

ROWAN COLLEGE AT BURLINGTON COUNTY
BOARD OF TRUSTEES
REORGANIZATION AND REGULAR PUBLIC MEETINGS

Wednesday, November 8, 2017

Rowan College at Burlington County
Mount Laurel Campus, Student Success Center
Executive Conference Room 138
1500 College Circle
Mount Laurel, New Jersey

MINUTES

CALL TO ORDER

Mr. William Burns, Board Solicitor, called the meeting to order at 5:33PM.

FLAG SALUTE

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

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, which was amended by public notices released on October 13, 2017 and November 6, 2017, setting forth the date, time, and location of the regular meetings of the Board of Trustees, which resolution was, within seven days of passage, posted on the College Web site, sent to *The Burlington County Times*, *The Courier Post*, *The Trenton Times*, and the Burlington County Clerk."

SWEARING IN NEW TRUSTEE

Board Solicitor Burns introduced and welcomed Mr. Gino A. Pasqualone as a newly appointed Trustee to the Rowan College at Burlington County Board of Trustees by the Burlington County Board of Chosen Freeholders.

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

Mr. Pasqualone brings a wealth of experience in the building trades and workforce development. He is a resident of Columbus, New Jersey and serves on the Executive Board of the International Brotherhood of Electrical Workers (IBEW) Local Union #269.

ROLL CALL

Members Present: Mr. Christopher Brown, Mr. Kevin Brown, Mr. Primitivo Cruz (by phone), Ms. Renee Liciaga, Ms. Jamie Martin, Mr. Daryl Minus-Vincent, Mr.

George Nyikita, Mr. Gino Pasqualone, Mr. Mickey Quinn, Ms. Cassadie Hynd (Alumni Trustee)

Absent: Mr. Daniel Gee, Mr. Brian Kamp

Also Present: Mr. Michael Cioce (Acting President and Board Secretary) – participated by WebEx, Dr. Karen Archambault, Ms. Leah Arter, Dr. Cathy Briggs, Ms. Mindi Cahall, Mr. Matthew Farr, Dr. Martin Hoffman, Ms. Rosemary Kelleher, Mr. Mark Meara, Dr. Karen Montalto, Ms. Anna Payanzo Cotton, Dr. Elizabeth Price, Ms. Anika Ragins-Riley, Dr. Anita Rudman, Ms. Samantha Russell, Ms. Traci Soto, Dr. David Spang, Dr. Edem Tetteh, Ms. Donna Vandergrift, Mr. Greg Volpe, Mr. William Whitfield, Mr. William Burns, Capehart and Scatchard (Board Solicitor), and Ms. Lynne Marie Devericks (Board Recorder)

Special Guest: Assemblyman Wayne DeAngelo

Additional Guests: Mr. David Levinsky, Reporter, Burlington County Times; Ms. Carol Melman, Springfield Township

REORGANIZATION

Election of Officers:

Chairperson:

Board Solicitor Burns called for nominations for the election of the Office of Chairperson of the Rowan College at Burlington County Board of Trustees. Trustee Kevin Brown nominated Mr. George Nyikita, former Chair, to serve for the coming year. Trustee Jamie Martin seconded the nomination of Mr. Nyikita, and the motion was carried unanimously with all voting members in favor.

Chairman George Nyikita accepted the nomination and began presiding over the meeting.

Vice-Chairperson:

Chair Nyikita called for nominations for the Office of Vice Chairperson of the Rowan College at Burlington County Board of Trustees. Trustee Mickey Quinn nominated Mr. Christopher Brown, former Vice Chair, to serve for the coming year. The motion was made by Trustee Quinn with a second by Trustee Renee Liciaga.

Seeing no further nominations, the motion was carried unanimously in favor. Chair Nyikita congratulated Trustee Christopher Brown as the elected Vice Chairman of the Rowan College at Burlington County Board of Trustees.

Treasurer:

Chair Nyikita indicated the Board would forego nominations for the Office of Treasurer at this time.

Secretary

Chair George Nyikita called for nominations for the Office of Secretary, which is statutorily and traditionally the College President. Mr. Michael Cioce shall serve as Acting Board Secretary in his role as Acting President. Mr. Nyikita made the motion, with a second by Trustee Mickey Quinn.

Seeing no further nominations, the motion was carried by unanimous vote and Mr. Michael Cioce, Acting College President, will serve as Acting Board Secretary to the Rowan College at Burlington County Board of Trustees.

Appointment of Board of School Estimate

Chair George Nyikita nominated members of the Board of Trustees to the Rowan College of Burlington County Board of School Estimate. Trustees nominated are: Mr. George Nyikita and Mr. Christopher Brown; Mr. Mickey Quinn to serve as an alternate.

Seeing no further nominations, Chair Nyikita's motion was second by Trustee Kevin Brown and carried by unanimous vote in favor.

Liaison to the Rowan College at Burlington County Foundation

Chair Nyikita made appointments as the Board liaisons to the Rowan College at Burlington County Foundation. Trustees appointed are: Mr. Kevin Brown and Ms. Renee Liciaga.

Seeing no additional recommendations, Chair Nyikita's motion was second by Trustee Christopher Brown and carried by unanimous vote in favor.

Reorganization Resolutions

Tab #1: Resolution #2017-312-01, A Resolution to appoint Investors Bank as the Depository of College Accounts

With a motion by Trustee Christopher Brown, second by Trustee Mickey Quinn, and a unanimous vote in favor, the Board approved Tab 1 as submitted.

Tab #2: Resolution #2017-312-02, A Resolution to award a contract to Bowman & Company LLP as the College's Auditor of Record for calendar year 2018 in the amount of \$64,450.00 for a one year period

With a motion by Trustee Christopher Brown, second by Trustee Jamie Martin, and a unanimous vote in favor, the Board approved Tab 2 as submitted.

Tab #3: Resolution #2017-312-03, A Resolution to appoint Capehart & Scatchard, P.A. as the College's Solicitor of Record for calendar year 2018 and appointing Madden & Madden, P.A. and King, Kitrick, Jackson & McWeeney, LLC as the College's Special Counsels of Record for calendar year 2018

With a motion by Trustee Christopher Brown, second by Trustee Kevin Brown, and a unanimous vote in favor, the Board approved Tab 3 as submitted.

Tab #4: Resolution #2017-312-04, A Resolution to appoint Conner Strong & Buckalew Companies, LLC as the College's Human Resources Broker of Record for calendar year 2018

With a motion by Trustee Christopher Brown, second by Trustee Mickey Quinn, and a unanimous vote in favor, the Board approved Tab 4 as submitted.

Tab #5: Resolution #2017-312-05, To approve a Resolution Designating the Meeting Dates, Official Newspapers for Publishing Legal Notices, Schedule of Mailing Fees

With a motion by Trustee Christopher Brown, second by Trustee Jamie Martin, and a unanimous vote in favor, the Board approved Tab 5 as submitted.

Tab #6: A Motion to appoint Matthew Farr as Custodian of Records and Gregory Volpe as Deputy Custodian of Records

With a motion by Trustee Christopher Brown, second by Trustee Renee Liciaga, and a unanimous vote in favor, the Board approved Tab 6.

The Board Chair concluded the Reorganization Meeting of the Rowan College at Burlington County Board of Trustees.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES REORGANIZATION MEETING
November 8, 2017**

RESOLUTION #2017-312-01

**TO APPOINT INVESTORS BANK AS THE DEPOSITORY
OF COLLEGE ACCOUNTS FOR CALENDAR YEARS 2018 & 2019**

WHEREAS, the College has a need for banking and financial services; and

WHEREAS, a Request for Qualification/Proposals was posted on the College Web Site and advertised in the Trenton Times, the Courier Post and the Burlington County Times on Friday, October 6, 2017 and opened on Thursday, November 2, 2017 at 10:00AM, two (2) financial institutions submitted proposals; and

WHEREAS, it appears that **Investors Bank** 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-25.5(1), it appears in the best interest of the College to appoint **Investors Bank**, 130 N. County Line Road, Jackson, NJ 08527; 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(1), the President recommends a contract be awarded to the following vendor: **Investors Bank**, 130 N. County Line Road, Jackson, NJ 08527;

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 8th day of November 2017, that **Investors Bank** be appointed as the Depository of College Accounts for calendar year 2018 and 2019.

