

**ROWAN COLLEGE AT BURLINGTON COUNTY**

**BOARD OF TRUSTEES  
SPECIAL PUBLIC MEETING**

**Monday, June 25, 2018**

**Mount Laurel Campus, Votta Hall, Willingboro Room  
300 College Circle  
Mount Laurel, New Jersey**

**MINUTES**

**CALL TO ORDER**

Board of Trustees Chair George Nyikita called the meeting to order at 3:04PM. Participation by conference call was made available to Board members.

**ROLL CALL**

*Members Present:* Mr. James Anderson (by phone), Mr. Christopher Brown (by phone), Mr. Daniel Gee (by phone), Ms. Jamie Martin (by phone), Mr. Daryl Minus-Vincent, Mr. Dorion Morgan (by phone), Mr. George Nyikita, Mr. Gino Pasqualone (by phone), Mr. Mickey Quinn (by phone)

*Absent:* Mr. Kevin Brown, Ms. Renee Liciaga

*Also Present:* Mr. Michael Cioce (Acting President and Board Secretary), Mr. Thomas Czerniecki, Ms. Anna Payanzo Cotton, Ms. Michelle Russell, Mr. Greg Volpe, 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 8, 2017, which was amended by a public notice released on June 23, 2018, 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."

**1. Board Action**

- Chair Nyikita indicated that Tab 1 could not be submitted to the Board for approval at the June 19, 2018 Board of Trustees Meeting as we were anticipating premium and casualty coverage information that is positioned equal to or better than a previous offer for accident and risk management insurance. The College will change from one carrier to Burlington County Board Insurance Commission, resulting in a savings of \$10,000, as well as future stability on the premium increase. Chair Nyikita invited questions. Vice Chair Christopher Brown inquired about the change and the Board explained to his satisfaction. There were no other questions and the Chair proceeded with Tab 1.

**Board Action (Resolution(s) for Approval)**

**Tab #1:** Resolution #2018-176-01, A Resolution Authorizing Rowan College at Burlington County to join the Burlington County Insurance Commission

Mr. Nyikita requested a motion to approve Tab 1. On motion by Trustee Daniel Gee, and a second by Trustee Mickey Quinn, and a unanimous vote in favor, Resolution 1 was approved.

**Tab #2:** Resolution #2018-176-02, A Resolution Approving Personnel Actions for Rowan College at Burlington County

Mr. Nyikita requested a motion to approve Tab 2. On motion by Trustee Gino Pasqualone, a second by Trustee Daniel Gee, and a unanimous vote in favor, Resolution 2 was approved.

**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
June 25, 2018**

**RESOLUTION #2018-176-01**

**A RESOLUTION AUTHORIZING ROWAN COLLEGE AT BURLINGTON COUNTY  
TO JOIN THE BURLINGTON COUNTY INSURANCE COMMISSION**

**WHEREAS**, a number of county entities have joined together to form an Insurance Commission (hereinafter the “Commission”) as permitted by N.J.S.A 40A:10-35; and

**WHEREAS**, a number of county entities have joined together to form an Insurance Commission (hereinafter the “Commission”) as permitted by N.J.S.A 40A:10-35; and

**NOW, THEREFORE**, be it resolved by the Trustees of the College (hereinafter the “Governing Body”) now assembled in public session this 25<sup>th</sup> day of June 2018, does hereby agree to join the Commission effective July 1, 2018 and approves the 2018 assessment of \$659,562;

**BE IT FURTHER RESOLVED** that Rowan College at Burlington County is applying to the Commission for the following types of coverages:

1. Workers’ Compensation and Employers’ Liability
2. Liability, other than motor vehicle;
3. Property Damage, other than motor vehicle;
4. Motor Vehicle.
5. Public Officials Liability/Employment Practices Liability
6. Environmental Impairment Liability

**BE IT FURTHER RESOLVED**, that the Governing Body agrees to become a member of the Commission for an initial period not to exceed three (3) years, the commencement of which shall coincide with the effective date of the Commission's operation and coverage, or the effective date of membership, whichever occurs later.

**BE IT FURTHER RESOLVED** that the Governing Body hereby adopts and approves of the Rules and Regulation of the Commission; and

**BE IT FURTHER RESOLVED** that the Executive Director is authorized to execute the application for membership and the accompanying certification on behalf of the Governing Body; and

**BE IT FURTHER RESOLVED** that the Governing Body is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the Commission as are required by the Commission's Rules & Regulation and to deliver same to the Executive Director of the Commission with the express reservation that said document shall

become effective only upon the applicant's admission to the Commission following approval by the Commission, passage by the Governing Body of a Resolution Accepting Assessment.

