

**ROWAN COLLEGE AT BURLINGTON COUNTY**

**BOARD OF TRUSTEES  
REGULAR PUBLIC MEETING**

**Tuesday, June 20, 2023**

**Host: Mt Laurel Campus  
Room 138  
900 College Circle  
Mt. Laurel, New Jersey 08054**

**MINUTES**

**CALL TO ORDER**

In Board of Trustees' Chair Dr. Anthony C. Wright and Vice Chair Dr. James Kerfoot's absence, Trustee Mr. Dorion Morgan welcomed everyone in attendance and called the meeting to order at 5:31PM.

**FLAG SALUTE**

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

**SWEARING IN NEW RCBC TRUSTEES**

Trustee Morgan introduced and welcomed Mr. Justin Braz as a newly gubernatorial appointed Trustee to the Rowan College at Burlington County Board of Trustees.

Solicitor Grant administered the Oaths of Allegiance and Oaths of Office. The Board of Trustees, President Michael Cioce and all meeting attendees welcomed Trustee Braz to the Board. The Oath has been officially signed and photos were taken.

**ROLL CALL**

*Board Present:* Mr. Justin Braz, Mr. Kevin Brown, Ms. Lorraine Hatcher, Mr. Dorion Morgan, Mr. Gino Pasqualone (Virtual), Mr. Mickey Quinn (Virtual), and Ms. Regina Reed

*Board Absent:* Dr. James Kerfoot, Mr. Raymond Marini, Dr. Anthony Wright

*RCBC Present:* Dr. Michael A. Cioce (President and Board Secretary), Dr. Catherine Briggs, Mr. Matthew Farr, Ms. Kelly Grant (Board Solicitor), Dr. Martin Hoffman, Mr. Kevin Kerfoot, Dr. Karen Montalto, Ms. Jeanne Paulsen, Ms. Ashley Pezzolla, Ms. Donna Podolski, Dr. Anita Rudman, Ms. Michelle Russell, Ms. Colleen Snyder, Dr. David Spang, Ms. Nicole Tavares, Dr. Donna Vandergrift, Mr. William Whitfield, and other RCBC Faculty and Staff.

*Special Guests: Whitley St. Remy and Eli Booth*

### **PUBLIC ANNOUNCEMENT**

Ms. Colleen Snyder read the following statement: “In compliance with the Open Public Meetings Act, the Board passed a resolution on November 15, 2022, setting forth the date, time, and location of the regular meetings of the Board of Trustees, which resolution was, within seven days of passage, posted on the College Website, sent to *The Burlington County Times*, *The Courier Post*, *The Trenton Times*, and the Burlington County Clerk. Subsequent Notice as to the location change for this meeting was posted on the College Website, sent to *The Burlington County Times*, *The Courier Post*, *The Trenton Times*, and the Burlington County Clerk on January 27, 2023.”

### **MINUTES**

Acting Chair Morgan asked for a motion to approve of the public minutes of the Regular Board Meeting May 16, 2023, as submitted. With a motion by Trustee Kevin Brown and a second by Trustee Lorraine Hatcher, and a recusal by Justin Braz. The Board approved the Regular Board Meeting minutes for May 16, 2023 with all in favor.

### **CORRESPONDANCE**

Dr. Cioce notified the attendees that there was no correspondence.

### **REPORTS**

#### **1.) President’s Report:**

The President’s Report was presented in written form to the Board, which included news and events from May 16, 2023 to June 20, 2023

#### **2. Recognition of Service/Retirement and Presentation of Resolutions:**

- a. Ms. Teresa Kowaleski, Custodian, Facilities
- b. Ms. Patricia Cohill, Assistant Professor, Liberal Arts

### **Student Spotlight**

- Whitley St. Remy, Adult Basic Education 2023 graduate.
- Eli Booth, RCBC Peer Mentor

## Commencement

- We celebrated our graduates with three picture-perfect ceremonies over two days.
- More than 450 students participated in the ceremonies.
  - The Class of 2023 awarded nearly 1,500 credentials to 875 students.
- Congratulations to Dr. Amber Ciccanti (Criminal Justice) who earned the Lindback Distinguished Teaching Award, and Pamela Mack-Brooks (Nursing) who was selected Professor of the Year.
- Plans are already underway for the Class of 24 celebrations, which will include first-ever December ceremonies for students graduating in August and December.

