

ROWAN COLLEGE AT BURLINGTON COUNTY

**BOARD OF TRUSTEES
REGULAR PUBLIC MEETING**

Tuesday, May 16, 2017

**Rowan College at Burlington County
Laurel Hall, Room 320
900 College Circle
Mount Laurel, NJ 08054**

MINUTES

CALL TO ORDER

Board of Trustees Chair George Nyikita welcomed everyone in attendance and called the meeting to order at 5:40PM.

FLAG SALUTE

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

ROLL CALL

Members Present: Mr. Kevin Brown, Mr. Primitivo Cruz (by phone), Mr. Daniel Gee, Mr. Brian Kamp, Mr. Daryl Minus-Vincent, Mr. George Nyikita, Mr. Mickey Quinn, Mr. Jason Tosches, Mr. Kevin Wright (Alumni Trustee)

Absent: Mr. Christopher Brown, Ms. Renee Liciaga, Ms. Jamie Martin

Also Present: Mr. Paul Drayton (President and Board Secretary), Ms. Jaclyn Angermeier, Ms. Karen Archambault, Dr. Cathy Briggs, Mr. Michael Cioce, Matthew Farr, Dr. Martin Hoffman, Ms. Stacy Jankiewicz, Ms. Rosemary Kelleher, Mr. Mark Meara, Ms. Anna Payanzo Cotton, Dr. Elizabeth Price, Mr. David Quinnan, Dr. David Spang, Dr. Edem Tetteh, Ms. Donna Vandergrift, Mr. William Whitfield, Mr. William Burns (Board Solicitor), and Ms. Lynne Marie Devericks (Board Recorder)

PUBLIC ANNOUNCEMENT

Ms. Lynne Marie Devericks read the following statement: "In compliance with the Open Public Meetings Act, the Board passed a resolution on November 2, 2016, setting forth the date, time, and location of regular meetings of the Board of Trustees, which resolution was, within seven days of passage, posted on the College Web site, sent to *The Burlington County Times*, *The Courier Post*, *The Trenton Times*, and the Burlington County Clerk."

MINUTES

Chair George Nyikita requested a motion to approve the minutes of the Regular Public Meeting of the Rowan College at Burlington County Board of Trustees on March 21, 2017, as submitted. The motion was made by Trustee Kevin Brown with a second by Trustee Mickey Quinn. 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 April 27 through May 16, 2017.
- 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 April 12, 2017 through May 9, 2017.
- President Drayton spoke to the number of student-related activities over the last month. The students and College community are excited about Commencement scheduled for this Saturday, May 20, 2017. He looks forward to seeing everyone there.

This concludes the President's Report.

2. Board Reports

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

Chair Nyikita announced that the Finance/Facilities Committee met on Tuesday, May 9, 2017 and discussed a wide range of issues regarding finance, projects and purchases.

Chair Nyikita invited questions on the Finance/Facilities Committee Report, and seeing none, he proceeded with a review of the following resolutions for the Board's consideration:

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

- Tab #1:** Resolution #2017-136-01, A Resolution to approve the capital construction project list for Chapter 12 funding for fiscal year 2018 in the amount of \$3,400,000.00.
- Tab #2:** Resolution #2017-136-02, A Resolution to approve minor capital for 2018.
- Tab #3:** Resolution #2017-136-03, A Resolution to award a contract to TD Bank, N.A. to provide merchant services for the Office of Student Accounts for fiscal year 2018 with the option to renew for an additional year.

- Tab #4:** Resolution #2017-136-04, A Resolution to approve a contract with Pemberton Electrical Supply Company, LLC for the purchase of electrical supplies for the Phase II Campus Renovations on the Mt. Laurel Campus in an amount not to exceed \$49,834.78.
- Tab #5:** Resolution #2017-136-05, A Resolution to approve the purchase of lighting fixtures for the Mount Holly Center Phase II renovation projects from Graybar in an amount not to exceed \$56,890.00.
- Tab #6:** Resolution #2017-136-06, A Resolution to award a contract to Pitney Bowes for the purchase of postage through a postage meter in an amount not to exceed \$130,000.00 for fiscal year 2018.
- Tab #7:** Resolution #2017-136-07, A Resolution to award a contract to Siemens Building Technologies for continued maintenance and ATC control services for the College's building automation systems in the amount of \$65,000.00 for fiscal year 2018.
- Tab #8:** Resolution #2017-136-08, A Resolution to award a contract to W.B. Mason for office supplies in an amount not to exceed \$65,000.00 for fiscal year 2018.
- Tab #9:** Resolution #2017-136-09, A Resolution to award a contract to NJEDge.Net for membership and associated network services in an amount of \$208,161.25 for fiscal year 2018.
- Tab #10:** Resolution #2017-136-10, A Resolution to award a contract to ePlus Technology Inc. for maintenance on certain Cisco equipment in an amount of \$40,650.39 for fiscal year 2018.
- Tab #11:** Resolution #2017-136-11, A Resolution to renew the maintenance and license fees agreement with Ellucian Inc. relating to the Colleague Enterprise Resource Planning (ERP) system software in the amount of \$334,114.00 for fiscal year 2018.
- Tab #12:** Resolution #2017-136-12, A Resolution to award a one-year contract extension to Nelnet Business Solutions, Inc. for the provision of electronic refunding services, payment plans and online payment processing for fiscal year 2018.
- Tab #13:** Resolution #2017-136-13, A Resolution to award a contract to Blackboard, Inc. for software and services related to a Hosted Course Management System in an amount not to exceed \$222,217.19 for fiscal year 2018.

Chair Nyikita requested a motion to move Tabs 1 through 13, as recommended by the Finance/Facilities Committee. On motion by Trustee Daniel Gee, second by Trustee Daryl Minus-Vincent, and a unanimous vote in favor, the Board approved Resolutions 1 through 13.

There were no questions and this concluded the Finance/Facilities Committee Report.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
May 16, 2017**

RESOLUTION #2017-136-01

**APPROVAL OF THE CAPITAL CONSTRUCTION PROJECT LIST FOR CHAPTER 12
FUNDING FOR FISCAL YEAR 2018 IN AN AMOUNT NOT TO EXCEED \$3,400,000.00**

WHEREAS, the Board of Trustees has determined it is necessary to adopt a Capital Construction project plan, for Chapter 12 funding for fiscal year 2018, for use in fiscal year 2018 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 \$3,400,000.00; 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 2018 is not to exceed \$3,400,000.00 with the State Chapter 12 funds providing \$1,700,000.00 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 16th day of May 2017, 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 \$3,400,000.00 to be bonded by the County prior to June 30, 2018.