*******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 **Reorganization Meeting held on Wednesday, November 8, 2017** 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 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 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 REORGANIZATION MEETING
November 8, 2017**

RESOLUTION #2017-312-02

**TO AWARD A CONTRACT TO BOWMAN & COMPANY LLP TO ACT AS THE
COLLEGE'S AUDITOR OF RECORD AND TO PROVIDE FINANCIAL AUDITING
SERVICES IN THE AMOUNT OF \$64,450.00 FOR A ONE YEAR PERIOD**

WHEREAS, the College has a need to provide an annual comprehensive financial audit; and

WHEREAS, a Request for Qualification/Proposals was advertised and released on Friday, October 6, 2017 and were opened Tuesday, October 31, 2017, at 2:00 PM, three (3) vendors responded; and

WHEREAS, it appears that **Bowman & Company LLP** has the experience and expertise to continue to provide these services; 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(1), it appears in the best interest of the College to appoint and engage **Bowman & Company LLP**, 601 White Horse Road, Voorhees, New Jersey 08043; 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(1), the President recommends a contract be awarded to the following vendor: **Bowman & Company LLP**, 601 White Horse Road, Voorhees, New Jersey 08043;

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 8th day of November 2017, that a contract be awarded to **Bowman & Company LLP** in an amount of \$64,450.00 for a one year contract term.

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

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

The money necessary to funds said contract is \$64,450.00. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line item appropriations:

1-10410-9707 (General Institutional, Audit)

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 **Reorganization Meeting held on Wednesday, November 8, 2017** 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	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	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 REORGANIZATION MEETING
November 8, 2017**

RESOLUTION #2017-312-03

**TO APPOINT CAPEHART & SCATCHARD, P.A. AS THE COLLEGE'S
SOLICITOR OF RECORD FOR CALENDAR YEAR 2018 AND APPOINTING
MADDEN & MADDEN, P.A. AND KING, KITRICK, JACKSON & MCWEENEY, LLC, AS THE
COLLEGE'S SPECIAL COUNSELS OF RECORD FOR CALENDAR YEAR 2018**

WHEREAS, the College and the Board of Trustees have a need for various types of legal services during the course of normal operations; and

WHEREAS, our current contract expires on December 31, 2017; and

WHEREAS, a Request for Qualifications/Proposals was advertised and released on Friday, October 6, 2017 and opened on Tuesday, October 31, 2017, at 10:00 AM, four (4) firms responded; and

WHEREAS, it appears that **Capehart & Scatchard, P.A.** has the experience and expertise to provide these services; and

WHEREAS, the College feels it would be beneficial to have several law firms serve as Rowan College at Burlington County and the Board of Trustees' special counsel to provide legal advice in circumstances that may result in institutional conflicts that necessitate the retention of Special Counsel; and

WHEREAS, it appears that **Madden & Madden, P.A.**, and **King, Kitrick, Jackson & McWeeney, LLC**, have the experience and expertise to provide special counsel services; and

WHEREAS, these contracts are for a period of one (1) year and include language that would allow them 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(1), it appears in the best interest of the College to appoint **Capehart & Scatchard, P.A.**, 142 West State Street, Trenton, NJ 08608; **Madden & Madden, P.A.**, 108 Kings Highway East, Suite 200, P.O. Box 210, Haddonfield, NJ 08033; **King, Kitrick, Jackson & McWeeney, LLC**, 241 Brick Boulevard, Brick, NJ 08723; 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(1), the President recommends a contract be awarded to the following

vendors: **Capehart & Scatchard, P.A.**, 142 West State Street, Trenton, NJ 08608; **Madden & Madden, P.A.**, 108 Kings Highway East, Suite 200, P.O. Box 210, Haddonfield, NJ 08033; **King, Kitrick, Jackson & McWeeney, LLC**, 241 Brick Boulevard, Brick, NJ 08723; and represent the College as needed during the upcoming year under the rates set forth in the law firms' proposals;

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 8th day of November 2017, that **Capehart & Scatchard, P.A.** be appointed as the College's Solicitor of Record for calendar year 2018; and

BE IT FURTHER RESOLVED that **Madden & Madden, P.A.**, & **King, Kitrick, Jackson & McWeeney, LLC**; are appointed as the College's Special Counsels for calendar year 2018, under the rates set forth in the law firms' proposals; and

BE IT FURTHER RESOLVED that authorization to commence work on behalf of the College must first be approved by the full Board of Trustees with an established "not to exceed amount" to be paid for said services. No expenses shall be paid for work that predates Board of Trustees approval.

*******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 **Reorganization Meeting held on Wednesday, November 8, 2017** 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 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 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 REORGANIZATION MEETING
November 8, 2017**

RESOLUTION #2017-312-04

**TO APPOINT CONNER STRONG COMPANIES, INC. AS THE COLLEGE'S HUMAN
RESOURCES BROKER OF RECORD FOR A ONE YEAR TERM**

WHEREAS, the College has a need for services from a qualified human resources related broker; and

WHEREAS, this broker will be working with the College's Office of Human Resources to obtain dental insurance coverage, a section 125 administrator, and other coverages to be determined; and

WHEREAS, a Request for Qualifications/Proposals was advertised and released on Friday, October 6, 2017 and opened on Wednesday, November 1, 2017, at 10:00 AM, three (3) firms responded with one (1) being deemed non-compliant; and

WHEREAS, our current contract expires on December 31, 2017; and

WHEREAS, it appears that **Conner Strong & Buckalew Companies, LLC** 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. and P.L. 1982, c.189 N.J.S.A. 18A:64A-25.5(1), it appears in the best interest of the College to award appoint **Conner Strong & Buckalew Companies, LLC**, 401 Route 73 North, 40 Lake Center Executive Park, Suite 300, Marlton, NJ 08053; 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(1), the President recommends a contract be awarded to the following vendor: **Conner Strong & Buckalew Companies, LLC**, 401 Route 73 North, 40 Lake Center Executive Park, Suite 300, Marlton, NJ 08053;

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 8th day of November 2017, that a contract be awarded to **Conner Strong & Buckalew Companies, LLC** for one year.

*******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 **Reorganization Meeting held on Wednesday, November 8, 2017** 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 Christopher J. Brown, Vice Chair								1
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6 Renee Liciaga								6
7 Jamie Martin								7
8 Daryl Minus-Vincent								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 REORGANIZATION MEETING
November 8, 2017**

RESOLUTION #2017-312-05

A RESOLUTION DESIGNATING THE MEETING DATES OF THE BOARD OF TRUSTEES, THE OFFICIAL NEWSPAPERS FOR PUBLISHING LEGAL NOTICES OF THE BOARD OF TRUSTEES, AND THE SCHEDULE OF MAILING FEES

WHEREAS, the Board of Trustees hereby designates the third Tuesday of each month as the date of its regular meetings, and, unless modified by Resolution of this Board, such meetings shall commence at 5:30 p.m. Meetings shall be held as follows:

January 16, 2018
February 20, 2018
March 20, 2018
April 17, 2018
May 15, 2018
June 19, 2018
July 2018 (No Meeting Scheduled)
August 21, 2018
September 18, 2018
October 16, 2018
November 20, 2018 (Reorganization Meeting)

Unless otherwise publicly noted, all meetings will be held on the Mount Laurel Campus in the Student Success Center, Executive Conference Room 138, on the first floor. The Mount Laurel Campus is located at 3331 State Route 38, between Hartford and Briggs Roads, in Mount Laurel, New Jersey.

