



ROWAN COLLEGE AT BURLINGTON COUNTY

**BOARD OF TRUSTEES
REGULAR PUBLIC MEETING**

Tuesday, February 20, 2024

**Host: Mount Laurel Campus, Student Success Center
Room 138
900 College Circle
Mount Laurel, New Jersey 08054**

MINUTES

CALL TO ORDER

Board of Trustees Chair Dr. Anthony C. Wright welcomed everyone in attendance and called the meeting to order at 5:30PM.

FLAG SALUTE

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

ROLL CALL

Board Present: Mr. Justin Braz, Mr. Kevin Brown, Ms. Lorraine Hatcher, Dr. James Kerfoot, Mr. Raymond Marini (5:33pm arrival), Mr. Dorion Morgan, Mr. Gino Pasqualone (5:31pm arrival), Mr. Mickey Quinn (5:31pm virtual), Ms. Regina Reed, Dr. Anthony C. Wright, Ms. Emily Schadt

Board Absent:

RCBC Present: Dr. Michael A. Cioce (President and Board Secretary), Dr. Karen Archambault, Ms. Leidalis Cardona (Board Recorder), Mr. Matthew Farr, Dr. Martin Hoffman, Ms. Ashley Pezzolla, Mr. Kevin Kerfoot, Mr. David Quinnan, Ms. Michelle Russell, Ms. Samantha Russell, Dr. David Spang, Ms. Nicole Tavares, Dr. Edem Tetteh, Dr. Shawn Thomas, Mr. Greg Volpe, Mr. Jonathan Weisbrod, Mr. William Whitfield, Ms. Kelly Grant (Board Solicitor)

PUBLIC ANNOUNCEMENT

Ms. Leidalis Cardona read the following statement: "In compliance with the Open Public Meetings Act, the Board passed a resolution on November 15, 2022, 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 Website, sent to *The Burlington County Times*, *The Courier-Post*, *The Trenton Times*, and the Burlington County Clerk."



MINUTES

Chair Wright asked for a motion to approve of the public minutes of the Regular Board Meeting January 16, 2024, as submitted. With a motion by Trustee Dr. James Kerfoot and a second by Trustee Dorion Morgan, the minutes were approved as written with all in favor and none opposed. There were no questions.

REPORTS

President's Report:

The President's Report was presented in written form to the Board, which included news and events from January 17, 2024 through February 20, 2024.

Student Spotlight

- Abby Crawley college marketing department.
- Abby has thrived at RCBC after a less-than-stellar experience at a four-year college. She carries a full-time class load, a part-time job in the marketing department and a full-time night shift at a warehouse.
- She brings tireless exuberance and maturity to the college with a thirst for knowledge both in the classroom and in her marketing position.

Committee Updates

- Academic
- Finance and Facilities
- Personnel

Welcome Back Activities

- The college held its faculty welcome back meeting in Evans Hall for the first time to accommodate an open house activity for all of the administrative offices in the building afterward.
- Survey results showed the event met two key goals, with more than 90% of respondents reporting that they met someone new and that they learned something new that would help them perform their job.
- The format worked so well that we replicated the format for the Student Success Center after the collegewide gathering on February 16 to showcase the departments housed there.
- The formal part of the meeting focused on developmental math reform, student plans and the facilities master plan.

Black History Month events

- Student designers, models and Barry showed off their stuff in a professional-grade fashion show in partnership with Atlantic City Fashion Week on February 13.
- The Underground Railroad Museum of Burlington County presents a celebration of Local Iconic Heroes on Friday, Feb. 23 from 6-9 pm in Votta Hall.
- Soulful Luncheon, 1 pm, Saturday, Feb. 24, Student Success Center Cafeteria.
- Color Me Brown, Faith in Action, Friday, March 1, 6 pm, Votta Hall Auditorium.



Give Kids A Smile Day

- Roughly 100 children (mostly smiling) packed the Dental Hygiene Clinic for free screenings, fillings, extractions, cleanings, x-rays, sealants and fluoride treatments provided by the college's students, faculty staff and volunteer hygienists and dentists from the community.
- This is an annual program sponsored by the American Dental Association Foundation and the N.J. Dental Association.

Cybersecurity Grant

- The college held a kickoff meeting for the implementation of a \$400,000 grant from the National Science Foundation as part of a multi-college consortium aiming to strengthen partnerships among colleges and employers in emerging technological fields, starting with cybersecurity. The effort also aims to boost diversity in those fields.