CAPITAL CONSTRUCTION INCLUDING CHAPTER 12 FOR FISCAL YEAR 2018

	Project	Amount of Bonds
1.	Campus Improvements (including, but not limited to construction, renovations, deferred maintenance issues, etc.)	\$3,400,000.00
TOTALS:		\$3,400,000.00

*******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 Tuesday, May 16, 2017** on the Mount Laurel Campus, Laurel Hall, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 Christopher J. Brown, Vice Chair								1
2 Kevin Brown								2
3 Primitivo J. Cruz								3
4 Daniel Gee								4
5 Brian E. Kamp								5
6 Renee Liciaga								6
7 Jamie Martin								7
8 Daryl Minus-Vincent								8
9 George Nyikita, Chair								9
10 Mickey Quinn								10
11 Jason Tosches								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

 George Nyikita
 Chairperson

 Paul Drayton
 Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
May 16, 2017**

RESOLUTION #2017-136-02

APPROVAL OF MINOR CAPITAL FUNDING IN THE AMOUNT OF \$4,000,000.00

WHEREAS, the Board of Trustees has determined it is necessary to adopt a minor capital request for fiscal year 2017 and beyond; and

WHEREAS, the Board of Trustees has determined that the amount necessary for minor capital needs is \$4,000,000.00 for fiscal year 2017 and beyond; and

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

NOW, THEREFORE, be it resolved by the Board of Trustees, now assembled in public session this 16th day of May 2017, hereby approves the submission to the Burlington County Board of Chosen Freeholders, a minor capital request in the amount of \$4,000,000.00 to be bonded by the 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 Tuesday, May 16, 2017** on the Mount Laurel Campus, Laurel Hall, Mount Laurel, New Jersey.

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Voice Vote								
Roll Call								
1 Christopher J. Brown, Vice Chair								1
2 Kevin Brown								2
3 Primitivo J. Cruz								3
4 Daniel Gee								4
5 Brian E. Kamp								5
6 Renee Liciaga								6
7 Jamie Martin								7
8 Daryl Minus-Vincent								8
9 George Nyikita, Chair								9
10 Mickey Quinn								10
11 Jason Tosches								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

George Nyikita
Chairperson

Paul Drayton
Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
May 16, 2017**

RESOLUTION #2017-136-03

**TO AWARD A CONTRACT TO TD BANK, N.A. TO PROVIDE MERCHANT
SERVICES FOR THE OFFICE OF STUDENT ACCOUNTS**

WHEREAS, the College has a need to collect tuition payments from students each semester; and

WHEREAS, the College makes available to the students a process to make payments via credit and debit cards during each semester; and

WHEREAS, a Request for Qualifications/Proposals (RFQ/P was advertised and released on Wednesday, April 26, 2017 and opened on Friday, May 12, 2017, at 10:00 AM, two (2) vendors responded; and

WHEREAS, it has been determined that **TD Bank, N.A.** has the experience and expertise to provide these services to the College; and

WHEREAS, this contract is for a period of one (1) year and includes language that would allow it to be extended for one additional year by mutual agreement; 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. Chapter 271 P.L. 2005 (Adopted January 5, 2006) and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(14), it appears in the best interest of the College to award a contract to **TD Bank, N.A.**, 9000 Atrium Way, Mt. Laurel, NJ 08054; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq. Chapter 271 P.L. 2005 (Adopted January 5, 2006) and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(14), the Interim President recommends contracts be awarded to **TD Bank, N.A.**, 9000 Atrium Way, Mt. Laurel, NJ 08054; and

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 16th day of May 2017, that a contract be awarded to **TD Bank, N.A.** to work with the College's Office of Student Accounts to process credit and debit card transactions, for a one (1) year term, subject to contract review and approval as to final form by the Solicitor 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 Tuesday, May 16, 2017** on the Mount Laurel Campus, Laurel Hall, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 Christopher J. Brown, Vice Chair								1
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4 Daniel Gee								4
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6 Renee Liciaga								6
7 Jamie Martin								7
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9 George Nyikita, Chair								9
10 Mickey Quinn								10
11 Jason Tosches								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

George Nyikita
Chairperson

Paul Drayton
Secretary

ANALYSIS SHEET

BID NAME: *Merchant Card Services*

BID NUMBER: *17-06-P*

ADVERTISED: *April 26, 2017 (BCT, Courier Post, Trenton Times, & RCBC Website)*

BID OPENING: *Friday, May 12, 2017, at 10:00 AM*

Vendor	Management Fee Percentage	Brand Name Authorization Fee	Monthly Service Fee	Compliance
		Per Transaction		
TD Bank	.020 %	\$.09	\$14.95	Compliant
Wells Fargo	.128 %	\$.013	\$ 5.00	Compliant

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
May 16, 2017**

RESOLUTION #2017-136-04

**TO APPROVE THE PURCHASE OF ELECTRICAL SUPPLIES FOR THE MT.
LAUREL CAMPUS PHASE II RENOVATION PROJECTS FROM
PEMBERTON ELECTRICAL SUPPLY COMPANY, LLC
IN AN AMOUNT NOT TO EXCEED \$49,834.78**

WHEREAS, the College has a need to purchase lighting fixtures for the Mt. Laurel campus phase II renovation projects in the Science Building; and

WHEREAS, the installation of these fixtures and additional electrical work in these buildings will all be completed through a coordinated effort between the College and County with the support of the various trades based on the shared services agreement and the County's Memorandum of Understanding with the Local Trader Unions; and

WHEREAS, **Pemberton Electrical Supply Company, LLC** was identified as the manufacturer that could provide the necessary items for this project; and

WHEREAS, these items are included under New Jersey State Contract; and

WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64A-25.9, it appears in the best interest of the College to award a contract to **Pemberton Electrical Supply Company, LLC**, 140 Mount Holly Bypass, Unit 7, Lumberton, NJ 08048 (New Jersey State Contract # A85579); and

WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64A-25.9, the President recommends the award of this contract to the following vendor: **Pemberton Electrical Supply Company, LLC**, 140 Mount Holly Bypass, Unit 7, Lumberton, NJ 08048 (New Jersey State Contract # A85579);

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 16th day of May 2017, to approve the purchases from **Pemberton Electrical Supply Company, LLC** in an amount not to exceed \$49,834.78.

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

I, Jaclyn Angermeier, Executive Director of Financial Services, do hereby certify that adequate funds are available in the Plant Budgets to pay for the contract between Rowan College at Burlington County and **Pemberton Electrical Supply Company, LLC**.

The money necessary to fund said contract is **\$49,834.78**. 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:

6-05064-9810 (Science Building, Buildings, Construction and Alterations)

Jaclyn Angermeier
Executive Director of Financial Services

*******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 Tuesday, May 16, 2017** on the Mount Laurel Campus, Laurel Hall, Mount Laurel, New Jersey.