WHEREAS, the College's Board of Trustees Annual Reorganization meeting will be held on the third Tuesday in November, 2018, unless modified by Resolution of this Board, as required by statute; and

WHEREAS, except as hereinafter provided, notice of special meetings of the Board of Trustees shall be posted 48 hours in advance in the following locations: ***Pemberton Campus, Parker Center, Public Safety Window; Mount Laurel Campus, Student Success Center, on the door at the entrance; and on the College Website.***

WHEREAS, the following newspapers circulating in Burlington County are hereby designated official newspapers for publishing all legal notices of the Board of Trustees:

- a. ***The Burlington County Times***
- b. ***The Courier-Post***

c. The Trenton Times

A copy of this Resolution shall, within seven days, be mailed to the above-named newspapers, the Clerk of Burlington County, and posted as required for special meetings.

WHEREAS, a copy of all advance notices of special meetings of the Board of Trustees shall be mailed to the above newspapers and filed with the Clerk of Burlington County within 48 hours of said meeting; and

WHEREAS, any person may request in writing that the Board of Trustees mail to him/her a copy of the schedule of regular meetings of the Board of Trustees and/or advance written notice of regular, special, or scheduled meetings, of the Board of Trustees. Upon prepayment by such person of the applicable fee hereinafter set forth, such schedule and/or advance notice shall be mailed to such person. All requests made pursuant to this paragraph shall terminate at midnight December 31 of the current year, subject to renewal thereafter upon the filing of a new written request to the Board of Trustees together with prepayment of the applicable fee. Notices requested by news media shall be mailed to one representative of such media free of charge.

SCHEDULES OF MAILING FEES

- *For copy of schedule of regular meeting and revisions thereto.....*\$2.00
- *For advance written notice of a particular meeting designated
in the request*\$2.00
- *For advance written notice of all regular, special, or rescheduled
meetings during the calendar year.....*\$2.00

WHEREAS, all advance notices referred to in this resolution of special scheduled meetings of the Board of Trustees shall, to the extent known, include:

- a. the agenda, and*
- b. those matters upon which formal action may be taken.*

WHEREAS, upon the affirmative vote of $\frac{3}{4}$ of the Trustees present, the Board of Trustees may hold a meeting without compliance with the notice requirements of this Resolution, if such meeting is required to deal with matters of such urgency and importance that delay, for the purpose of providing adequate notice, would likely result in substantial harm to public interest. **NOW, THEREFORE**, be it resolved by the Trustees of the College now assembled in public session this 8th day of November 2017, approve the list of 2018 Meeting Dates, list of designated official newspapers for publishing all legal notices, and schedule of mailing fees.

*******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 **Reorganization Meeting held on Wednesday, November 8, 2017** 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 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 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

General Session

Chair George Nyikita immediately called to order the general meeting of the Rowan College at Burlington County Board of Trustees and roll was taken.

ROLL CALL

Members Present: Mr. Christopher Brown, Mr. Kevin Brown, Mr. Primitivo Cruz (by phone), Ms. Renee Liciaga, Ms. Jamie Martin, Mr. Daryl Minus-Vincent, Mr. George Nyikita, Mr. Gino Pasqualone, Mr. Mickey Quinn, Ms. Cassadie Hynd (Alumni Trustee)

Absent: Mr. Daniel Gee, Mr. Brian Kamp

MINUTES

Chair Nyikita moved to approve the minutes of the Public Session on September 19, 2017. With a motion by Trustee Christopher Brown, a second by Trustee Mickey Quinn, and a unanimous vote in favor, the minutes were approved as written.

REPORTS

1. President's Report (Via WebEx):

The President's Report was presented in written form to the Board, which included news and events from September 18, 2017 through November 3, 2017.

The On-Campus Crime and Fire Incident Report prepared by Captain Edmund Johnson was also presented in written form to the Board for the period September 9, 2017 to October 31, 2017.

Acting President Michael Cioce participated via WebEx from Colorado due to a prior commitment. He thanked Chair Nyikita for allowing his participation in this manner, as well as Mr. Mark Meara, Chief Information Officer, and his staff for coordinating the WebEx on his behalf. The Acting President had nothing to add to his written report.

This concludes the President's Report.

2. Board Reports

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

Chair Nyikita reported that the Finance and Facilities Committee met today prior to the Board of Trustees' Meeting. He proceeded with a review of the following resolutions for the Board's consideration:

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

Tab #8: A Motion to approve and ratify requested business related travel.

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

Tab #9: A Motion to approve and ratify contracts.

Chair Nyikita made a motion to move Tab 9, as recommended by the Finance Committee, for approval. With a motion by Trustee Daryl Minus-Vincent, second by Trustee Christopher Brown, and unanimous vote in favor, the Board approved Tab 9.

Tab #10: Resolution #2017-312-10, A Resolution to award a contract to Sunrise Software Arts, Inc. for the Articulation System (ARTSYS) on the Web, statewide license software enhancements, including Electronic Transcripts (ET) for NJ Transfer for the period of February 1, 2018 through January 31, 2019 in the amount of \$72,000.00.

Tab #11: Resolution #2017-312-11, A Resolution to award one-year open-ended contract extensions to Jersey Architectural Door & Supply Company and Bell Supply Co. Inc. to provide Carpentry Supplies, Doors, Frames and Hardware for ongoing construction and renovation projects for the period of January 1, 2018 thru December 31, 2018.

Tab #12: Resolution #2017-312-12, A Resolution to continue participation in the Educational Services Commission of New Jersey Cooperative (formerly Middlesex Regional Educational Services Commission Cooperative) for various purchasing needs of the College.

Tab #13: Resolution #2017-312-13, A Resolution to ratify entering into a lease agreement with Virtua Health, Inc. for use of the Academic Building on the Pemberton Campus for educational purposes for the period July 1, 2017 through April 30, 2018. (It was noted by Board Solicitor Burns that the resolution should be changed to include, "to ratify entering into a lease agreement.")

Tab #14: Resolution #2017-312-14, A Resolution to enter into a lease agreement with Virtua Health, Inc. for use of facilities on the Pemberton Campus to provide emergency medical services to residents of Pemberton Township and surrounding communities. (The Board Chair noted the resolution should be changed to remove the reference, "for the period XXX through XXX.")

Tab #15: Resolution #2017-312-15, A Resolution authorizing Rowan College at Burlington County (RCBC) to accept grant funding from the State Department of Labor for Talent Development Center for the Transportation, Logistics & Distribution Industry in the amount of \$1,200,000.00 for the period of November 1, 2017 through October 31, 2018.

Tab #16: Resolution #2017-312-16, To authorize 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. Title Resource Group
- b. Burlington County Regional Chamber of Commerce (BCRCC)
- c. Shoprite (aka Wakefern Food) (ratification)
- d. Weisman Children's (ratification)
- e. Wawa (ratification)

Tab #17: Resolution #2017-312-17, A Resolution to approve a contract with Broward College to provide services for credentialing examinations in an amount not to exceed \$150,000.00 for Fiscal Year 2018.

Tab #18: Resolution #2017-312-18, A Resolution to re-affirm Accu Staffing Services, J&J Staffing Resources, 22nd Century Technologies, Inc., All Pro Placement Services, Inc., TUCS Cleaning Services, Inc., Careers USA, Inc., VTECH Solution Inc., and Protocall NJ Inc. as the College's list of qualified vendors for temporary employee services for the period of January 1, 2018 to December 31, 2018.

Tab #19: Resolution #2017-312-19, A Resolution to approve contracted services with Horizon Blue Cross Blue Shield NJ to provide dental coverage for college employees' premiums in an amount not to exceed \$140,000.00 for the period of January 1, 2018 through December 31, 2018.

Chair Nyikita made a motion to move Tabs 10 through 19, as recommended by the Finance Committee, for approval. With a motion by Trustee Christopher Brown, second by Trustee Renee Liciaga, and unanimous vote in favor, the Board approved Tabs 10 through 19.

Mr. Nyikita invited questions and there was one from Alumni Trustee Cassadie Hynd regarding RCBC's contract with Broward College, Tab 17. Chair Nyikita deferred to Ms. Anna Payanzo Cotton, Vice President of Workforce Development and Lifelong Learning for reply. Ms. Payanzo Cotton replied that Broward College will provide the examinations for transportation and logistics supply chain management certification exams and RCBC will pay Broward the exam fees.

