

ROWAN COLLEGE AT BURLINGTON COUNTY

**BOARD OF TRUSTEES
REGULAR PUBLIC MEETING**

Wednesday, February 27, 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 5:31PM.

FLAG SALUTE

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

ROLL CALL

Board Present: Mr. James Anderson, Mr. Kevin Brown, Dr. James Kerfoot, Ms. Renee Liciaga, Mr. Daryl Minus-Vincent, Mr. Dorion Morgan, Mr. George Nyikita, Mr. Gino Pasqualone, Mr. Mickey Quinn, Ms. Heather Casparro (Alumni Trustee)

Board Absent: Mr. Christopher Brown, Ms. Jamie Martin

RCBC Present: Dr. Michael A. Cioce (President and Board Secretary), Dr. Karen Archambault, Ms. Leah Arter, Dr. Cathy Briggs, Mr. Thomas Czerniecki, Mr. Andrew Eaton, Mr. Matthew Farr, Ms. Linda Higgins, Dr. Martin Hoffman, Ms. Rosemary Kelleher, Mr. James Lawless, Mr. Mark Meara, Dr. Karen Montalto, Ms. Donna Podolski, Ms. Anna Payanzo Cotton, Dr. Anita Rudman, Ms. Michelle, Russell, Ms. Samantha Russell, Dr. David Spang, Dr. Edem Tetteh, Ms. Donna Vandergrift, Ms. Diane Veneziale, Mr. Greg Volpe, Mr. William Burns (Board Solicitor) and Ms. Lynne Marie Devericks (Board Recorder)

Guests: Mr. Robert Nehila, Bowman & Company

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, which was amended by a

public notice released on February 1, 2019, 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 announced that the public minutes for the January 15, 2019 Board Meeting are under review and will be deferred to the March Board meeting.

REPORTS

1. President’s Report:

- The President’s Report was presented in written form to the Board, which included news and events from January 16 through February 25, 2019.
- The On-Campus Crime and Fire Incident Report prepared by Captain Edmund Johnson and reviewed by Public Safety Director Andrew Eaton was presented in written form to the Board for the period January 8 to February 8, 2019.
- President Michael Cioce made the following announcements in addition to the written reports provided in the Board packet:
 - 1) We are three days from the first of March and the last time we met the Spring 2019 semester had not yet begun. We kicked off the Spring semester with a special announcement of the College’s 50th year, and announced two winners for the slogan competition. The slogan is, “Honoring our past, transforming our future,” which is displayed on the sign in front of RCBC’s Mount Laurel Campus at Route 38.
 - 2) The College spent early January celebrating the Fall 2018 achievements of our students. There were a record 1,714 students who made the Dean’s List. The number is the most ever in a single semester in 50 years.
 - 3) We received official confirmation from Rowan University on the launch of two 3 + 1 programs: 1) Mechanical Engineering Technology Program and 2) Electrical Engineering Technology Program. We have late spring anticipation of a third 3 + 1 program being launched in Fall 2019, which is Applied Professional Communications. We currently have seven 3 + 1 majors, and by September 2019, we will have ten.
 - 4) The President sent a big thank you to Trustees, staff, and friends in attendance this evening, in particular Trustee Renee Liciaga, for their participation at the Celebration of Philanthropy, which took place last Thursday, February 21, 2019. Last count, the Foundation received \$150,000.00. President Cioce thanked everyone for their generous contributions and support. The keynote speaker, Mr. Mark Baiada, was a perfect fit.

5) Dr. Cioce announced upcoming events:

For Black History Month, The Community Choir Sing-Off in Votta Hall Auditorium tomorrow evening, February 28, 7:00PM. He thanked Trustees Renee Liciaga and Dorion Morgan for their assistance in making some of the events this month possible.

Saturday, March 2, 2019, the St. Patrick's Day parade is scheduled in Mt. Holly from noon – 2:00PM. The College mascot will be walking in his first ever St. Patrick's Day parade. The first 30 participants receive a free, green RCBC t-shirt.

The College's Middle States Accreditation Visit is scheduled for March 24, 2019. Lynne will reach out with the list of Trustees participating and arrangements. The initiative is championed by Dr. David Spang and Dr. Anita Rudman. The President looks forward to telling the Visiting Team about all of the amazing things Rowan College at Burlington County has been able to achieve in the last cycle.