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Voice Vote								
Roll Call								
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4 Daniel Gee								4
5 Brian E. Kamp								5
6 Renee Liciaga								6
7 Jamie Martin								7
8 Daryl Minus-Vincent								8
9 George Nyikita, Chair								9
10 Mickey Quinn								10
11 Jason Tosches								11
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George Nyikita
Chairperson

Paul Drayton
Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
May 16, 2017**

RESOLUTION #2017-136-05

**TO APPROVE THE PURCHASE OF LIGHTING FIXTURES FOR THE MT. HOLLY
CENTER PHASE II RENOVATION PROJECTS FROM GRAYBAR
IN AN AMOUNT NOT TO EXCEED \$56,890.00**

WHEREAS, the College has a need to purchase lighting fixtures for the Mount Holly Center phase II renovation projects; and

WHEREAS, the installation of these fixtures and additional electrical work in these buildings will all be completed through a coordinated effort between the College and County with the support of the various trades based on the shared services agreement and the County's Memorandum of Understanding with the Local Trader Unions; and

WHEREAS, **Graybar** was identified as the manufacturer that could provide the necessary items for this project; and

WHEREAS, these products and services are available under US Communities; and

WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64A-25.9 and P.L. 2011, c139, it appears in the best interest of the College to award a contract to: **Graybar**, 800 Huyler Street, Teterboro, New Jersey 07608; and

WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64A-25.9 and P.L. 2011, c139, the President recommends a contract be awarded to the following vendor: **Graybar**, 800 Huyler Street, Teterboro, New Jersey 07608;

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 16th day of May 2017, to approve the purchases from **Graybar** in an amount not to exceed \$56,890.00.

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

I, Jaclyn Angermeier, Executive Director of Financial Services, do hereby certify that adequate funds are available in the Plant Budgets to pay for the contract between Rowan College at Burlington County and **Graybar**.

The money necessary to fund said contract is **\$56,890.00**. 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:

6-05041-9810 (Mt. Holly Center, Buildings, Construction and Alterations)

Jaclyn Angermeier
Executive Director of Financial Services

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

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Voice Vote								
Roll Call								
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8 Daryl Minus-Vincent								8
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George Nyikita
Chairperson

Paul Drayton
Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
May 16, 2017**

RESOLUTION #2017-136-06

**TO AWARD A CONTRACT TO PITNEY BOWES, INC. FOR THE PURCHASE OF
POSTAGE NEEDED FOR MAILING SERVICES IN AN AMOUNT NOT TO EXCEED
\$130,000.00 FOR FISCAL YEAR 2018 (NEW JERSEY STATE CONTRACT #75237)**

WHEREAS, the College has a need to provide mailing and shipping services to various departments at all campus and center locations through the USPS, UPS and FedEx; and

WHEREAS, these services include standard mail, vendor payments, payroll checks, as well as, College brochures; and

WHEREAS, the College is leasing a postage meter, on New Jersey State Contract #75237, from Pitney Bowes, Inc.; and

WHEREAS, the College purchases United States postage permits through Pitney Bowes which provides a discounted rate on postage for College through this postage meter; and

WHEREAS, these services are included under New Jersey State Contract; and

WHEREAS, in accordance with P.L. 1982 c.189 N.J.S.A. 18A:64A-it appears in the best interest of the College to award a contract to **Pitney Bowes, Inc.**, P.O. Box 5151, Shelton, CT 06484 (New Jersey State Contract #75237); 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): **Pitney Bowes, Inc.**, P.O. Box 5151, Shelton, CT 06484 (New Jersey State Contract #75237); and

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 16th day of May 2017, that a contract be awarded to **Pitney Bowes, Inc.** in an amount not to exceed \$130,000.00 for fiscal year 2018.

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

I, Jaclyn Angermeier, Executive Director of Financial Services, do hereby certify that adequate funds are available in the Fiscal Year 2018 Operating budget to pay for the contract between Rowan College at Burlington County and **Pitney Bowes, Inc.**

The money necessary to fund said contract is not to exceed **\$130,000.00**. The contract is subject to the availability of funds and upon approval of the contract the funds will be charged to the following budget line item appropriation:

1-10410-9401 (General Institutional, Postage)

Jaclyn Angermeier
Executive Director of Financial Services

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

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Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 Christopher J. Brown, Vice Chair								1
2 Kevin Brown								2
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7 Jamie Martin								7
8 Daryl Minus-Vincent								8
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Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

George Nyikita
Chairperson

Paul Drayton
Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
May 16, 2017**

RESOLUTION #2017-136-07

**TO AWARD A CONTRACT TO SIEMENS BUILDING TECHNOLOGIES
FOR CONTINUED MAINTENANCE AND ATC CONTROL SERVICES
FOR THE COLLEGE BUILDING AUTOMATION SYSTEMS
IN THE AMOUNT OF \$65,000.00 FOR FISCAL YEAR 2018**

WHEREAS, the College has a need to schedule and regulate mechanical heating and cooling equipment on the Mount Laurel and Pemberton campuses; and

WHEREAS, this equipment consists of computer hardware, software, building control panels, air compressors, digital and analog actuators, sensors, pneumatic control devices and digital control devices which are manufactured and installed by Siemens Building Technologies; and

WHEREAS, the College campuses are networked using the College LAN with the server located in the Central Heating and Cooling Plant on the Mt. Laurel campus; and

WHEREAS, these intricate systems require regular factory maintenance; including but not limited, to software upgrades, software support, on line troubleshooting and diagnostics, 24 X 7 operator support, system backup, preventive maintenance to pneumatic and digital systems; and

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

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

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

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

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

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 16th day of May 2017, that a contract be awarded to **Siemens Building Technologies** in the total amount of \$65,000.00 for the period of July 1, 2017 through June 30, 2018; and

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

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

I, Jaclyn Angermeier, Executive Director of Financial Services, do hereby certify that adequate funds are available in the Fiscal Year 2018 Operating Budget to pay for the contract between Rowan College at Burlington County and **Siemens Building Technologies**.