Baron Spotlight

- Jennifer Welwood, first-gen student, mother, RCBC graduate, sets her sights on earning her bachelor's degree and more.
- RCBC Criminal Justice program brings real-world experience into the classroom.
- RCBC President Dr. Michael A. Cioce and Board Chair Dr. Anthony C. Wright attended the Community College National Legislative Summit earlier this month. Dr. Cioce was among 30 college leaders invited to the White House for a discussion on successful recruitment and training strategies.

Upcoming Events

- **rcbc.edu/events**
- Citizenship Ceremony, Friday, March 1, 10 am, Votta Hall.
- See Black History Month section above for upcoming events.
- Board of Trustees meeting – March 19.
- Foundation's Elevating Education Fundraiser, Thursday, March 21, 5 pm, Mount Holly.

President Cioce invited questions.

With no further questions, this concluded the President's Report.



RCBC Foundation Report:

Fundraising Activities

- Elevating Education Fundraiser Event
 - The fundraiser will be held March 21st at the Mt. Holly Campus
 - Event to run 5:00 p.m. to 7:30 p.m.
 - Information can be found at www.rcbc.edu/foundation
 - Trustee Regina Reed has distributed information via email.
 - * Please reach out if interested to know of anyone interested in sponsorships and/or tickets.

Sponsors Update

- Goal is to raise \$75,000
- Have raised \$18,500.00 as of February 15th
- 24% of the goal has been reached.
- The Foundation has solicited the college vendors for sponsorships.



Board Reports

Finance/Facilities Committee: Committee Chair Dorion Morgan reported that the Finance/Facilities Committee met on Wed., October 11, 2022, at 3:00PM, and the Committee discussed various finance and facilities matters.

President Cioce proceeded with a review of Tabs 1 through 3 for the Board's consideration:

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

- Tab #1:** Resolution #2024-051-01, A Resolution to approve and ratify requested business-related travel.
- Tab #2:** Resolution #2024-051-02, A Resolution to approve and ratify certain agreements and contracts.
- Tab #3:** Resolution #2024-051-03, A Resolution to approve o approve an amendment to the contract with **CME Associates** to provide an increased level of professional services for the Evans Hall HVAC Replacement Project in the amount of **\$18,500.00**, and a new, not to exceed the amount of **\$83,300.00**.
- Tab #4** Resolution #2024-051-04, A Resolution to award a one-year contract to **CDW Government** for OneLogin services in the amount of **\$47,140.50**.
- Tab #5** Resolution #2024-051-05, A Resolution To approve an increase of the purchase order for **ProQuest, LLC** to purchase library books in the amount of \$31,118.83, and a new, not to exceed the amount of **\$72,618.83**.

Chair Dr. Wright invited questions on the resolutions and there were none. The Chair requested a motion to move Tabs 1 through 5, as recommended by the Finance/Facilities Committee. With a motion by Trustee Regina Reed and a second by Trustee Lorraine Hatcher, the Board approved Resolutions 1 through 5 with all in favor and none opposed.

This concluded the Finance/Facilities Committee Report.



**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
FEBRUARY 20, 2024**

RESOLUTION #2024-051-01

TO APPROVE REQUESTED BUSINESS-RELATED TRAVEL

FOR APPROVAL

1) Grant-Funded Travel

Marcus White, Minority Male & Low-Income Student Program Coordinator, The 7th Annual Clemson University Men of Color National Summit, Greenville, SC, April 10, 2024, to April 12, 2024, with an approximated cost of **\$2,000.00**. (Title III)

Dr. Edem Tetteh, Dean of STEM, ABET Symposium, Tampa, FL, April 2, 2024 to April 6, 2024, with an approximate cost of **\$5,000.00**. (Perkins)

Shelley Geehr, Director of Grants, National Association for Career & Technical Education, Oklahoma City, OK, April 21, 2024, to April 25, 2024, with an approximate cost of **\$3,000.00**. (Perkins)

Corvena Francis-Denton, Assistant Professor, National Summit for Educational Equity, Washington, DC, April 7, 2024, to April 11, 2024, with approximate travel costs in the amount of **\$3,064.67**. (Perkins)

Pat Gerke, Assistant Director, Adult Center for Transitions, EMSS, Postsecondary Disability Training Institute, Portland, ME, June 4, 2024 to June 7, 2024, with approximated travel expense of **\$2,000**. (CAT)

2) Operational

Tara Leigh Sands, Transfer & Articulation Coordinator, NASPA Annual Conference, Seattle, WA, March 9, 2024, to March 14, 2024, with an approximated cost of **\$0.00**.

Lisa Cardello, Executive Director of Career Preparation & Experiential Learning, WDI, National Career Development Association, June 26, 2024 to June 28, 2024, with approximated travel expense of **\$3,500**.

