

ROWAN COLLEGE AT BURLINGTON COUNTY

**BOARD OF TRUSTEES
REGULAR PUBLIC MEETING**

Tues., June 16, 2020

By Webex

**Host: 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 5:33PM.

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

Board Absent: Ms. Jamie Martin, Ms. Jillian Volpe (Alumni Trustee)

RCBC Present: Dr. Michael A. Cioce (President and Board Secretary), Dr. Karen Archambault, Dr. Cathy Briggs, Ms. Emmy Casa, Mr. Thomas Czerniecki, Ms. Lindsey Daniello, Mr. Andrew Eaton, Mr. Matthew Farr, Dr. Martin Hoffman, Mr. Jarrett Kealey, Mr. Mark Meara, Dr. Karen Montalto, Ms. Anna Payanzo Cotton, Dr. Anita Rudman, Ms. Michelle Russell, Dr. David Spang, Dr. Edem Tetteh, Ms. Donna Vandergrift, Mr. Greg Volpe, Mr. William Whitfield, Ms. Kelly Grant (Board Solicitor) and Ms. Lynne Marie Devericks (Board Recorder)

Other: There were seven (7) callers on the Webex who were not identified.

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 12, 2019, which was amended by a public notice released on May 15, 2020, 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 minutes of the Regular Board Meeting on May 19, 2020, as submitted. The motion was made by Trustee Renee Liciaga, with a second by Trustee Gino Pasqualone, and a unanimous vote in favor. There were no questions or comments and the minutes were approved as written.

REPORTS

1. President’s Report:

- The President’s Report was presented in written form to the Board, which included news and events from May 19, 2020 through June 16, 2020.
- 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 May 11, 2020 to June 8, 2020.
- President Cioce made the following announcements in addition to the written reports provided in the Board packet:

1) The College’s plan for Fall 2020 Semester: Registration opened in April 2020, and since that time, a number of things have changed and remain uncertain. The College set up a Task Force Committee that is co-chaired by Mr. Andrew Eaton, Director of Public Safety, and our Health Sciences Dean, Dr. Karen Montalto, to work with Federal, State, and local authorities. The Committee will discuss what a return to campus may or may not entail and members are currently exploring best practices. Dr. Cioce has a draft report outlining a plan for staff, students, and their safety. Dr. Spang has been working closely with the academic deans as far as what the face-to-face and online distribution of course offerings will look like. The President added that we will never please every individual, meaning some students are actively petitioning to return to campus, while others will not return to campus until there is a vaccine. The College will work to strike a balance between both groups. The President thanked the Board for their support. The summer semester has kicked off and is entirely online. The second summer semester begins after July 1, and the College is committed to be entirely online. There is a balance that we are working to find

for the Fall 2020 semester. We are updating the College community biweekly and we anticipate the continuation of those updates.

2) Contained within the written report, you will notice the update regarding the Strategic Plan. The Strategic Plan, adopted in 2015, is set to expire this year. President Cioce thanked Dr. Anita Rudman, Associate Provost, for all of the work in spearheading this effort and creating constituent groups. The President's Cabinet members are serving as anchors to President Cioce and Chair Nyikita to determine what the four pillars will involve. The pillars in our existing Strategic Plan served us well over the last five years, but after some internal vetting, it was determined that some adjusting is needed to the four pillars for the next five years. The four pillars are: Culture, Access and Affordability, Student Success, and Quality and Effectiveness. Work is well underway and we anticipate having the new Strategic Plan ready for campus review in the Fall semester.

3) President Cioce highlighted an initiative launched a few weeks ago, the Get Started Now award. There are a number of students that are uncertain what the return to college means. Any new student who agrees to enroll with RCBC and completes at least 15 credits between today and the end of the Fall 2020 semester, will be eligible for scholarship monies toward the Spring 2021 semester. In the ten days the initiative has been up and running on the RCBC Website, over 1,000 students have accessed the information and materials. If you are interested in learning more, please visit www.rcbc.edu/getstarted.

4) RCBC officially announced a new 3 + 1 offering, Business Administration with a focus on Global Business and Leadership. Dr. Cioce thanked the Rowan Relations Coordinator, Alexandra O'Neil, and Academic Leadership for getting this to the finish line. Junior-level classes will be offered on the Mount Laurel campus next fall. Any freshman or sophomore who enrolls with us now will be on course to start the program next fall.

The savings thus far that 3 + 1 has generated for our students is over \$7 million in tuition and fees. When President Cioce thinks about the program and where it was a few years ago, which turned into a reality, and the growth the program has made, it is truly significant.

5) President Cioce made a public service announcement with a thank you to Trustee Dorion Morgan, who has agreed to moderate the "Healing Our Communities" Town Hall scheduled for tomorrow, Wed., June 17, 2020, at 6:00 p.m., on Facebook Live.

President Cioce referenced the level of unrest and injustice tied to racial tensions that we are seeing in the media, and locally we are not immune to it. Panelists in the Town Hall will include: Burlington City Police Chief, John Fine, someone who has been vocal in speaking out about police brutality and is fully supportive of the protests that have been occurring in his community; Burlington County Freeholder Director Felicia Hopson, who is going to assist, and we are pleased to do this in concert with the Freeholder Board; RCBC Criminal Justice instructor Dr. Amber Ciccanti, who was previously a Willingboro Police Sergeant and also serves on the Willingboro Board of Education. There are also two student panelists, who represent the Criminal Justice major, and who have shared with us

their career choices in the wake of recent events. Dr. Cioce hopes the Trustees can join us. We will be taking questions live. It means a great deal to all of us that Trustee Morgan will moderate this special Town Hall. Chair Nyikita thanked the President and Trustee Morgan, and he added that this helps to fulfill our responsibility to the community and we have much more responsibility in that regard.

Chair Nyikita invited questions for the President and there were none.

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., June 9, 2020, and the Committee discussed various items.

Chair Nyikita proceeded with a review of Tabs 1 through 17 for the Board's consideration:

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

- Tab #1:** Resolution #2020-168-01, A Resolution to approve and ratify requested business-related travel.
- Tab #2:** Resolution #2020-168-02, A Resolution to approve and ratify agreements and contracts.
- Tab #3:** Resolution #2020-168-03, A Resolution for the Adoption/Affirmation of Certain Board Policies
- Tab #4:** Resolution #2020-168-04, A Resolution to award a contract to NJEDge.Net for access to select databases, journals and e-books through the Virtual Academic Library Environment of New Jersey (VALE-NJ) in the amount of \$54,465.40 for fiscal year 2021
- Tab #5:** Resolution #2020-168-05, A Resolution to approve the qualified list of collection agencies to be used by the College Office of Student Accounts for fiscal year 2021
- Tab #6:** Resolution #2020-168-06, A Resolution to award a contract to Looney Advertising & Branding to provide digital marketing services in an amount not to exceed \$125,000.00 for fiscal year 2021
- Tab #7:** Resolution #2020-168-07, A Resolution to award a contract to Emerald Business Supply for the purchase of custodial supplies (paper and plastic) for an amount not to exceed \$35,000.00 during fiscal year 2021
- Tab #8:** Resolution #2020-168-08, A Resolution to award a contract to Jon Don for the purchase of custodial supplies (cleaning supplies and chemicals) for an amount not to exceed \$16,000.00 during fiscal year 2021
- Tab #9:** Resolution #2020-168-09, A Resolution to award a contract to TouchNet information System, Inc. for the provision of electronic refunding services, payment plans and online payment processing for fiscal year 2021

- Tab #10:** Resolution #2020-168-10, A Resolution to award a contract to The College Board for Accuplacer testing in an amount not to exceed \$40,000.00 for fiscal year 2021
- Tab #11:** Resolution #2020-168-11, A Resolution to award a contract to Pitney Bowes, Inc. for the purchase of postage through a postage meter in an amount not to exceed \$130,000.00 for fiscal year 2021
- Tab #12:** Resolution #2020-168-12, A Resolution to award a contract to Siemens Building Technologies for continued maintenance and ATC control services for the College's building automation systems, including fire and access controls, in an amount not to exceed \$75,000 for fiscal year 2021
- Tab #13:** Resolution #2020-168-13, A Resolution to award a contract to W.B. Mason for office supplies in an amount not to exceed \$60,000.00 for fiscal year 2021
- Tab #14:** Resolution #2020-168-14, A Resolution to award a contract to ARI for fleet management services in an amount not to exceed \$150,000.00 for fiscal year 2021
- Tab #15:** Resolution #2020-168-15, A Resolution to renew the maintenance and license fees agreement with Ellucian Inc. relating to the Elevate software in the amount of \$88,111.00 for a three-year term
- Tab #16:** Resolution #2020-168-16, A Resolution to award an annual contract to ePlus Technology, Inc. for the Cisco Smartnet maintenance and support on various network switches and video conference equipment in the amount of \$70,762.41
- Tab #17:** Resolution #2020-168-17, A Resolution to appoint The Weiner Law Group, LLC, as the College's Special Counsel for specific legal matters for calendar year 2020

Chair Nyikita requested a motion to move Tabs 1 through 17, as recommended by the Finance/Facilities Committee. With a motion by Trustee Jim Anderson and a second by Trustee Dorion Morgan, the Board approved Resolutions 1 through 17, with all in favor and none opposed.