## Commencement (High School Equivalency)

- The Adult Basic Education program held its graduation ceremony on Thursday, June 15 celebrating 30 students who have earned their High School Equivalency diploma this year. Another 20 have taken at least one of the four tests needed to achieve their diploma.
- The program had 93 participants this fall, in classes that were held in Votta Hall for the first time this semester to help integrate these students into the campus community. Rowan College at Burlington County Board of Trustees Meeting
- Of the 93, 50% have completed or started an RCBC Quick Step program that provides both an industry recognized credential and college credit in high-demand careers such as supply chain management, cybersecurity, electrocardiogram, culinary or Microsoft office.
- 60% have improved their literacy levels in reading and math.

## Phillies Game

- As part of its effort to become more ingrained in the college community, raise money for students, and to help build comradery among staff, the RCBC Foundation is organizing a college event to the Phillies game on July 26.
- The Foundation will host a pre-game reception with complimentary appetizers to guests at 4:30 p.m at Goose Island by the third base gate.
- A portion of the ticket will support students.
- Click [here](#) for more information and to purchase tickets.

## Upcoming events

[rcbc.edu/events](http://rcbc.edu/events)

- Most college officers closed on Fridays in June and July
- No meeting in July. Next meeting: August 15
- College closed for Independence Day - July 4

President Cioce invited questions.

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

## 2. Board Reports

- A. **Finance/Facilities Committee:** Chair Dorion Morgan reported that the Finance/Facilities Committee met on Tuesday, June 13, 2023 at 4:00PM, and the Committee discussed various finance and facilities matters.

Trustee Morgan proceeded with a review of Tabs 1 through 7 for the Board's consideration:

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

- Tab #1:** Resolution # 2023-171-01, A Resolution to approve and ratify requested business-related travel.
- Tab #2:** Resolution # 2023-171-02, A Resolution to approve and ratify certain agreements and contracts.
- Tab #3:** Resolution # 2023-171-03, A Resolution to award an annual contract to **NWN Corporation** for the hp servers to provide the college's colleague ERP system maintenance and support services in the amount of **\$38,961.12**
- Tab #4** Resolution # 2023-171-04 A Resolution to approve a qualified list of collection agencies to be used by the college office of student accounts for **Fiscal Year 2024**.
- Tab #5** Resolution # 2023-171-05, A Resolution to award a contract to **NJEDGE.NET** for access to select databases, journals, streaming videos, library services and eBooks through the virtual academic library environment of New Jersey (Vale-NJ) in an amount not to **exceed \$98,000.00 for Fiscal Year 2024**
- Tab #6** Resolution # 2023-171-06, 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 **\$53,884.74**.
- Tab #7** Resolution # 2023-163-07, A Resolution to award a five-year contract to **RDS VENDING, LLC** to provide vending operations at the college **from July 1, 2023 through June 30, 2028**

Acting Chair Morgan invited questions on the resolutions and there were none. The Acting Chair requested a motion to move Tabs 1 through 7, as recommended by the Finance/Facilities Committee. With a motion by Trustee Lorraine Hatcher and a second by Trustee Regina Reed, the Board approved Resolutions 1 through 7 with all in favor and none opposed. This concluded the Finance/Facilities Committee Report.