Dr. Michael Cioce, President, AACC Annual, Louisville, KY, April 5, 2024 to April 9, 2024, with approximated travel expenses of **\$2,000**.



Jonathan Weisbrod, American Mathematical Association of Two Year Colleges annual meeting, Memphis, TN, April 18, 2024 to April 22, 2024, with approximate travel expenses of **\$0.00**.

FOR REIMBURSEMENT

None.

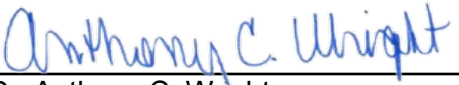



*****CERTIFICATION OF THE SECRETARY*****

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 **Board Meeting held on Tuesday, February 20, 2024**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt
Voice Vote			10	0	0		
Roll Call							
1 Justin Braz							1
2 Kevin Brown							2
3 Lorraine Hatcher		√					3
4 James Kerfoot, Vice Chair							4
5 Raymond Marini							5
6 Dorion Morgan							6
7 Gino Pasqualone							7
8 Mickey Quinn							8
9 Regina Reed	√						9
10 Vacant							10
11 Anthony C. Wright, Chairperson							11

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


 Dr. Anthony C. Wright
 Chairperson


 Dr. Michael A. Ciocè
 Board Secretary



**BOARD OF TRUSTEES MEETING
FEBRUARY 20, 2024**

RESOLUTION #2024-051-02

TO APPROVE CERTAIN AGREEMENTS AND CONTRACTS

FOR APPROVAL:

1. To approve a rental agreement with **Starlite Productions International** to provide 2024 commencement stage, lighting and sound, for the Student Success Department, in an amount of **\$20,281.00**. (Per N.J.S.A. 18A:64A-25.3 this is a sole source exception. Due diligence has been performed which justifies the award. See narrative on following pages.)
2. To authorize the issuance of an RFQ for interpreting and translation services to ensure communications with applicants, participants, and members of the public with disabilities are as effective as communication with others.
3. To approve an agreement with **Skillful Communications, Inc.**, for Big Interview software for a one-year period ending August 31, 2025 in the amount of **\$2,950.00**. (Per N.J.S.A. 18A:64A-25.19 the contract is below 20% of the bid threshold of \$41,600 (\$8,320). Due diligence has been performed which justifies the award. See narrative on following pages.)
4. To approve an agreement with **ITSAVVY** for Veeam backup and recovery software for a one-year period ending 2/28/2025, in the amount of **\$2,384.00**. (Per N.J.S.A. 18A:64A-25.19 this is a software exception. Due diligence has been performed which justifies the award. See narrative on following pages.)
5. To approve a contract with **International Development House, Inc.**, DBA Unite 2030, for six (6) students to attend Camp 2030, from September 9, 2024 to September 14, 2024, for an amount of **\$14,000.00**. (Per N.J.S.A. 18A:64A-25.3 this is a sole source exception. Due diligence has been performed which justifies the award. See narrative on following pages.)
6. To approve the purchase of equipment and enter into an agreement with **Toshiba America Business Solutions, Inc** for a portable ID badge camera and printer in the amount not to exceed **\$15,276.00**. (Multiple bids were reviewed and per N.J.S.A. 18A:64A-25.19 the lowest responsible quotation received which is most advantageous to the college was selected.)
7. To approve a trip for 8 students and 2 chaperones to Largo Maryland for the **Mid-Atlantic Collegiate Cyber Defense Competition** from March 21, 2024 to March 23, 2024 for an estimated cost of **\$6,000.00**. (Per N.J.S.A. 18A:64A-25.19 the contract is below 20% of the bid threshold of \$41,600 (\$8,320). Due diligence has been performed which justifies the award. See narrative on following pages.)



8. To approve a contract with **Faith in Action**, for a Black History Month production, including equipment, on March 1, 2024 for an amount of **\$4,500.00**. (Per N.J.S.A. 18A:64A-25.19 the contract is below 20% of the bid threshold of \$41,600 (\$8,320). Due diligence has been performed which justifies the award. See narrative on following pages.)
9. To approve a contract with **Chef Barry Sexton** to cook for the Black History Month's Soulful Luncheon to be held on February 24, 2024, for an amount not to exceed **\$3,500.00**. (Per N.J.S.A. 18A:64A-25.19 the contract is below 20% of the bid threshold of \$41,600 (\$8,320). Due diligence has been performed which justifies the award. See narrative on following pages.)
10. To approve a contract with **Dell Marketing L.P.** to update the RecordsMine operating system that is no longer supported, for an amount of **\$5,102.04**. (Per N.J.S.A. 18A:64A-25.19 the contract is below 20% of the bid threshold of \$41,600 (\$8,320). Due diligence has been performed which justifies the award. See narrative on following pages.)
11. To award a three-year contract to **SmartEvals, LLC** for software and services related to a comprehensive student survey system, in the amount of **\$40,485.00**.
12. To award a contract to **Andrew Willmott, CPA** for professional consulting services in an amount not to exceed **\$15,000.00**.