6) President Cioce referenced a Fact Sheet that he distributed to the Trustees, The Economic Value of Rowan College at Burlington County. We commissioned an economic impact study that will help guide both what we do over the next few years and quantify some of the solid, strong results that the College contributes to both the county and the region. The Fact Sheet includes an operational spending impact, student spending impact, and an alumni impact. The full 99-page report will be sent to all Trustees by e-mail tomorrow. The economist is available to answer any questions. The methodology is straight forward, and the President offered to answer questions as well.

Chair Nyikita remarked on the College's Annual Report that was also distributed to the Trustees this evening. He likes the new look and indicated it is very well presented. The President agreed and thanked the Marketing and Graphics staff for all of their creativity.

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 Tues., February 19, 2019 and the Committee discussed various finance and facilities related issues.

This concluded the Board Finance and Facilities Report. Chair Nyikita proceeded with a review of Tabs 1 through 8 for the Board's consideration:

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

Tab #1: Resolution #2019-058-01, A Resolution to approve and ratify requested business-related travel.

Tab #2: Resolution #2019-058-02, A Resolution to approve and ratify contracts.

Tab #3: Resolution #2019-058-03, A Resolution to award a one-year contract to CDW Government for OneLogin services for the period of March 31, 2019 through March 30, 2020 in the amount of \$44,280.00.

Tab #4: Resolution #2019-058-04, A Resolution authorizing the execution of a non-fair and open interim contract with Malamut and Associates, LLC for the continuation of legal services.

Chair Nyikita made a motion to move Tabs 1 through 4, as recommended by the Finance/Facilities Committee. With a second by Trustee James Anderson, the Board approved Tabs 1 through 4, with all in favor and none opposed. There were no questions.

Tab #8: Resolution #2019-058-08, A Resolution acknowledging receipt and authorizing filing with the State of the annual financial audit of the College for Fiscal Year 2018.

Chair Nyikita explained this is the normal process the College goes through. We prefer filing to meet the deadline at the end of the year; however, due to new State regulations, we didn't need to submit until a later time. We are on time and on schedule for this filing.

Chair Nyikita made a motion to move Tab 8, as recommended by the Finance/Facilities Committee. With a second by Trustee Mickey Quinn, the Board approved Tab 8, with all in favor and none opposed. There were no questions.

Mr. Nyikita reported that the College staff are continuing to work together and with the County government on budget. The County's new financial team is quickly getting up to speed on how the College operates; we are helping each other. Our teams are developing a very good relationship. We expect to introduce our budget at the March 2019 Board meeting. The Chair asked the Board's indulgence in possibly pushing back the March 2019 meeting, like we did in February, to the last week in March. He asked that they please watch their e-mails closely. The Chair may request a quorum call to find out which Trustees he can get on particular dates.

This concluded the Finance/Facilities Committee Report.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
February 27, 2019**

RESOLUTION #2019-058-01

TO APPROVE AND RATIFY REQUESTED BUSINESS RELATED TRAVEL

APPROVE

Elizabeth Price, Associate Dean of STEM – 2/28/2019 – 3/2/2019
ALEKS PPL Conference (majority of cost covered by McGraw Hill)
Irvine, CA - \$42.70

Dr. Karen Archambault, VP of EMSS – 3/12/2019 – 3/15/2019
NACADA Regional Meeting – Required attendance as NACADA President and member of Board
Atlantic City, NJ - \$648.24

Katherine Gonzalez, Academic Advising, EMSS – 3/14/2019 – 3/15/2019
NACADA Regional Meeting
Atlantic City, NJ - \$317.78

Michele Applegate, EMSS – 3/12/2019 – 3/15/2019
NACADA Regional Meeting
Atlantic City, NJ - \$205.00

Christopher Crean, EMSS – 3/13/2019 – 3/15/2019
NACADA Regional Meeting
Atlantic City, NJ - \$205.00

Lourdes Marie Sanjurjo-Lopez, EMSS – 3/13/2019 – 3/15/2019
NACADA Regional Meeting
Atlantic City, NJ - \$205.00

Jarrett Kealey, Dir of Advising and Retention – 3/13/2019 – 3/15/2019
NACADA Regional Meeting
Atlantic City, NJ - \$240.00