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

I, Jaclyn Angermeier, Executive Director, Financial Services, do hereby certify that adequate funds are available in the Fiscal Year 2019 Operating Budget to pay for the contract between Rowan College at Burlington County and the Burlington County Insurance Commission.

The money necessary to fund said contract is \$659,562. 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:

1-10410-9710 (General Institutional, Insurance)

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Jaclyn Angermeier  
Executive Director, 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 **Special Meeting held on Monday, June 25, 2018** on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
2 Christopher J. Brown, Vice Chair								2
3 Kevin Brown								3
4 Daniel Gee								4
5 Renee Liciaga								5
6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

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George Nyikita  
Chairperson

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Dr. Michael Cioce  
Acting Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES SPECIAL MEETING  
June 25, 2018**

**RESOLUTION #2018-176-02**

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

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

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

Kimberly Patrizi as Payroll Specialist at \$42,000;  
Meghan McCormick as Payroll Specialist at \$42,000; and

**WHEREAS**, the Board has approved the reorganization of the Workforce Development Institute (WDI) on June 19, 2018, the following changes to internal personnel are recommended to ensure consistency with the organizational chart approved under Resolution #2018-170-17, effective July 1, 2018;

Leah Arter as Director of Business Engagement (change in title only);  
Linda Bobo as Director of Program Development and Instruction (change in title only);  
Stacy Hunt as Account Relationship Manager (change in title only);  
Nicole Scott as Program Development Manager (change in title only);  
Ann McCollum as Program Delivery Manager (change in title only);  
Anthony Phillips as Job Foundations Manager (change in title only);  
Zahirah Sabir as WDB Administration Manager (change in title only);  
John Miller as Career Services Manager (change in title only);  
Maria Dewar as Program Development Specialist (change in title, salary TBD);  
Alison DeJoseph as Program Development Specialist (change in title, salary TBD);  
Barbara Weir as Work Experience Coordinator (change in title only);  
Samuel Jay as Adult Basic Education Case Manager/Resource Specialist (change in title and to Full Time at salary TBD);  
Lori Niles as Adult Basic Education Administrative Assistant at \$17/hour (from temp agency);  
Bryannah Janota as Workshop Specialist (change in title only); 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 June 25, 2018 Board meeting, namely;

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

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

Stephanie Wilson, Adjunct, Liberal Arts;  
Felicia Hopson, Adjunct, Liberal Arts;  
Sean Kennedy, Adjunct, Liberal Arts;  
Anthony Lorine, Adjunct, Liberal Arts;  
Susan Kim, Adjunct, Liberal Arts;  
Linda Lyman, Adjunct, Liberal Arts;  
Catherine Heinold, Adjunct, STEM;  
Steven Ciccariello, Evidence Based Program Coordinator, RSVP;  
Sondra Kennedy, RSVP Coordinator, RSVP;  
Frances Cirenza, MIPPA Coordinator, RSVP;  
Brenda Paulson, RSVP Outreach Coordinator, RSVP;  
Brian Hill, SHIP Outreach Coordinator, RSVP; and

**WHEREAS**, the Acting President recommended to the Personnel Committee who subsequently is recommending to the Board of Trustees, the approval and ratification of the following leave of absences, namely;

Jean Marie Ingling, Financial Services, Unpaid LOA;

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

**NOW THEREFORE**, be it resolved that the Board of Trustees, now assembled in public session this 25<sup>th</sup> day of June 2018, hereby approves the above stated personnel actions for Rowan College at Burlington County.

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Special Meeting held on Monday, June 25, 2018** on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
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George Nyikita  
Chairperson

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Dr. Michael Cioce  
Acting Secretary



**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
June 25, 2018**

**RESOLUTION #2018-176-02**

**ADJUNCT AND PART-TIME TRAINER LISTING**

**Liberal Arts**

Barqawi, Bareeq  
Romano, Catherine

**STEM**

Mundrick, Francesca  
Dark, Melissa  
Fynan, Michael  
Harad, Stephen

**COMMENTS FROM THE PUBLIC**

There were none.

**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. On motion by Trustee Gino Pasqualone, second by Trustee Daryl Minus-Vincent, and a unanimous vote in favor, the meeting was adjourned at 3:08PM.

Respectfully submitted,

Dr. Michael A. Cioce  
Acting Board Secretary

MAC:imd