

ROWAN COLLEGE AT BURLINGTON COUNTY

**BOARD OF TRUSTEES
REGULAR PUBLIC MEETING**

Tuesday, August 20, 2019

**Mount Laurel Campus, Student Success Center
Executive Conference Room 138
1500 College Circle
Mount Laurel, New Jersey**

MINUTES

CALL TO ORDER

Board of Trustees Chair George Nyikita welcomed everyone in attendance and called the meeting to order at 5:34PM.

FLAG SALUTE

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

SWEARING IN NEW ALUMNI TRUSTEE

Chair Nyikita introduced and welcomed Ms. Jillian Volpe as the newly elected Alumni Trustee to the Rowan College at Burlington County Board of Trustees. Ms. Volpe was elected by RCBC students to serve as Alumni Trustee for the 2019-20 academic year. Her term will expire on June 30, 2020.

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

Ms. Volpe graduated from RCBC in May 2019 with an Associate of Science degree. She plans to continue in her pursuit of a nursing degree and is excited to attend Thomas Jefferson University's College of Nursing this fall.

During her time at the College, Ms. Volpe was a member of the National Society of Leadership and Success (NSLS), Chi Alpha Epsilon, the honor society for students in the Educational Opportunity Fund (EOF) program, and Phi Theta Kappa, the honor society for community college students. She also became the EOF peer counselor as a student worker.

ROLL CALL

Board Present: Mr. Kevin Brown, Dr. James Kerfoot, Ms. Jamie Martin, Mr. Daryl Minus-Vincent (by phone), Mr. Dorion Morgan, Mr. George Nyikita, Mr. Gino

Pasqualone, Mr. Mickey Quinn (by phone), Ms. Jillian Volpe (Alumni Trustee)

Board Absent: Mr. James Anderson, Mr. Christopher Brown, Ms. Renee Liciaga

RCBC Present: Dr. Michael A. Cioce (President and Board Secretary), Dr. Karen Archambault, Dr. Cathy Briggs, Ms. Emmy Casa, Mr. Thomas Czerniecki, Mr. Matthew Farr, Ms. Linda Higgins, Ms. Crystal Hill, Mr. James Lawless, Mr. Mark Meara, Mr. Harry Metzinger, Dr. Martin Hoffman, Ms. Anna Payanzo Cotton, Ms. Donna Podolski, Dr. Anita Rudman, Ms. Michelle Russell, Ms. Samantha Russell, Dr. David Spang, Dr. Edem Tetteh, Ms. Donna Vandergrift, Mr. Greg Volpe, Mr. Jonathan Weisbrod, Mr. William Whitfield, Mr. Michael Yakubov, Mr. William Burns (Board Solicitor) and Ms. Lynne Marie Devericks (Board Recorder)

Guests: Mr. Michael Tamn, Southampton Township

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, 2018, setting forth the date, time, and location of regular meetings of the Board of Trustees, which resolution was, within seven days of passage, posted on the College Web site, sent to *The Burlington County Times*, *The Courier-Post*, *The Trenton Times*, and the Burlington County Clerk.”

MINUTES

Chair George Nyikita requested a motion to approve the regular public minutes for the June 18, 2019, Board Meeting. With a motion by Trustee James Kerfoot, a second by Trustee Dorion Morgan, and a unanimous vote in favor, the Board approved the minutes as written. There were no questions or comments.

REPORTS

1. President’s Report:

- The President’s Report was presented in written form to the Board, which included news and events from June 18, 2019 to August 20, 2019.
- The On-Campus Crime and Fire Incident Report, prepared by Captain Edmund Johnson, RCBC Public Safety, and reviewed by Director Andrew Eaton, was presented in written form to the Board for the period June 11, 2019 to August 12, 2019.
- The President made the following announcement in addition to the written reports provided in the Board packet:

- 1) All Burlington County residents were mailed a post card informing them about the State of New Jersey's Community College Opportunity Grant. It allows all residents and prospective students with a household income under \$65,000 to attend RCBC tuition and fee free. There is a dedicated Website, www.rcbc.edu/free for more information. The Enrollment Management and Student Success team have been working with students by phone, in person and by e-mail vigilantly over the last few days in anticipation of the Fall 2019 semester, which starts in the next few days.

- On events:

- 1) RCBC officially unveiled the Sculpture Garden on the Mt. Laurel Campus quad today. There were four sculptures relocated from the Pemberton Campus to Mt. Laurel. For more information, please visit www.rcbc.edu/sculptures.
- 2) The first day back for faculty is August 26, 2019, with a day of academic programming scheduled. Board members are welcome to attend. The larger, more traditional Welcome Back event will be held on Friday, September 27, 2019 for all full-time employees. The date was moved to late September because large groups of employees were unable to attend since they are busy enrolling students. The first day of classes is Wednesday, August 28, 2019.
- 3) We will celebrate the College's 50th Anniversary of the first day of classes on Thursday, September 5, 2019, with the opening of the time capsule. The time capsule was buried in the Lewis Parker Center on the Pemberton Campus in 1969.
- 4) We have our own ice cream flavor, called Barry's Blast, at Vincent's Homemade Ice Cream, in honor of RCBC's 50th anniversary, which will debut on September 5, 2019.
- 5) The opening of the RCBC Food Pantry for students, with the Secretary of Higher Education, Dr. Zakiya Smith Ellis, will take place on Monday, September 9, 2019. The pantry will open on Tuesdays in Votta Hall for any current student, no questions asked. Service-Learning students will operate the pantry and funding is provided through the Community College Opportunity Grant (CCOG).
- 6) For the second year in a row, RCBC will host the Naturalization Ceremony with the help of the United States Citizenship and Immigration Services on Friday, September 13, 2019, in the Votta Hall Auditorium. President Cioce is excited about the opportunity to participate again this year in what he described as a very powerful and moving event. Last year, we saw 100 individuals from 45 countries receive American citizenship, and this year we expect to see approximately 150.

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

2. **Board Reports**

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

Chair Nyikita announced that the Finance/Facilities Committee met on Tuesday, August 13, 2019, and the Committee discussed various budget and finance and facilities items.

Chair Nyikita proceeded with a review of Tabs 1 through 6 for the Board's consideration:

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

- Tab #1:** Resolution #2019-232-01, A Resolution to approve and ratify requested business-related travel.
- Tab #2:** Resolution #2019-232-02, A Resolution to approve and ratify contracts.
- Tab #3:** Resolution #2019-232-03, A Resolution to award a contract to Educational Solutions Enterprises for the purchase of various hydraulic related equipment to be used as part of the curriculum developed under the MET 3+1 Program in the amount of \$133,150.27.
- Tab #4:** Resolution #2019-232-04, A Resolution to award a contract to Educational Solutions Enterprises for the purchase of various pneumatic related equipment to be used as part of the curriculum developed under the MET 3+1 Program in the amount of \$73,105.21.
- Tab #5:** Resolution #2019-232-05, A Resolution to award a contract to Educational Solutions Enterprises for the purchase of various machine design related equipment to be used as part of the curriculum developed under the MET 3+1 Program in the amount of \$47,648.60.
- Tab #6:** Resolution #2019-232-06, A Resolution to adopt/affirm certain board policies.