The money necessary to fund said contract is **\$65,000.00**. 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 appropriation:

- 1-78100-9601 (Physical Plant-Pemberton, Maintenance Contracts)
- 1-78110-9601 (Physical Plant-Mt. Laurel, Maintenance Contracts)
- 1-78100-9701 (Physical Plant-Pemberton, Contracted Services)
- 1-78110-9701 (Physical Plant-Mt. Laurel, Contracted Services)

Jaclyn Angermeier
Executive Director of Financial Services

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

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Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
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George Nyikita
Chairperson

Paul Drayton
Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
May 16, 2017**

RESOLUTION #2017-136-08

**TO AWARD A CONTRACT TO W.B. MASON FOR OFFICE SUPPLIES FOR AN
AMOUNT NOT TO EXCEED \$65,000.00 FOR FISCAL YEAR 2018
(NEW JERSEY STATE CONTRACT #88839)**

WHEREAS, all college departments on all campuses require a variety of office supplies, etc. in order for their departments to function on a day-to-day basis; and

WHEREAS, the purchasing department will review all requisitions and make the determination when it is in the best interest of the College to purchase these supplies from W.B. Mason via the State Contract pricing; and

WHEREAS, New Jersey County College Contracts Law 18A:64A-25.9 permits purchases through State agencies; and

WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64A-25.9 it appears in the best interest of the College to award a contract to **W.B. Mason**, 151 Heller Place, Bellmawr, NJ 08031 (New Jersey State Contract #88839); and

WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64A-25.9, the President recommends the award of this contract to the following vendor(s): **W.B. Mason**, 151 Heller Place, Bellmawr, NJ 08031 (New Jersey State Contract #88839);

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 16th day of May 2017, that a contract be awarded to **W.B. Mason** for a combined amount not to exceed \$65,000.00 for fiscal year 2018.

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

I, Jaclyn Angermeier, Executive Director of Financial Services, do hereby certify that adequate funds are available in the Fiscal Year 2018 Operating & Auxiliary Budgets to pay for the contract between Rowan College at Burlington County and **W.B. Mason**.

The money necessary to fund said contract is **\$65,000.00**. 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 appropriation:

1-10410-9501 (General Institutional, Office Supplies)

Jaclyn Angermeier
Executive Director of Financial Services

*******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 Tuesday, May 16, 2017** on the Mount Laurel Campus, Laurel Hall, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 Christopher J. Brown, Vice Chair								1
2 Kevin Brown								2
3 Primitivo J. Cruz								3
4 Daniel Gee								4
5 Brian E. Kamp								5
6 Renee Liciaga								6
7 Jamie Martin								7
8 Daryl Minus-Vincent								8
9 George Nyikita, Chair								9
10 Mickey Quinn								10
11 Jason Tosches								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

George Nyikita
Chairperson

Paul Drayton
Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
May 16, 2017**

RESOLUTION #2017-136-09

**TO AWARD A CONTRACT TO NJEDGE.NET FOR THE RENEWAL OF ANNUAL
MEMBERSHIP AND ASSOCIATED NETWORK SERVICES IN AN AMOUNT OF
\$208,161.25 FOR FISCAL YEAR 2018**

WHEREAS, **NJEDge.net**, a non-profit corporation of the New Jersey Presidents' Council, is a broadband statewide network designed to enhance the teaching, research and public service missions of New Jersey's colleges and universities; and

WHEREAS, the College uses **NJEDge.net** connection to their private state wide network in order to provide higher bandwidth applications such as video conferences, video classes, Internet and Internet II; and

WHEREAS, in addition to the network services, RCBC receives the following benefits as a member of NJ EDge:

- Access to NJEDge.Net team of technical consultants, network engineers and education professionals
- Participation in Edge.Networks - an alliance of member-driven activity groups that investigate pedagogies, methodologies and technologies in the academic community
- Attendance at Events – Annual Conference, Best Practices Showcase, monthly webinars and face-to-face workshops
- Communication forums through discussions, blogs and mailing lists
- Training in innovative teaching tools for faculty
- Training in emerging technologies for professional and technical staff
- Access to NJVid Digital Portal & Repository which provides a common online platform for presentation, storage and archiving of digital works
- E-rate assistance
- RFP assistance
- Eligibility to purchase from NJEDge.Net publicly bid contracts
- Discounted voice minutes based on publicly bid RFP
- Maintenance to cover software licenses for VMware server environment.

The annual fees for NJEDge services, (July 1, 2017 – June 30, 2018) for a total of \$208,161.25 are as follows:

- Network Services - \$183,772.00
- NJEDge Membership - \$12,000.00

- VMWare software license and support - \$12,389.25

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

WHEREAS, **NJEdge.net** completed and submitted a Business Entity Disclosure Certification which certifies that **NJEdge.net** has not made any reportable contributions to a political or candidate committee in the County of Burlington in the previous one year, and that the contract will prohibit **NJEdge.net** making any reportable contributions through the term of the contract; 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., Chapter 271 P.L. 2005 (Adopted January 5, 2006) N.J.S.A. 19:44A-20.26 and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.10, it appears in the best interest of the College to award a contract to **NJEdge.net**, P.O. Box 18110, Newark, NJ 07191-8110; 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., Chapter 271 P.L. 2005 (Adopted January 5, 2006) N.J.S.A. 19:44A-20.26 and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.10, the President recommends the award of this contract to the following vendor(s): **NJEdge.net**, P.O. Box 18110, Newark, NJ 07191-8110; and

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 16th day of May 2017, that a contract be awarded to **NJEdge.net** in an amount of \$208,161.25.

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

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

I, Jaclyn Angermeier, Executive Director of Financial Services, do hereby certify that adequate funds are available in the Fiscal Year 2018 Operating Budget to pay for the contract between Rowan College at Burlington County and **NJEdge.Net**.

The money necessary to fund said contract is **\$208,161.25**. 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:

1-00800-9601 (Information Technology, Maintenance Contracts)
1-00800-9701 (Information Technology, Service Contracts)

Jaclyn Angermeier
Executive Director of Financial Services

*******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 Tuesday, May 16, 2017** on the Mount Laurel Campus, Laurel Hall, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 Christopher J. Brown, Vice Chair								1
2 Kevin Brown								2
3 Primitivo J. Cruz								3
4 Daniel Gee								4
5 Brian E. Kamp								5
6 Renee Liciaga								6
7 Jamie Martin								7
8 Daryl Minus-Vincent								8
9 George Nyikita, Chair								9
10 Mickey Quinn								10
11 Jason Tosches								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

George Nyikita
Chairperson

Paul Drayton
Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
May 16, 2017**

RESOLUTION #2017-136-10

**TO AWARD A CONTRACT TO ePLUS TECHNOLOGY, INC. FOR THE CISCO
SMARTNET MAINTENANCE AND SUPPORT ON VARIOUS NETWORK SWITCHES
AND VIDEO CONFERENCE EQUIPMENT IN THE AMOUNT OF \$40,650.39
(NEW JERSEY STATE CONTRACT #87720)**

WHEREAS, the College has a need for vendor supplied maintenance and support services for various Cisco network and video conferencing equipment; and

WHEREAS, these services are included under New Jersey State Contract (#87720); and

WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64-25.9 and P.L. 2011, c139, it appears in the best interest of the College to award a contract to: **ePlus Technology, Inc.**, 13595 Dulles Technology Drive, Herndon, VA 20171 (New Jersey State Contract #87720); and

WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64-25.9 and P.L. 2011, c139, the President recommends a contract be awarded to the following vendor **ePlus Technology, Inc.**, 13595 Dulles Technology Drive, Herndon, VA 20171 (New Jersey State Contract #87720);

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 16th day of May 2017, to award a contract to **ePlus Technology, Inc.** in the amount of \$40,650.39.