The Chair invited questions and there were none. This concluded the Finance/Facilities Committee Report.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
JUNE 16, 2020**

RESOLUTION #2020-168-01

TO APPROVE AND RATIFY REQUESTED BUSINESS RELATED TRAVEL

APPROVE

1) Grant-Funded Travel

None

2) Operational

Women's Soccer – 10/02/20 – 10/04/20 (two nights)

Destination: Maryland to play Frederick/Howard

Request:

Lodging: 7 rooms each night to be paid from zero account $7 * 150 = \$1,050$ x 2 nights = \$2,100

Meal Money: \$7 per day from -9330

Men's Soccer – 09/05/20 – 09/06/20 (one night)

Destination: NYC to play ASA/Monroe

Request:

Lodging: 7 rooms each night to be paid from zero account $7 * 150 = \$1050$ - zero account

Meal Money: \$7 per day from -9330

Men's Soccer – 10/02/20 – 10/03/20 (one night)

Destination: Massasoit

Request:

Lodging: 7 rooms each night to be paid from zero account $7 * 150 = \$1050$ - zero account

Meal Money: \$7 per day from -9330

Women's Basketball – 10/24/20 – 10/25/20 (one night)

Destination: CCBC Essex Jamboree

Request:

Lodging: 6 rooms each night to be paid from zero account $6 * 150 = \$900$ - zero account

Meal Money: \$7 per day from -9330

Women's Basketball – 11/14/20 - 11/15/20 (one night)

Destination: Maryland to play in Montgomery Tip Off Classic

Request:

Lodging: 6 rooms each night to be paid from zero account $6 * 150 = \$900$ - zero account

Meal Money: \$7 per day from -9330

Men's Basketball – 11/14/20 – 11/15/20 (one night)

Destination: Maryland to play in Montgomery Tip Off Classic

Request:

Lodging: 6 rooms each night to be paid from zero account $6 * 150 = \$900$ - zero account

Meal Money: \$7 per day from -9330

Fall Postseason Travel

Please see the attached document for possible post season costs related to the fall season.

RATIFICATION

1) **Grant-Funded Travel**

None

2) **Operational**

None

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, June 16, 2020** 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 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Renee Liciaga								4
5 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								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
June 16, 2020**

RESOLUTION #2020-168-02

TO APPROVE AND RATIFY AGREEMENTS AND CONTRACTS

FOR APPROVAL:

To approve the renewal of a Clinical Affiliation Agreement between Rowan College at Burlington County and Virtua, to provide a clinical education and instruction program for a three-year term, July 1, 2020 through June 30, 2023.

To approve a Subscription Agreement between Rowan College at Burlington County and The College Board for Interest in My College (IMC), for internet-based access on Student Search Service®, electronic documentation and related methods and techniques, hereinafter referred to collectively as "IMC". Interest in My College is a new Student Search Service® feature developed to enable more productive conversations between students and colleges based on their mutual interest in learning more about each other. In the amount of \$1,950.00 for the period of July 1, 2020 through June 30, 2021.

To approve a Professional Services contract between Rowan College at Burlington County and Galdan Enterprises, LLC d/b/a/ Connection School of Real Estate, 8 Castle Drive, Southampton, NJ, 08088, for a Real Estate Pre-Licensing program, for the Professional Development Department, for a one-year term of July 1, 2020 through June 30, 2021, in an amount of 16,875.00.

To approve a Professional Services contract between Rowan College at Burlington County and ABC Consulting Group International, LLC, 2406 Craig Drive, Hainesport, NJ, 08036, for five modules of Project Management Certificate courses, for the Professional Development Department, for a one-year term, July 1, 2020 through June 30, 2021, in an amount of \$30,240.00.

To approve a renewal agreement for FY21 between Rowan College at Burlington County and Agilent Technologies, Inc., 2850 Centerville Road, Wilmington, DE, 19808-1610, for crosslab silver instrument service for the STEM/Chemistry Department, for one year, August 1, 2020 through July 31, 2021, in an amount of \$14,268.00.

To approve a renewal agreement for FY21 between Rowan College at Burlington County and Hobsons, 400 E. Business Way, Suite 400, Cincinnati, Ohio, 45241, for an online subscription to Hobsons Naviance, for the Strategic Marketing and Communication Department, for a one-year term, July 1, 2020 through June 30, 2021, in the amount of \$14,200.00.

To approve a renewal agreement, for FY21 between Rowan College at Burlington County and IOTA Solutions, LLC, 3957 Westerre Parkway, Suite 160, Richmond, VA, 23233, for an evaluations annual renewal subscription, for a one-year term, July 1, 2020 through June 30, 2021, in an amount \$15,900.00.

To approve a renewal agreement for FY21 between Rowan College at Burlington County and Fierce Software for Red Hat Enterprise linux for the OIT Department, for a one-year term, July 1, 2020 through June 30, 2021, for an amount of \$9,477.63.

To approve a renewal amendment for FY21 between Rowan College at Burlington County and OnSolve, LLC, 780 West Granada Blvd., Ormong Beach, FL 32174, for an online emergency communications services subscription, for Strategic Marketing & Communications, for a one-year term, June 15, 2020 through June 14, 2021, in an amount of \$7,708.50.

To approve a renewal agreement for FY21 between Rowan College at Burlington County and Qless, Inc., 150 S. Los Robies Avenue, Pasadena, CA, 91101, for software for the OIT Department, for a one-year term, August 1, 2020 through July 31, 2021, in an amount of \$6,695.97.

To approve a renewal agreement for FY21 between Rowan College at Burlington County and Codeworks, Inc., 55 Hawktree Ridge, Ottawa, ON, K2j K5N7, for existing software maintenance, Netop Vision Annual Support Upgrade Plan, for the Distance Education Department, for a one-year term, June 30, 2020 through June 30, 2021, in an amount of \$3,055.00.

To approve a renewal agreement for FY21 between Rowan College at Burlington County and Omnigo Software, for annual software for the report exec system, for the Public Safety Department, for a one-year term, July 1, 2020 to June 30, 2021, in an amount of \$5,256.58.

To approve a renewal agreement for FY21 between Rowan College at Burlington County and ProQuest, LLC, 789 E. Eisenhower Parkway, Ann Arbor, MI 48406, for online resources database, for the College Library, for a one-year term of July 1, 2020 through June 30, 2021, in an amount of \$10,269.14.

To approve a renewal agreement for FY21 between Rowan College at Burlington County and Faronics, 5506 Sunol Blvd., Suite 202, Pleasanton, CA, 94566, for software maintenance and updates, for the OIT Department, for a one-year term, July 1, 2020 through June 30, 2021, in the amount of \$6,678.00.

To approve a renewal agreement for FY21 between Rowan College at Burlington County and Air Slate, 1371 Beacon Street, Suite 301, Brookline, MA, 02446, for an Annual Subscription for SignNow Enterprise, for the OIT Department, for a one-year term, June 30, 2020 through July 30, 2021, in an amount of \$3,000.00.

To approve a renewal agreement for FY21 between Rowan College at Burlington County and Entrinsik, for Informer annual license and support and product upgrades, for the OIT Department, for a one-year term, July, 1, 2020 through June 30, 2021, in an amount of \$6,938.00.

To approve a renewal agreement for FY21 between Rowan College at Burlington County and CDW Government, 75 Remittance Drive, Suite 1515, Chicago, IL 60675-1515, for annual Adobe Creative Cloud for Enterprise licensing software subscription, for the OIT Department, for a one year term, July 1, 2020 through June, 30, 2021, utilizing a New Jersey State contract, in an amount of \$20,886.20.

To approve a renewal agreement for FY21 between Rowan College at Burlington County and Happy Fox, Inc., 47 Discovery, Suite 170, Irvine, CA, 92618, for annual maintenance of software for HappyFox account fantastic plan, for the OIT Department, for a one-year term, July 1, 2020 through June 30, 2021, in an amount of \$7,938.00.

To approve a renewal agreement for FY21 between Rowan College at Burlington County and NWN Corporation, 303 Fellowship Road, Suite 110, Mount Laurel, NJ 08054, for Cisco WebeEx annual license agreement, for the Video Communication Service Department, for a one-year term, July 1, 2020 through June 30, 2021, in an amount of \$7,056.00.

To approve a renewal agreement for FY21 between Rowan College at Burlington County and Collegenet, 805 SW Broadway, Suite 1600, Portland, Oregon, 97205, for 25 Lives Services program, for the Facilities Department, for a one-year term, July 1, 2020 through June 30, 2021, in an amount of \$16,680.80.

To approve a renewal agreement for FY21 between Rowan College at Burlington County and SAS Institute, Inc., SAS Campus Drive, Cary, NC 27513, for annual maintenance on software license agreement for JMP Academic Suite, for the OIT/STEM Department, for a one-year term, July 1, 2020 through June 30, 2021, in an amount of \$3,500.00.

To approve a renewal agreement for FY21 between Rowan College at Burlington County and Source4, 3473 Brandon Avenue, Roanoke, VA, 24018, for FormPort Annual Maintenance, for the OIT Department, for a one-year term, July 1, 2020 through June 30, 2021, in an amount of \$2,075.00.

To approve a renewal agreement for FY21 between Rowan College at Burlington County and CourseMaven, for Service Addendum #4, for an annual license fee for DualEnroll.com, for a one-year term, July 1, 2020 through June 30, 2021, in an amount of \$25,200.00.

To approve a renewal agreement for FY21 between Rowan College at Burlington County and SHI International Corp., 290 Davidson Avenue, Somerset, NJ, 08873, for annual Microsoft 365 A3 Subscription maintenance, for the OIT Department, for a one-year term, July 1, 2020 through June 30, 2021, in an amount of \$31,833.68, utilizing a New Jersey State Contract #89851, M0003 Software License & Related Services.

To approve a renewal agreement for FY21 between Rowan College at Burlington County and CDW Government, 75 Remittance Drive, Suite 1515, Chicago, IL 60675-1515, for annual maintenance for Commvault program, for the OIT Department, for a one-year term, July 1, 2020 through June, 30, 2021, in an amount of \$8,423.55, utilizing a New Jersey State Contract #89849, M0003 Software License & Related Services.

To approve a renewal agreement for FY21 between Rowan College at Burlington County and Park Place Technologies, LLC, 5910 Landerbrook Drive, Suite 300, Mayfield Heights, OH, 44124, for annual maintenance for the Dell servers, for the OIT Department, for a one-year term, July 1, 2020 through June 30, 2021, in an amount of \$7,246.44.