Chair Nyikita requested a motion to move Tabs 1 through 6, as recommended by the Finance Facilities Committee. With a motion by Trustee Dorion Morgan and a second by Trustee Kevin Brown, the Board approved Resolutions 1 through 6 with all in favor and none opposed. There were no questions.

This concluded the Finance/Facilities Committee Report.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
August 20, 2019**

RESOLUTION #2019-232-01

TO APPROVE AND RATIFY REQUESTED BUSINESS RELATED TRAVEL

APPROVE

Katherine Gonzalez, Retention Advisor – 10/28/19 – 10/31/19
National Symposium on Student Retention hosted by the Consortium for Student Retention Data Exchange at the University of Oklahoma
New Orleans - \$1,763.64 (Perkins FY20)

Genevieve Lumia, RSVP Volunteer – 9/12/19 – 9/14/19
Travel to University of Illinois at Chicago to become a Master Trainer in Fit & Strong under the RSVP augmentation grant
Chicago, IL - \$1,317.07 (Grant-funded)

Donna Dart, RSVP Volunteer – 9/12/19 – 9/14/19
Travel to University of Illinois at Chicago to become a Master Trainer in Fit & Strong under the RSVP augmentation grant
Chicago, IL - \$1,317.07 (Grant-funded)

Buffy Stolte, Radiography clinical coordinator – 11/3/19 – 11/6/19
Joint Review Committee on Education in Radiologic Technology (JRCERT) 50th Anniversary Conference
Chicago, IL - \$1,090.00 (Grant-funded)

Pamela J. Joseph, Director of Radiography – 11/3/19 – 11/6/19
Joint Review Committee on Education in Radiologic Technology (JRCERT) 50th Anniversary Conference
Chicago, IL - \$1,977.42 (Grant-funded)

Greg Volpe, Executive Director Strategic Marketing and Communications – 11/11/19 – 11/13/19
District Conference of the National Conference for Marketing and Public Relations
Providence, RI - \$1,123.50

Greg Volpe, Executive Director Strategic Marketing and Communications – 3/21/2020 – 3/24/2020
National Conference for the National Council of Marketing and Public Relations (NCMPR)
Orlando, FL - \$1,858.00

Dr. Michael Cioce, President – 10/03/19 – 10/04/19
AACC Unfinished Business Meeting
Washington, DC - \$188.00

Zahirah Sabir, Workforce Development Board Administration Manager – 10/11/19 – 10/14/19
National Career Pathways Network Conference
Orlando, FL - \$1,780.00

Dr. Karen Archambault, VP EMSS – 10/18/19 -10/23/19
NACADA Conference
Louisville, KY - \$1,359.60

Alaina Walton, Compliance & Research Specialist – 9/11/19 – 9/13/19
Drexel University Annual Assessment Conference
Philadelphia, PA - \$390.00

Dr. Karen Montalto, Dean of Health Sciences – 9/8/19 – 9/13/19
Conference for updates to the National Council Licensure exam
Phoenix, AZ - \$1,376.00 (Grant-funded)

Patricia Price, Nursing Program Support Manager – 9/8/19 – 9/13/19
National Council State Board of Nursing Conference
Phoenix, AZ - \$1,223.00 (Grant-funded)

Laura Skrable, Simulation Lab Coordinator – 9/25/2019 – 9/29/19
NLN 2019 Education Summit
Washington DC - \$2,722.32

Courtney Dyott – DMS Clinical Coordinator – 7/9/19 – 7/10/19
Annual Sonobowl Competition
Columbia, MD - \$368.55

RATIFICATION

Colleen Spiehs, Nursing Professor – 8/7/19 – 8/11/19
Nuts & Bolts for Nurse Educators Conference
Minneapolis, MN - \$2,124.34 (Grant-funded)

Shannon Williams, Nursing Instructor – 8/7/19 – 8/10/19
Nuts & Bolts for Nurse Educators Conference
Minneapolis, MN - \$1,888.83 (Grant-funded)

Elizabeth Brendle, Assistant Professor – 8/8/19 – 8/11/19
Nuts & Bolts for Nurse Educators Conference
Minneapolis, MN - \$1,575.61 (Grant-funded)

Audrey Brooks, Nursing Instructor – 8/7/19 – 8/11/19
Nuts & Bolts for Nurse Educators Conference
Minneapolis, MN - \$2,276.11 (Grant-funded)

Dr. Martin Manno, Director of Nursing – 8/7/19 – 8/11/19
Nuts & Bolts for Nurse Educators Conference
Minneapolis, MN - \$2,559.85 (Grant-funded)

Laura Skrable, Simulation Lab Coordinator – 8/7/2019 – 8/11/19
Nuts & Bolts for Nurse Educators Conference
Minneapolis, MN - \$2,486.26 (Grant-funded)

Sepideh Abdollahzadeh – DMS Program Director – 7/9/19 – 7/10/19
Annual Sono Bowl Competition at Howard Community College
Columbia, Maryland - \$360.38

Sepideh Abdollahzadeh – DMS Program Director – 7/25/19 – 7/28/19
This trip will propose updated and current facilitation trends for DMS educators. This conference is a requirement per accreditation.
Boston, MA - \$2,651.60 (Grant-funded)

Courtney Dyott – DMS Clinical Coordinator – 7/25/19 – 7/28/19
This trip will propose updated and current facilitation trends for DMS educators. This conference is a requirement per accreditation.
Boston, MA - \$2,651.60

William Whitfield, Assistant Professor/PTK Advisor – 6/27/19 – 6/30/19
PTK Middle States Academy
Harrisburg, PA - \$1,765.34

Susan P. Scully, Director Health Information Management – 7/28/19 – 7/31/19
AHIMA Assembly on Education
Atlanta, Georgia - \$2,020.03

REIMBURSEMENT

Dr. Anita Rudman, Associate Provost – 7/31/2019 – 8/2/2019
IHEP Summit/Association for Institutional Research for 2019 Interactive Policy Summit
Minneapolis, MN - \$495.31 due employee

Lanzhen Tian, Information Specialist – 5/30/19 – 5/31/19
NJLA Conference
Atlantic City, NJ - \$242.39 due employee

Lanzhen Tian, Information Specialist – 6/13/19 – 6/13/19
VALE OER Summit at Raritan Valley Community College
Branchburg, NJ - \$61.04 due employee

Andrew Eaton, Director of Public Safety – 4/16/19 - 4/18/19
College & University Public Safety Association Annual Training and Networking Conference
Atlantic City, NJ - \$80.21

Heather Conger, Director of Athletics – 6/8/19 – 6/12/19
NACDA/NATYCAA Convention
Orlando, FL - \$1,993.37

Laura Skrable, Simulation Coordinator – 6/9/19 – 6/12/19
NLN 2019 Leadership Program for Simulation Educators
Washington DC - \$557.36 due employee

Edem Tetteh, Dean S.T.E.M. – 6/15/19 – 6/19/19
2019 American Society for Engineering Education (ASEE) Conference
Tampa, FL - \$370.71 due employee