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

I, Jaclyn Angermeier, Executive Director of Financial Services, do hereby certify that adequate funds are available in the Fiscal Year 2018 Operating Budget to pay for the contract between Rowan College at Burlington County and **ePlus Technology, Inc.**

The money necessary to fund said contract is **\$40,650.39**. 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:

1-00800-9601 (Information Technology, Maintenance Contracts)

Jaclyn Angermeier
Executive Director of Financial Services

*******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 Tuesday, May 16, 2017** on the Mount Laurel Campus, Laurel Hall, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 Christopher J. Brown, Vice Chair								1
2 Kevin Brown								2
3 Primitivo J. Cruz								3
4 Daniel Gee								4
5 Brian E. Kamp								5
6 Renee Liciaga								6
7 Jamie Martin								7
8 Daryl Minus-Vincent								8
9 George Nyikita, Chair								9
10 Mickey Quinn								10
11 Jason Tosches								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

George Nyikita
Chairperson

Paul Drayton
Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
May 16, 2017**

RESOLUTION #2017-136-11

**TO RENEW THE MAINTENANCE AND LICENSE FEES AGREEMENT WITH
ELLUCIAN INC. RELATING TO THE COLLEAGUE ENTERPRISE RESOURCE
PLANNING (ERP) SYSTEM SOFTWARE IN THE AMOUNT OF \$334,114.00 FOR
FISCAL YEAR 2018**

WHEREAS, the College has deemed it necessary to renew the annual agreement of the Ellucian (formerly Datatel) Enterprise Resource Planning (ERP) system software licenses and maintenance/support contract that provides for telephone support, software functionality upgrades and software fixes to existing software for all Colleague modules; as well as the annual student payment E-Commerce transaction fees; and

WHEREAS, the College is currently using the following modules: Student Systems (including Student Planning), Human Resources, Payroll, Accounts Receivable, Accounts Payable, General Ledger, Web Advisor, Mobile, auxiliary, and Purchasing modules (e.g. Interface to Resource and Schedule 25, Synoptix, etc.); and

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

WHEREAS, **Ellucian Inc.** has completed and submitted a Business Entity Disclosure Certification which certifies that **Ellucian Inc.** has not made any reportable contributions to a political or candidate committee in the County of Burlington in the previous one year, and that the contract will prohibit **Ellucian Inc.** from making any reportable contributions through the term of the contract; 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. and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(19), it appears in the best interest of the College to renew the contract with **Ellucian Inc.**, with offices located at 4375 Fair Lakes Court, Fairfax, VA 22033; 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. and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(19), the President recommends the award of this contract to the following vendor(s): **Ellucian Inc.**, with offices located at 4375 Fair Lakes Court, Fairfax, VA 22033; and

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 16th day of May 2017, that a contract renewal be awarded to **Ellucian Inc.** in the amount of \$334,114.00 for fiscal year 2018; and

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

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

I, Jaclyn Angermeier, Executive Director of Financial Services, do hereby certify that adequate funds are available in the Fiscal Year 2018 Operating Budget to pay for the contract between Rowan College at Burlington County and **Ellucian Inc.**

The money necessary to fund said contract is **\$334,114.00**. 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:

1-00800-9601 (Information Technology, Maintenance Contracts)

Jaclyn Angermeier
Executive Director of Financial Services

*******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 Tuesday, May 16, 2017** on the Mount Laurel Campus, Laurel Hall, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 Christopher J. Brown, Vice Chair								1
2 Kevin Brown								2
3 Primitivo J. Cruz								3
4 Daniel Gee								4
5 Brian E. Kamp								5
6 Renee Liciaga								6
7 Jamie Martin								7
8 Daryl Minus-Vincent								8
9 George Nyikita, Chair								9
10 Mickey Quinn								10
11 Jason Tosches								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

George Nyikita
Chairperson

Paul Drayton
Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
May 16, 2017**

RESOLUTION #2017-136-12

TO AWARD A ONE YEAR CONTRACT EXTENSION TO NELNET BUSINESS SOLUTIONS, INC. TO PROVIDE ELECTRONIC REFUNDING SERVICES, PAYMENT PLANS AND ONLINE PAYMENT PROCESSING FOR THE COLLEGE IN FISCAL YEAR 2018

WHEREAS, the College has a need to provide an electronic method for students to pay tuition and receive financial aid; and

WHEREAS, this method needs to be a secure online system for both the Student and the College; and

WHEREAS, the College's Board of Trustees approved a resolution at the June 21, 2016 meeting awarding a contract to Nelnet Business Solutions, Inc. to provide these services for a period of one (1) year and the contract contained language that would allow for it to be extended for one additional year by mutual agreement; and

WHEREAS, our current contract expires on June 30, 2017; and

WHEREAS, it appears that **Nelnet Business Solutions, Inc.** has the experience and expertise to provide these 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. Chapter 271 P.L. 2005 (Adopted January 5, 2006) and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.4, it appears in the best interest of the College to appoint **Nelnet Business Solutions, Inc.**, 121 South 13th Street, Suite 201, Lincoln, NE 68508; and

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 16th day of May 2017 that a one year contract extension be awarded to **Nelnet Business Solutions, Inc.** for fiscal year 2018.

*******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 Tuesday, May 16, 2017** on the Mount Laurel Campus, Laurel Hall, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 Christopher J. Brown, Vice Chair								1
2 Kevin Brown								2
3 Primitivo J. Cruz								3
4 Daniel Gee								4
5 Brian E. Kamp								5
6 Renee Liciaga								6
7 Jamie Martin								7
8 Daryl Minus-Vincent								8
9 George Nyikita, Chair								9
10 Mickey Quinn								10
11 Jason Tosches								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

 George Nyikita
 Chairperson

 Paul Drayton
 Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
May 16, 2017**

RESOLUTION #2017-136-13

TO AWARD A CONTRACT TO BLACKBOARD, INC. FOR SOFTWARE AND SERVICES RELATED TO A HOSTED COURSE MANAGEMENT SYSTEM IN AN AMOUNT NOT TO EXCEED \$224,045.82 FOR A ONE (1) YEAR TERM TO COMMENCE JULY 1, 2017 THROUGH JUNE 30, 2018

WHEREAS, Burlington County College has been using the Blackboard course management system since the inception of on-line learning at the College and Blackboard is the primary on-line learning platform for the College; and

WHEREAS, **Blackboard, Inc.** is the market leader in the field of on-line course management systems; and