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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, February 20, 2024**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote			10	0	0			
Roll Call								
1 Justin Braz								1
2 Kevin Brown								2
3 Lorraine Hatcher		√						3
4 James Kerfoot								4
5 Raymond Marini								5
6 Dorion Morgan, Vice Chair								6
7 Gino Pasqualone								7
8 Mickey Quinn								8
9 Regina Reed	√							9
10 Vacant								10
11 Anthony C. Wright, Chair								11

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

Dr. Anthony C. Wright
 Chairperson

Dr. Michael A. Cioce
 Board Secretary



**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
FEBRUARY 20, 2024**

RESOLUTION #2024-051-03

**TO APPROVE AN AMENDMENT TO THE CONTRACT WITH CME
ASSOCIATES TO PROVIDE AN INCREASED LEVEL OF PROFESSIONAL
SERVICES FOR THE EVANS HALL HVAC REPLACEMENT PROJECT IN THE
AMOUNT OF \$18,500 AND A NEW NOT TO EXCEED
AMOUNT OF \$83,300.00**

WHEREAS, the College has a need for additional professional consulting services relating to construction administration services, for the Evans Hall HVAC replacement project, on the Mt. Laurel campus; and

WHEREAS, the College's Board of Trustees previously entered into a professional consulting contract with **CME Associates** in an amount of \$42,135.00; and

WHEREAS, the College has determined that **CME Associates** has the experience and expertise to provide all of the additional services required to complete the Evans Hall HVAC replacement project; 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., N.J.S.A. 18A:64A-25.10 and N.J.S.A. 18A:64A-25.5(1)) it appears in the best interest of the College to award a contract to **CME Associates**, 418 Stokes Road, Medford, NJ 08055; 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., N.J.S.A. 18A:64A-25.10 and N.J.S.A. 18A:64A-25.5(1)), the Administration recommends the award of this contract to the following vendor: **CME Associates**, 418 Stokes Road, Medford, NJ 08055; and

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 20st day of February 2024, that an amended contract for an increased level of professional services be awarded to **CME Associates** in an amount not to exceed **\$83,300.00**.



*******CERTIFICATE OF AVAILABILITY OF FUNDS*******

I, Kevin Kerfoot, Chief Financial Officer, do hereby certify that adequate funds are available in the Capital budget funds to pay for the contract between Rowan College at Burlington County and **CME Associates**.

The money necessary to fund said contract is **\$83,300.00**. 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:

6-05092-9895 (Transition, Architect/Engineer)

Kevin Kerfoot

Kevin Kerfoot
Chief Financial Officer





*******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 **Board Meeting held on Tuesday, February 20, 2024**, and on the Mount Laurel Campus, Student Success Center, Room 138, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote			10	0	0			
Roll Call								
1 Justin Braz								1
2 Kevin Brown								2
3 Lorraine Hatcher		√						3
4 James Kerfoot								4
5 Raymond Marini								5
6 Dorion Morgan, Vice Chair								6
7 Gino Pasqualone								7
8 Mickey Quinn								8
9 Regina Reed	√							9
10 Vacant								10
11 Anthony Wright, Chairperson								11

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


 Dr. Anthony C. Wright
 Chairperson


 Dr. Michael A. Ciode
 Board Secretary



**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
FEBRUARY 20, 2024**

RESOLUTION #2024-051-04

**TO AWARD A ONE YEAR CONTRACT TO CDW GOVERNMENT FOR ONELOGIN
SERVICES IN THE AMOUNT OF \$47,140.50**

WHEREAS, the College has a need to renew support and maintenance for OneLogin, a single sign-on (SSO) solution for students and employees; and

WHEREAS, this contract is for the one-year period of March 31, 2024 to March 30, 2025; and

WHEREAS, these products and services are available under the Educational Services Commission of New Jersey Cooperative (ECSNJ) (#65MCESCCPS); and

WHEREAS, the College and Board of Trustees desire to approve a contract with **CDW Government** for a SSO solution, without public bidding, pursuant to N.J.S.A. 18A:64-25.5 and N.J.S.A. 18A:64-25.10; and

WHEREAS, in accordance with N.J.S.A. 18A:64-25.5, it appears in the best interest of the College to award a contract to **CDW Government**; and

WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64-25.10 and P.L. 2011, c139, the Administration recommends a contract be awarded to the following vendor: **CDW Government**, 75 Remittance Drive, Suite 1515, Chicago, Illinois 60675-1515;

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 20th day of February 2024, to award a one-year contract to **CDW Government** in the amount of **\$47,140.50**.