Linda Hecker, Director of Dental Hygiene – 6/20/19 – 6/23/19
American Dental Hygienists' Association Annual Meeting
Louisville, Kentucky - \$746.60 due employee

Eileen E. Swiatkowski – Grants Specialist – 6/16/19 – 6/19/19
Annual American Society for Engineering Education
Tampa, FL - \$2,171.73

Elaine Young, NSF Grant Program Coordinator – 6/15/19 – 6/19/19
American Society for Engineering Educators (ASEE) conference
Tampa, FL - \$150.36

Daniel J. Sullivan, NSF Grant Project Manager – 6/15/19 – 6/19/19
American Society for Engineering Educators (ASEE) conference
Tampa, FL - \$304.72

Lois Aaronson, Adjunct Faculty – 6/20/19 – 6/23/19
American Dental Hygienists Association Annual Conference
Louisville, Kentucky - \$815.05

Erika Baldt, Associate Professor – 7/4/19 – 7/8/19
Katherine Mansfield Conference
Krakow, Poland - \$394.73

Karen Bennett, RSVP Director – 7/16/19 – 7/18/19
RSVP Grant Conference
Columbus, OH- \$464.24

Jonathan Weisbrod, Mathematics Instructor – 7/14/19 – 7/19/19
Mu Alpha Theta National Mathematics Honor Society Convention
Las Vegas, NV - \$262.05

Karen Bennett, Director RSVP – 6/17/19 – 6/20/19
Points of Light Administration Conference
St. Paul - \$347.81

David Peterson, Library Director – 5/30/19 – 5/31/19
New Jersey Library Association Conference
Atlantic City, NJ - \$236.87

Dr. David Spang, Sr. Vice President & Provost – 6/16/19 – 6/19/19
American Society for Engineering Education (ASEE)
Tampa FL - \$183.88

Dr. Nicole Scott, Manager Program Development, WDI – 6/16/19 – 6/19/19
ASEE 126th Annual Conference
Tampa, FL - \$155.21

Susan P. Scully, Director Health Information Management – 7/28/19 – 7/31/19
AHIMA Assembly on Education
Atlanta, Georgia - \$1,302.00 (Grant-funded)

Adrienne Dahms, Asst Dir of Student Life – 7/31/2019 – 8/1/2019
Presenter at NEASEA Conference
Philadelphia, PA - \$56.44 due employee

Dr. Martin A. Hoffman, Sr., Dean of Learning Resources – 7/31/2019 – 8/4/2019
ITC Summer Board of Directors' Retreat
Milwaukee, WI - \$234.13 due employee

Katherine Gonzalez – 3/14/19 – 3/15/19
NACADA Conference
Atlantic City, NJ - \$62.78

Patricia Price, Nursing Program Support Manager – 7/17/19 – 7/21/19
ACEN Education
Atlanta, GA - \$1,173.90

Tyler Conlin, Administrative Sergeant - 4/16/2019- 4/18/2019
College University and Public Safety Association Conference
Atlantic City, NJ- \$505.72

Joseph Rizzo, Instructor Criminal Justice – 6/12/19 – 6/13/19
Middle States Correctional Conference
Washington, DC - \$196.20 due employee

Sepideh Abdollahzadeh – DMS Program Director – 7/25/19 – 7/28/19
DMS Conference
Boston, MA - \$240.84 due employee

Courtney Dyott – DMS Clinical Coordinator – 7/25/19 – 7/28/19
DMS Conference
Boston, MA - \$193.52 due employee

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the Monthly Meeting held on Tuesday, August 20, 2019 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 James Kerfoot								4
5 Renee Liciaga								5
6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

George Nyikita
Chairperson

Dr. Michael A. Cioce
Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
August 20, 2019**

RESOLUTION #2019-232-02

TO APPROVE AND RATIFY CONTRACTS

FOR APPROVAL:

A Professional Training and Services Agreement between Rowan College at Burlington County, Workforce Development Institute, and Sigma Imaging Technologies to provide professional training and education services to their eligible employees at in-county tuition rates.

A proposal with The Conover Company for soft skills assessment and training modules for customers of the American Job Center. The service is fully WIOA grant funded.

A proposal with Group i & i Consultancy for professional development training for Burlington County Job Center employees. The service is fully WIOA grant funded.

An Affiliation Agreement between Rowan College at Burlington County and AtlantiCare Regional Medical Center for RCBC students' clinical experience in the Tumor Registry Program for the period May 1, 2019 to May 31, 2020.

An Affiliation Agreement with The Valley Hospital for RCBC students' clinical practice.

An Affiliation Agreement with the University of Pennsylvania Health System for RCBC students' training in Cancer Registry.

A Professional Training and Education Services Agreement between Rowan College at Burlington County, Workforce Development Institute, and PICS ITech to collaborate and support continued education of PICS' associates.

A contract with SD Gameday LLC for Athletic Training Services provided to Rowan College at Burlington County beginning August 2019 for \$55.00/hour, signed by representative on July 8, 2019.

An Education Affiliation Agreement between RCBC HIM and Ascension Via Christi Hospitals, Wichita, Kansas (St. Francis, St. Joseph), Via Christi Rehabilitation Center and Via Christi Hospital St. Teresa, for the period August 15, 2019 to August 15, 2022, to train students to enter professional fields that require practicum/clinical educational and training experiences in health care facilities.

An Affiliation Agreement between the Cooper Health System and RCBC for the purpose of educating and training students in Magnetic Resonance and Computed Tomography programs.

A Memorandum of Understanding between Rowan College at Burlington County and ProTrain LLC, with its principal office at 2621 Bradford Grove Place, Raleigh, North Carolina, to provide Human Resource certificate programs and an AutoCAD program for the Workforce Development Institute.

An agreement with Bergen Community College, and other community colleges, to build healthcare career pathways and to provide opportunities to veterans and unemployed individuals. (WDI)

A Student Affiliation Agreement between Rowan College at Burlington County and The American Oncologic Hospital d/b/a Hospital of the Fox Chase Cancer Center, effective August 6, 2019, to participate in Cancer Registry training.

An Educational Service Agreement between RCBC and “The Blockchain Academy, Inc.” for two years beginning August 5, 2019, to offer on-line Blockchain Technology training programs. These programs will expand offerings through a third-party training partnership.

To approve a Transfer Pathways Memorandum of Understanding between Rowan College at Burlington County and Stockton University for a five-year period to transfer academic credits between institutions of higher education thereby helping students save both time and money by eliminating unnecessary duplication and repetition of courses.

RCBC and BCIT Revenue Sharing Agreement - institutions agree to share training expenses and revenue for the Advanced Manufacturing Certificate Cohort #5 at BCIT in Medford, NJ on 6/26/19 to 9/3/19; Class #2: 9/9/19 – 12/19/19 (tentative dates); Class #3: 3/2/20 – 6/10/20 (tentative dates) in the amount not to exceed \$125,000.

FOR RATIFICATION:

To ratify the Partnership Agreement between Rowan College at Burlington County and Rowan University.

To ratify a preventive maintenance service contract between Rowan College at Burlington County and Getinge USA Sales, LLC, 45 Barbour Pond Drive, Wayne, NJ 07470, to provide equipment maintenance for the Stem/Biology Department, for an amount of \$7,464.00.