WHEREAS, our current contract awarded at the March 15, 2016 Board of Trustees meeting expires on June 30, 2017; and

WHEREAS, N.J.S.A. 18A:3B-3 allows NJEDge.Net to act as the “lead agency” or “contracting unit” for the procurement of goods or services concerning educational technology systems and related services for municipalities, fire districts, counties and local authorities, school districts, county colleges, State colleges, public research universities, and nonprofit independent institutions of higher education that receive State aid and any combination of those entities, without obtaining a waiver from the State Treasurer or an opinion from the Local Finance Board or its legal counsel; and

WHEREAS, NJEDge.Net, as lead agency, conducted a Request for Proposal bid soliciting proposals for Learning Management Systems; and

WHEREAS, the College has determined that **Blackboard, Inc.** has the experience and expertise to continue to provide the on-line learning platform and services; and

WHEREAS, in accordance with P.L. 1982, c.189 (C.18A:3B-3), it appears in the best interest of the College to award a contract to **Blackboard, Inc.**, 650 Massachusetts Ave NW, 6th Floor, Washington, DC 20001; and

WHEREAS, in accordance with P.L. 1982, c.189 (C.18A:3B-3), the President recommends the award of this contract to the following vendor: **Blackboard, Inc.**, 650 Massachusetts Ave NW, 6th Floor, Washington, DC 20001;

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 16th day of May 2017, that a contract be awarded to **Blackboard, Inc.** in an amount

not to exceed \$222,217.19 for a one (1) year term to commence July 1, 2017 through June 30, 2018.

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

I, Jaclyn Angermeier, Executive Director of Financial Services, do hereby certify that adequate funds are available in the Fiscal Year 2018 Operating budget to pay for the contract between Rowan College at Burlington County and **Blackboard, Inc.**

The money necessary to fund said contract is **\$222,217.19**. The contract is subject to the availability of funds and upon approval of the contract the funds will be charged to the following budget line item appropriation:

1-60315-9701 (Distance Education, Contracted Services)

Jaclyn Angermeier
Executive Director of Financial Services

*******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 Tuesday, May 16, 2017** on the Mount Laurel Campus, Laurel Hall, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 Christopher J. Brown, Vice Chair								1
2 Kevin Brown								2
3 Primitivo J. Cruz								3
4 Daniel Gee								4
5 Brian E. Kamp								5
6 Renee Liciaga								6
7 Jamie Martin								7
8 Daryl Minus-Vincent								8
9 George Nyikita, Chair								9
10 Mickey Quinn								10
11 Jason Tosches								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

George Nyikita
Chairperson

Paul Drayton
Secretary

B. Personnel Committee: Committee Chair Kevin Brown reported on the Board Personnel Committee:

The Personnel Committee met on Wednesday, May 10, 2017, and discussed various personnel items.

Trustee 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:

Personnel Committee Action (Resolution(s) for Approval)

Tab #14: Resolution #2017-136-14, A Resolution approving personnel actions for Rowan College at Burlington County.

Tab #15: Resolution #2017-136-15, A Resolution approving the President's recommendation to award promotion to certain faculty.

Tab #16: Resolution #2017-136-16, A Resolution to approve the renewal of the College-paid Short Term Disability (STD) and employee-paid Long Term Disability (LTD) for all non-affiliated employees to The Standard Insurance Company effective July 1, 2017 through June 30, 2018 in the amount of \$39,000.00 with approximately \$11,000 being funded by employee contributions.

Committee Chair Kevin Brown made a motion to approve Tabs 14 through 16, as recommended by the Personnel Committee. On motion by Trustee Kevin Brown, second by Trustee Mickey Quinn, and a unanimous vote in favor, the Board approved Resolutions 14 through 16.

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

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
May 16, 2017**

RESOLUTION #2017-136-14

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

WHEREAS, Rowan College at Burlington County has identified the need for additions, modifications and terminations 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;

Katerine Gonzalez as Retention Advisor at \$45,000;

Jeffrey Van Duyne as Engineering Technology Instructor at \$48,000;

Paul Warner as Information Assurance and Cybersecurity Instructor at \$50,000; and

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

None

WHEREAS, the College's administration requested the authority, from the Board of Trustees' Executive Committee, to fill a critical position prior to the May 16, 2017 Board meeting, namely;

None

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

Christine Lipsack as Program Development Specialist (position eliminated); and
Barbara Witkowski as Manager of Business Outreach and Incubation (position eliminated); 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 terminate said employees;

NOW THEREFORE, be it resolved that the Board of Trustees, now assembled in public session this 16th day of May 2017, 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 Tuesday, May 16, 2017** on the Mount Laurel Campus, Laurel Hall, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 Christopher J. Brown, Vice Chair								1
2 Kevin Brown								2
3 Primitivo J. Cruz								3
4 Daniel Gee								4
5 Brian E. Kamp								5
6 Renee Liciaga								6
7 Jamie Martin								7
8 Daryl Minus-Vincent								8
9 George Nyikita, Chair								9
10 Mickey Quinn								10
11 Jason Tosches								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

George Nyikita
Chairperson

Paul Drayton
Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
May 16, 2017**

RESOLUTION #2017-136-15

**APPROVAL OF PRESIDENT'S RECOMMENDATION TO
AWARD PROMOTION TO CERTAIN FACULTY**

WHEREAS, certain faculty members, are eligible for promotion; and

WHEREAS, certain faculty members have prepared and submitted for review appropriate application for promotion to the rank of Assistant Professor; and

WHEREAS, eligible faculty members prepared promotion review files, which included their entire record of service and employment at the College, which were evaluated by their respective Divisional Dean who provided an affirmative recommendation for their promotion; and

WHEREAS, in accordance with Board Policy 126, *Promotion Policy Faculty Holding Academic Rank*, the Promotion Review Board reviewed carefully the Dean's affirmative recommendations as well as the evidence and information presented in each promotion review file; and,

WHEREAS, in carrying out its responsibilities, the Promotion Review Board was governed by Board Policy 126, which states in relevant parts that:

Promotion in academic rank is awarded by the Board of Trustees based upon an affirmative recommendation by the President that an applicant for promotion is qualified and that his or her record of employment in academic rank at Rowan College at Burlington County evidences demonstrable proof of excellence in teaching, professional accomplishment and distinguished service to the college and the community, and

The qualifications and criteria for advancement in academic rank are expressed below.

Assistant Professor: An earned doctorate or other appropriate terminal degree from an accredited institution in an appropriate field of study or completion of all requirements for the doctorate in an accredited institution except the dissertation, is required; and

Demonstrable evidence of excellence in teaching and effective student learning, including the ability to make and achieve positive professional accomplishments and render high quality service to the college and community, are the expectations and criteria for promotion to this rank.