To approve a renewal agreement for FY21 between Rowan College at Burlington County and BCC Software, LLC, 75 Josons Drive, Rochester, NY, 14623, for annual bulk mailer pro. package software subscription, for the Print Services-Inside Department, for a one-year term, July 1, 2020 through June 30, 2021, in an amount of \$\$3,090.00.

FOR RATIFICATION:

To ratify a License Agreement between Rowan College at Burlington County and Respondus, Inc., a corporation duly organized and existing under the laws of the state of Washington, USA, having its corporate headquarters at P. O. Box 3247, Redmond, Washington, 98073, to secure a Monitor Tiered license for remote proctoring of the ALEKs placement test for math placement for students out of high school for more than five years. The agreement is for 1,000 tests in the amount of \$3,950.00, for the period August 1, 2020 through July 31, 2021, with automatic renewal, and a free two-month pilot.

To ratify a renewal agreement between Rowan College at Burlington County and Mosio, Inc., 8001 14th Avenue NE, Seattle, WA, 98115, for the Library's IM and Text Platform, for a one-year term, in an amount of \$780.00.

To ratify an agreement between Rowan College at Burlington County and Tutor Matching Service, LLC/GoBoard, for an online tutoring service, for the Student Success Department, for a one-year term, June 1, 2020 through May 31, 2021.

To ratify an agreement between Rowan College at Burlington County and Probo Medical, 3535 Walnut Street, Harrisburg, PA, 17109, for maintenance of the ultrasound equipment for the College Health Department, for a one-year term, July 1, 2020 through June 30, 2020, in an amount of \$34,900.00.

To ratify a renewal agreement between Rowan College at Burlington County and Ellucian Company, L.P., 4375 Fair Lakes Court, Fairfax, VA, 22033 for Ellucian Financial Aid Software maintenance, for the OIT Department, for the first year of a 3-year term, July 1, 2020 through June 30, 2021, in an amount of \$2,939.00.

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

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Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
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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
June 16, 2020**

RESOLUTION #2020-168-03

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 16th day of June 2020, 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
June 16, 2020**

BOARD POLICIES UPDATES

	Policy No.	Title
1	010	Fiscal Accountability, Efficiency, and Transparency
2	204A	Academic Grading System - Addendum

*******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, June 16, 2020** on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

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5 Jamie Martin								5
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7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								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
June 16, 2020**

RESOLUTION #2020-168-04

**TO AWARD A CONTRACT TO NJEDGE.NET FOR ACCESS TO SELECT
DATABASES, JOURNALS AND E-BOOKS THROUGH THE VIRTUAL ACADEMIC
LIBRARY ENVIRONMENT OF NEW JERSEY (VALE-NJ) IN THE AMOUNT OF
\$54,465.40 FOR FISCAL YEAR 2021**

WHEREAS, the College has a need to access and use Virtual Academic Library Environment of New Jersey (VALE-NJ) databases, journals and e-book services; and

WHEREAS, the VALE-NJ consortium provides many of the academic databases, journals and e-books students and faculty need to access for coursework and research, both on campus and offsite, at significant savings to the participating academic library members; and

WHEREAS, **NJEDge.net** is the originator and facilitator of the VALE-NJ databases, journals and e-book services for library access to these academic resources; and

WHEREAS, it appears that **NJEDge.net (VALE-NJ)** has the experience and expertise to provide these 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 **NJEDge.net (VALE-NJ)**, 218 Central Avenue - GITC 3902, Newark NJ, 07102-1982; and

WHEREAS, in accordance with P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(6), the Acting President recommends the award of this contract to the following vendor(s): **NJEDge.net (VALE-NJ)**, 218 Central Avenue - GITC 3902, Newark NJ, 07102-1982;

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 16th day of June 2020, that a contract be awarded to **NJEDge.net (VALE-NJ)** in the amount of **\$54,465.40** for fiscal year 2021.

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

I, Thomas Czerniecki, Sr. Vice President Operations and Administration, do hereby certify that adequate funds are available in the Fiscal Year 2021 Operating Budget to pay for the contract between Rowan College at Burlington County and **NJEDge.Net. (VALE)**.

The money necessary to funds said contract is **\$54,465.40**. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line item appropriations:

1-60310-9701 (Library, Contracted Services)

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 **Board Meeting held on Tuesday, June 16, 2020** 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 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Renee Liciaga								4
5 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								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
June 16, 2020**

RESOLUTION #2020-168-05

**TO APPROVE A QUALIFIED LIST OF COLLECTION AGENCIES TO BE USED BY
THE COLLEGE OFFICE OF STUDENT ACCOUNTS**

WHEREAS, the College may have a need for qualified firms to perform services in the area of bad debt collections on our behalf; and

WHEREAS, a Request for Qualifications/Proposals (RFP/Q) was advertised and released on Wednesday, May 20, 2020 and opened on Tuesday, June 9, 2020, at 11:00 AM, nine (9) vendors responded, eight (8) were compliant; and

WHEREAS, it appears that the attached list of debt collection agencies have the experience and expertise to provide debt collections services for the college; and

WHEREAS, our current pre-qualified list expires June 30, 2020; and

WHEREAS, this qualified list is for a period of one (1) year and the RFQ/P also contained language which would allow the College to extend the term of the approved list for an additional one (1) year term based on mutual agreement and Board approval; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq. Chapter 271 P.L. 2005 (Adopted January 5, 2006) and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(14), it appears in the best interest of the College to approve the list of qualified debt collection agencies; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq. Chapter 271 P.L. 2005 (Adopted January 5, 2006) and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(14), the President recommends contracts be awarded to approve the list of qualified debt collection agencies; and

NOW THEREFORE, BE IT RESOLVED, by the Trustees of the College now assembled in public session this 16th day of June, 2020, authorizes the College to approve the list of qualified debt collection agencies to work with the Office of Student Accounts at the College to collect bad debt, on behalf of the College, for the contracted period.

**COLLECTION AGENCIES – FY21 – Pre-Qualified
July 2020 – June 2021**

AR Resources, Inc.
1777 Sentry Parkway West
Merion Towle Building #101
Blue Bell, PA 19422
(866) 804-5501

HS Financial Group, LLC
25651 Detroit Road, Suite 203
Cleveland, OH 44145

*******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, June 16, 2020** 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 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Renee Liciaga								4
5 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								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
June 16, 2020**

RESOLUTION #2020-168-06

**TO AWARD A CONTRACT TO LOONEY ADVERTISING & BRANDING FOR
DIGITAL MARKETING SERVICES FOR FISCAL YEAR 2021, FOR AN AMOUNT
NOT TO EXCEED \$125,000.00**

WHEREAS, the College has identified that digital marketing services are necessary to encourage student enrollment and promote College programs in Burlington County and throughout the region; and

WHEREAS, the college has several new and significant programs to promote as well as a need to conduct more cost-effective advertising of noncredit programs; and

WHEREAS, proposals for Digital Marketing Services, RFP-20-07, were advertised on Friday, February 28, 2020 and were opened on Wednesday, May 6, 2020, at 11:00 A.M., Ten (10) vendors responded; and

WHEREAS, our current contract expires June 30, 2020; and

WHEREAS, the RFP also contained language which would allow the College to extend the term with agreed upon changes of the contract, for an additional one (1) year term based on mutual agreement and Board approval; and

WHEREAS, in accordance with P.L. 1982, c.189 (C.18A:64A-25.4), it appears in the best interest of the College to award a one (1) year contract to **Looney Advertising & Branding**, 7 North Mountain Avenue, Montclair, NJ 07042; and

WHEREAS, in accordance with P.L. 1982, c.189 (C.18A:64A-25.4) the President recommends the award of this contract to the following vendor: **Looney Advertising & Branding**, 7 North Mountain Avenue, Montclair, NJ 07042;

NOW, THEREFORE, be it resolved, by the Trustees of the College now assembled in public session this 16th of June 2020, that a contract will be awarded to **Looney Advertising & Branding**, in the amount not to exceed \$125,000.00, for a twelve (12) month term.

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

I, Thomas Czerniecki, Sr. Vice President Operation and Administration, do hereby certify that adequate funds are available in the Fiscal Year 2021 Operating budget to pay for the contract between Rowan College at Burlington County and Looney Advertising & Branding.

The money necessary to fund said contract is not to exceed **\$125,000.00**. 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:

1-00900-9470 (Strategic Marketing & Communications, Advertising)

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 **Board Meeting held on Tuesday, June 16, 2020** 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 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Renee Liciaga								4
5 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								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
June 16, 2020**

RESOLUTION #2020-168-07

**TO AWARD A CONTRACT TO EMERALD BUSINESS SUPPLY FOR THE
PURCHASE OF CUSTODIAL SUPPLIES (PAPER AND PLASTIC SUPPLIES) FOR AN
AMOUNT NOT TO EXCEED \$35,000.00 DURING FISCAL YEAR 2021**

WHEREAS, the College has a need to purchase various custodial products including paper and plastic products; and

WHEREAS, our current contract expires on June 30, 2020; and

WHEREAS, a Request for Bids was posted on the College website and advertised in the Trenton Times, the Courier Post and the Burlington County Times on Thursday, February 27, 2020 and opened on Wednesday, May 6, 2020; and

WHEREAS, nine (9) vendors responded, six (6) were compliant; and

WHEREAS, it has been determined that **Emerald Business Supply** have the experience and expertise to provide these goods and services to the College; and

WHEREAS, this contract is for a period of one (1) year, July 1, 2020 through June 30, 2021, and the RFB also contained language which would allow the College to extend the term of the contract for an additional one (1) year, July 1, 2021 expiring June 30, 2022, based on mutual agreement and Board approval; and

WHEREAS, in accordance with P.L. 1982, c.189 (C.18A:64A-25.4) it appears in the best interest of the College to award to **Emerald Business Supply, 4807 Ashburner Street, Philadelphia, PA 19136**; and

WHEREAS, in accordance with P.L. 1982, c.189 (C.18A:64A-25.4) the President recommends the award of this contract to the following vendor(s) **Emerald Business Supply, 4807 Ashburner Street, Philadelphia, PA 19136**; and

NOW THEREFORE, BE IT RESOLVED, by the Trustees of the College now assembled in public session this 16th day of June 2020, that a contract be awarded to **Emerald Business Supply** for an amount not to exceed \$35,000.00 for fiscal year 2021.