Chair Nyikita asked Acting President Cioce to discuss tuition and fees and the process staff has been going through since enrollment and registration for Fall 2017, which includes evaluations of budget and finances, program enhancements and adjustments.

Acting President Cioce indicated the review of tuition and fees actually predates the Fall 2017 Semester. The review began when we were preparing the budget for the start of the fiscal year. The decision was made, based on the brand new 3 + 1 program, to hold on any tuition increase. RCBC was the only College in the entire state that had seen an increase in enrollment for Fall 2017 of 5%, which involved a lot of hard work. There are five to six additional degrees that are working their way through the various approval channels, both internal and external, that are slated for Fall 2018. When we projected what the additional costs will be to allow for this additional programming, the decision was that the expansion was going to require an investment in additional faculty and highly-trained adjuncts, as well as upgrades in infrastructure and information technology. There is a large capital investment tied to our decision.

Secondly, as part of the analysis, they reviewed the last decade of tuition and fees structure the College had undertaken. The last tuition increase was between 2013 and 2014. Also, there has been no increase in fees since 2014. RCBC has had the same tuition and fees for three full years. There are additional items affecting this decision as well, including the projected increases in health care.

The 3 + 1 Program will allow students to earn a Bachelor's Degree through our partnership with Rowan University for under \$30,000. There is no one in the State and the Region that can touch an entire, high-quality Bachelor's Degree for under \$30,000, and we are very proud of that.

With this proposed increase, students will experience roughly a \$200 increase per year the way this is being structured; \$6.00 on the tuition side and \$3.00 on the fees side. The average student takes 12 – 13 credits per semester. With an eye toward the future and additional program expansion, we felt comfortable with this decision.

Chair Nyikita asked Acting President Cioce to speak to the Health Sciences discussion. Acting President Cioce indicated that 18 months ago, the College undertook a Program Viability Assessment that reviewed all RCBC academic degrees and certificate programs. The committee worked closely with finance, information technology and Dr. David Spang, Provost and Senior Vice President, to extract as much data as possible and associate the cost with each program. Through this, they found the Health Sciences programs were significantly underpriced. They also reviewed the faculty to student ratio required by accreditation and found some courses require two to three faculty members. When combined with the need for expensive equipment, the reality was a correction in fees was long overdue in Health Sciences. There are two programs affected: Nursing and Dental Hygiene. Our review did include a price sensitivity analysis and an overall cost elasticity review.

Acting President Cioce noted the significant number of students that apply to our Nursing program and are waitlisted every year due to capacity. There are two factors: The demand for

our program coupled with our partnership with Virtua, and our new facilities on and off campus. The increase in fees would not price us out of the market and allow us to reset. Mr. Cioce invited questions. Vice Chair Christopher Brown requested the projected amount of total revenue the College will receive from the increase alone. Acting President Cioce indicated just over \$1 million from both the Health Sciences fee increase and the tuition increase. Trustee Brown inquired about the amount planned for investment in Health Sciences. Mr. Cioce noted the split was done on the tuition and facility fee so that the fee could be earmarked for capital improvements and investment back into classrooms. Trustee Brown requested the number of students presently enrolled in the Health Sciences Department and the percentage the College intends to bring. Also, the result of increased revenue derived from the increase in students. Acting President Cioce indicated he would provide Trustee Christopher Brown with this information. He added the correction is not to generate excess revenue, but to bring things closer to breaking even. The Vice Chair asked if we are projecting more students to come to the Health Sciences program. Mr. Cioce explained with an additional investment and additional faculty, it will allow the incoming students in Spring and Fall 2018 semesters, and beyond, to almost double the number currently enrolled for this semester.

Trustee Christopher Brown and Chair Nyikita thanked Acting President Cioce for the detailed explanation. Chair Nyikita invited additional questions from the Board, then from the public before proceeding with Tab 7. There were none. Therefore, Chair Nyikita proceeded with a review of Tab 7 for the Board's consideration:

Tab #7: A Motion to approve and ratify an increase in tuition and fees for Spring 2018.

Chair Nyikita made a motion to move Tab 7, as recommended by the Finance Committee, for approval. With a motion by Trustee Christopher Brown, second by Trustee Kevin Brown, and unanimous vote in favor, the Board approved Tab 7.

This concluded the Finance/Facilities Committee Report.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
November 8, 2017**

RESOLUTION #2017-312-07

**APPROVAL AND RATIFICATION OF AN INCREASE IN TUITION AND FEES FOR
SPRING 2018**

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.);

THEREFORE, BE IT RESOLVED, by the Trustees of the College, now assembled in public session this 8th day of November 2017, to raise tuition \$6.00 per credit for all students effective the Spring 2018 semester. The facilities fee will increase by \$3.00 per credit for all students effective the Spring 2018 semester to support ongoing program development, capital projects, facility improvements and preventative maintenance needs.

*******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 Wednesday, November 8, 2017** 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 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 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
November 8, 2017**

RESOLUTION #2017-312-08

TO APPROVE AND RATIFY REQUESTED BUSINESS RELATED TRAVEL

APPROVE

Mark Meara, OIT – 1/11-1/12/18
NJEDge Annual Conference
Whippany, NJ - \$624.76

Fran DiLorenzo, Perkins Grant – 3/5-3/9/18
Health Information Management Systems Society (HIMSS) Conference
Las Vegas, NV - \$3,165.00

Susan Scully, Perkins Grant - 3/5-3/9/18
Health Information Management Systems Society (HIMSS) Conference
Las Vegas, NV - \$3,165.00

Pamela Joseph, Perkins Grant – 1/31-2/2/18
Association of Collegiate Educators in Radiologic Technology 43rd Annual Conference
Las Vegas, NV - \$1,170.00

Buffy Stolte, Perkins Grant – 3/5-3/9/18
Association of Collegiate Educators in Radiologic Technology 43rd Annual Conference
Las Vegas, NV - \$1,170.00

Heather Conger, Athletics – 2/20-2/22/18
Region XIX Athletic Director Meetings
Mt. Pocono, PA - \$551.94

Heather Conger, Athletics – 6/25-6/29/18
Region XIX Spring Athletic Director Meetings/NATYCAA Convention
Washington, DC - \$1,485.48
Martin Hoffman, Distance Education – 2/10-2/14/18
Instructional Technology Council Board of Director's meeting and Annual Conference Tucson,
AZ - \$1,935.22

Jaclyn Angermeier, Financial Services – 11/9-11/10/17
NACUBO 2017 Managerial Analysis and Decision Support Conference
Philadelphia, PA - \$977.96

REIMBURSEMENT

Mike Cioce, President's Office – 9/22/17
EAB Community College Executive Forum
Washington, DC - \$85.26

Alaina Walton, Compliance, Assessment, and Research – 9/13-9/15/17
Presenting at the Annual Assessment Conference at Drexel University
Philadelphia, PA - \$53.60

Kathie Strang, Compliance, Assessment, and Research – 9/13-9/15/17
Presenting at the Annual Assessment Conference at Drexel University
Philadelphia, PA - \$94.40

Heather Conger, Athletics – 10/4-10/5/17
October Region XIX Meeting
Mt. Pocono, PA - \$224.94

REIMBURSEMENT (con't)

Karen Archambault, Enrollment Management – 10/9-10/15/17
NACADA 2017 Annual Conference
St. Louis, MO - \$427.68

Nicole Scott, NSF Grant – 10/23-10/25/17
NSF ATE Conference
Washington, DC - \$289.86

Mark Meara, President's Office – 10/23-10/24/17
EAB Conference
Washington, DC - \$11.54

Mike Cioce, President's Office – 10/23-10/24/17
EAB Conference
Washington, DC - \$85.20

Eileen Swiatkowski, NSF Grant – 10/23-10/25/17
NSF ATE Conference
Washington, DC - \$339.33

Edem Tetteh, NSF Grant – 10/23-10/25/17
NSF ATE Conference
Washington, DC - \$281.45