WHEREAS, the Promotion Review Board finds that the evidence and information presented and considered in the applications for promotion to the rank of Assistant Professor and record of employment are consistent with the criteria expressed in Board Policy 126, and has, subsequently,

recommended to the President the promotion to the rank of Assistant Professor for the following faculty members:

- Erika Baldt
- Crystal Bourne
- Christopher Gazzara
- Michelle Harkins
- Elizabeth Lavertu
- Jianene Meola
- Erica Osmond
- Laura Stewart; and,

WHEREAS, the President of Rowan College at Burlington County (hereinafter referred to as President) has reviewed carefully the affirmative recommendations of the Dean and Promotion Review Board for the promotion of the above listed faculty members to the rank of Assistant Professor commencing in the academic year 2017-2018, in light of all appropriate institutional needs, policies, criteria and requirements; and,

WHEREAS, the President, in exercise of his best professional judgment, has determined that the promotion of the above listed faculty members effectively serves the mission and goals of the College and is consistent with all appropriate institutional needs, policies, criteria and requirements governing reappointment that would confer tenure; and,

WHEREAS, the Board of Trustees of Rowan College at Burlington County (hereinafter referred to as Board of Trustees) has received a recommendation from the President to promote the above listed faculty members to the rank of Assistant Professor; and,

NOW, THEREFORE, be it resolved that the Board of Trustees, now assembled in public session this 16th day of May 2017, hereby accepts the recommendation of the President to promote said faculty members to the rank of Assistant Professor, and

BE IT FURTHER RESOLVED, that the Board of Trustees approves the promotion to the rank of Assistant Professor to

- Erika Baldt
- Crystal Bourne
- Christopher Gazzara
- Michelle Harkins
- Elizabeth Lavertu
- Jianene Meola
- Erica Osmond
- Laura Stewart.

*******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 Tuesday, May 16, 2017** on the Mount Laurel Campus, Laurel Hall, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 Christopher J. Brown, Vice Chair								1
2 Kevin Brown								2
3 Primitivo J. Cruz								3
4 Daniel Gee								4
5 Brian E. Kamp								5
6 Renee Liciaga								6
7 Jamie Martin								7
8 Daryl Minus-Vincent								8
9 George Nyikita, Chair								9
10 Mickey Quinn								10
11 Jason Tosches								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

George Nyikita
Chairperson

Paul Drayton
Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
May 16, 2017**

RESOLUTION #2017-136-16

**TO APPROVE THE RENEWAL OF THE COLLEGE-PAID SHORT TERM
DISABILITY (STD) AND EMPLOYEE-PAID LONG TERM DISABILITY (LTD) FOR
ALL NON-AFFILIATED EMPLOYEES TO THE STANDARD INSURANCE
COMPANY EFFECTIVE JULY 1, 2017 THROUGH JUNE 30, 2018
IN THE AMOUNT OF \$39,000 WITH APPROXIMATELY \$11,000
BEING FUNDED BY EMPLOYEE CONTRIBUTIONS**

WHEREAS, the College would like to continue to provide College-paid Short Term Disability (STD) and voluntary, employee-paid Long Term Disability (LTD) for all non-affiliated staff; and

WHEREAS, **The Standard Insurance Company** has been an employee benefits provider for more than 50 years; and

WHEREAS, STD with **The Standard Insurance Company** is a guaranteed issue to all eligible non-affiliated employees; and

WHEREAS, Broker of Record, Conner Strong, has determined that **The Standard Insurance Company** offers the best STD plan and voluntary, employee-paid Long Term Disability (LTD) for the non-affiliated College employees; and

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

WHEREAS, **The Standard Insurance Company** has completed and submitted a Business Entity Disclosure Certification which certifies that **The Standard Insurance Company** has not made any reportable contributions to a political or candidate committee in the County of Burlington in the previous one year, and that the contract will prohibit **The Standard Insurance Company** from making any reportable contributions through the term of the contract; 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., Chapter 271 P.L. 2005 (Adopted January 5, 2006) N.J.S.A. 19:44A-20.26 and P.L. 1982, c189 N.J.S.A. (C.18A:64A-25.5 (11)), it appears in the best interest of the College to award a contract to **The Standard Insurance Company**, 460 East Swedesford Road, Suite 1090, Wayne, PA 19087; 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., Chapter 271 P.L. 2005 (Adopted January 5, 2006) N.J.S.A. 19:44A-20.26 and P.L. 1982, c189 N.J.S.A. (C.18A:64A-25.5 (11)), the President recommends the award of

this contract to the following vendor(s): **The Standard Insurance Company**, 460 East Swedesford Road, Suite 1090, Wayne, PA 19087; and

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 16th day of May 2017, to award a contract to **The Standard Insurance Company** , for the period of July 1, 2017 through June 30, 2018 in the amount of \$39,000.00; and

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

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

I, Jaclyn Angermeier, Executive Director of Financial Services, do hereby certify that adequate funds are available in the Fiscal Year 2018 Operating Budget to pay for the contract between Rowan College at Burlington County and **The Standard Insurance Company**.

The money necessary to fund said contract is **\$39,000.00**. 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 appropriation:

1-10420-9241 (Staff Benefits, Wage Continuation Insurance)

Jaclyn Angermeier
Executive Director of Financial Services

*******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 Tuesday, May 16, 2017** on the Mount Laurel Campus, Laurel Hall, Mount Laurel, New Jersey.

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

George Nyikita
Chairperson

Paul Drayton
Secretary

C. Academic Committee: Committee Chair Daniel Gee reported:

The Academic Committee met on May 9, 2017 and discussed a number of items, which he asked Dr. David Spang, Senior Vice President and Provost, to summarize for the Board:

- The RCBC/Rowan University 3 + 1 partnership. A team meeting is scheduled in the next few weeks to discuss next steps in the 3 + 1 programs. Discussion is underway regarding the Mechanical Engineering 3 + 1 and 2 + 2 programs for the Fall 2018 Semester. Additional 3 + 1 programs we will be pursuing include Business Administration, Computer Science, Elementary Education, Radio/Television/Film, and Health/Exercise Science.
- 2 + 2 programs for the upcoming Fall 2017 Semester: Students in Mechanical Engineering and Business Administration, who are prepared and ready to go into those programs, will have an opportunity to attend at Rowan University, Glassboro.
- Dr. Spang provided an update on the Middle States accreditation and substantive change document.
- Several new RCBC programs will be presented to the Academic Issues Committee, a Committee of the New Jersey Presidents' Council, for consideration at their meeting on May 19, 2017, and then brought before the full NJPC at their meeting on June 5, 2017. The programs are:
 - A.S. in Exercise Science, Health and Wellness
 - A.S. in Geoscience
 - A.S. in Health Science
 - A.A.S. in Healthcare InformaticsWe anticipate approval of these programs to begin in Fall 2017.
- Dissemination efforts are ongoing for the National Science Foundation grant. Drs. Spang and Tetteh will attend the conference in Ohio next month.
- There are recommended changes to two academic policies for the Board's consideration this evening. Repeating a Course, which the corresponding procedures will be included in the College catalog, and Academic Probation and Dismissal, which provides additional support to these students and decreases the amount of time in dismissal. Academic Honors and the Grading System policies are being reviewed and will be presented to the Board at a later time.
- The termination of degree programs resolution presented to the Board this evening is a direct result of the Program Viability Committee meetings.