Kaitlyn Ament, Advising – 3/13/2019 – 3/15/2019
NACADA Regional Meeting
Atlantic City, NJ - \$205.00

Lauren Brill, Director of Paralegal Program, Liberal Arts – 4/3/2019 – 4/7/2019

American Association for Paralegal Education Regional Conference
Chicago, IL - \$1,660.86

Mark Meara, CIO – 4/5/2019 – 4/10/2019
Ellucian Live 2019
New Orleans, LA - \$3,549.00

Heather Conger, Director of Athletics – 3/31/2019 – 4/4/2019
NJCAA Annual Meetings/Leadership Institute - trip will be funded by Region XIX for responsibilities as Region XIX Women's Assistant Director - submitting for permission to be away from the office the Week of April 1, 2019
Richmond, VA - \$0

William Whitfield, Assistant Professor, STEM – 3/15/2019 – 3/17/2019
PTK Middle States Regional Conference (announcer, reg fee waived)
TBD - \$434.00

William Whitfield, Assistant Professor, STEM – 4/4/2019 – 4/7/2019
PTK Catalyst Conference
Kissimmee, FL - \$1,612.00

Lucy Horton, Admissions Counselor – 5/20/2019 – 5/21/2019
New Jersey Association for College Admission Counseling Conference
Atlantic City, NJ - \$459.02

Heather Conger, Director of Athletics – 6/8/2019 – 6/12/2019
NACDA/NATYCAA Convention
Orlando, FL - \$2,030.70

Dr. Karen Montalto, Dean of Health Sciences – 7/17/2019 – 7/21/2019
ACEN Nursing Conference (presenting)
Atlanta, GA - \$1,701.25

Patricia Price, Health Sciences – 7/17/2019 – 7/21/2019
ACEN Nursing Conference
Atlanta, GA - \$1,901.00

Dr. Michael A. Cioce, President – 4/13/2019 – 4/16/2019
AACC Conference
Orlando, FL - \$2,400.00

Eileen Swaitkowski, Grants – 4/29/2019 – 5/02/2019

National Summit for Educational Equity
Washington, DC - \$1,781.27 (Grant-funded, Perkins)

Dr. Edem Tetteh, Dean of STEM – 4/09/2019 – 4/12/2019
2019 ABET Symposium
Dallas, TX - \$3,237.68 (Grant-funded, Perkins)

Aloysius Nagbe, STEM Faculty – 4/09/2019 – 4/13/2019
2019 ABET Symposium
Dallas, TX - \$3,511.89 (Grant-funded, Perkins)

Edith Corbin, Director EOF – 4/14/2019 – 4/17/2019
Tri-State Consortium of Opportunity Programs (NJ, NY, PA) Biennial Conference. Conference
Presenter and Moderator.
Long Island, Uniondale, NY - \$967.35 (Grant-funded)

RATIFICATION

Anne Tokazewski, STEM Instructor – 1/31/2019 – 2/2/2019
McGraw Hill Symposium (permission to attend only – no cost to college)
Nashville, TN - \$0

Heather Conger, Director of Athletics - 3/8/2019 - 3/14/2019
2019 Baseball Season Spring Training – Travel/Airfare
Myrtle Beach, SC - \$7,864.24 (funded by student-athletes)

Heather Conger, Director of Athletics - 3/8/2019 - 3/12/2019
2019 Softball Season Spring Training – Travel/Airfare
Myrtle Beach, SC - \$5,998.18 (funded by student-athletes)

Heather Conger, Director of Athletics – 3/8/2019 – 3/12/2019
2019 Spring Golf Trip
Pinehurst, NC - \$3,476.00 (funded by student-athletes)

REIMBURSEMENT

Alaina Walton, CAR – 11/27/2018 – 11/30/2018
Middle States Commission on Higher Education Annual Conference
Washington, DC – \$24.80 additional due employee (\$80.00 approved 01-15-19)

John Scott, Director NJ Transfer – 11/26/2018 (one day trip)
Meeting w/Sunrise Software
Columbia, MD - \$171.92 due employee

Nicole Salamatin, CAR – 11/3/2018 – 11/9/2018
National Symposium on Student Development (grant-funded)
Salt Lake City, UT – \$200.27 due employee

Sepideh Abdollahzadeh, Health Sciences – 10/3/2018 – 10/7/2018
DMS Conference
Orlando, FL - \$118.00 due employee