To ratify the purchase of Laboratory Mechanical Training Equipment for the STEM Department, with Educational Solutions Enterprises, PO Box 700, Effort, PA 18330, for an amount of \$47,648.60.

To ratify a professional consultant service contract between Rowan College at Burlington County and Netta Architects, 1084 Route 22 West, Mountainside, NJ 07092, for Architectural/Engineering services **for Votta Hall and Evans Hall anticipated project**, for an amount of \$4,800.00.

To ratify a professional consultant service contract between Rowan College at Burlington County and Lisa D. Krausz, LDPlatt Strategies, 20 Bradford Road, Rehoboth Beach, Delaware, 19971, for Comprehensive Integration of Advanced Manufacturing Competencies throughout Associates Degree and Stackable Certificate Curricula, for an amount not to exceed \$12,000.00.

To ratify a professional service contract between Rowan College at Burlington County and Barbara Thornton, 839 Breckenridge Court, New Hope, PA 18938, to provide ART- Caricatures Services for the EOF Summer Institute, on August 20, 2019, at the Mount Laurel Campus, for an amount of \$230.00.

To ratify a professional service contract between Rowan College at Burlington County and Tetra Tech, Inc, Cornerstone Environmental Group, LLC, 100 Crystal Run Road, Suite 101, Middletown, NY 10941, to provide Environmental Compliance Support for Air Pollution, Stormwater, and Water Diversion permitting at the Mount Holly and the Mount Laurel Campus, for an estimated amount of \$5,200.00.

To ratify an agreement with The Evergreens to provide RCBC students with training in the clinical phase of the Associate Degree Nursing Program for a period of two years beginning September 1, 2019 to August 31, 2021.

To ratify a Professional Practice Experience Agreement in Health Information Management with the Los Angeles Cancer Surveillance Program to provide students with professional practice experience for the period of September 1, 2019 to December 31, 2021.

To ratify an Affiliation Agreement between Rowan College at Burlington County and Weisman Children's Rehabilitation Center to provide clinical training for students in the Associate Degree Nursing Program.

To ratify an Eligible Training Provider Agreement with the Burlington County Workforce Development Boards for review and renewal by 7/1 for contract period July 1, 2019 through June 30, 2021.

To ratify a contract with Simplicity in the amount of \$6,569.77 for the Career Services' CareerLink site. This is the job board utilized by students and alumni where they can receive information about current job opportunities, internship opportunities, student worker positions and other employment-related events.

To ratify and contract with Emsi for an Analyst subscription for the period beginning August 1, 2019 to July 1, 2020 in the amount of \$6,000.

To ratify an Affiliation Agreement with Cape Regional Medical Center for RCBC students' clinical education and instructional purposes for the Diagnostic Medical Sonography Program, beginning August 1, 2019 to July 31, 2021.

To ratify a professional service contract between Rowan College at Burlington County and Margaritas 2U LLC, d/b/a Lollypops Ice Cream, 529 W. Main Street, Riverton, New Jersey, 08077, to provide four (4) sections of water ice for 50 people for one (1) hour on Wednesday, August 21, 2019, for an amount of \$220.00.

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the Monthly Meeting held on Tuesday, August 20, 2019 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 James Kerfoot								4
5 Renee Liciaga								5
6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								11

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

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
August 20, 2019**

RESOLUTION #2019-232-03

**TO AWARD A CONTRACT TO EDUCATIONAL SOLUTIONS ENTERPRISES FOR
THE PURCHASE OF VARIOUS HYDRAULIC RELATED EQUIPMENT TO BE USED
AS PART OF THE CURRICULUM DEVELOPED UNDER THE MET 3+1 PROGRAM
IN THE AMOUNT OF \$133,150.27**

WHEREAS, the College has a need for additional classroom trainers to support the continued development of the Mechanical Engineering Technology (MET) program offers a 3+1 AAS/BS career requiring degree with Rowan University. The program involves the understanding of how products and machinery work as well as how to design, fabricate and use them. The lab equipment will be used in laboratories such as Mechanical Design, Computer Numerical Control CNC Programming, Computer-Aided Manufacturing CAM, Applied Thermal Energy, Material Processes and Manufacturing, Mechanical Fluid Transmission that involves the use of Hydraulic and Pneumatics equipment, Engineering Safety, Measurement, and Quality control; and

WHEREAS, the MET students will be using the equipment to fulfill the requirements of the program by getting knowledge and skills necessary for understanding, controlling, operating and maintaining mechanical systems by working to design, and build prototype models. Mechanical Engineering Technology principles such as Mechanical Design, Computer Numerical Control CNC Programming, Computer-Aided Manufacturing CAM, Applied Thermal Energy, Material Processes and Manufacturing, Mechanical Fluid Transmission which involves used of Hydraulic and Pneumatics equipment, Engineering Safety, Measurement and Quality will be covered; 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, **Educational Solutions Enterprises** has completed and submitted a Business Entity Disclosure Certification which certifies that **Educational Solutions Enterprises** 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 **Educational Solutions Enterprises**, 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 **Educational Solutions Enterprises**, P.O. Box 700, Effort, PA 18330; 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: **Educational Solutions Enterprises**, P.O. Box 700, Effort, PA 18330; and

NOW, THEREFORE, be it resolved by the Trustees of the College, now assembled in public session this 20th day of August 2019, that contract be awarded to **Educational Solutions Enterprises** in the amount of \$133,150.27.

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

I, Thomas Czerniecki, Sr. Vice President Operations and Administration, do hereby certify that adequate funds are available in the Grant Funds Budget to pay for the contract between Rowan College at Burlington County and **Educational Solutions Enterprises**.

The money necessary to fund said contract is not to exceed **\$133,150.27**. The contract is subject to the availability of funds and upon approval of the contract the funds will be charged to the following budget line item appropriations:

3-60343-9825 (Perkins FY20, Educational Equipment)

Thomas Czerniecki
Sr. Vice President of Administration & Operations

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the Monthly Meeting held on Tuesday, August 20, 2019 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 James Kerfoot								4
5 Renee Liciaga								5
6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

George Nyikita
Chairperson

Dr. Michael A. Cioce
Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
August 20, 2019**

RESOLUTION #2019-232-04

**TO AWARD A CONTRACT TO EDUCATIONAL SOLUTIONS ENTERPRISES FOR
THE PURCHASE OF VARIOUS PNEUMATIC RELATED EQUIPMENT TO BE USED
AS PART OF THE CURRICULUM DEVELOPED UNDER THE MET 3+1 PROGRAM
IN THE AMOUNT OF \$73,105.21**

WHEREAS, the College has a need for additional classroom trainers to support the continued development of the Mechanical Engineering Technology (MET) program offers a 3+1 AAS/BS career requiring degree with Rowan University. The program involves the understanding of how products and machinery work as well as how to design, fabricate and use them. The lab equipment will be used in laboratories such as Mechanical Design, Computer Numerical Control CNC Programming, Computer-Aided Manufacturing CAM, Applied Thermal Energy, Material Processes and Manufacturing, Mechanical Fluid Transmission that involves the use of Hydraulic and Pneumatics equipment, Engineering Safety, Measurement, and Quality control; and