*******CERTIFICATE OF AVAILABILITY OF FUNDS*******

I, Kevin Kerfoot, Chief Financial Officer, do hereby certify that adequate funds are available in the 2024 Operating Budget to pay for the contract between Rowan College at Burlington County and **CDW Government**.

The money necessary to fund said contract is **\$47,140.50**. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line-item appropriation:

1-00800-9601 (Information Systems, Maintenance Contract)

Kevin Kerfoot

Kevin Kerfoot
Chief Financial Officer





*******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 **Board Meeting held on Tuesday, February 20, 2024**, on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote			10	0	0			
Roll Call								
1 Justin Braz								1
2 Kevin Brown								2
3 James Kerfoot								3
4 Lorraine Hatcher		√						4
5 Dorion Morgan, Vice Chair								5
6 Raymond Marini								6
7 Gino Pasqualone								7
8 Mickey Quinn								8
9 Regina Reed	√							9
10 Vacant								10
11 Dr. Anthony C. Wright, Chairperson								11

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


 Dr. Anthony C. Wright
 Chairperson


 Dr. Michael A. Cióce
 Board Secretary



**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
FEBRUARY 20, 2024**

RESOLUTION #2024-051-05

**TO APPROVE A NEW NOT TO EXCEED AMOUNT OF \$72,618.83 WITH PROQUEST, LLC
FOR THE PURCHASE OF LIBRARY BOOKS**

WHEREAS, the College has a need to purchase hard book and digital library services subscription for the Division of Learning Resources; and

WHEREAS, the College has purchased \$41,500.00 of Library books from **ProQuest, LLC** by way of P.O. B0010322, previously approved by Board Resolution #2023-227-02; and

WHEREAS, it appears that **ProQuest, LLC** has the experience and expertise to provide online digital library subscriptions and hard book purchases to the library, as well as other related services; and

WHEREAS, in accordance with P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5.6, it appears in the best interest of the College to award a contract to **ProQuest, LLC**, 789 E. Eisenhower Parkway, Ann Arbor, MI, 48108; and

WHEREAS, in accordance with P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5.21, the Administration recommends the award of this contract to the following vendor: **ProQuest, LLC**, 789 E. Eisenhower Parkway, Ann Arbor, MI, 48108; and

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 20th day of February 2024, that a contract be awarded to **ProQuest, LLC** in the amount of **\$72,618.83**.



*******CERTIFICATE OF AVAILABILITY OF FUNDS*******

I, Kevin Kerfoot, Chief Financial Officer, do hereby certify that adequate funds are available in the Fiscal Year 2024 Operating Budget to pay for the contract between Rowan College at Burlington County and **ProQuest, LLC**.

The money necessary to fund said contract is **\$72,618.83**. 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:

1-60310-9552 (Library, Periodicals, and Indexes)

1-60360-9552 (Library-Mt. Laurel, Periodicals & Indexes)

1-60310-9701 (Library, Contracted Services)

Kevin Kerfoot

Kevin Kerfoot
Chief Financial Officer

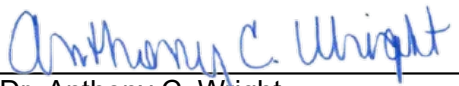



*******CERTIFICATION OF THE SECRETARY*******

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, February 20, 2024** on the Mount Laurel Campus, Enterprise Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote			10	0	0			
Roll Call								
1 Justin Braz								1
2 Kevin Brown								2
3 Lorraine Hatcher		√						3
4 James Kerfoot								4
5 Raymond Marini								5
6 Dorion Morgan, Vice Chair								6
7 Gino Pasqualone								7
8 Mickey Quinn								8
9 Regina Reed	√							9
10 Vacant								10
11 Anthony C. Wright, Chair								11

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


 Dr. Anthony C. Wright
 Chairperson


 Dr. Michael A. Cioce
 Secretary



B. Personnel Committee: Committee Chair Kevin Brown reported:

Committee Chair Kevin Brown announced that the Personnel Committee met in person on Wednesday, February 14, 2024 at 4:00PM, and the Committee discussed various personnel matters.