Dr. David Spang, NSF Grant – 10/23-10/25/17

NSF ATE Conference
Washington, DC - \$156.99

Karen Montalto, Health Sciences – 10/26-11/1/17
Leadership Institute for Sigma Theta Tau for presentation at international conference
Indianapolis, IN - \$552.88

Elaine Young, NSF Grant – 10/23-10/25/17
NSF ATE Conference
Washington, DC - \$158.25

RATIFY

Barbara Weir, Dominique Parker, Linda Bobo, Anna Payanzo Cotton, Leah Arter, Stacy Hunt,
John Miller, WIOA Grant – 10/3-10/5/17
GSETA Conference
Atlantic City, NJ - \$1,261.52

Karen Montalto, Health Sciences – 10/26-11/1/17
Leadership Institute for Sigma Theta Tau for presentation at international conference
Indianapolis, IN - \$1,937.88

Dr. David Spang, Mike Cioce, LaShawn Bane, Cathy Briggs, Karen Archambault, Anna Payanzo,
Donna Vandergrift, Jaclyn Angermeier, Kidane Yohannes, Martin Hoffman, Alaina Walton, Anita
Rudman, Middle States – 12/6-12/8/17
Middle States 2017 Annual Conference
Philadelphia, PA - \$8,615.00

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
November 8, 2017**

RESOLUTION #2017-312-09

TO APPROVE AND RATIFY CONTRACTS

To approve a contract with Michael Brown to perform a program review for the Physics program and provide an external consultant's report upon conclusion of review from November 13, 2017 through December 12, 2017 in an amount not to exceed \$2,000.00.

To approve a contract with Dr. Eric Constans to act as Co-Principal Investigator for the NSF Grant from October 1, 2017 through September 30, 2018 in an amount not to exceed \$8,000.00 (NSF Grant funded).

To approve a contract with Elsevier to provide educational consultants working with nursing students/graduates to include the RN Exit Exam and the RN 3 day live review course (HESI package) during December 2017 in an amount not to exceed \$11,076.00 (Perkins Grant funded).

To approve a contract with a consultant to create a new certification in Information Technology that focuses on cybersecurity, with an evaluation of the degree in an amount not to exceed \$5,000.00 (Perkins Grant funded).

To approve a contract with Dr. Cyrus Whaley to participate in the curriculum revision project for Radiography which would entail creating a new model which reflects JRCERT's curriculum mapping and compliance and also satisfies RCBC guidelines and policies in an amount not to exceed \$5,000.00 (Perkins Grant funded).

To approve a contract with Assessment Technologies Institute, LLC to allow RCBC's Test Center to administer ATI's proprietary Test of Essential Academic Skills ("TEAS") assessment.

To approve a contract with U.S. Baseball Academy, Inc. to have RCBC act as Site Director and staff for U.S. Baseball Academy, Inc. clinics on the Pemberton Campus from January 7, 2018 through January 28, 2018 and to authorize the President his designee to do all things necessary to execute said agreement including negotiating its terms.

To approve a contract with National Softball Academy, Inc. to have RCBC act as Site Director and staff for National Softball Academy, Inc. clinics on the Pemberton Campus from February 4, 2018 through February 25, 2018 and to authorize the President his designee to do all things necessary to execute said agreement including negotiating its terms.

To approve a contract with Manufacturing Skill Standards Council (MSSC) to provide Certified Production Technician (CPT) course and exam through June 30, 2018 in an amount not to exceed \$22,800.00.

To approve a contract with Pearson Vue Voucher Store to provide CISCO CNET and CCNA certification exams through June 30, 2018 in an amount not to exceed \$16,500.00.

To approve a contract with Center for Energy Workforce Development (CEWD) to provide WISE and Energy Industry Fundamentals curriculum through June 30, 2018 in an amount not to exceed \$4,050.00.

To approve a contract with North American Board of Certified Energy Practitioners (NABCEP) to provide NABCEP exam through June 30, 2018 in an amount not to exceed \$4,050.00.

To approve an agreement with Gloucester County Workforce Development Board for RCBC to provide educational and/or occupational training services paid via the Workforce Innovation Opportunity Act (WIOA) and Work First New Jersey (WFNJ) training funds from July 1, 2017 through June 30, 2019.

To approve a MOU with New Jersey City University for the participation in a statewide consortium known as New Pathways to Teaching in New Jersey, offering post-baccalaureate program for qualified candidates for fiscal year 2018.

To approve a contract with Burlington County Institute of Technology to provide Welding I & II from February 5, 2018 through December 22, 2018 in an amount not to exceed \$4,466.00.

To ratify a contract with Tara Stoppa to perform a program review for the Psychology program and provide an external consultant's report upon conclusion of review from October 18, 2017 through November 15, 2017 in an amount not to exceed \$2,000.00.

To ratify a contract with Amy Franzini to perform a program review for the Communication Arts program and provide an external consultant's report upon conclusion of review from October 9, 2017 through November 6, 2017 in an amount not to exceed \$2,000.00.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
November 8, 2017**

RESOLUTION #2017-312-10

**TO AWARD A CONTRACT TO SUNRISE SOFTWARE ARTS, INC. FOR THE
ARTICULATION SYSTEM (ARTSYS) ON THE WEB, STATEWIDE LICENSE
SOFTWARE ENHANCEMENTS, INCLUDING ELECTRONIC TRANSCRIPTS (ET)
FOR NJ TRANSFER FOR THE PERIOD OF FEBRUARY 1, 2018 THROUGH
JANUARY 31, 2019 IN THE AMOUNT OF \$72,000.00**

WHEREAS, the NJ Stateside Transfer Initiative partners with two and four year higher education communities in the State to offer a Web-based data information and Electronic Transcript System; and

WHEREAS, the site serves as a comprehensive career and college planning tool providing students, parents and counselors with current course equivalencies and recommended transfer programs on the internet; and

WHEREAS, NJ Transfer is funded by the New Jersey Presidents' Council, which has contracted with Rowan College at Burlington County to manage the development and maintenance of the system; and

WHEREAS, **Sunrise Software Arts, Inc.** currently provides the articulation database, Web Admin, and electronic transcripts components of the system for NJ Transfer; 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, **Sunrise Software Arts, Inc.** has completed and submitted a Business Entity Disclosure Certification which certifies that **Sunrise Software Arts, 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 **Sunrise Software Arts, 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., Chapter 271 P.L. 2005 (Adopted January 5, 2006) N.J.S.A. 19:44A-20.26 and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(19), it appears in the best interest of the College to award a contract to **Sunrise Software Arts, Inc.**, 4180 North Highway A1A #1201, Fort Pierce, Florida, 34949; 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. 18A:64A-25.5(19), the President recommends a contract be awarded to the following vendor: **Sunrise Software Arts, Inc.**, 4180 North Highway A1A #1201, Fort Pierce, Florida, 34949;

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 8th day of November 2017, that a contract be awarded to **Sunrise Software Arts, Inc.** in an amount of \$72,000.00 for the period of February 1, 2018 through January 31, 2019; 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 2018 Auxiliary Budget to pay for the contract between Rowan College at Burlington County and **Sunrise Software Arts, Inc.**

The money necessary to funds said contract is \$72,000.00. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line item appropriations:

2-82302-9463 (NJ Transfer, Licenses)

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 Wednesday, November 8, 2017** 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	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	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
November 8, 2017**

RESOLUTION #2017-312-11

TO AWARD ONE-YEAR OPEN-ENDED CONTRACT EXTENSIONS TO JERSEY ARCHITECTURAL DOOR & SUPPLY COMPANY AND BELL SUPPLY CO. INC. FOR THE PURCHASE OF DOORS, FRAMES, HARDWARE AND CARPENTRY SUPPLIES FOR ONGOING CONSTRUCTION AND RENOVATION PROJECTS

WHEREAS, the College has a need to purchase doors, frames, hardware, (group A items on bid sheets) and carpentry supplies (group B items on bid sheets) for ongoing construction and renovation projects; and