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

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

The money necessary to fund said contract is not to exceed **\$35,000.00**. 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:

1-78100-9515 (Physical Plant-Pemberton, Custodial Supplies)

1-78110-9515 (Physical Plant-Mt. Laurel, Custodial Supplies)

Thomas Czerniecki

Sr. Vice President of Administration & Operations

BID ANALYSIS SHEET

BID NAME: Custodial Cleaning Supplies & Related Equipment
 BID NUMBER: RFB-20-06
 ADVERTISED: Thursday, February 27, 2020 (BCT, Courier Post, Trenton Times, & RCBC website)
 BID OPENING: Wednesday, May 6, 2020 at 10:00 AM

Bidders	Group 1 Sub-total	Group 2 Sub-total	Compliance
Emerald Business Supply	\$32,385.83	\$10,332.46	Compliant
Jon Don, LLC	\$74,158.57	\$6,575.80	Compliant
Home Depot Pro	\$42,451.60	\$6,726.00	Compliant
W.B. Mason	\$35,448.74	\$18,104.52	Compliant
Central Poly Bag Corp.	\$39,350.00	No bid	Compliant
Imperial Bag & Paper Co.	\$38,433.81	Incomplete	Non-Compliant
Ferguson Enterprises, Inc.	\$58,779.16	No Bid	Non- Compliant
United Sales USA	incomplete	incomplete	Non-Compliant
Fordion Packaging, LLC	Incomplete	No Bid	Non-Compliant
Spruce Industries, Inc.	Incomplete	Incomplete	Non- Compliant

*******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, June 16, 2020** 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 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Renee Liciaga								4
5 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								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
June 16, 2020**

RESOLUTION #2020-168-08

**TO AWARD A CONTRACT TO JON DON FOR THE PURCHASE OF CUSTODIAL
SUPPLIES (CLEANING SUPPLIES & CHEMICALS) FOR AN AMOUNT NOT TO
EXCEED \$16,000.00 DURING FISCAL YEAR 2021**

WHEREAS, the College has a need to purchase various custodial products including cleaning supplies and chemicals; and

WHEREAS, our current contract expires on June 30, 2020; and

WHEREAS, a Request for Bids was posted on the College website and advertised in the Trenton Times, the Courier Post and the Burlington County Times on Thursday, February 27, 2020 and opened on Wednesday, May 6, 2020; and

WHEREAS, nine (9) vendors responded, six (6) were compliant; and

WHEREAS, it has been determined that **Jon Don** has the experience and expertise to provide these goods and services to the College; and

WHEREAS, this contract is for a period of one (1) year, July 1, 2020 through June 30, 2021, and RFB-20-06 also contained language which would allow the College to extend the term of the contract for an additional one (1) year term, July 1, 2021 expiring June 30, 2022, based on mutual agreement and Board approval; and

WHEREAS, in accordance with P.L. 1982, c.189 (C.18A:64A-25.4) it appears in the best interest of the College to award to Jon Don, Inc, 400 Medinah Road, Roselle, IL 60172; and

WHEREAS, in accordance with P.L. 1982, c.189 (C.18A:64A-25.4) the President recommends the award of this contract to the following vendor, Jon Don, Inc. 400 Medinah Road, Roselle, IL 60172; and

NOW THEREFORE, BE IT RESOLVED, by the Trustees of the College now assembled in public session this 16th day of June 2020, that a contract be awarded to **Jon Don** for an amount not to exceed **\$16,000.00** for fiscal year 2021.

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

I, Thomas Czerniecki, Sr. Vice President Operations and Administration, do hereby certify that adequate funds are available in the Fiscal Year 2021 Operating Budget to pay for the contract between Rowan College at Burlington County and **Jon Don**.

The money necessary to fund said contract is not to exceed **\$16,000.00**. 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:

1-78100-9515 (Physical Plant-Pemberton, Custodial Supplies)

1-78110-9515 (Physical Plant-Mt. Laurel, Custodial Supplies)

Thomas Czerniecki

Sr. Vice President of Administration & Operations

BID ANALYSIS SHEET

BID NAME: Custodial Cleaning Supplies & Related Equipment
 BID NUMBER: RFB-20-06
 ADVERTISED: Thursday, February 27, 2020 (BCT, Courier Post, Trenton Times, & RCBC website)
 BID OPENING: Wednesday, May 6, 2020 at 10:00 AM

Bidders	Group 1 Sub-total	Group 2 Sub-total	Compliance
Emerald Business	\$32,385.83	\$10,332.46	Compliant
Jon Don, LLC	\$74,158.57	\$6,575.80	Compliant
Home Depot Pro	\$42,451.60	\$6,726.00	Compliant
W.B. Mason	\$35,448.74	\$18,104.52	Compliant
Central Poly Bag Corp.	\$39,350.00	No bid	Compliant
Imperial Bag & Paper Co.	\$38,433.81	Incomplete	Compliant
Ferguson Enterprises, Inc.	\$58,779.16	No Bid	Compliant
United Sales USA	incomplete	incomplete	Non-Compliant
Fordion Packaging, LLC	incomplete	No Bid	Non-Compliant
Spruce Industries, Inc.	incomplete	Incomplete	Non- Compliant

*******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, June 16, 2020** 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 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Renee Liciaga								4
5 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								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
June 16, 2020**

RESOLUTION #2020-168-09

**TO AWARD A CONTRACT TO TOUCHNET INFORMATION SYSTEMS, INC.
TO PROVIDE ELECTRONIC REFUNDING SERVICES, PAYMENT PLANS AND
ONLINE PAYMENT PROCESSING FOR THE COLLEGE IN FISCAL YEAR 2021**

WHEREAS, the College has a need to provide an electronic method for students to pay tuition and receive financial aid; and

WHEREAS, this method needs to be a secure online system for both the student and the College; and

WHEREAS, Requests for Proposals were advertised on Sunday, April 5, 2020 and were opened Wednesday, May 6, 2020, at 12:00 PM, three (3) vendor responded; and

WHEREAS, it appears that **TouchNet information System, Inc.**, has the experience and expertise to provide these services; and

WHEREAS, our current contract expires on June 30, 2020; and

WHEREAS, this contract is for a period of one (1) year and the RFP-20-08, Electronic Financial Aid Refunding, Payment Plans, and Online Payment Processing, also contained language which would allow the College to extend the term of the contract for an additional one (1) year term based on mutual agreement and Board approval; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq. Chapter 271 P.L. 2005 (Adopted January 5, 2006) and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(14), it appears in the best interest of the College to appoint **TouchNet Information Systems, Inc., 9801 Renner Blvd., Suite 150, Lenexa, KS 66219**; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq. Chapter 271 P.L. 2005 (Adopted January 5, 2006) and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(14), the President recommends a contract be awarded to **TouchNet Information Systems, Inc., 9801 Renner Blvd., Suite 150, Lenexa, KS 66219**; and

NOW, THEREFORE, BE IT RESOLVED, by the Trustees of the College now assembled in public session this 16th day of June 2020, that a contract be awarded to **TouchNet Information Systems, Inc., 9801 Renner Blvd., Suite 150, Lenexa, KS 66219**, for fiscal year 2021.

*******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, June 16, 2020** 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 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Renee Liciaga								4
5 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								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
June 16, 2020**

RESOLUTION #2020-168-10

**TO AWARD A CONTRACT TO THE COLLEGE BOARD FOR ACCUPLACER
TESTING IN AN AMOUNT NOT TO EXCEED \$40,000.00 FOR FISCAL YEAR 2021**

WHEREAS, the College has a need for online testing for student assessment; and

WHEREAS, the ACCUPLACER is a testing product that is exclusively published and sold by the College Board; and

WHEREAS, there are no other testing vendors that produce or sell this exam. The College currently utilizes the ACCUPLACER OnLine™ computerized exam for our assessment testing and utilizes the pencil paper ACCUPLACER exam for our special needs assessment at RCBC. The community colleges in the State of NJ utilize the ACCUPLACER to determine the student's appropriate placement in reading, writing, and math; 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, **The College Board** has completed and submitted a Business Entity Disclosure Certification which certifies that **The College Board** 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 **The College Board** from making any reportable contributions through the term of the contract; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq. Chapter 271 P.L. 2005 (Adopted January 5, 2006) 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 **The College Board**, 45 Columbus Ave., New York, NY 10023-6992; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq. Chapter 271 P.L. 2005 (Adopted January 5, 2006) and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(3), the Acting President recommends the award of this contract to the following vendor(s): **The College Board**, 45 Columbus Ave., New York, NY 10023-6992;

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 16th day of June 2020, that a contract be awarded to **The College Board** in an amount not to exceed **\$40,000.00** for fiscal year 2021; and

BE IT FURTHER RESOLVED, that the Business Entity Disclosure Certification, Chapter 271 Political Contribution Disclosure Form, Political Contribution Disclosure and the Determination of Value be placed on file with this resolution.

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

I, Thomas Czerniecki, Sr. Vice President Operations and Administration, do hereby certify that adequate funds are available in the Fiscal Year 2021 Operating Budget to pay for the contract between Rowan College at Burlington County and **The College Board**.