This concluded the Personnel Committee Report and Committee Chair Brown proceeded with a review of Tab 6 for the Board's consideration:

Personnel Committee Action (Resolution(s) for Approval)

Tab #6: Resolution #2024-51-06, A Resolution approving personnel actions for Rowan College at Burlington County.

Tab #7 Resolution #2024-51-07, A Resolution to approve the agreement by and between the Board of Trustees of Rowan College at Burlington County and the Faculty Association covering the period of July 1, 2022, through June 30, 2025.

Committee Chair Kevin Brown asked for a motion to approve a 3% raise that will be retroactive from July 1, 2023 for all unaligned RCBC staff members, including a 3% increase for the President.

Chair Wright requested a motion to move Tab 6, Tab 7, as well as the verbal recommendation by Committee Chair Kevin Brown. With a motion by Trustee Dorion Morgan and a second by Trustee Raymond Marini, the Board approved Resolutions 6 and 7 with unanimous vote as well as the verbal recommendation with one recusal by Trustee James Kerfoot.

There were no questions, and this concluded the Personnel Committee report.



**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
FEBRUARY 20, 2024**

RESOLUTION #2024-016-06

**TO APPROVE 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;

Carter McWilliams as PT Tutor at \$15.13/hour;
Linda Eichfield as PT Tutor at \$15.13/hour;
Lauren Turse as PT Tutor II at \$18/hour;
Zachary Furman as PT Tutor at \$15.13/hour;
Nicole Sierenberg as PT Community Standards Assistant at \$17/hour;
Noah Lepek as PT Admissions Navigator at \$16.50/hour;
Alex Auletto as PT College Readiness Liaison at \$16/hour;
Brittany Turton as Cashier at \$35,000;
Lacie Kalmeyer as Financial Aid Officer at \$48,468.71;
Jennifer Shiner as Student Support Case Coordinator at \$45,000;
Allison Niemiec as Student Service Generalist at \$43,000;
Michael Guy Slossar Jr. as PT Technical Support Assistant at \$20/hour;
Katherine Grady as PT Information Specialist at \$20/hour;
Jessica Fazeka as PT Information Specialist at \$20/hour;
Lisa Pendarvis as Grants Specialist at \$40,000;
Jamie Lepore as PT Public Safety Officer at \$15.13/hour;
Blanca Del Vacchio as PT Public Safety Officer at \$15.13/hour;
Kiyonnah Whye as PT Public Safety Officer at \$15.13/hour;
Willie McClendon as PT Public Safety Officer at \$15.13/hour;
Daniel Whittaker as IT Systems Administrator at \$51,000; and



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

None; and

Salary Adjustments

Karen Archambault as Senior Vice President, EMSS at \$186,614 effective 3/1/24 ;
Christine Williams as Business Development Solutions Coordinator at \$43,000;
Dakota Haas as CTE Advisor at \$43,000; and

Title Changes

Donna Vandergrift as Dean of Humanities, Business, and Social Sciences effective first day of fall semester;
Elizabeth Nesius as Associate Dean of Humanities, Business, and Social Sciences effective first day of fall semester;
Lara Glazer as Assistant Dean of Humanities, Business, and Social Sciences effective first day of fall semester;
Brianna Holden as Student Services Specialist;
Marcus White as BRAVE Program Coordinator; 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;

Soernssen, Doris; Yadav, Aarati; Kniaz, David; Ritzvi, Ahsan; and

Adjuncts, Liberal Arts;

None; and

Adjuncts, Nursing and Health Sciences;

Allen, Edward; Reddu, Deepika; and

Part-Time Trainers;

None; and

EMT Trainers/EMT Aides;

Hodsdon, Stephen; Rothberg, Barry; Flaer, Sarah; and



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

Tyler Stinwell as PT Tutor II, EMSS;
Shanice Parran as Student Services Generalist, EMSS;
Angelina Rubinacci as PT Community Standards Assistant, EMSS;
Dave Wilson as Instructor, STEM;
Jerre Doyle as Senior Adjunct, Liberal Arts;
Chloe Devries as Public Safety Investigator, Public Safety; and

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

None; and

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

None; 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;

Linda Higgins, EMSS, Intermittent Paid Leave;
Courtney Dyott, Health Sciences, Paid Leave;
Susan Rogozinski, Marketing, Intermittent Paid Leave;
Randy Normand, Purchasing, Paid Leave;
Scott Abbamonte, EMSS, Intermittent Paid Leave; and

WHEREAS, the President recommended to the Personnel Committee who subsequently is recommending to the Board of Trustees, the approval and ratification of eliminating certain positions from the college, namely;