WHEREAS, our current contract expires on November 2, 2016; and

WHEREAS, at the November 2, 2016 Board of Trustees meeting a contract was awarded for a period of one (1) year and included language that would allow it to be extended for one additional year by mutual agreement; and

WHEREAS, it has been determined that **Jersey Architectural Door & Supply** and **Bell Supply Co. Inc.** have the experience and expertise to continue to provide these goods and services to the College; and

WHEREAS, the purchasing department will continue to review all requisitions and make the determination when it is in the best interest of the College to purchase these supplies from these open-ended contracts or use another suitable procurement option; and

WHEREAS, in accordance with P.L. 1982, c.189 (C.18A:64A-25.4) it appears in the best interest of the College to award open-ended contracts to **Jersey Architectural Door & Supply Company**, 722 Adriatic Avenue, Atlantic City NJ 08401 for doors, frames and hardware listed in group A and **Bell Supply Co. Inc.**, 7221 Route 130, Pennsauken, NJ 08110 for carpentry supplies listed in group B and;

WHEREAS, in accordance with P.L. 1982, c.189 (C.18A:64A-25.4) the President recommends the award of this contract to the following vendor(s): **Jersey Architectural Door & Supply Company**, 722 Adriatic Avenue, Atlantic City NJ 08401 and **Bell Supply Co. Inc.**, 7221 Route 130, Pennsauken, NJ 08110;

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 8th day of November 2017, that the Board award one (1) year open-ended contract extensions to **Jersey Architectural Door & Supply Company** for the purchase of doors,

frames, and hardware (group A items) and **Bell Supply Co. Inc.** for the purchase of carpentry supplies (group B items) and for ongoing construction and renovation projects.

*******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 Wednesday, November 8, 2017** 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 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 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
November 8, 2017**

RESOLUTION #2017-312-12

**AUTHORIZING CONTINUED PARTICIPATION IN THE EDUCATIONAL SERVICES
COMMISSION OF NEW JERSEY COOPERATIVE TO UTILIZE FOR VARIOUS
PURCHASING NEEDS OF THE COLLEGE**

WHEREAS, the College wishes to continue participation in the Educational Services Commission of New Jersey Cooperative for the purpose of utilizing the purchasing power of the cooperatives various contracts; and

WHEREAS, the cooperative will be facilitated by the Educational Services Commission of New Jersey Cooperative which was formed to provide an instrument for the public school districts, counties, municipalities, state universities, college and county colleges to combine purchasing power and realize savings to benefit the participating institutions; and

WHEREAS, N.J.S.A. 18A:64-25.10 allows two or more colleges to enter into a joint purchasing agreement; and

WHEREAS, the College intends to continue participation in the Cooperative with the goal of improving efficiency through the use of a shared system; and

WHEREAS, the College anticipates realizing material savings as compared to the cost of the individual based bids;

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 8th day of November 2017, that the Board hereby authorizes and directs the appropriate officials of the College to participate in the Educational Services Commission of New Jersey Cooperative.

*******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 Wednesday, November 8, 2017** 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	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	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
November 8, 2017**

RESOLUTION #2017-312-13

**TO RATIFY THE LEASE AGREEMENT WITH VIRTUA HEALTH, INC. FOR USE OF
THE ACADEMIC BUILDING ON THE PEMBERTON CAMPUS FOR EDUCATIONAL
PURPOSES FOR THE PERIOD OF JULY 1, 2017 THROUGH APRIL 30, 2018**

WHEREAS, The College has identified and determined that certain facilities on the Pemberton Campus of Rowan College at Burlington County are not currently necessary for College use; and

WHEREAS, Virtua Health, Inc. desires to lease educational facilities in Burlington County; and

WHEREAS, Virtua Health, Inc. is a duly incorporated IRC 501(c)(3) not-for-profit company committed to enhancing Virtua's mission through philanthropy; and

WHEREAS, the College feels that Virtua Health, Inc.'s use of the Pemberton Campus is consistent with the property's historic and current use by the College and other community groups; and

WHEREAS, Virtua Health, Inc.'s use of the property for educational purposes serves an important public function and has a significant positive impact on legitimate local interest; and

WHEREAS, the College and Virtua Health, Inc. have agreed to enter into a lease agreement for the use of instruction and office facilities on the Pemberton Campus; and

WHEREAS, the anticipated term of this lease is for ten (10) months (July 1, 2017 through April 30, 2018); and

WHEREAS, the annual rent for the premises further described in the lease agreement is \$532,848.00;

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 8th day of November 2017, authorizes the College to ratify the lease agreement with Virtua Health, Inc. for approximately 44,404 rentable square feet of the Academic Building on the Pemberton Campus of Rowan College at Burlington County for an annual rent of \$532,848.00 in accordance with the terms and conditions set forth in the lease agreement.

*******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 Wednesday, November 8, 2017** 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 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 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
November 8, 2017**

RESOLUTION #2017-312-14

**TO ENTER INTO A LEASE AGREEMENT WITH VIRTUA HEALTH, INC. FOR USE
OF THE FACILITIES ON THE PEMBERTON CAMPUS TO PROVIDE EMERGENCY
MEDICAL SERVICES TO RESIDENTS OF PEMBERTON TOWNSHIP AND
SURROUNDING COMMUNITIES**

WHEREAS, The College has identified and determined that certain facilities on the Pemberton Campus of Rowan College at Burlington County are not currently necessary for College use; and

WHEREAS, Virtua Health, Inc. desires to lease educational facilities in Burlington County; and

WHEREAS, Virtua Health, Inc. is a duly incorporated IRC 501(c)(3) not-for-profit company committed to enhancing Virtua's mission through philanthropy; and

WHEREAS, the College feels that Virtua Health, Inc.'s use of the Pemberton Campus is consistent with the property's historic and current use by the College and other community groups; and

WHEREAS, Virtua Health, Inc.'s use of the property for educational purposes serves an important public function and has a significant positive impact on legitimate local interest; and

WHEREAS, the College and Virtua Health, Inc. have agreed to enter into a lease agreement for the use of instruction and office facilities on the Pemberton Campus; and

WHEREAS, the anticipated term of this lease is for XX (XX) months (XXX, 2017 through XXX, 2018); and

WHEREAS, the annual rent for the premises further described in the lease agreement is \$XXX,XXX.00;

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 8th day of November 2017, authorizes the College to enter into a lease agreement with Virtua Health, Inc. for approximately 44,404 rentable square feet on the Pemberton Campus of Rowan College at Burlington County for an annual rent of \$XXX,XXX.00 in accordance with the terms and conditions set forth in the lease agreement.

*******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 Wednesday, November 8, 2017** 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	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	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
November 8, 2017**

RESOLUTION #2017-312-15

**AUTHORIZING ROWAN COLLEGE AT BURLINGTON COUNTY (RCBC) THE
ACCEPTANCE OF GRANT FUNDING FROM THE STATE DEPARTMENT OF
LABOR FOR TALENT DEVELOPMENT CENTER FOR THE TRANSPORTATION,
LOGISTICS AND DISTRIBUTION INDUSTRY IN THE AMOUNT OF \$1,200,000.00
FOR THE PERIOD OF NOVEMBER 1, 2017 THROUGH OCTOBER 31, 2018**

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 State Department of Labor has awarded RCBC grant funding for Talent Development Center for the Transportation, Logistics and Distribution industry, providing a total of \$1.2 Million to support the development and dissemination of career pathways materials, and the deliver training to move individuals into careers and advancement of opportunities in the industry; and

WHEREAS, acceptance of grant funds, and entering into contract with the State of New Jersey department of Labor and Workforce Development for the delivery of the career pathways and training services is required to move forward with the development of the Talent Development Center;

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 8th day of November, 2017, that the following actions are approved:

1. 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.
2. The College President is authorized to enter into professional services agreements with the network of partners to carry out the contracted trainings services throughout New Jersey.
3. The hiring of personnel necessary to carry out the objectives of the contract is approved.