Katherine Gonzalez, EMSS – 11/5/2018 – 11/8/2018
National Symposium on Student Development
Salt Lake City, UT - \$333.00 due employee

John Miller, Career Services Manager – 11/6/2018 (one day only)
2018 Symplicity CSM Road Show and Regional Training
Long Island, NY - \$139.03 due employee

Buffy Stolte, Radiography – 2/5/2019 – 2/9/2019
Association of Collegiate Educators in Radiologic Technology
Las Vegas, NV - \$267.00 due employee

Pamela Joseph, Radiography – 2/5/2019 – 2/9/2019
Association of Collegiate Educators in Radiologic Technology
Las Vegas, NV - \$400.02 due employee

Mark Meara, CIO – 1/9/2019 – 1/11/2019
NJEdge Annual Conference
Long Branch, NJ - \$37.75 due employee

Fran DiLorenzo, Health Information Management – 2/10/2019 – 2/15/2019
HMISS Conference
Orlando, FL - \$1,966.27 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 Wednesday, February 27, 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
February 27, 2019**

RESOLUTION #2019-058-02

TO APPROVE AND RATIFY CONTRACTS

FOR APPROVAL:

To approve a contract with GradImages to photograph RCBC graduates through 2019, with a possible extension for a two-year period at the end of the initial contract term.

To approve a Memorandum of Understanding with The National Society of Leadership and Success (NSLS) for Rowan College at Burlington County's (Chapter) annual dues for the period January 1, 2019 through December 31, 2019, in the amount of \$2,800.00. NSLS provides leadership training and networking to interested RCBC students.

To approve a Master Affiliation Agreement by and between Virtua Health, Inc., and Rowan College at Burlington County to use the facilities at Virtua for clinical training and instructional purposes for the Criminal Justice Program for the period of February 1, 2019 through January 31, 2021.

To approve a First Amendment to License Agreement with Campus Labs, Inc., located at 298 Main Street, Suite 600, Buffalo, NY, 14202, effective March 1, 2019 through February 29, 2020, to renew the Engage with Modules Programs, used by RCBC Student Life, in the amount of \$9,056.00.

To approve a Student Placement Agreement between Rowan College at Burlington County and COMHAR, Inc. to provide a supervised placement experience for RCBC students assigned to COMHAR, and the College will design appropriate clinical learning experiences. COMHAR provides health care services to individuals with behavioral health needs and developmental disabilities.

To approve an Event Services Agreement between Rowan College at Burlington County and Starlite, 9 Whittendale Drive, Moorestown, NJ 08057, to provide Audio, Lighting, Staging and Generator support for 2019 Commencement, effective May 15, 2019 through May 17, 2019, in an amount of \$18,500.00.

To approve an agreement for professional services with Shelley Kurland and consultant's fee in the amount of \$1,000.00 for the operational review of RCBC Distance Education.

To renew a contract with EMSI Career Coach in the amount of \$19,000 for the purchase of a Career Coach subscription for the period of March 9, 2019 through March 8, 2020. EMSI

maintains two customized Career Coach sites for the Workforce Development Institute, one for Rowan College at Burlington County and one for the Burlington County Institute of Technology. Career Coach allows anyone with access to the site to search and browse local careers, obtain relevant labor market information, and see the related education and training offered through the College and BCIT.

FOR RATIFICATION:

To ratify a professional service contract between Steven Sligar, Winterville, NC and Rowan College at Burlington County, for external consultant for a 4 day Training in Vocational Evaluation of Clients who are deaf or hard of hearing for the CSSDHH Center, for the period of December 3, 2018 through December 7, 2018, in the amount of \$5,281.00.

To approve an agreement between Rowan College at Burlington County and Flannel & Hammer (F&H) for scenery construction for the College's Spring 2019 musical, "Urinetown", for installation on April 15, 2019, in the amount of \$15,444.98 for building materials, labor and transportation.

To approve an Equipment Rental Contract with Mercer County Community College for the rental of nine CISCO equipment for the period beginning February 18, 2019 through June 10, 2019, in the amount of \$3,500.00.