None; 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 by the Trustees of the College now assembled in public session this 20th day of February 2024, 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 **Board Meeting held on Tuesday, February 20, 2024**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt
Voice Vote			9	0	1		
Roll Call							
1 Justin Braz							1
2 Kevin Brown							2
3 Lorraine Hatcher							3
4 James Kerfoot, Vice Chair					x		4
5 Raymond Marini		√					5
6 Dorion Morgan	√						6
7 Gino Pasqualone							7
8 Mickey Quinn							8
9 Regina Reed							9
10 Vacant							10
11 Anthony C. Wright, Chairperson							11

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


 Dr. Anthony C. Wright
 Chairperson


 Dr. Michael A. Ciocè
 Board Secretary



**ROWAN COLLEGE AT BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
FEBRUARY 20, 2024**

RESOLUTION #2024-051-07

**RATIFICATION OF AGREEMENT BY AND BETWEEN
THE BOARD OF TRUSTEES OF ROWAN COLLEGE AT BURLINGTON COUNTY
AND
THE ROWAN COLLEGE AT BURLINGTON COUNTY FACULTY ASSOCIATION
COVERING THE PERIOD OF JULY 1, 2022 THROUGH JUNE 30, 2025**

WHEREAS, the Rowan College at Burlington County Board of Trustees and the Rowan College at Burlington County Faculty Association have reached a tentative collective bargaining agreement; and

WHEREAS, this Agreement represents a complete and final understanding between the Rowan College at Burlington County and the Rowan College at Burlington County Faculty Association, for a three (3) year period commencing July 1, 2022 through June 30, 2025; and

WHEREAS, the Rowan College at Burlington County Faculty Association will receive 3% increase and salary adjustments effective July 1, 2022; 3% increase and salary adjustments effective July 1, 2023; and 3% increase and salary adjustments effective July 1, 2024; and

WHEREAS, the Board of Trustees has negotiated other financial and administrative considerations, which are also outlined in the agreement; and

WHEREAS, the Board of Trustees has the authority to determine such rates to be paid to its employees in accordance with P.L. 1982 c. 189(C.18A:64A-12f); and

WHEREAS, this resolution authorizes the College Solicitor and the President of Rowan College at Burlington County to sign this collective bargaining agreement with the Rowan College at Burlington County Faculty Association; and

NOW, THEREFORE BE IT RESOLVED, by the Trustees of the College, now assembled in public session this 20th day of February 2024, to approve the Ratification of Agreement by and between the Rowan College at Burlington County and the Rowan College at Burlington County Faculty Association for a three (3) year period commencing July 1, 2022 through June 30, 2025.

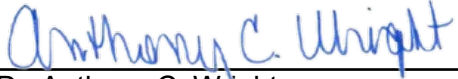



*****CERTIFICATION OF THE SECRETARY*****

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 **Board Meeting held on Tuesday, February 20, 2024** on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote			9	0	1			
Roll Call								
1 Justin Braz								1
2 Kevin Brown								2
3 Lorraine Hatcher								3
4 James Kerfoot					x			4
5 Raymond Marini		√						5
6 Dorion Morgan	√							6
7 Gino Pasqualone								7
8 Mikey Quinn								8
9 Regina Reed								9
10 Vacant								10
11 Dr. Anthony C. Wright, Chairperson								11

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


 Dr. Anthony C. Wright
 Chairperson


 Dr. Michael A. Cioce
 Board Secretary



C. Academic Committee: Committee Chair Dr. James Kerfoot reported:

Committee Chair Dr. James Kerfoot announced that the Academic Committee met in person on Tuesday, February 13, 2024 at 3:00PM, and the Committee discussed various personnel matters.

This concluded the Personnel Committee Report and Committee Chair Brown proceeded with a review of Tabs 8 and 9 for the Board's consideration:

Academic Committee Action (Resolution(s) for Approval)

Tab #8: Resolution #2024-51-08, A Resolution for adoption/affirmation of certain Board Policies:
a. Policy No. 206 – Academic Attendance Policy

Tab #9 Resolution #2024-51-09, A Resolution to approve to amend the Fiscal Year 2024 Strengthening Career and Technical Education (CTE) for the 21st Century Act (Perkins V) from the New Jersey Department of Education, in the amount of **\$495,716.00**.

Chair Wright requested a motion to move Tabs 8 and 9. With a motion by Trustee Raymond Marini and a second by Trustee Justin Braz, the Board approved Resolutions 8 and 9.