The money necessary to fund said contract is **\$40,000.00**. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line item appropriation:

1-36410-9505 (Educational Measurement Services, Instructional Materials)

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 **Board Meeting held on Tuesday, June 16, 2020** 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 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Renee Liciaga								4
5 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								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
June 16, 2020**

RESOLUTION #2020-168-11

**TO AWARD A CONTRACT TO PITNEY BOWES, INC. FOR THE PURCHASE OF
POSTAGE NEEDED FOR MAILING SERVICES IN AN AMOUNT NOT TO EXCEED
\$130,000.00 FOR FISCAL YEAR 2021 (NEW JERSEY STATE CONTRACT #75237)**

WHEREAS, the College has a need to provide mailing and shipping services to various departments at all campus and center locations through the USPS, UPS and FedEx; and

WHEREAS, these services include standard mail, vendor payments, payroll checks, as well as, College brochures; and

WHEREAS, the College is leasing a postage meter, on New Jersey State Contract #75237, from Pitney Bowes, Inc.; and

WHEREAS, the College purchases United States postage permits through Pitney Bowes which provides a discounted rate on postage for College through this postage meter; and

WHEREAS, these services are included under New Jersey State Contract (#75237); and

WHEREAS, in accordance with P.L. 1982 c.189 N.J.S.A. 18A:64A-it appears in the best interest of the College to award a contract to **Pitney Bowes, Inc.**, P.O. Box 5151, Shelton, CT 06484 (New Jersey State Contract #75237); and

WHEREAS, in accordance with P.L. 1982 c.189 N.J.S.A. 18A:64A-25.9, the President recommends the award of this contract to the following vendor(s): **Pitney Bowes, Inc.**, P.O. Box 5151, Shelton, CT 06484 (New Jersey State Contract #75237); and

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 16th day of June 2020, that a contract be awarded to **Pitney Bowes, Inc.** in an amount not to exceed **\$130,000.00** for fiscal year 2021.

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

I, Thomas Czerniecki, Sr. Vice President Operations and Administration, do hereby certify that adequate funds are available in the Fiscal Year 2021 Operating Budget to pay for the contract between Rowan College at Burlington County and **Pitney Bowes, Inc.**

The money necessary to fund said contract is not to exceed **\$130,000.00**. The contract is subject to the availability of funds and upon approval of the contract the funds will be charged to the following budget line item appropriation:

1-10410-9401 (General Institutional, Postage)

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 **Board Meeting held on Tuesday, June 16, 2020** 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 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Renee Liciaga								4
5 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								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
June 16, 2020**

RESOLUTION #2020-168-12

**TO AWARD A CONTRACT TO SIEMENS BUILDING TECHNOLOGIES FOR
CONTINUED MAINTENANCE AND ATC CONTROL SERVICES FOR THE
COLLEGE'S BUILDING AUTOMATION SYSTEMS, INCLUDING FIRE AND
ACCESS CONTROLS IN AN AMOUNT NOT TO EXCEED \$75,000.00
FOR FISCAL YEAR 2021**

WHEREAS, the College has a need to schedule and regulate mechanical heating and cooling equipment on the campuses and centers owned and operated by the College; and

WHEREAS, there is also a need to maintain and monitor fire safety and access control devices; and

WHEREAS, this equipment consists of computer hardware, software, building control panels, air compressors, digital and analog actuators, sensors, pneumatic control devices and digital control devices which are manufactured and installed by Siemens Building Technologies; and

WHEREAS, the College campuses are networked using the College LAN with the server located in the Central Heating and Cooling Plant on the Mt. Laurel campus; and

WHEREAS, these intricate systems require regular factory maintenance; including but not limited, to software upgrades, software support, on line troubleshooting and diagnostics, 24 X 7 operator support, system backup, preventive maintenance to pneumatic and digital systems; and

WHEREAS, due to the proprietary nature of the operating software and critical components, this service must be provided by the manufacturer; 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, **Siemens Building Technologies** has completed and submitted a Business Entity Disclosure Certification which certifies that **Siemens Building Technologies** 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 **Siemens Building Technologies** from making any reportable contributions through the term of the contract; and

WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64A-25.5(3), it appears in the best interest of the College to award a contract to **Siemens Building Technologies**, 1450 Union Meeting Rd., Blue Bell, PA, 19422; and

WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64A-25.5(3), the Acting President recommends the award of this contract to the following vendors: **Siemens Building Technologies**, 1450 Union Meeting Rd., Blue Bell, PA, 19422; and

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 16th day of June 2020, that a contract be awarded to **Siemens Building Technologies** in an amount not to exceed **\$75,000.00** for fiscal year 2021;

BE IT FURTHER RESOLVED, that the Business Entity Disclosure Certification, Chapter 271 Political Contribution Disclosure Form, Political Contribution Disclosure and the Determination of Value be placed on file with this resolution.

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

I, Thomas Czerniecki, Sr. Vice President Operations and Administration, do hereby certify that adequate funds are available in the Fiscal Year 2021 Operating Budget to pay for the contract between Rowan College at Burlington County and **Siemens Building Technologies**.

The money necessary to fund said contract is **\$75,000.00**. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line item appropriation:

- 1-78100-9601 (Physical Plant-Pemberton, Maintenance Contracts)
- 1-78110-9601 (Physical Plant-Mt. Laurel, Maintenance Contracts)
- 1-78100-9701 (Physical Plant-Pemberton, Contracted Services)
- 1-78110-9701 (Physical Plant-Mt. Laurel, Contracted Services)

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 **Board Meeting held on Tuesday, June 16, 2020** 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 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Renee Liciaga								4
5 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								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
June 16, 2020**

RESOLUTION #2020-168-13

**TO AWARD A CONTRACT TO W.B. MASON FOR OFFICE SUPPLIES FOR AN
AMOUNT NOT TO EXCEED \$60,000.00 FOR FISCAL YEAR 2021
(NEW JERSEY STATE CONTRACT #A88839)**

WHEREAS, all college departments on all campuses require a variety of office supplies, etc. in order for their departments to function on a day-to-day basis; and

WHEREAS, the purchasing department will review all requisitions and make the determination when it is in the best interest of the College to purchase these supplies from W.B. Mason via the State Contract pricing; and

WHEREAS, New Jersey County College Contracts Law 18A:64A-25.9 permits purchases through State agencies; and

WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64A-25.9 it appears in the best interest of the College to award a contract to **W.B. Mason**, 151 Heller Place, Bellmawr, NJ 08031 (New Jersey State Contract #A88839); and

WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64A-25.9, the President recommends the award of this contract to the following vendor(s): **W.B. Mason**, 151 Heller Place, Bellmawr, NJ 08031 (New Jersey State Contract #A88839);

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 16th day of June 2020, that a contract be awarded to **W.B. Mason** for a combined amount not to exceed **\$60,000.00** for fiscal year 2021.

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

I, Thomas Czerniecki, Sr. Vice President Operations and Administration, do hereby certify that adequate funds are available in the Fiscal Year 2021 Operating Budget to pay for the contract between Rowan College at Burlington County and **W.B. Mason**.

The money necessary to fund said contract is **\$60,000.00**. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line item appropriation:

1-10410-9501 (General Institutional, Office Supplies)

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 **Board Meeting held on Tuesday, June 16, 2020** 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 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Renee Liciaga								4
5 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								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
June 16, 2020**

RESOLUTION #2020-168-14

**TO APPROVE A CONTRACT WITH AUTOMOTIVE RENTALS, INC (ARI) FOR
FLEET MANAGEMENT SERVICES IN AN AMOUNT NOT TO EXCEED \$150,000.00
FOR FISCAL YEAR 2021**

WHEREAS, the College has a need for vehicle fleet management services; and

WHEREAS, these fleet management services include, but are not limited to, tracking vehicle service requirements, providing fuel cards and tracking usage, vehicle tracking and reporting services, tracking and management of vehicle repair records, billing pass-through for authorized repair centers and gas stations; and

WHEREAS, the College's Board of Trustees entered into a Shared Services Agreement with the County of Burlington at their December 2, 2014 meeting; and

WHEREAS, the Board of Chosen Freeholders for the County of Burlington are expected to approve a contract extension of their agreement with **Automotive Rentals, Inc. (ARI)**, which includes the College, at their November 13, 2019 meeting; 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 **Automotive Rentals, Inc (ARI)**, dba Automotive Resources International, 4001 Leadenhall Road, Mt. Laurel, NJ 08054;

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 President recommends the award of this contract to the following vendor: **Automotive Rentals, Inc (ARI)**, dba Automotive Resources International, 4001 Leadenhall Road, Mt. Laurel, NJ 08054;

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 16th day of June 2020, that a contract be awarded to **ARI** in an amount not to exceed \$150,000.00 for fiscal year 2020.

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

I, Thomas Czerniecki, Sr. Vice President of Administration & Operations, do hereby certify that adequate funds are available in the FY 2021 Operating Budget to pay for the contract between Rowan College at Burlington County and **ARI**.

The money necessary to funds said contract is not to exceed **\$150,000.00**. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line item appropriations:

1-78100-9340 (Facilities, Operation of Vehicles)

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 **Board Meeting held on Tuesday, June 16, 2020** 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 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Renee Liciaga								4
5 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								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
June 16, 2020**

RESOLUTION #2020-168-15

**TO RENEW THE MAINTENANCE AND LICENSE FEES AGREEMENT WITH
ELLUCIAN INC. RELATING TO THE ELEVATE SOFTWARE IN THE AMOUNT OF
\$88,111.00 FOR A THREE-YEAR TERM**

WHEREAS, the College has deemed it necessary to renew the annual agreement of the Ellucian Elevate system, a software module for the registration and payment of noncredit course, and maintenance/support that provides functionality upgrades and user technical assistance; and

WHEREAS, the College will enter a three-year use agreement that will maintain the annual license of the contract at the rate of \$29,370 per year; and

WHEREAS, the current contract for the Elevate software module expires June 30, 2020; and

WHEREAS, the College has determined that **Ellucian, Inc.** has the experience and expertise to continue to provide the this software module and related services; 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, **Ellucian Inc.** has completed and submitted a Business Entity Disclosure Certification which certifies that **Ellucian Inc.** has not made any reportable contributions to a political or candidate committee in the County of Burlington in the previous one year, and that the contract will prohibit **Ellucian Inc.** from making any reportable contributions through the term of the contract; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq. and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(19), it appears in the best interest of the College to renew the contract with **Ellucian Inc.**, with offices located at 4375 Fair Lakes Court, Fairfax, VA 22033; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq. and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(19), the President recommends the award of this contract to the following vendor(s): **Ellucian Inc.**, with offices located at 4375 Fair Lakes Court, Fairfax, VA 22033; and

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 16th day of June 2020, that a contract renewal be awarded to **Ellucian Inc.** in the amount of **\$88,111.00** for a three-year period; and

BE IT FURTHER RESOLVED, that the Business Entity Disclosure Certification, Chapter 271 Political Contribution Disclosure Form, Political Contribution Disclosure and the Determination of Value be placed on file with this resolution.