*******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 Wednesday, November 8, 2017** 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	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	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
November 8, 2017**

RESOLUTION #2017-312-16

**AUTHORIZING ROWAN COLLEGE AT BURLINGTON COUNTY (RCBC) TO
ENTER INTO AN AGREEMENT 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 collaborative conversations, business engagement business partners have chosen to partner with RCBC to support continuing education for their associates;

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 8th day of November, 2017, that:

1. Rowan College of Burlington County is authorized to enter into tuition reimbursement and course/training development partnerships with the following partners:
 - a. Title Resource Group
 - b. Burlington County Regional Chamber of Commerce (BCRCC)
 - c. Shoprite (aka Wakefern Food) (ratification)
 - d. Weisman Children's (ratification)
 - e. Wawa (ratification)
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 Wednesday, November 8, 2017** 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 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 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
November 8, 2017**

RESOLUTION #2017-312-17

**TO APPROVE A CONTRACT WITH BROWARD COLLEGE TO PROVIDE
SERVICES FOR CREDENTIALING EXAMINATIONS IN AN AMOUNT NOT TO
EXCEED \$150,000.00 FOR FISCAL YEAR 2018**

WHEREAS, the County established as Workforce Development Institute at Rowan College at 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 provide examination and/or curriculum services for industry certifications; and

WHEREAS, the Workforce Development Institute has identified **Broward College** as provider of the CSCMP SCPro Fundamentals Certifications; 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, **Broward College** has completed and submitted a Business Entity Disclosure Certification which certifies that **Broward College** 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 **Broward College** from making any reportable contributions through the term of the contract; and

WHEREAS, in accordance with P.L. 2004, Chapter 3 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq., Chapter 271 P.L. 2005 (Adopted January 5, 2006) N.J.S.A. 19:44A-20.26 and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(3), it appears in the best interest of the College to award a contract to **Broward College**, 1930 SW 145th Avenue, Room 224, Miramar, FL 33027; and

WHEREAS, in accordance with P.L. 2004, Chapter 3 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq., Chapter 271 P.L. 2005 (Adopted January 5, 2006) N.J.S.A. 19:44A-20.26 and P.L. 1982, c189 N.J.S.A. 18A:64A-25.5(3), the President recommends a contract be awarded to the following vendor: **Broward College**, 1930 SW 145th Avenue, Room 224, Miramar, FL 33027;

NOW THEREFORE, BE IT RESOLVED, by the Trustees of the College now assembled in public session this 8th day of November 2017, that a contract be awarded to **Broward College** in an amount not to exceed \$150,000.00 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 Servies, do hereby certify that adequate funds are available in the Fiscal Year 2018 Auxiliary Budget to pay for the contract between Rowan College at Burlington County and **Broward College**.

The money necessary to fund said contract is **\$150,000.00**. 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:

2-85106-9702 (Business Outreach, Professional Fees)

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 Wednesday, November 8, 2017** 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 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 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
November 8, 2017**

RESOLUTION #2017-312-18

TO RE-AFFIRM ACCU STAFFING SERVICES, J & J STAFFING RESOURCES, 22ND CENTURY TECHNOLOGIES, INC., ALL PRO PLACEMENT SERVICES, INC., TUCS CLEANING SERVICES, INC., CAREERS USA, INC., VTECH SOLUTION INC., PROTOCOLL NJ INC., AS THE COLLEGE'S LIST OF QUALIFIED VENDORS FOR TEMPORARY EMPLOYEE SERVICES FOR THE PERIOD OF JANUARY 1, 2018 TO DECEMBER 31, 2018

WHEREAS, the College may have a need to use various temporary employment agencies; and

WHEREAS, our current contracts expire on December 31, 2017; and

WHEREAS, at the November 2, 2016 Board of Trustees meeting contracts were awarded for a period of one (1) year and included language that would allow them to be extended for one additional year by mutual agreement; and

WHEREAS, these qualified vendors can provide the various temporary services that the College may require; and

WHEREAS, it has been determined that these qualified vendors have been able to provide the various temporary services that the College has required; and

WHEREAS, in accordance with P.L. 1982, c.189 (C.18A:64A-25.4), it appears in the best interest of the College to designate **ACCU Staffing Services**, 911 Kings Highway North, Cherry Hill, NJ 080354; **J&J Staffing Resources** 1814 East Route 70, Suite 210, Cherry Hill, NJ 08003; **22nd Century Technologies, Inc.**, 1, Executive Drive, Suite #285, Somerset, NJ 08873, **ALLPRO Placement Services**, 116 Old Padonia Road, Suite D, Cockeysville, MD 21030; **T.U.C.S. Cleaning Services, Inc.**, 166 Central Avenue, Orange, NJ 07050; **Careers USA Inc.** 6501 Congress Avenue, Suite 200, Boca Raton, FL 33487; **VTECH Solution**, 1100 H Street, N.W. Suite 450, Washington DC 20005; **Protocol Staffing**, One Mall Drive, Suite 105, Cherry Hill, NJ 08002; as the College's list of qualified vendors for temporary services; and

WHEREAS in accordance with P.L. 1982, c.189 (C.18A:64A-25.4), the President recommends to designate the following vendors: **ACCU Staffing Services**, 911 Kings Highway North, Cherry Hill, NJ 080354; **J&J Staffing Resources** 1814 East Route 70, Suite 210, Cherry Hill, NJ 08003; **22nd Century Technologies, Inc.**, 1, Executive Drive, Suite #285, Somerset, NJ 08873, **ALLPRO Placement Services**, 116 Old Padonia Road, Suite D, Cockeysville, MD 21030; **T.U.C.S. Cleaning Services, Inc.**, 166 Central Avenue, Orange, NJ 07050; **Careers USA Inc.** 6501 Congress Avenue, Suite 200, Boca Raton, FL 33487; **VTECH Solution**, 1100 H

Street, N.W. Suite 450, Washington DC 20005; **Protocall Staffing**, One Mall Drive, Suite 105, Cherry Hill, NJ 08002;

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 8th day of November 2017, that **ACCU Staffing Services, J&J Staffing Resources, 22nd Century Technologies, Inc., ALLPRO Placement Services, T.U.C.S. Cleaning Services, Inc., Careers USA Inc., VTECH Solution, and Protocall Staffing**, are designated as the College's list of qualified vendors for temporary staffing services for the period of January 1, 2018 through December 31, 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 Wednesday, November 8, 2017** 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	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	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
November 8, 2017**

RESOLUTION #2017-312-19

**TO APPROVE A CONTRACT WITH HORIZON BLUE CROSS BLUE SHEILD NJ TO
PROVIDE DENTAL COVERAGE FOR COLLEGE EMPLOYEES' PREMIUMS IN AN
AMOUNT NOT TO EXCEED \$140,000.00 FOR THE PERIOD OF
JANUARY 1, 2018 THROUGH DECEMBER 31, 2018**

WHEREAS, the College has a need to provide a dental plan for employees; and

WHEREAS, our current contract expires December 31, 2017; and

WHEREAS, **Horizon Blue Cross Blue Shield NJ** has provided exemplary service and comprehensive coverage through the DOP, PPO and HMO plans; and

WHEREAS, **Horizon Blue Cross Blue Shield NJ** has a large network of participating dentists in New Jersey; and

WHEREAS, Broker of Record, Conner Strong, has determined that **Horizon Blue Cross Blue Shield NJ** offers the best current dental plan for College employees; and

WHEREAS, in accordance with 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 **Horizon Blue Cross Blue Shield NJ**, 3 Penn Plaza, Newark, NJ 07105; and

WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64A-25.5(11), the President recommends a contract be awarded to the following vendor: **Horizon Blue Cross Blue Shield NJ**, 3 Penn Plaza, Newark, NJ 07105;

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 8th day of November 2017, that a contract be awarded to **Horizon Blue Cross Blue Shield NJ** for the period of January 1, 2018 thru December 31, 2018 in the amount not to exceed \$140,000.00.