Academic Committee Action (Resolution(s) for Approval)

- Tab #17:** Resolution #2017-136-17, A Resolution for the termination of programs and certificates.
- Tab #18:** Resolution #2017-136-18, A Resolution to update certain Board Policies (Repeat Courses and Academic Dismissal).

Tab #19: Resolution #2017-136-19, A Resolution to approve the conferring of the honorary title “Professor Emeritus” to retired Associate Professor of Mathematics, Louise Huttner.

Chair Nyikita made a motion to approve Tabs 17 through 19, as recommended by the Academic Committee. On motion by Trustee Daniel Gee, second by Trustee Kevin Brown, and a unanimous vote in favor, the Board approved Resolutions 17 through 19.

Chair Nyikita invited questions on the Academic Report. Seeing none, this concluded the Academic Committee Report. The Board Chair congratulated Louise Huttner on this honor and thanked her for her fine service.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
May 16, 2017**

RESOLUTION #2017-136-17

TERMINATION OF DEGREE PROGRAMS

WHEREAS, Rowan College at Burlington County has decided to terminate the following degree programs effective with the Fall 2017 semester:

AAS.ACC	Accounting Technology
AAS.AGB	Agricultural Business Technology
AAS.BIT	Biotechnology
AAS.CRM	Casino and Resort Management
AS.CPM	Chemistry, Pre-Medical Technology Option
AAS.CAD	Computer Aided Drafting & Design Technology
AS.CUL	Culinary Arts
AAS.FSC	Fire Science Technology
AAS.FSM	Food Service Management Technology
AAS.HRS	Hearing Instrument Sciences
AA.IGS	International Studies
AS.SES	Sustainable Energy Studies
AS.SPM	Sustainability – Policy and Management; and

WHEREAS, in such instances, Section III.B. of the *Academic Issues Committee Manual 2016-2017*, issued by the New Jersey Presidents' Council requires that at an institution deciding to terminate a program accomplish same by a resolution of the College's governing board; and

WHEREAS, this signed resolution will be sent to the Academic Issues Committee for its information;

NOW, THEREFORE, BE IT RESOLVED, by the Rowan College at Burlington County Board of Trustees, now assembled in public session this 16th day of May 2017, that the above-named AAS.AAC, AAS.AGB, AAS.BIT, AAS.CRM, AS.CPM, AAS.CAD, AS.CUL, AAS.FSC, AAS.FSM, AAS.HRS, AA.IGS, AS.SES, and AS.SPM degree programs be terminated at Rowan College at Burlington County effective with the Fall 2017 semester.

*******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 Tuesday, May 16, 2017** on the Mount Laurel Campus, Laurel Hall, Mount Laurel, New Jersey.

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George Nyikita
Chairperson

Paul Drayton
Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
May 16, 2017**

RESOLUTION #2017-136-18

ADOPTION/AFFIRMATION OF CERTAIN BOARD POLICIES

WHEREAS, the College administrative staff, along with counsel, have reviewed existing Board Policies and provide advice and recommendations regarding said policies; and

WHEREAS, the Academic Committee of the Board has undertaken a review of and has recommended that certain existing policies be affirmed and/or modified; and

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

NOW, THEREFORE, be it resolved by the Trustees of the College, now assembled in public session this 16th day of May 2017, that:

1. Existing Policy numbered 202A (Academic Probation and Dismissal) is hereby adopted as amended/modified upon the recommendation of the Academic Committee (policy attached); and
2. Existing Policy numbered 205 (Repeating a Course) is hereby adopted as amended/modified upon the recommendation of the Academic Committee (policy attached)

*******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 Tuesday, May 16, 2017** on the Mount Laurel Campus, Laurel Hall, Mount Laurel, New Jersey.

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9 George Nyikita, Chair								9
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11 Jason Tosches								11
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 George Nyikita
 Chairperson

 Paul Drayton
 Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
May 16, 2017**

RESOLUTION #2017-136-19

**TO APPROVE THE CONFERRING OF THE HONORARY TITLE
“PROFESSOR EMERITUS” TO RETIRED ASSOCIATE PROFESSOR
OF MATHEMATICS, LOUISE HUTTNER**

WHEREAS, Retired Associate Professor of Mathematics, Louise Huttner, has met the following criteria, as established in Board Policy 130, in full:

- (1) Achieved excellence in her field;
- (2) Has been recommended for the title of Professor Emeritus by her colleagues;
- (3) Has over 15 years of active service to the College with academic rank;
- (4) Was employed by the College at the time of her retirement in 2009;
- (5) Was held in high regard by the students at the College; and

WHEREAS, data substantiating fulfillment of the above criteria was submitted to Dr. David Spang, Senior Vice President and Provost of the College; and

WHEREAS, Dr. Spang convened a committee on March 24, 2017, consisting of Senior Staff members Jaclyn Angermeier, Michael Cioce, Anna Payanzo Cotton, Stacy Jankiewicz and Dr. Anita Rudman, to review all relevant submitted information; and

WHEREAS, the above committee has made a recommendation to the President for the conferral of said honorary title of Professor Emeritus to Professor Huttner, and the President is now making the same recommendation to the Board;

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 16th day of May 2017, has considered and now approves retired Associate Professor of Mathematics, Louise Huttner, being conferred the honorary title of Professor Emeritus at Rowan College at Burlington County’s 47th Commencement exercises on May 20, 2017.

*******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 Tuesday, May 16, 2017** on the Mount Laurel Campus, Laurel Hall, Mount Laurel, New Jersey.

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George Nyikita
Chairperson

Paul Drayton
Secretary

COMMENTS FROM THE PUBLIC

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

COMMENTS FROM THE BOARD

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

OTHER BUSINESS

No other business.

ADJOURNMENT OF PUBLIC SESSION

Chair Nyikita called for a motion to adjourn the Public Session. There is no need for an Executive Session. With no further business, Trustee Daniel Gee made the motion, second by Trustee Daryl Minus-Vincent, and by unanimous vote in favor the Board of Trustees' Meeting adjourned at 5:55 P.M.

Respectfully submitted,

Mr. Paul Drayton
Board Secretary

PD:imd