WHEREAS, the MET students will be using the equipment to fulfill the requirements of the program by getting knowledge and skills necessary for understanding, controlling, operating and maintaining mechanical systems by working to design, and build prototype models. Mechanical Engineering Technology principles such as Mechanical Design, Computer Numerical Control CNC Programming, Computer-Aided Manufacturing CAM, Applied Thermal Energy, Material Processes and Manufacturing, Mechanical Fluid Transmission which involves used of Hydraulic and Pneumatics equipment, Engineering Safety, Measurement and Quality will be covered; 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, Educational Solutions Enterprises has completed and submitted a Business Entity Disclosure Certification which certifies that Educational Solutions Enterprises 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 Educational Solutions Enterprises, 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 **Educational Solutions Enterprises**, P.O. Box 700, Effort, PA 18330; 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: **Educational Solutions Enterprises**, P.O. Box 700, Effort, PA 18330; and

NOW, THEREFORE, be it resolved by the Trustees of the College, now assembled in public session this 20th day of August 2019, that contract be awarded to **Educational Solutions Enterprises** in the amount of **\$73,105.21**.

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

I, Thomas Czerniecki, Sr. Vice President Operations and Administration, do hereby certify that adequate funds are available in the Grant Funds Budget to pay for the contract between Rowan College at Burlington County and **Educational Solutions Enterprises**.

The money necessary to fund said contract is not to exceed **\$73,105.21**. The contract is subject to the availability of funds and upon approval of the contract the funds will be charged to the following budget line item appropriations:

3-60343-9825 (Perkins FY20, Educational Equipment)

Thomas Czerniecki
Sr. Vice President of Administration & Operations

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the Monthly Meeting held on Tuesday, August 20, 2019 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 James Kerfoot								4
5 Renee Liciaga								5
6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

George Nyikita
Chairperson

Dr. Michael A. Cioce
Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
August 20, 2019**

RESOLUTION #2019-232-05

**TO AWARD A CONTRACT TO EDUCATIONAL SOLUTIONS ENTERPRISES FOR
THE PURCHASE OF VARIOUS MACHINE DESIGN RELATED EQUIPMENT TO BE
USED AS PART OF THE CURRICULUM DEVELOPED UNDER THE MET 3+1
PROGRAM IN THE AMOUNT OF \$47,648.60**

WHEREAS, the College has a need for additional classroom trainers to support the continued development of the Mechanical Engineering Technology (MET) program offers a 3+1 AAS/BS career requiring degree with Rowan University. The program involves the understanding of how products and machinery work as well as how to design, fabricate and use them. The lab equipment will be used in laboratories such as Mechanical Design, Computer Numerical Control CNC Programming, Computer-Aided Manufacturing CAM, Applied Thermal Energy, Material Processes and Manufacturing, Mechanical Fluid Transmission that involves the use of Hydraulic and Pneumatics equipment, Engineering Safety, Measurement, and Quality control; and

WHEREAS, the MET students will be using the equipment to fulfill the requirements of the program by getting knowledge and skills necessary for understanding, controlling, operating and maintaining mechanical systems by working to design, and build prototype models. Mechanical Engineering Technology principles such as Mechanical Design, Computer Numerical Control CNC Programming, Computer-Aided Manufacturing CAM, Applied Thermal Energy, Material Processes and Manufacturing, Mechanical Fluid Transmission which involves used of Hydraulic and Pneumatics equipment, Engineering Safety, Measurement and Quality will be covered; 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, Educational Solutions Enterprises has completed and submitted a Business Entity Disclosure Certification which certifies that Educational Solutions Enterprises 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 Educational Solutions Enterprises, 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 **Educational Solutions Enterprises**, P.O. Box 700, Effort, PA 18330; 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: **Educational Solutions Enterprises**, P.O. Box 700, Effort, PA 18330; and

NOW, THEREFORE, be it resolved by the Trustees of the College, now assembled in public session this 20th day of August 2019, that contract be awarded to **Educational Solutions Enterprises** in the amount of **\$47,648.60**.

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

I, Thomas Czerniecki, Sr. Vice President Operations and Administration, do hereby certify that adequate funds are available in the Grant Funds Budget to pay for the contract between Rowan College at Burlington County and **Educational Solutions Enterprises**.

The money necessary to fund said contract is not to exceed **\$47,648.60**. The contract is subject to the availability of funds and upon approval of the contract the funds will be charged to the following budget line item appropriations:

3-60343-9825 (Perkins FY20, Educational Equipment)

Thomas Czerniecki
Sr. Vice President of Administration & Operations

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the Monthly Meeting held on Tuesday, August 20, 2019 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 James Kerfoot								4
5 Renee Liciaga								5
6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

George Nyikita
Chairperson

Dr. Michael A. Cioce
Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
August 20, 2019**

RESOLUTION #2019-232-06

ADOPTION/AFFIRMATION OF CERTAIN BOARD POLICIES

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

WHEREAS, at its request, the College has provided the Board with certain draft and amended policies relating to, among other things, human resources/personnel issues; and

WHEREAS, the various Committees of the Board have undertaken a review of the proposed policies and have recommended that the proposed policies be affirmed, which may require the modification of certain existing policies; and

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

NOW, THEREFORE, BE IT RESOLVED by the Trustees of the College, now assembled in public session this 20th day of August 2019, that:

1. The policy attached hereto and incorporated herein by reference be approved and adopted as written.
2. Be it further resolved that the policy attached hereto is effective immediately.
3. Be it further resolved that the College is authorized to do all things legal and proper to finalize College policies in accordance with the attached, including incorporating any amendments or modifications to existing policy.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING**

August 20, 2019

BOARD POLICIES UPDATES

	Policy No.	Title
1	111	Policy on Discipline

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the Monthly Meeting held on Tuesday, August 20, 2019 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 James Kerfoot								4
5 Renee Liciaga								5
6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								11

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

George Nyikita
Chairperson

Dr. Michael A. Cioce
Board Secretary

TITLE: Policy on Discipline

DATE ADOPTED:

EFFECTIVE DATE: Month, day and year

SUPERSEDES: Month, day and year

PURPOSE: This policy sets forth the discipline policy of the College and is applicable to all College employees regardless of funding sources including but not limited to Federal, State, County, College-generated or any other source whatsoever.

A. Termination

The College considers the following acts to be serious offenses against the interest of the College and the public, and any employee involved in such an act is subject to immediate termination. These acts are not all-inclusive. This list is meant to guide the College in the administration of discipline.

1. Theft of money or property of the College, students, employees or visitors.
2. Use of College property or equipment for private purposes without proper authorization.
3. Unauthorized disclosure of the personal information of College employees or students.
4. Deliberately making a false statement or false entry in any College record or document, including but not limited to job applications, employee timecards, invoices, vouchers, ledgers, receipts, records or payment, checks, medical records, and incident reports.
5. Falsely recording working hours (own or other employees) for any reason not specifically authorized by a supervisor.
6. Violation of any provision of the College's policies on sexual or other unlawful harassment.
7. Acts of violence or fighting, or threats of violence.
8. Unauthorized possession, sale, use of drugs or alcoholic beverages on College property.
9. Appearing at work while under the influence of alcohol or drugs or a violation of the College's drug and alcohol policy.
10. Indecent behavior while on duty.
11. Conviction of felony.
12. Driving a College vehicle or operating other equipment without a valid or suspended license.
13. Unauthorized possession of firearms or dangerous weapons on College property.
14. Sleeping while at work.
15. Repeated violation of any combination of the offenses listed under B (Progressive Discipline).