**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
FEBRUARY 20, 2024**

RESOLUTION #2024-051-08

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; 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 February 2024, that:

1. The policies attached hereto and incorporated herein by reference be approved and adopted as written.
2. Be it further resolved that the policies attached hereto are 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 of existing policy.



**ROWAN COLLEGE AT BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
JANUARY 16, 2024**

BOARD POLICIES UPDATES

	Policy No.	Title
1	206	Academic Attendance Policy





*******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 **Board Meeting held on Tuesday, February 20, 2024**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote			10	0	0			
Roll Call								
1 Justin Braz		√						1
2 Kevin Brown								2
3 Lorraine Hatcher								3
4 James Kerfoot, Vice Chair								4
5 Raymond Marini	√							5
6 Dorion Morgan								6
7 Gino Pasqualone								7
8 Mickey Quinn								8
9 Regina Reed								9
10 Vacant								10
11 Anthony C. Wright, Chairperson								11

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


 Dr. Anthony C. Wright
 Chairperson


 Dr. Michael A. Cioce
 Board Secretary



ROWAN COLLEGE at BURLINGTON COUNTY

**BOARD OF TRUSTEES MEETING
FEBRUARY 20, 2024**

RESOLUTION # 2024-051-09

**APPROVAL TO AMEND THE FISCAL YEAR 2024
STRENGTHENING CAREER AND TECHNICAL EDUCATION (CTE) FOR
THE 21st CENTURY ACT (PERKINS V) FROM THE NEW JERSEY DEPARTMENT
OF EDUCATION, IN THE AMOUNT OF \$495,716.00**

WHEREAS, the Board of Trustees of Rowan College at Burlington County (hereinafter referred to as Board of Trustees) received notification from the New Jersey Department of Education (NJDOE), Office of Career and Technical Education, that it is eligible to **amend the grant in the amount of \$495,716.00** for fiscal year 2024; and

WHEREAS, Rowan College at Burlington County believes there is a need for funding to improve academic career and technical education programs; and

WHEREAS, fiscal year 2024 Perkins V grant resources will be used to improve teaching and instruction of College career and technical education programs in the Liberal Arts and Science, Technology, Engineering, and Mathematics Divisions and student services. Perkins V funding will also be used for allowable activities related to career services, tutoring, student success, professional development and institutional research; and

WHEREAS, to facilitate student instruction, using relevant, up-to-date programming that meets business and industry standards, fiscal year 2024 Perkins V grant expenditures will focus on the purchase of equipment, instructional salaries, materials and supplies for academic programs such as: Health Information Technology, Human Services, Cybersecurity, Nursing, Diagnostic Medical Sonography, Culinary Arts, Radiography, Dental Hygiene, Fashion Design, and Criminal Justice. The type of instructional equipment, materials and supplies that may be purchased includes industry-required equipment, laboratory supplies, print and database resources, instructional software and computers; and

WHEREAS, Rowan College at Burlington County agrees to develop the Postsecondary Federal/State Vocational Fiscal Year 2024 One-Year Spending Plan in accordance with the Fiscal Year 2024 Perkins V Grant Guidelines, and all other appropriate state and federal rules and regulations; and

WHEREAS, submission of the One-Year Spending Plan to the NJDOE, Office of Career and Technical Education, and approval by the Board of Trustees are required for funding approval;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees, assembled in public session this 20th day of February 2024, hereby authorizes the College to apply for and to accept the Perkins V Fiscal Year 2024 funding amount of **\$495,716.00**.





*****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 **Board Meeting held on Tuesday, February 20, 2024**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

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Voice Vote			10	0	0		
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 Dr. Anthony C. Wright
 Chairperson


 Dr. Michael A. Cioce
 Board Secretary

COMMENTS FROM THE PUBLIC

Chair Wright invited comments from the public. Mr. William Whitfield, President of the Faculty Association, thanked everyone who worked on the faculty contract.

COMMENTS FROM THE BOARD

Trustees Dr. James Kerfoot and Raymond Marini congratulated all the parties that helped to finalize faculty and support staff contracts. Trustee Dorion Morgan commended RCBC student Abby Crawly on her accomplishments.

OTHER BUSINESS

No other business.

AJOURNMENTS OF PUBLIC SESSION

Chair Wright called for a motion to adjourn the Public Session. There is no need for an Executive Session. With no further business, Trustee Raymond Marini made the motion, second by Trustee Dorion Morgan, and by a unanimous vote in favor the Board of Trustees' Meeting adjourned at 5:56 P.M.

Respectfully submitted,

Dr. Michael A. Cioce
Board Secretary

MAC:lc