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

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

The money necessary to fund said contract is \$140,000.00. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line item appropriations:

1-10420-9242 (Staff Benefits, Dental 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 Wednesday, November 8, 2017** 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	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	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

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

The Board of Trustees Personnel Committee met on November 1, 2017. The Personnel Committee discussed the items presented by resolution to the Board this evening.

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 #20: Resolution #2017-312-20, A Resolution approving personnel actions for Rowan College at Burlington County.

On motion by Committee Chair Kevin Brown, second by Trustee Christopher Brown, and a unanimous vote in favor, the Board approved Resolution 20.

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

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
November 8, 2017**

RESOLUTION #2017-312-20

**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;

Catherine Melman-Kenny as Lifeguard at \$8.50/hour;
Michael Burdick as Lifeguard at \$8.50/hour;
Jeonjue Kim as Lifeguard at \$8.50/hour;
Pamela Rowland as WIOA Program Quality Analyst at \$45,000;
Emily Kirker as PT Disability Support Assistant at \$14.00/hour;
Gregory Rindosh as WIOA Grant Accountant at \$50,000;
Karen Schultz as PT RSVP Volunteer Coordinator at \$15.00/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;

John Lato as Admissions Counselor at \$35,000;
Theresa Mehall as Admissions Counselor at \$35,000;
Rosemarie Loughlin as Assistant Director of Outreach and Admissions at \$49,000;
Janette Greer as Financial Aid Specialist at \$32,000;
LaShawn Bane from Acting Manager to Manager in Office of Institutional Research (no salary change);
Gerald Simon from PT Information Specialist to PT Sr. Information Specialist from \$16.50/hour to \$20/hour;
Shannon Williams from Adjunct to Temporary FT Lecturer to cover a LOA at \$60,000;
Michael Cioce, from Vice President of Student Success and Enrollment Management to Acting President with annual salary of \$150,000 plus stipend of \$40,000 (non-pensionable) made effective at date of appointment. Retro from date of appointment to current shall be paid in separate check and remainder shall be paid pro-rata;
Adjuncts, STEM (listing attached);
Adjuncts, Liberal Arts (listing attached);
Adjuncts, Nursing and Allied Health (listing attached); and

WHEREAS, the College's administration requested the authority, from the Board of Trustees' Executive Committee, to fill a critical position prior to the November 8, 2017 Board meeting, namely;

Jeff Suwak as Head Golf Coach at \$6,000;
Davis Graham as Assistant Men's Basketball at \$500; and

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

Renee Morison, PT Career Services Advisor in Career Services, WDI
Theresa Mehall, PT Career Services Advisor in Career Services, WDI
Jonah Cooper, Director of Business Engagement, WDI
Heather Evans, Resource Specialist in Adult Basic Education, WDI
Bryn Lee, Custodian Lead, Facilities
Stephen Harad, Instructor, STEM

WHEREAS, the President recommended to the Personnel Committee who subsequently is recommending to the full Board, to make an exception to the Tuition Reimbursement Program, namely;

Donna Vandergrift to take more than the allowed credits but not go over the annual maximum of \$10,000;
Tina West to take more than the allowed credits but not go over the annual maximum of \$10,000; and

WHEREAS, the President recommended to the Personnel Committee who subsequently is recommending to the Board of Trustees, to make salary adjustments to current positions, namely;

Student Employee/Worker position will increase from \$9.00 to \$10.00/hour;
All Aquatics position will increase by \$0.25/hour;

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 8th day of November 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 Wednesday, November 8, 2017** 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 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 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
November 8, 2017**

RESOLUTION #2017-312-20

ADJUNCT LISTINGS

Nursing and Health Sciences

Barto, Donna
Cicerone, Patricia
Egenton, Patricia
Fox, Ann
Gallagher, Agnes
Lewis, Darren
Miller, Bridgid
Nino, Kelly
Novella, Melissa
Snow, Debra
Xenakis, Yvette

Liberal Arts

Black, Christine
Brookover, Robert
Cohen, Lynn
Coursey, Charles
Cranston, Sarah
Cucinotta, James
Frantz, Wendy
Grandinetti, Ariel
Hartman, Neil
Hashem, Steven
Hernandez, Yvette
Ivaliotis, Christa
McGeehan, George
Reavis, Donyale
Singleton, Megan
Vigorita, Michael

C. **Academic Committee:** Dr. David Spang reported in Committee Chair Daniel Gee's absence:

The Board of Trustees Academic Committee met on November 1, 2017 to discuss several academic and strategic items of importance, which included:

- 1) The Rowan University/RCBC partnership. RCBC has over 530 declared 3 + 1 students and an additional 428 who have expressed interest. We are measuring the academic outcomes and assessing them. RCBC is the first institution in the state to deliver 3 + 1 programming and we are carefully monitoring the learning outcomes and achievement. Dr. Spang described the current 3 + 1 programs: Biology, Computer Science and Engineering, Criminal Justice, Nursing and Psychology.
- 2) RCBC currently has an Electrical Engineering Technology program that is ABET accredited. We are working with Rowan University to create a Mechanical Engineering Technology program to include Baccalaureate programs through Rowan University that will only be offered at Rowan College at Burlington County.
- 3) Additional programs planned with Rowan University are Inclusive Education, which comprises Elementary and Special Education, as well as a Health Sciences degree.
- 4) Dr. Spang provided an update on the Middle States accreditation, which includes a strategic alignment with the Middle States criteria. The College will submit a self-study report in Spring 2019. There are approximately 150 people College-wide working on this effort.
- 5) The final item for discussion was academic grants.

Ms. Anna Payanzo Cotton, Vice President of Workforce Development and Lifelong Learning, also provided an update for Workforce Development:

- 1) The RCBC Workforce Development Institute received the Talent Development Award and she recognized Ms. Leah Arter, Executive Director, for being instrumental in ensuring submission of the application and moving this effort forward. We are one of several leads throughout the state who have been identified. RCBC will be the lead in the transportation, logistics, and distribution program. Our goal is to develop and disseminate career pathways in this industry and host career partners utilizing the \$100,000 award. Training will be offered through high school and industry partners.
- 2) Trustee Renee Liciaga inquired about the source of the grant funding. Ms. Payanzo Cotton indicated the grant funds are provided by the NJ Department of Labor and Workforce Development. Chair Nyikita, Vice Chair Christopher Brown and the Board congratulated Anna, Leah and staff on this success.

Chair Nyikita invited questions on the Academic Report. Seeing none, this concluded the Academic Committee Report.

Before continuing with the meeting, Chair Nyikita recognized Assemblyman Wayne DeAngelo, Mercer County, in attendance this evening. The Board Chair also welcomed newly appointed Trustee Gino Pasqualone to the Board.

COMMENTS FROM THE PUBLIC

Ms. Carol Melman of Springfield Township addressed the Board regarding the Pemberton pool. Ms. Melman requested the Board's short- and long-term goals for the pool. She described the various groups that presently use it. Chair Nyikita indicated the pool will remain open in the short term. Ms. Melman recommended that the Board turn over the pool to the Burlington County Parks Department if the College has no long-term plans for it. She indicated there are fewer participants in swim classes and on school swim teams in anticipation of the pool closing. Ms. Melman further noted the length of time she has used the pool and the poor condition of the locker rooms in Pemberton.

Vice Chair Christopher Brown indicated that RCBC is looking into an athletic facility. He requested a fee schedule for the pool and athletic fields. Ms. Melman pays approximately \$240. per year for use of the pool and weight room. Compared with other pools, she likes the College pool best. Ms. Melman was referred to the College Board of Trustees by the Burlington County Freeholders. Chair Nyikita thanked Ms. Melman for her concerns and indicated staff will look into the condition of the Pemberton locker rooms.

COMMENTS FROM THE BOARD

Trustee Kevin Brown welcomed Mr. Pasqualone to the Board. He has known him for several years and indicated he will be an asset to the Board of Trustees.

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, Chair Nyikita made the motion, second by Trustee Jamie Martin, and by unanimous vote the Board of Trustees' Meeting adjourned at 6:17 P.M.

Respectfully submitted,

Mr. Michael Cioce
Acting Board Secretary

MC:Imd