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

I, Thomas Czerniecki, Sr. Vice President Operations and Administration, do hereby certify that adequate funds are available in the Fiscal Year 2021 Operating Budget to pay for the contract between Rowan College at Burlington County and **Ellucian Inc.**

The money necessary to fund said contract is **\$88,111.00**. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line item appropriation:

- 2-85104-9504 (Professional Development, Computer Software)
- 2-85107-9504 (Personal Development, Computer Software)

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 **Board Meeting held on Tuesday, June 16, 2020** 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 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Renee Liciaga								4
5 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								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
June 16, 2020**

RESOLUTION #2020-168-16

**TO AWARD AN ANNUAL CONTRACT TO ePLUS TECHNOLOGY, INC. FOR THE
CISCO SMARTNET MAINTENANCE AND SUPPORT ON VARIOUS NETWORK
SWITCHES AND VIDEO CONFERENCE EQUIPMENT
IN THE AMOUNT OF \$70,762.41
(NEW JERSEY STATE CONTRACT #87720)**

WHEREAS, the College has a need for vendor supplied maintenance and support services for various Cisco network and video conferencing equipment (July 1, 2020 – June 30, 2021); and

WHEREAS, these services are included under New Jersey State Contract (#87720); and

WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64-25.9 and P.L. 2011, c139, it appears in the best interest of the College to award a contract to: **ePlus Technology, Inc.**, 13595 Dulles Technology Drive, Herndon, VA 20171 (New Jersey State Contract #87720); and

WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64-25.9 and P.L. 2011, c139, the President recommends a contract be awarded to the following vendor **ePlus Technology, Inc.**, 13595 Dulles Technology Drive, Herndon, VA 20171 (New Jersey State Contract #87720);

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 16th day of June 2020, to award a contract to **ePlus Technology, Inc.** in the amount of \$70,762.41.

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

I, Thomas Czerniecki, Sr. Vice President Operations and Administration, do hereby certify that adequate funds are available in the Fiscal Year 2021 Operating Budget to pay for the contract between Rowan College at Burlington County and **ePlus Technology, Inc.**

The money necessary to fund said contract is **\$70,762.41**. 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 Technology, Maintenance Contracts)

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 **Board Meeting held on Tuesday, June 16, 2020** 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 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Renee Liciaga								4
5 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								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
JUNE 16, 2020**

RESOLUTION #2020-168-17

**TO APPOINT THE WEINER LAW GROUP, LLC, AS THE COLLEGE'S SPECIAL COUNSEL
FOR SPECIFIC LEGAL MATTERS FOR CALENDAR YEAR 2020**

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

WHEREAS, our previous pre-qualified list of firms has expired; and

WHEREAS, a Request for Qualifications/Proposals for Special Counsel for Specific Legal Matters, RFP-20-13, was advertised and released on Tuesday, May 5, 2020 and opened on Friday, May, 29, 2020, at 11:00 A.M., two (2) firms responded; and

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

WHEREAS, it appears that The Weiner Law Group, LLP, 629 Parsippany Road, PO Box 0438, Parsippany, NJ 07054, has the experience and expertise to provide these services; and

WHEREAS, this firm is being put in place the remainder of the calendar year 2020, and included language that would allow it to be extended for one additional year by mutual agreement; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq. Chapter 271 P.L. 2005 (Adopted January 5, 2006) and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(1), it appears in the best interest of the College to appoint The Weiner Law Group, LLP, 629 Parsippany Road, PO Box 0438, Parsippany, NJ 07054; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq. Chapter 271 P.L. 2005 (Adopted January 5, 2006) and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(1), the President recommends appoints be awarded to the following firm: The Weiner Law Group, LLP, 629 Parsippany Road, PO Box 0438, Parsippany, NJ 07054; and represent the College as needed during the upcoming year under the rates set forth in the law firm's proposal;

NOW THEREFORE, BE IT RESOLVED by the Trustees of the College now assembled in public session this 16th day of June, 2020, that The Weiner Law Group, LLP, 629 Parsippany Road, PO Box 0438, Parsippany, NJ 07054, be appointed as the College's Special Counsel for

Specific Legal Matters, for the remainder of calendar year 2020, under the rates set forth in the law firm's proposal.

*******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, June 16, 2020** 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 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Renee Liciaga								4
5 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								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: Chair George Nyikita reported on behalf of Committee Chair Kevin Brown:

Chair Nyikita announced that the Personnel Committee met on Wed., June 10, 2020, and the Committee discussed various personnel matters.

This concluded the Personnel Committee Report and Chair Nyikita proceeded with a review of Tabs 18 through 22 for the Board's consideration:

Personnel Committee Action (Resolution(s) for Approval)

Tab #18: Resolution #2020-168-18, A Resolution approving personnel actions for Rowan College at Burlington County

Tab #19: Resolution #2020-168-19, A Resolution approving the president's recommendation to reaffirm tenure and continue the appointments of certain tenured faculty holding academic rank for academic year 2020-2021

Tab #20: Resolution #2020-168-20, A Resolution approving the president's recommendation to reappoint non-tenured instructors for academic year 2020-2021

Tab #21: Resolution #2020-168-21, A Resolution to approve the renewal of the College-paid Short-Term Disability (STD) and employee-paid Long-Term Disability (LTD) for all non-affiliated employees to The Standard Insurance Company effective July 1, 2020 through June 30, 2021 in the amount of \$38,000.00 with approximately \$11,200.00 being funded by employee contributions

Tab #22: Resolution #2020-168-22, A Resolution for the Adoption/Affirmation of the Revised Employee Handbook

Chair Nyikita requested a motion to move Tabs 18 through 22, as recommended by the Personnel Committee. With a motion by Trustee Jim Kerfoot and a second by Trustee Renee Liciaga, the Board approved Resolutions 18 through 22 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
June 16, 2020**

RESOLUTION #2020-168-18

**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;

Cori Sell as PT Temporary Diagnostic Medical Sonography (DMS) Clinical Coordinator at \$35.71/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;

Lenore Campos as PT Temporary Diagnostic Medical Sonography (DMS) Clinical Coordinator at \$35.71/hour; and

Salary Adjustments

Edward Emrich as Public Safety III at \$39,845 effective 7/1/20;
Antonio Ruiz as Public Safety III at \$39,845 effective 7/1/20;
Tyler Conlin as Public Safety III at \$39,845 effective 7/1/20; and

Title Changes

Katelyn Lutz as Full Time Public Safety Officer I at \$30,299 effective 8/16/20;
Vincent Rutherford as Full Time Public Safety Officer I at \$30,299 effective 8/16/20;
Otis King as Public Safety Officer III at \$39,845 effective 7/1/20;
Jenna Schellhas as Acting Student Services Specialist II at \$37,900 effective 3/16/20;
Martin Manno as Instructor, Health Sciences at \$60,000 effective 9/1/20; 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;

Pinder, Anne; Rattol, Parneet; and

Adjuncts, Liberal Arts;

Screnci, Matt; Lichtenfeld, Lawrence; Yeager, Jessica; Del Rosario, Ana;
Barbato, Lauren; Darpino, Julie; Golden Lee, Sherry; and

Adjuncts, Nursing and Health Sciences;

None; and

Part-Time Trainers;

Pepe, William; and

EMT Trainers/EMT Aides;

Pulaski, Jennifer; and

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

Brent Franklin, Instructor, Liberal Arts;
John Grant, Adjunct, Health Sciences;
Elizabeth Kerr, Assistant Professor, Liberal Arts;
Kimberly DeWolfe, Adjunct, Health Sciences;
Earle Myers, Adjunct, STEM;
Audrey Brooks, Instructor, Health Sciences;
Daryll Wilson, Custodian, Facilities;
Laura Bezich, Assistant Director of Human Resources, Human Resources; 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;

Martin Manno, Health Sciences, Paid Intermittent LOA;
Buffy Stolte, Health Sciences, Paid LOA;
Stephanie Rudd, WDI, Intermittent Paid & Unpaid LOA;
Scott Abbamonte, Student Support, Paid LOA;
Melanie Braida, Health Sciences, Paid & Unpaid 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 16th day of June 2020, 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, June 16, 2020** 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 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Renee Liciaga								4
5 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								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
June 16, 2020**

RESOLUTION #2020-168-19

**APPROVAL OF PRESIDENT'S RECOMMENDATION TO REAFFIRM TENURE AND
CONTINUE THE APPOINTMENTS OF CERTAIN TENURED FACULTY HOLDING
ACADEMIC RANK for ACADEMIC YEAR 2020-2021**

WHEREAS, the Provost of Rowan College at Burlington County has reviewed the performance evaluation of certain tenured faculty holding academic rank for reaffirmation of tenure and continued appointment to the next Academic Year, 2020-2021, in light of all appropriate institutional needs, policies, criteria and requirements; and

WHEREAS, the Provost, in the exercise of his best professional judgment, has determined that the reaffirmation of tenure and continued appointment of certain tenured faculty holding academic rank would effectively serve the mission and goals of the College and is consistent with all appropriate institutional needs, policies, criteria and requirements governing reaffirmation of tenure and continued appointment of tenured faculty holding academic rank; and

