11/hour;  
Eric Osterlind as PT Public Safety Officer at \$11/hour;  
Kate Fitzpatrick as PT Paralegal Program Coordinator at \$20/hour;  
Lindsey McManus as Secretary at \$31,313;  
Elisa Bogdan as Pain Management Education Coordinator at \$15/hour; and

**WHEREAS**, the following internal individuals were found to meet the qualifications that best meet the needs of the college in the designated departments, namely;

None

**WHEREAS**, the College's administration requested the authority, from the Board of Trustees' Executive Committee, to fill a critical position prior to the March 29, 2018 Board meeting, namely;

Adjuncts, STEM (listing attached);  
Adjuncts, Liberal Arts (listing attached);  
Adjuncts, Nursing and Health Sciences (listing attached);  
Part-Time Trainers (listing attached); and

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

Robert Evangelista, Adjunct, STEM;  
Sharon Giardine, PT Test Center Proctor, EMSS;  
Joseph Ranweiler, Adjunct, STEM;  
Lydia Henry, PT Student Life Assistant, EMSS;  
Jeremy Martin, Manager of Operations, Operations;  
Gloria Villalobos, Adjunct, STEM;  
Susan DiSoteo, Adjunct, Health Sciences;  
Raniq Bishay, Adjunct, STEM; and

**WHEREAS**, the Acting 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;

Joyce Rittenhouse, Nursing, Paid LOA;  
Ellen Dea, Library, Paid LOA;  
Alyssa Caldwell, Foundation, Paid Sick then Unpaid LOA;  
Alisha Mays, Facilities, Unpaid LOA;  
Sharon Giardine, EMSS, Unpaid LOA;  
Robert Braunskill, Public Safety, Paid LOA;  
Martin Edsell, STEM, Paid LOA;  
Bethy Reyna, Human Resources, Paid LOA;  
Laura Bezich, Human Resources, Unpaid LOA;  
Samantha Garofalo, Athletics, Unpaid LOA, and

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

**NOW THEREFORE**, be it resolved that the Board of Trustees, now assembled in public session this 29<sup>th</sup> day of March 2018, 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 **Monthly Meeting held on Thursday, March 29, 2018** 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	Christopher J. Brown, Vice Chair								2
3	Kevin Brown								3
4	Daniel Gee								4
5	Renee Liciaga								5
6	Jamie Martin								6
7	Daryl Minus-Vincent								7
8	Dorion Morgan								8
9	George Nyikita, Chair								9
10	Gino Pasqualone								10
11	Mickey Quinn								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting									

\_\_\_\_\_  
 George Nyikita  
 Chairperson

\_\_\_\_\_  
 Michael Cioce  
 Acting Secretary

**COMMENTS FROM THE BOARD**

Chair Nyikita thanked the Board for their patience and consideration on the budget and tuition matters. He indicated it is a challenging time, but there are important matters both programmatically and with infrastructure that are necessary to maintain the quality of our courses and initiate new programs with Rowan University and other partners, while at the same time keeping our students safe.

Chair Nyikita invited other comments from the Board. Trustee Kevin Brown welcomed Mr. Dorion Morgan to the Board and Ms. Michelle Russell in her new role as Assistant Director of Human Resources at RCBC.

**OTHER BUSINESS**

No other business.

**ADJOURNMENT OF PUBLIC SESSION**

Chair Nyikita called for a motion to adjourn the Public Session. With no further business, Trustee Kevin Brown made the motion, second by Trustee Christopher Brown, and by unanimous vote in favor the Board of Trustees' Meeting adjourned at 6:35 P.M.

Respectfully submitted,

Mr. Michael Cioce  
Acting Board Secretary

MC:Imd