*******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 Wednesday, February 27, 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
February 27, 2019**

RESOLUTION #2019-058-03

**TO AWARD A ONE YEAR CONTRACT TO CDW GOVERNMENT FOR ONELOGIN
SERVICES IN THE AMOUNT OF \$44,258.00**

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, 2019 to March 30, 2020; and

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

WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64-25.10 and P.L. 2011, c139, it appears in the best interest of the College to award a contract to: **CDW Government**, 75 Remittance Drive, Suite 1515, Chicago, Illinois 60675-1515; and

WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64-25.10 and P.L. 2011, c139, the President 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 27th day of February 2019, to award a one-year contract to **CDW Government** in the amount of \$44,258.00

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

I, Thomas Czerniecki, Sr. Vice President of Administration & Operations, do hereby certify that adequate funds are available in the 2019 and 2020 Operating Budget to pay for the contract between Rowan College at Burlington County and **CDW Government**.

The money necessary to fund said contract is **\$44,258.00**. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line item appropriation:

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

Thomas Czerniecki
Sr. Vice President of Administration & Operations

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

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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
February 27, 2019**

RESOLUTION #2019-058-04

**RESOLUTION AUTHORIZING THE EXECUTION OF A NON-FAIR AND
OPEN INTERIM CONTRACT WITH MALAMUT AND ASSOCIATES, LLC
FOR THE CONTINUATION OF LEGAL SERVICES**

WHEREAS, effective February 22, 2019, the Board of Trustees for Rowan College at Burlington County have a need to obtain professional legal services on an interim basis; and

WHEREAS, the Board of Trustees for Rowan College at Burlington County and Malamut and Associates, LLC have agreed to enter into an interim professional services agreement for legal services, in an amount not to exceed \$17,500.00; and

WHEREAS, the College has also determined that it requires certain services that (1) may render the cost of the services and projects to exceed the public advertising threshold; and/or (2) require that a fair and open procurement process be undertaken pursuant to applicable law to procure services that are otherwise exceptions to the public advertisement and bidding requirements of the County College Contracting Law; and

WHEREAS, the College's Board of Trustees wishes to ratify the formulation and public distribution/advertisement of bids, Requests for Proposals and/or Qualifications for such necessary legal and professional services; and

WHEREAS, the College's Board of Trustees will have an opportunity to review the applicable contracts prior to their award;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Rowan College at Burlington County William R. Burns, Esquire of the law firm Malamut and Associates, LLC is hereby appointed to the position of interim College Solicitor (term expiring March 31, 2019), and shall be determined in accordance with the 2019 College budget and the Board of Trustees of Rowan College at Burlington County and in an amount not to exceed \$17,500.00, which shall be charged against the appropriate College accounts.

BE IT FURTHER RESOLVED that the Board of Trustees of Rowan College at Burlington County authorizes and ratifies a request for qualifications/proposals for the provision of legal services through a fair and open process.

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Monthly Meeting held on Wednesday, February 27, 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
February 27, 2019**

RESOLUTION #2018-058-08

**THE BOARD OF TRUSTEES ACKNOWLEDGES RECEIPT AND AUTHORIZES THE
FILING WITH THE STATE OF THE ANNUAL FINANCIAL AUDIT OF THE
COLLEGE FOR FISCAL YEAR 2018**

WHEREAS, the College's Auditor of Record, Bowman & Company LLP, has prepared an audit for the Board of Trustees from July 1, 2017 to June 30, 2018; and

WHEREAS, the audit received an unmodified opinion; and

WHEREAS, the audit was reviewed and discussed with the College's president and administration, as well as the Board's Finance Committee; and

WHEREAS, Mr. Robert Nehila of the firm of Bowman & Company LLP was present at the Board's Finance Committee meeting on February 19, 2019 to provide a brief presentation and answer questions of the Board members concerning the audit and recommendations; and

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 27th day of February 2019, approve and accept the fiscal year 2019 audit.

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Monthly Meeting held on Wednesday, February 27, 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

B. Personnel Committee: Committee Chair Kevin Brown reported:

Committee Chair Kevin Brown announced that the Personnel Committee met on Wed., February 20, 2019, and the Committee discussed a variety of personnel matters.

Trustee Kevin Brown proceeded with a review of Tab 5 for the Board's consideration:

Personnel Committee Action (Resolution(s) for Approval)

Tab #5: Resolution #2019-058-05, A Resolution approving personnel actions for Rowan College at Burlington County.