WHEREAS, the Provost made the recommendation to the President of Rowan College at Burlington County (hereinafter referred to as President) to reaffirm tenure and continue the appointments of certain tenured faculty holding academic rank; and

WHEREAS, the Board of Trustees of Rowan College at Burlington County (hereinafter referred to as Board of Trustees) has received a recommendation from the President, to reaffirm tenure and continue the appointments of certain tenured faculty holding academic rank;

NOW THEREFORE, be it resolved that the Board of Trustees assembled in public session this 16th day of June 2020, hereby accepts the recommendation of the President to reaffirm tenure and continue the appointments of certain tenured faculty holding academic rank; and

BE IT FURTHER RESOLVED, that the Board of Trustees approves the reappointment of the following named tenured faculty holding academic rank (Supplement B):

SUPPLEMENT B

**APPROVAL OF PRESIDENT'S RECOMMENDATION TO REAFFIRM
TENURE AND CONTINUE THE APPOINTMENTS OF CERTAIN
TENURED FACULTY HOLDING ACADEMIC RANK for ACADEMIC
YEAR 2020-2021**

Alexander, Dr. Jonathan	Professor
Bailey, Jeffrey H.	Assistant Professor
Baldt, Dr. Erika E.	Associate Professor
Bourne, Crystal R.	Assistant Professor
Brendle, Elizabeth	Assistant Professor
Cohill, Patricia S.	Assistant Professor
Gazzara, Christopher T.	Assistant Professor
Gicking-Aspden, Jessica	Assistant Professor
Hageman, Dr. Leon H.	Professor
Harkins, Michelle N.	Assistant Professor
Harmon, Louvenia A.	Academic Advisor
Huttner, Walter	Assistant Professor
Judge, James	Assistant Professor
Kerwick, Dr. John Joseph	Assistant Professor
Lavertu, Dr. Elizabeth C.	Associate Professor
Mariano, Kenneth	Assistant Professor
Meola, Jianene M.	Assistant Professor
Mihalik, Priti	Instructor
Muyesser, Meral	Assistant Professor
Osmond, Dr. Erica R.	Associate Professor
Parker, Lisa	Assistant Professor
Rienzi, Jennifer K.	Assistant Professor
Ritt, Laura H.	Assistant Professor
Rittenhouse, Joyce E.	Assistant Professor
Ruocco, Tiffany J.	Assistant Professor
Schellack, Diane Joan	Instructor
Sedar, Brina G.	Assistant Professor
Sherlock, Terrence Patrick	Assistant Professor
Simber, Christopher	Assistant Professor
Spiehs, Dr. Colleen Glavin	Professor
Stewart, Dr. Laura	Assistant Professor
Tokazewski, Anne	Assistant Professor
Veneziale, Diane P.	Assistant Professor
Weisbrod, Jonathan	Assistant Professor
Wend, William	Assistant Professor
Whitfield, William J.	Assistant Professor
Yanuzzi, Gina	Assistant Professor

*******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, June 16, 2020** 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 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Renee Liciaga								4
5 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								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
June 16, 2020**

RESOLUTION #2020-168-20

**APPROVAL OF PRESIDENT'S RECOMMENDATION TO REAPPOINT NON-
TENURED INSTRUCTORS for ACADEMIC YEAR 2020-2021**

WHEREAS, the Provost reviewed the performance evaluation of certain non-tenured Instructors who are eligible for reappointment to the next Academic Year, 2020-2021 in light of all appropriate institutional needs, policies, criteria and requirements; and

WHEREAS, the Provost, in the exercise of his best professional judgment, has determined that the reappointment of certain non-tenured Instructors, would effectively serve the mission and goals of the College and is consistent with all appropriate institutional needs, policies, criteria and requirements governing reappointment of non-tenured Instructors; and

WHEREAS, the Provost made the recommendation to the President of Rowan College at Burlington County (hereinafter referred to as President) to reappoint certain non-tenured Instructors; and,

WHEREAS, the Board of Trustees of Rowan College at Burlington County (hereinafter referred to as Board of Trustees) has received a recommendation from the President, to reappoint certain non-tenured Instructors;

NOW THEREFORE, be it resolved that the Board of Trustees, now assembled in public session this 16th day of June 2020, hereby accepts the recommendation of the President to reappoint certain non-tenured Instructors; and

BE IT FURTHER RESOLVED, that the Board of Trustees approves the reappointment of the following named non-tenured Instructors (Supplement A):

SUPPLEMENT A

**APPROVAL OF PRESIDENT'S RECOMMENDATION TO
REAPPOINT NON-TENURED INSTRUCTORS for
ACADEMIC YEAR 2020-2021**

Abdul-Jabbaar, Malik	Instructor
Brady, Renita	Instructor
Burrell, Tina D.	Instructor
Caranci, Frank	Instructor
Chapman, Brandon	Instructor
Ciccanti, Dr. Amber Lee	Instructor
Cooper, Christopher	Instructor
Francis-Denton, Corvena N.	Instructor
Gartner, Russell	Instructor
Karanjia, Tonya	Instructor
Koszyk, Linda	Instructor
Kotowich, Steven	Instructor
Lauer, Dr. Maria	Instructor
Mack-Brooks, Pamela	Instructor
Mailhiot, Brooke M.	Instructor
Manno, Dr. Martin	Instructor
Meadows, Laurie	Instructor
Millward, Allison	Instructor
Nagbe, Aloysius	Instructor
Papazis, Elias	Instructor
Rizzo, Joseph Charles	Instructor
Stubee, Myriah	Instructor
Ward, Alexander	Instructor
Warner, Paul	Instructor
Williams, Shannon	Instructor
Wilson, Dave	Instructor
Zimnes, Faith L	Instructor

*******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, June 16, 2020** 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 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Renee Liciaga								4
5 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								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
June 16, 2020**

RESOLUTION #2020-168-21

**TO APPROVE THE RENEWAL OF THE COLLEGE-PAID SHORT-TERM
DISABILITY (STD) AND EMPLOYEE-PAID LONG-TERM DISABILITY (LTD) FOR
ALL NON-AFFILIATED EMPLOYEES TO THE STANDARD INSURANCE
COMPANY EFFECTIVE JULY 1, 2020 THROUGH JUNE 30, 2021
IN THE AMOUNT OF \$38,000.00 WITH APPROXIMATELY \$11,200.00
BEING FUNDED BY EMPLOYEE CONTRIBUTIONS**

WHEREAS, the College would like to continue to provide College-paid Short Term Disability (STD) and voluntary, employee-paid Long Term Disability (LTD) for all non-affiliated staff; and

WHEREAS, **The Standard Insurance Company** has been an employee benefits provider for more than 50 years; and

WHEREAS, STD with **The Standard Insurance Company** is a guaranteed issue to all eligible non-affiliated employees; and

WHEREAS, Broker of Record, Conner Strong, has determined that **The Standard Insurance Company** offers the best STD plan and voluntary, employee-paid Long Term Disability (LTD) for the non-affiliated College employees; 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, **The Standard Insurance Company** has completed and submitted a Business Entity Disclosure Certification which certifies that **The Standard Insurance Company** 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 **The Standard Insurance Company** from making any reportable contributions through the term of the contract; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq., Chapter 271 P.L. 2005 (Adopted January 5, 2006) N.J.S.A. 19:44A-20.26 and P.L. 1982, c189 N.J.S.A. (C.18A:64A-25.5 (11)), it appears in the best interest of the College to award a contract to **The Standard Insurance Company**, 460 East Swedesford Road, Suite 1090, Wayne, PA 19087; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq., Chapter 271 P.L. 2005 (Adopted January 5, 2006) N.J.S.A. 19:44A-20.26 and P.L. 1982, c189 N.J.S.A. (C.18A:64A-25.5 (11)), the President recommends the award of

this contract to the following vendor(s): **The Standard Insurance Company**, 460 East Swedesford Road, Suite 1090, Wayne, PA 19087; and

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 16th day of June 2020, to award a contract to **The Standard Insurance Company**, for the period of July 1, 2020 through June 30, 2021 in the amount of **\$38,000.00**; and

BE IT FURTHER RESOLVED, that the Business Entity Disclosure Certification, Chapter 271 Political Contribution Disclosure Form, Political Contribution Disclosure and the Determination of Value be placed on file with this resolution.

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

I, Thomas Czerniecki, Sr. Vice President Operations and Administration, do hereby certify that adequate funds are available in the Fiscal Year 2021 Operating Budget to pay for the contract between Rowan College at Burlington County and **The Standard Insurance Company**.

The money necessary to fund said contract is **\$38,000.00**. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line item appropriation:

1-10420-9241 (Staff Benefits, Wage Continuation Insurance)

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 **Board Meeting held on Tuesday, June 16, 2020** 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 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Renee Liciaga								4
5 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								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
June 16, 2020**

RESOLUTION #2020-168-22

ADOPTION/AFFIRMATION OF THE REVISED EMPLOYEE HANDBOOK

WHEREAS, the College administrative staff, along with counsel, have reviewed the existing Employee Handbook and provided advice and recommendations regarding said handbook; and

WHEREAS, the College has provided the Board with a certain draft and amended Employee Handbook relating to, among other things, human resources/personnel issues; and

WHEREAS, the Personnel Committees of the Board have undertaken a review of the proposed Employee Handbook and have recommended that the proposed Employee Handbook 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 16th day of June 2020, that:

1. The Employee Handbook attached hereto and incorporated herein by reference be approved and adopted as written.
2. Be it further resolved that the Employee Handbook 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 and the Employee Handbook in accordance with the attached, including incorporating any amendments or modifications to existing policy and the Employee Handbook.