B. Progressive Discipline

The acts described below will subject employees to progressive discipline as follows:

1st offense – documented counseling

2nd offense – written warning

3rd offense – three-day suspension

4th offense – discharge

The acts include, but are not limited to:

1. Chronic lateness or absenteeism.
2. Failure to perform duties as assigned.
3. Negligence or carelessness, including negligent supervision, that might result in damage to equipment, property, or bodily injury, or morale.
4. Wasting time during work hours.
5. Poor performance.
6. Violation of safety rules and regulations.
7. Leaving job without permission of supervisor.
8. Insubordination.
9. Refusal to cooperate in an investigation by the College and/or its designee.
10. Violation of any provision of the Employee Code of Ethics, Campus Civility Policy, or Employee Code of Conduct and Professional Responsibilities
11. If the College deems it appropriate, any of the items listed under section “A. Termination”.

C. Standard operating procedures

The President of the college is authorized to issues rules, regulations, definitions and standard operating procedures regarding the administration and implementation of this policy.

B. Personnel Committee: Committee Chair Kevin Brown reported:

The Personnel Committee met on Wed., August 14, 2019, to discuss various personnel issues.

Trustee Kevin Brown proceeded with a review of Tab 7 for the Board's consideration:

Personnel Committee Action (Resolution(s) for Approval)

Tab #7: Resolution #2019-232-07, A Resolution approving personnel actions for Rowan College at Burlington County.

Chair Nyikita requested a motion to move Tab 7, as recommended by the Personnel Committee. With a motion by Trustee Dorion Morgan and a second by Trustee Gino Pasqualone, the Board approved Resolution 7 with all in favor and none opposed. There were no questions.

This concluded the Personnel Committee Report.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
August 20, 2019**

RESOLUTION #2019-232-07

**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;

Michael Briggman as PT Custodian at \$11/hour;
Doretha Miles as PT Temporary Bookkeeper at \$15/hour;
Michael Crockrell as PT Public Safety Officer at \$11/hour;
Nicolas Cacia as PT Public Safety Officer at \$11/hour;
Linda Kosyck as Instructor-Nursing at \$60,000;
Cara Piton-Lawton as Assistant Director Advising & Retention at \$50,000;
Michael McMullen as PT Public Safety Officer at \$11/hour;
Mariby Madrigal as PT Student Life Assistant at \$15/hour;
Michelle Corrazza as PT Secretary at \$15/hour;
Willie Boatwright as PT Public Safety Officer at \$11/hour;
Thomas Sharp as PT Public Safety Officer at \$11/hour;
Edgardo Collazo as PT Technical Support Assistant at \$12/hour;
Stevie Guinto as PT Maintenance Mechanic at \$12/hour;
Kelley Stuetz as Athletic Generalist at \$43,000;
Keena Fitzhugh as Financial Aid Officer at \$45,407;
Shawn Thomas as Assistant Director of Financial Aid at \$50,000;
Erik Lentz as Groundskeeper at \$27,090;
Tracey Robinson as PT Test Proctor at \$10/hour;
Malikah Daniels as PT Test Proctor at \$10/hour;
Ryan Cerrino as Assistant Baseball Coach at \$1,500;
Jonathan Conant as Assistant Baseball Coach at \$1,500;
Cameron Schneider as Assistant Soccer Coach at \$1,000;
Connor Hurff as Assistant Soccer Coach at \$4,000;
Bill Stonis as Head Baseball Coach at \$11,000;
Aidan Pignataro as PT Athletic Assistant at \$10/hour;
Gregory Byrd as PT Athletic Assistant at \$10/hour;
Stephanie Lee as Coordinator of International Student Services at \$48,000;
Lisa Colclough as Program Delivery Specialist at \$45,000;
Judi DiVentura as PT Chronic Pain Management & Medicare Outreach Coordinator at \$15/hour; and

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

Gail Vasilenko as Director, Dental Hygiene at \$70,000 effective 7/2/19;
Martin Manno as Director, Associate Degree Nursing Program at \$80,000 effective 7/1/19;
Susan Taylor as STEM Lab Supervisor at \$57,500;
David Wilson as Instructor Electronic Engineering at \$47,627;
Matthew Walsh as PT Accountant/Bookkeeper at \$15/hour effective 8/1/19;
Julie Braswell as PT ABE Test Center Coordinator at \$25.25/hour;
Antonio Ruiz as Public Safety Officer II at \$31,628 effective 7/1/19 and then a Public Safety Officer III at \$33,845 effective 9/1/19
Douglas Nicholson as Student Services Specialist II at \$42,013
Lauren Williams as Temporary FT Instructor at \$23,813.50;
Jason Kearney as FT Public Safety Officer at \$29,749;
Samantha Gonnelli as Student Services Generalist at \$43,000;
Barbara Miller as Recruiting & Talent Management Specialist (no salary change);
Harry Metzinger as Executive Director of Finance & Human Resources (no salary change); and

Salary Adjustments

Robert Mueller as PT Research Assistant at \$20/hour;
Rashawn Martin as PT EOF Program Counselor at \$22/hour; and

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

Adjuncts, STEM;

Atsu-Swanzy, John; Weissman, Larry; Cardis, Angeline; Henry, Maille;
Sabin, Christopher; Mullen, Patrick; Sorace, Lawrence; Dowds, Eileen;
Alonge, Oreoluwa; Safko, Gregory; Marchesani, Joseph; Luell, Steven;
Matthews, Chevonn; Hodan, Edward; Milani, Katherine; and

Adjuncts, Liberal Arts;

Bizarro, Sara; Ritchie, Connor; Edwards, Kelly; Liberatore-Maguire, Jessie;
Stratton, Lyndsey; Brown, Alisha; Petrongolo, Jennifer; Nuara, Thomas;
Mercer, Alexander; and

Adjuncts, Nursing and Health Sciences;

Bowen, Laura; Oleaga, Leslie; Thompson, Melissa; Saggiomo, Amy;
Venugopal, Umamaheswari; McCann, Eileen; Rosu, Courtney;
Campos, Leonar; and

Part-Time Trainers;

Giuliana, Patrice; Buehrig, Justin; Whiting, Jennifer; Castle, Walter; Clay, Carl; Harvey, Derek; and

EMT Trainers/EMT Aides;