Chair Nyikita requested a motion to move Tab 5, as recommended by the Personnel Committee. With a motion by Trustee Kevin Brown and a second by Trustee Renee Liciaga, the Board approved Resolution 5 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
February 27, 2019**

RESOLUTION #2019-0058-05

**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;

Tin Luu as PT Public Safety Officer at \$11/hour;
Jhoi Feliciano as PT Public Safety Officer at \$11/hour;
Luis Padilla as PT Public Safety Officer at \$11/hour;
George Morales as PT Custodian at \$11/hour;
Robert Fortman as PT Custodian at \$11/hour;
Ted Krainski as PT Custodian at \$11/hour;
Jacqueline Thomas as PT Custodian at \$11/hour;
Bryan Dwyer as PT Tutor at \$9/hour;
Matthew Walsh as PT Tutor at \$9/hour;
Yasmin Ismail as PT Tutor at \$15/hour;
Adrian Marinovich as PT Tutor at \$15/hour;
Babafemi Odulana as PT Tutor at \$10/hour;
Caroline Correll as PT Information Specialist at \$16.50/hour;
Jeannette DeMoura as PT Information Specialist at \$16.50/hour;
Adwoa Koon as PT Human Resources Assistant at \$17/hour;
Michael Yakubov as Dean-Enrollment Management at \$98,000-105,000;
Gavin Riegel as Stationary Engineer at \$39,950;
George Borger as Water Safety Instructor at \$9.50/hour;
Sarah Losse as Instructional Aide at \$8.85/hour;
Kelly Ott as RSVP Volunteer Coordinator at \$15/hour;
Lisa Schlosser as Evidence Based Program Coordinator at \$16.50/hour;
Angela Burley as Medicare Benefits Coordinator at \$15/hour;
Alexis Jimenez-White as CCOG Admissions Navigator at \$16.50/hour;
Vanessa Franco as CCOG Admissions Navigator at \$16.50/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;

Jason Woodruff as FT Public Safety Officer I at \$27,170;
Christine Huffaker as FT Public Safety Officer I at \$27,170;
Antonio Ruiz as FT Public Safety Officer I at \$27,170;
Robert Fortman as FT Custodian at \$25,467;
Heather Wentzel as Senior Digital Marketing Specialist at \$45,000;
Anne Edwards as Interim Assistant Dean (no salary change);
Savannah Rivera-Ainaga as PT CCOG Generalist retro to January 16, 2019 at \$19/hour;
Bareeq Barqawi as PT CCOG Generalist retro to February 15, 2019 at \$19/hour; and

Salary Adjustments

Andrew Eaton as Director of Public Safety retro to January 1, 2019 amended salary of \$84,000; 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;

Evans, Mark; Russek, Mark; and

Adjuncts, Liberal Arts;

Rapp, Maurice; Yetman, Robert; and

Adjuncts, Nursing and Health Sciences;

Reidenauer, Maureen; Glenn, Lynda; Holmes, Lindsey; and

Part-Time Trainers;

Streb, Jillian; Scott, Nicole; Kilgore, Ron; and

EMT Trainers/EMT Aides;

None; and

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

Jonathan McConomy, PT Public Safety Officer, Public Safety;
Kaysha Rentas, PT Public Safety Officer, Public Safety;
Wayne Stinson, Public Safety Officer, Public Safety;
Jennifer Bechtel, Assistant Soccer Coach, Athletics;
Margo Riser, Assistant Director of Strategic Marketing, Marketing & Communications;
Jazmine Brown, Custodian, Facilities;
Vicky Joy Sullivan, Program Coordinator/Support Services Specialist, Career Success Solutions;
Barbara Myerovich, Vocational Assessment Specialist, Career Success Solutions;
Courtney Keeler, PT Employment Specialist, Career Success Solutions;
April Lassar, PT Employment Specialist, Career Success Solutions;
Dylan Wood, PT Lifeguard, Aquatics;
Nancy Bravo, PT Custodian, Facilities;
Meghan McCormick, Payroll Specialist, Financial Services;
Nicholas LaTorre, Coordinator of NJ Stars, EMSS; 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;