*******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, June 16, 2020** 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 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Renee Liciaga								4
5 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								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 Nyikita reported on behalf of Trustee Jamie Martin:

Chair Nyikita announced that the Academic Committee met on Tues., June 9, 2020, and the Committee discussed a variety of items.

This concluded the Academic Committee Report and Chair Nyikita proceeded with a review of Tabs 23 through 26 for the Board's consideration:

Academic Committee Action (Resolution(s) for Approval)

Tab #23: Resolution #2020-168-23, A Resolution to approve the Establishment of an Associate of Applied Science Degree in Applied Technology Management (AAS. ATM)

Tab #24: Resolution #2020-168-24, A Resolution for approval to apply for and accept the competitive grant funds for fiscal year 2021 provided by Workforce Innovation and Opportunity Act of 2014, (WIOA) Title II, Adult Education and Literacy Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Programs Continuation Application

Tab #25: Resolution #2020-168-25, A Resolution to approve a Rowan University grading scheme policy for the Inclusive Education program

President Cioce pointed out that the meeting agenda needed to be revised to reflect the correct description for Tab 25, which is, A Resolution for the Discontinuance and Removal of "X" Grade from Board Policies 202 and 204, as well as altering the procedure for awarding of an "AW" grade

Chair Nyikita agreed and it is noted here for the record that the agenda description for Tab 25 was incorrect, but Resolution 25 is accurate.

Tab #26: Resolution #2020-168-26, A Resolution to approve the addition of grades in RCBC's grading system, applicable only to the "3+1" inclusive education, year three professional courses with Rowan University

Chair Nyikita requested a motion to move Tabs 23 through 26, as recommended by the Academic Committee, with the amendment from President Cioce to Tab 25. With a motion by Trustee Dorion Morgan, a second by Trustee Mickey Quinn, and one recusal by Trustee Daryl Minus-Vincent on Tab 24, the Board approved Resolutions 23, 25, and 26 with all in favor and none opposed, and Resolution 24 with 8 in favor and none opposed.

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

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
June 16, 2020**

RESOLUTION #2020-168-23

**ESTABLISHMENT OF AN ASSOCIATE OF APPLIED SCIENCE DEGREE IN
APPLIED TECHNOLOGY MANAGEMENT (AAS. ATM)**

WHEREAS, in an ongoing effort to provide opportunities for accessible and affordable educational pathways, Rowan College at Burlington County has identified the need to provide a high-quality educational opportunity that prepares students to achieve career goals in the fields of technology and engineering management; and

WHEREAS, the Associate of Applied Science degree in Applied Technology Management (AAS.ATM) involves solving complex technological problems in addition to developing the competitive technologist and applied engineering workforce, and

WHEREAS, the AAS.ATM program will be comprised of courses focusing on the application of theories and hands-on skills in the development of marketable products and efficient processes and designs that reflect an awareness of how technology meets the needs of society today and in the future; and

WHEREAS, the program is designed to be a two-year degree that is transferable to a four-year Bachelor of Science degree in Industrial Technology Management; and

WHEREAS, Rowan College at Burlington County will seek accreditation of the program by the Association of Technology Management and Applied Engineering (ATMAE); and

WHEREAS, the skills and competencies supporting jobs in the Applied Technology Management field are in demand with growth expected over the next couple of years; and

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 16th day of June 2020, that the Associate of Applied Science degree in Applied Technology Management (AAS.ATM) be approved for implementation in the Spring 2021 semester.

*******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, June 16, 2020** 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 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Renee Liciaga								4
5 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								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
June 16, 2020**

RESOLUTION #2020-168-24

**APPROVAL TO APPLY FOR AND ACCEPT THE COMPETITIVE GRANT FUNDS
FISCAL YEAR 2021 PROVIDED BY WORKFORCE INNOVATION AND
OPPORTUNITY ACT OF 2014, (WIOA) TITLE II, ADULT EDUCATION
AND LITERACY CONSOLIDATED ADULT BASIC SKILLS AND
INTEGRATED ENGLISH LITERACY AND CIVICS EDUCATION
GRANT PROGRAMS CONTINUATION APPLICATION**

WHEREAS, the Board of Trustees of Rowan College at Burlington County (hereafter referred to as Board of Trustees) agrees to apply for funding in the amount of \$497,143.00 administered by the New Jersey Department of Labor and Workforce Development (LWD); and

WHEREAS, Rowan College at Burlington County will offer programs that provide adult education and literacy services to assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency; to assist adults who are parents to obtain the skills necessary to become partners in the education of their children; and to assist adults in the completion of a secondary school education.

WHEREAS, the Board of Trustees agrees to implement and administer the program in accordance with the fiscal year 2021 Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program, approved as part of the Workforce Innovation and Opportunity Act (WIOA); and

WHEREAS, the Burlington County Adult Basic Education Consortium led by Rowan College at Burlington County will offer a variety of literacy services at convenient times and locations throughout the county, through three educational institutions and a volunteer literacy organization; and

WHEREAS, the Board of Trustees acknowledges the partnership members of this grant are Rowan College at Burlington County, Literacy Volunteers of New Jersey, Bordentown School District, and Willingboro Adult School;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees, now assembled in public session this 16th day of June 2020, hereby authorizes the College to apply for and accept the following grant funds: Workforce Innovation and Opportunity Act (WIOA) Title II Adult Education and Literacy Grant Program Fiscal Year 2021 funding in the amount of \$497,143.00.

*******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, June 16, 2020** 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 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Renee Liciaga								4
5 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								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
June 16, 2020**

RESOLUTION #2020-168-25

**DISCONTINUANCE AND REMOVAL OF “X” GRADE FROM BOARD POLICIES 202
AND 204, AS WELL AS ALTERING THE PROCEDURE FOR AWARDING OF AN
“AW” GRADE**

WHEREAS, through the shared governance process, concern has arisen from the Faculty Senate regarding the impact on students of the “X” grade (i.e., Extended Incomplete) as part of RCBC’s grading system; and

WHEREAS, in November 2019, the Faculty Senate approved a motion to alter the procedure for the awarding of an “AW” grade (Administrative Withdrawal) to be similar with past practice (as last listed in the 2009-2011 catalog), which would allow students to apply for the “AW” grade for selective course(s) within a semester or term; and

WHEREAS, the selective application of the “AW” grade will now occur through the college’s Student Grade Appeals process; and

WHEREAS, upon acceptance of this change, the Faculty Senate then recommended the elimination of the “X” Grade; and

WHEREAS, Board Policies 202 (Academic Policies of the College) and 204 (Academic Grading System) must be updated to reflect the above changes, as well as the RCBC 2020-2021 catalog;

NOW, THEREFORE, BE IT RESOLVED by the Trustees of the College now assembled in public session this 16th day of June 2020, that the discontinuance and removal of the “X” grade from Board Policies 202 and 204, and the altering of procedures for awarding of an “AW” be approved for implementation beginning with the Fall 2020 semester.

*******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, June 16, 2020** 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 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Renee Liciaga								4
5 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								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
June 16, 2020**

RESOLUTION # 2020-168-26

**TO APPROVE THE ADDITION OF GRADES IN RCBC'S GRADING SYSTEM,
APPLICABLE ONLY TO THE "3+1" INCLUSIVE EDUCATION, YEAR THREE
PROFESSIONAL COURSES WITH ROWAN UNIVERSITY**

WHEREAS, RCBC has added to its "3+1" program offerings with Rowan University a baccalaureate degree in Inclusive Education; and

WHEREAS, there is a requirement that RCBC's grading system for Year Three professional courses in the Inclusive Education program align with Rowan University's grading system; and

WHEREAS, in order to meet this requirement, RCBC will be adding the following grades to its grading system, which will be applicable for Inclusive Education, Year Three professional courses only:

A-, B-, C-, D+, and D-

WHEREAS, the application and use of these additional grades in RCBC's grading system are described in new Board of Trustee Policy 204-A (Academic Grading System-Addendum);

NOW THEREFORE, BE IT RESOLVED, by the Trustees of the College now assembled in public session this 16th day of June 2020, that the addition of grades in RCBC's grading system for the "3+1" Inclusive Education, Year Three professional courses only, described in new Board Policy 204-A, be approved for implementation beginning with the Fall 2020 semester.

*******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, June 16, 2020** 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 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Renee Liciaga								4
5 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								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. There were no questions submitted in advance to the President by email and there were no virtual comments from the public.

COMMENTS FROM THE BOARD

Chair Nyikita invited comments from the Board of Trustees. Dr. Kerfoot remarked on Dr. Cioce's update regarding the Strategic Plan Committees. He is on one of them and he admires the work they are doing. The Committees are doing a lot of work in between their regular schedules and we are meeting every Tuesday for eight weeks. Trustee Kerfoot is very impressed with his group. He saw a number of them participating in the Board Webex this evening and he thanked them for all they are doing.

Trustee Dorion Morgan thanked the Board and the College for the invitation to take part in the Town Hall tomorrow. He thanked Mr. Greg Volpe, Executive Director of Strategic Marketing and Communications, for sending the invitation and for all of his help. Trustee Morgan is looking forward to moderating and the Town Hall is necessary. He is proud of RCBC.

President Cioce thanked Vice Chair Kerfoot for his participation as a Trustee representative on the Strategic Plan Committee. He also thanked Trustee Morgan for serving as our moderator in the Town Hall tomorrow evening. He plans to give him a socially distant, appropriate hug, afterward.

Chair Nyikita thanked everyone for dealing with the difficult and challenging circumstances we are all facing, especially the staff who are grinding it out every day and are preparing for a, still uncertain, fall term. He thanked the Board members for their understanding and flexibility. There is no meeting in July, but he asked that the Board watch their e-mail in case there is a need for a special meeting.

OTHER BUSINESS

There was 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 James Anderson, and by a unanimous vote in favor the Board of Trustees' Meeting adjourned at 5:58 P.M.

Respectfully submitted,

Dr. Michael A. Cioce, Board Secretary
MAC:lmd