Zuber, Joseph; Brown, Carl; and

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

Troy Fitzpatrick, PT Technical Support Assistant, OIT;
Leonard Turnquist, College Readiness Liaison, Student Success;
Leah Arter, Director of Business Engagement, WDI;
William Mena, Public Safety Officer, Public Safety;
Christopher Gunter, Community Outreach Coordinator, WDI;
Robert Rinier, Adjunct, Liberal Arts;
Carolyn Bujak, Instructional Services/Reference Librarian, Library;
Claire Denshuick, Adjunct, Dental Hygiene;
Michael McNamara, Paramedic Trainer, Health Sciences;
Peter Pagoulatos, Adjunct, Liberal Arts;
Tin Luu, PT Public Safety, Public Safety;
Nicholas Pascale, Adjunct, Liberal Arts;
Michael Petrowski, Head Baseball Coach, Athletics;
Jennifer Martin, Coordinator of International Students, Admissions & Outreach;
Adrian Librojo, Lab Assistant, STEM;
John Garofalo, Adjunct, Liberal Arts;
Thomas Somers, Groundskeeper, Facilities;
Melody Brantley, PT WDI Test Center Coordinator, WDI;
Brittany Fields, PT Public Safety Officer, Public Safety;
Erica Wascavage, Instructor, Nursing;
Kristin Adams, PT Public Safety Officer, Public Safety;
Sharon White, Adjunct, Liberal Arts;
Brian Budden, Assistant Lead Groundskeeper, Facilities;
William Ruiz, Material Management Coordinator, Facilities;
Carlos Prada, Research Analyst & Scheduler, Facilities;
Angelica Kotsifas, Student Services Specialist I, Registration;
George Morales, PT Custodian, Facilities;
19 Pool Employees, Athletics;
Catherine Beatty, Adjunct, STEM; and

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

James Brudnicki, STEM, Paid LOA;
Carmella Williams, Accounting, Sick Pool;
Denise Bianrosa, OIT, Intermittent Paid LOA;
Henry Burnett, Public Safety, Paid LOA;
Susan Scully, Health Sciences, Intermittent Paid LOA;
Jonathan Alexander, Liberal Arts, Paid LOA;
Patricia Price, Health Sciences, Paid LOA; and

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

NOW THEREFORE, be it resolved that the Board of Trustees, now assembled in public session this 20th day of August 2019, hereby approves the above stated personnel actions for Rowan College at Burlington County.

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the Monthly **Meeting held on Tuesday, August 20, 2019** 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 James Kerfoot								4
5 Renee Liciaga								5
6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

C. Academic Committee: Dr. David Spang reported on behalf of Committee Chair Jamie Martin:

The Academic Committee met on Tuesday, August 13, 2019, and discussed the following items:

- The RCBC/Rowan University 3 + 1 partnership: There are over 1,370 students enrolled in the 3 + 1 program. We have sent 273 RCBC students to Rowan University to be seniors and nearly 500 students are juniors at RCBC. We have 11 RCBC degrees that lead to 3 + 1 baccalaureate degrees and we are finalizing details around the Inclusive Education program. We are also in current conversations with Rowan University around the Sustainability and Environmental Technology fields in the School of Earth and Environment.
- Middle States update: We received an update from the Middle States Commission on Higher Education in the form of a letter dated June 28, 2019, that the College has been placed on warning due to insufficient evidence regarding two standards and one requirement of affiliation. We have an action plan and timeline. The follow up report is due March 1, 2020, and there will be a Team visit after.
- Academic grants: The NSF Team presented at the American Society of Engineering Education Conference in Tampa, FL. The Team had good delivery and interest regarding the 3 + 1 model and the novelty of our program. We have been selected by the National Science Foundation for an audit, referred to as a desk review, regarding the administration of the funds we have been awarded from the Federal Government. We have replied and had a conversation with the contractor working for the NSF. We continue to leverage past successes regarding future submissions and we have a meeting scheduled for later this week to talk about an October 2019 submission to the National Science Foundation.
- Our Technology Advisory Committee met and made some recommendations regarding the minimum use of the Blackboard Learning Management System, as well as some guidance for the use of the College's Remote Proctoring tool. Announcements will go out to faculty next week, prior to the Fall 2019 semester. The Committee is in conversations regarding the selection of the technology tool to support the College's curriculum committee.
- The Academic Committee discussed the resolutions submitted for the Board's consideration this evening. One is the conversion of an Associate of Science in Computer Information Systems from an option in Liberal Arts and Science to a full status degree. We are converting from options to stand-alone degrees to allow students to benefit from a better description of their actual discipline and for the College to better classify enrollments.

The additional academic resolution is for an increase in a purchase requisition for Virtua

regarding clinical placement. This year, the agreement expanded to include the non-nursing disciplines, which necessitated us coming forward because we will be going above the previously approved limit by the Board of Trustees.

- Dr. Spang provided an update on the previously approved Mechanical Engineering Technology and Engineering Technology programs. There are currently 30 students registered as freshmen in Mechanical Engineering Technology and 45 in the Electrical Engineering Technology programs.
- Ms. Anna Payanzo Cotton, Vice President of Workforce Development and Lifelong Learning, provided the Workforce Development update on behalf of the Academic Committee:
 - Workforce is moving forward with partnership to increase their Block Chain Technology training with Block Chain Training Academy. Also, they are renewing their agreement with BCIT for partnership in the Advanced Manufacturing Machinist Training Program. They provide the space, we provide the equipment, and we share the instructor, marketing, and ongoing operations costs, and share the revenue. There are three courses planned over the coming year.
 - Grants update: There is \$1.9 million in active grants being managed for the institution and \$3.3 million in pending grants. Of that, \$2.5 million is the Title III Strengthening Institutions grant application that was submitted a few weeks ago.
 - Ms. Payanzo Cotton called attention to the Memorandum of Understanding with Bergen Community College. This is to partner for training related to a \$12 million federal scaling apprenticeship grant. There are a number of statewide partners involved and we are committed to partnering for the hands-on training and helping to place individuals through the training into apprenticeships with business partners in the region. In Pharmacy Technician training, Health Information Technology, Medical Assistant, and Clinical Drug and Alcohol Counseling. There are many health professions pathways that are being funded through this new grant.

There is a resolution to enter into two new partnership agreements for in-county tuition with Sigma Imaging and PICS ITech.

This concluded the Academic Committee Report. Chair Nyikita invited questions on the Academic Report and there were none.

Trustee Jamie Martin proceeded with a review of Tabs 8 through 11 for the Board's consideration:

Academic Committee Action (Resolution(s) for Approval)

- Tab #8:** Resolution #2019-232-08, A Resolution to approve the Conversion of the Associate of Science in Computer Information Systems from an option to Liberal Arts and Sciences to a full-status Associate of Science Degree in Computer Information Systems (AS.INF)
- Tab #9:** Resolution #2019-232-09, A Resolution to approve the Authorization to enter into a Memorandum of Understanding between Rowan College at Burlington County (RCBC) and Bergen Community College (BCC)
- Tab #10:** A Resolution 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. Sigma Imaging
 - b. PICS ITech
- Tab #11:** Resolution #2019-232-11, A Resolution for approval of an additional \$23,300.00 for payment of Virtua Clinical Placement Services during fiscal year 2019

Chair Nyikita asked for a motion to move Tabs 8 through 11, as recommended by the Academic Committee. With a motion by Trustee Gino Pasqualone and a second by Trustee James Kerfoot, the Board approved Resolutions 8 through 11, with all in favor and none opposed.