Katiria Gonzalez, Registration, extended paid LOA;
Nicole Scott, WDI, Paid LOA;
Barbara Stewart, STEM, Paid LOA;
Bill Shabshelowitz, Facilities, extended Sick Leave Pool; 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 27th day of February 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 Wednesday, February 27, 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: Chair George Nyikita asked Dr. David Spang, Senior Vice President and Provost, to report on behalf of Committee Chair Jamie Martin, who was absent this evening. Dr. Spang announced that the Academic Committee met on Wednesday, February 20, 2019 and he provided the following updates:

- The RCBC/Rowan University 3 + 1 partnership: We have retained over 1,100 students in the 3 + 1 program. We are marketing 3 + 1 pathways with Rowan University on Electrical Engineering Technology and Mechanical Engineering Technology programs. We have existing space and funds allocated for the programs, which will avoid any strains on the operating budget. The Mechanical Engineering Technology program will begin in the Fall 2019 semester.
- Dr. Spang and Dr. Edem Tetteh, Dean of STEM, met with Rowan University and Lockheed Martin representatives to discuss interest in providing experiential learning opportunities for our students through clinics and internships.
- As Dr. Cioce mentioned in his report, the Middle States re-accreditation visit is scheduled for March 24 – 27, 2019.
- On academic grants, the National Science Foundation Grant, we submitted an annual report. One change to that project will be to add the new department head and professor of Mechanical Engineering at Rowan University, Mr. Ratan Jha, as the Co-Principal Investigator. Additionally, a paper entitled, “An Innovative Mechanical Engineering Technology Pathway Aligned with Industry Needs” has been submitted for inclusion in the American Society for Engineering Education (ASEE) conference in Tampa, FL, in June 2019. The innovative element of the paper is around the 3 + 1 program. They received feedback regarding the submission of a planning grant, which, unfortunately, was not supported. An additional project submission is still pending with the National Science Foundation.
- The Committee discussed the resolution submitted for the Board’s approval this evening updating 12 College policies. These are time-sensitive due to the upcoming Middle States accreditation visit and there are more to come.
- The new credit hours for the State of New Jersey are creating a requirement that Associate degrees should target a 60-credit maximum. The statute presently indicates 60 – 66 credits. The Governor’s free community college effort indicates maintaining 60 credits. There will be a small number of Health Sciences programs in which this may not be possible, and we may seek some additional input from the Office of the Secretary of Higher Education about maintaining outcomes around those particular programs and competencies. Dr. Spang will report back on this subject at future Board meetings.

Trustee Liciaga inquired if the number of credits for Health Sciences would be below 60. Dr. Spang indicated they will be above 60 and we are looking very closely at maintaining the competencies and delivering all of the instruction we need to deliver. The students

need to be well prepared to take the licensing exams and function as professionals. Other schools are going through similar situations.

Dr. Spang invited Ms. Anna Payanzo Cotton, Vice President of Workforce Development and Lifelong Learning, to provide an update on workforce development for the Board.

- Ms. Payanzo Cotton provided highlights on the items discussed during Academic Committee:
- There was discussion about contracts and training. Workforce is moving forward with the EMSI Career Coach software. For those who are not familiar, please visit their Website, www.rcbc.edu/careercoach, and look into some of the functionality and tools. EMSI maintains two customized Career Coach sites for the Workforce Development Institute, one for Rowan College at Burlington County and one for the Burlington County Institute of Technology. It is good for middle school students and parents too.
- Mercer County College will be providing a CISCO networking and training certification and leasing some of our equipment.
- The Committee was provided with an update on institutional grants. Workforce is currently managing approximately \$1.4 million in grants that is evenly split between annual renewals and more competitive, one-time, special initiatives. There are five grants pending for \$754,000.
- Ms. Payanzo Cotton provided an update on Elevate, online enrollment management software they are using for non-credit classes. It is fully operational now for individuals to self-enroll. They have received 785 registrations since they went live. Results are about 2 to 1 in terms of individuals self-enrolling versus needing staff assistance and support to go through the process, which is flipped from the earlier staff-dependent process. There is more to do to get our business partners to use the software to enroll their employees, which will be included in Phase II as we move forward.
- The Committee discussed Career Success Solutions for the deaf and hard of hearing for additional vocational rehabilitation services since 2009. Easter Seals was awarded the contract for several regions in New Jersey. Some personnel and customers will be transitioning at the end of March 2019.