This concluded the Academic Committee Report.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
August 20, 2019**

RESOLUTION #2019-232-08

**CONVERSION OF THE ASSOCIATE OF SCIENCE IN COMPUTER INFORMATION
SYSTEMS FROM AN OPTION TO LIBERAL ARTS AND SCIENCES TO A FULL-
STATUS ASSOCIATE OF SCIENCE DEGREE IN COMPUTER INFORMATION
SYSTEMS (AS.INF)**

WHEREAS, the Associate of Science in Computer Information Systems is currently an option to Liberal Arts and Sciences; and

WHEREAS, the degree has been offered as an option to Liberal Arts and Sciences for 12 years; and

WHEREAS, transitioning the Associate of Science in Computer Information Systems from an option to Liberal Arts and Sciences to a full-status program is consistent with the stated mission and goals of Rowan College at Burlington County; and

WHEREAS, the Computer Information Systems degree is a viable program with a large percentage of its graduates going to four-year institutions or securing employment; and

WHEREAS, the College expects this Computer Information Systems degree to continue meeting the needs of students in the future;

NOW THEREFORE, be it resolved that the Trustees of the College now assembled in public session this 20th day of August 2019, approve that the Associate of Science degree in Computer Information Systems be established at Rowan College at Burlington County as a full-status program with implementation in Spring semester 2020.

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the Monthly Meeting held on Tuesday, August 20, 2019 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 James Kerfoot								4
5 Renee Liciaga								5
6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

George Nyikita
Chairperson

Dr. Michael A. Cioce
Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
August 20, 2019**

RESOLUTION #2019-232-09

**AUTHORIZATION TO ENTER INTO A MEMORANDUM OF UNDERSTANDING
BETWEEN ROWAN COLLEGE AT BURLINGTON COUNTY (RCBC) AND BERGEN
COMMUNITY COLLEGE (BCC)**

WHEREAS, the mission of the Burlington County Workforce Development Institute is to develop a well-educated, highly skilled workforce to provide enhanced opportunities for individuals and to ensure that businesses within the County will succeed and excel in a highly competitive, rapidly changing economy; and

WHEREAS, RCBC is a partner with Bergen Community College (BCC) for the Health Works Grant, a partnership that will enable RCBC to provide related technician instruction for participants in the Health Works Grant apprenticeship program; and

WHEREAS, on July 15, 2019, BCC, lead agency for the NJ Health Professions Consortium, was awarded as US DOL ETA Scaling Apprenticeship grant in the amount of \$12,000,00.00; and

WHEREAS, BCC is responsible for developing a sub-contract agreement with each partner to lead and collaborate with the consortium on implementing this grant project, pursuant to County College Contracts Law; specifically N.J.S.A. 18A64A-25.5(b)]; and

WHEREAS, both parties are committed to the Grant and the mission of the Consortium to create apprenticeship career pathway opportunities for H-1B impacted workers, veterans, unemployed, and underserved populations. The College, consortium, employers, and other partners will deliver education, on-the-job training, and apprenticeships that open employment and career advancement opportunities in the health care sector.

NOW, THEREFORE, be it resolved by the Board of Trustees, now assembled in public session this 20th of August, that:

1. The Memorandum of Understanding between Rowan College of Burlington County and Bergen Community College is hereby authorized, subject to the final approval as to form and content by the College's Solicitor;

2. The College President, or designee, is hereby authorized to sign, seal, execute and witness/attest the Agreement in accordance with the Rules of the Board;
3. The Workforce Development Institute staff are authorized to take any actions necessary to implement the terms of this Memorandum of Understanding.

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the Monthly Meeting held on Tuesday, August 20, 2019 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 James Kerfoot								4
5 Renee Liciaga								5
6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

George Nyikita
Chairperson

Dr. Michael A. Cioce
Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
August 20, 2019**

RESOLUTION #2019-232-10

**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 the Workforce Development Institute at RCBC 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 ongoing business engagement, various businesses have chosen to partner with RCBC to support continuing education for their associates; and

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

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 20th of August 2019, that:

1. Rowan College at Burlington County is authorized to enter into in-county tuition, third-party billing agreements and/or course/training development partnerships with the following partners:
 - a. Sigma Imaging
 - b. PICS ITech

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 Tuesday, August 20, 2019 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 James Kerfoot								4
5 Renee Liciaga								5
6 Jamie Martin								6
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8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

George Nyikita
Chairperson

Dr. Michael A. Cioce
Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
August 20, 2019**

RESOLUTION #2019-232-11

**APPROVAL OF AN ADDITIONAL \$23,300.00 FOR PAYMENT OF VIRTUA
CLINICAL PLACEMENT SERVICES DURING FISCAL YEAR 2019**

WHEREAS, Rowan College at Burlington County (the “College”) entered into an agreement with Virtua Health, Inc. dated July 1, 2017 for a three-year term ending on June 30, 2020, for clinical placement services; and

WHEREAS, these clinical placement services include clinical rotations, clinical placements and internships where students gain practical, supervised, hands-on clinical training during a fixed duration of no more than 15 weeks; and

WHEREAS, the Board of Trustees approved Resolution #2018-306-13 on November 2, 2018, which called for payment of Virtua Clinical Placement Services in an amount not to exceed \$220,000.00 for Fiscal Year 2019; and

WHEREAS, the Virtua Clinical Placement Services for Fiscal Year 2019 totaled \$243,300, resulting in a \$23,300.00 shortage to pay the Virtual Clinical Placement Services invoices;

NOW, THEREFORE, be it resolved by the Trustees of the College, now assembled in public session this 20th day of August 2019, to approve an additional \$23,300.00 to complete payment to **Virtua Health, Inc.** for their clinical placement services and sites during fiscal year 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 Monthly Meeting held on Tuesday, August 20, 2019 on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
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8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

George Nyikita
Chairperson

Dr. Michael A. Cioce
Board Secretary

COMMENTS FROM THE PUBLIC

Chair Nyikita invited comments from the public. Mr. Michael Tamn of Southampton Township addressed the Board. Mr. Tamn asked the College's Board of Trustees for an update on the Pemberton Campus. Chair Nyikita explained that the College went out for a Request for Proposal (RFP) to assess interest in the College's campus and we were presented with a submittal on August 1, 2019. The College is reviewing the proposal to see if it is worth pursuing. Mr. Tamn requested a deed restriction and that it be turned over to the County for preservation.

Chair Nyikita thanked Mr. Tamn for his remarks and he indicated the Board will take his request under consideration.

COMMENTS FROM THE BOARD

Chair Nyikita requested comments from the Board. He welcomed Jillian Volpe as the new Alumni Trustee to the Board. There were no other comments.

OTHER BUSINESS

No other business.

ADJOURNMENT OF PUBLIC SESSION

Chair Nyikita called for a motion to adjourn the Public Session. There was no need for an Executive Session. With no further business, Trustee James Kerfoot made the motion, second by Trustee Dorion Morgan, and by unanimous vote in favor the Board of Trustees' Meeting adjourned at 5:55PM.

Respectfully submitted,

Dr. Michael A. Cioce
Board Secretary

MAC:lmd