Chair Nyikita invited questions on the Workforce Report. There were no questions and Mr. Nyikita proceeded with a review of Tabs 6 and 7 for the Board's consideration:

Academic Committee Action (Resolution(s) for Approval)

Tab #6: Resolution #2019-058-06, A Resolution for the Adoption/Affirmation of Certain Board Policies.

Tab #7: Resolution #2019-058-07, A Resolution to approve and accept an increased amended amount for the Fiscal Year 2019 Carl D. Perkins Postsecondary Federal/State Vocational Formula Grant of \$484,741.00.

Chair Nyikita made a motion to move Tabs 6 and 7, as recommended by the Academic Committee. With a second by Trustee James Anderson, and one recusal by Trustee Daryl Minus-Vincent on Tab 7, the Board approved Resolutions 6 and 7, with all in favor and none opposed. There were no questions.

This concluded the Academic Committee Report.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
February 27, 2019**

RESOLUTION #2019-058-06

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 27th day of February 2019, 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 to existing policy.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
February 27, 2019**

BOARD POLICIES UPDATES

	Policy No.	Title
1	102	Nepotism
2	112	Reduction in Force due to Financial Exigency
3	308	Student Financial Aid
4	309	Tuition Payment Plan
5	310-A	Instructional Fees
6	310-B	Student Activity Fee
7	311	Reduced Tuition for Senior Citizens
8	401	Budget Preparation and Adoption
9	806-B	Fundraising
10	903-A	Responsible Involvement of Persons in the Decision-Making Process of the College
11	903-C	Academic Integrity
12	913	Civility

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Monthly Meeting held on Wednesday, February 27, 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
February 27, 2019**

RESOLUTION #2019-058-07

**APPROVAL TO AMEND THE FISCAL YEAR 2019 CARL D. PERKINS
POSTSECONDARY FEDERAL/STATE VOCATIONAL FORMULA GRANT FROM
THE NEW JERSEY DEPARTMENT OF EDUCATION,
IN THE AMOUNT OF \$484,741.00**

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 \$484,741.00 for fiscal year 2019; 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 2019 Perkins 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 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 2019 Perkins grant expenditures will focus on the purchase of equipment, instructional salaries, materials and supplies for academic programs such as: Health Information Technology, Geospatial, Human Services, Electronic Engineering Technology, Nursing, Biotechnology, Diagnostic Medical Sonography, Culinary Arts, Radiography, Dental Hygiene, Fashion Design, Entertainment Technology, Photography, 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 amend the Fiscal Year 2019 Postsecondary Federal/State Vocational Fiscal Year 2019 One-Year Spending Plan in accordance with the Fiscal Year 2019 Carl D. Perkins Grant Guidelines, and all other appropriate state and federal rules and regulations; and

WHEREAS, submission of the amendment 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 27th day of February 2019, hereby authorizes the College to amend the Carl D. Perkins Fiscal Year 2019 funding amount of \$484,741.00.

*******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 Wednesday, February 27, 2019** on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

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George Nyikita
Chairperson

Dr. Michael A. Cioce
Board Secretary

COMMENTS FROM THE PUBLIC

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

COMMENTS FROM THE BOARD

Trustee Dorion Morgan thanked the Chair, Trustees and President Cioce for helping to celebrate his 15-year anniversary at Restoration Station. Chair Nyikita replied the recognition was well-deserved. The work Trustee and Pastor Morgan does to give back to the community is quite an accomplishment. Everyone in attendance applauded Mr. Morgan.

Trustee Renee Liciaga thanked everyone who attended the Celebration of Philanthropy and she thanked President Cioce for his leadership and attendance at all of the early meetings in preparation for event. Trustee Liciaga thanked him for his hands-on leadership; she greatly respects him for it. She also thanked Dr. Tetteh and staff for coordinating the African American cultural events. Ms. Liciaga is excited to see the students who have graduated and are coming back to serve our community.

OTHER BUSINESS

No other business.

ADJOURNMENT OF PUBLIC SESSION

Chair Nyikita called for a motion to adjourn the Public Session. There is no need for an Executive Session. With no further business, Trustee Kevin Brown made the motion, second by Trustee Dorion Morgan, and by unanimous vote the Board of Trustees' Meeting adjourned at 5:58PM.

Respectfully submitted,

Dr. Michael A. Cioce
Board Secretary

MAC:lmd