**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
June 20, 2023**

**RESOLUTION #2023-171-01**

**TO APPROVE AND RATIFY REQUESTED BUSINESS-RELATED TRAVEL**

**APPROVE**

**1. Grant-Funded Travel**

**2. Operational**

Jonathan Weisbrod, Assistant Professor of Mathematics, Mathfest, Tampa, FL, August 2 - August 5, 2023, ***\$1,646.07***.

Donna Vandergrift, Dean Liberal Arts, Leadership in Higher Education Conference, Orlando, FL, October 12, 2023 - October 14, 2023, ***\$2,005.00***.

Martin Hoffman, Sr., Chief Information Officer, ITC Board Meeting, Fort Worth, TX, July 26, 2023 to July 29, 2023, ***\$1,611.44***.

**RATIFICATION**

**1. Grant-Funded Travel**

**2. Operational**

**REIMBURSEMENT**

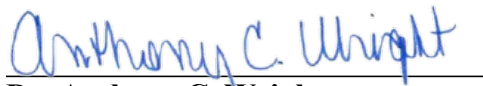



\*\*\*\*\***CERTIFICATION OF THE SECRETARY**\*\*\*\*\*

**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 20, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

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

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

  
**Dr. Anthony C. Wright**  
Chairperson

  
**Dr. Michael A. Cioce**  
Board Secretary



**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
June 20, 2023**

**RESOLUTION #2023-171-02**

**TO APPROVE AND RATIFY CERTAIN AGREEMENTS AND CONTRACTS**

**FOR APPROVAL:**

1. To award a contract to **Appspace, Inc.** for the Campuses' digital signage program in the amount of \$11,400.00, for fiscal year 2024. (Multiple bids were reviewed and per N.J.S.A. 18A:64A-25.19 the lowest responsible quotation received which is most advantageous to the college was selected.)
2. To approve a consultant contract with **Galdan Enterprises, LLC dba/Connection School of Real Estate for NJ Salesperson**, pre-licensing for the Professional Development Department, (WDI), in the amount of \$16,875.00, for fiscal year 2024. (Multiple bids were reviewed and per N.J.S.A. 18A:64A-25.19 the lowest responsible quotation received which is most advantageous to the college was selected. See narrative on following pages)
3. To approve a licensing subscription maintenance agreement with **SHI International Co.** for Microsoft 365 software, in an amount of \$32,244.36, for a one-year term, August 14, 2023 through August 13, 2024. (Per N.J.S.A. 18A:64A-25.5(19) this is a software program exception. Due diligence has been performed which justifies the award. See narrative on following pages.)
4. To approve an agreement with **CollegeNet**, for the Linx program and 25Live software and support for the OIT/Facilities Department, in the amount of \$22,493.44, for fiscal year 2024. (Per N.J.S.A. 18A:64A-25.5(19) this is a software program exception. Due diligence has been performed which justifies the award. See narrative on following pages.)
5. To approve a consultant contract between Rowan College at Burlington County and **Burlington County Institute of Technology (BCIT)**, for an Advanced Manufacturing Machinist program, for fiscal year 2024, under a shared services MOU.
6. To approve a consultant contract between Rowan College at Burlington County and **Burlington County Institute of Technology (BCIT)**, for a Certified Nursing Assistant program, for fiscal year 2024, under a shared services MOU.
7. To approve a one-year agreement with **Alma Labs Inc.** for media monitoring service to the Marketing Department, in the amount of \$3,000.00, for fiscal year 2024. (Per N.J.S.A. 18A:64A-25.19 the contract is below 20% of the bid threshold of \$37,500 (\$7,500). Due diligence has been performed which justifies the award. See narrative following pages.)



8. To approve a one-year agreement with **Onsolve, LLC** for a Critical Communication Subscription to the Marketing Department, in the amount of \$5,953.68, for fiscal year 2024. (Per N.J.S.A. 18A:64A-25.19 the contract is below 20% of the bid threshold of \$37,500 (\$7,500). Due diligence has been performed which justifies the award. See narrative on following pages.)
9. To approve a one-year agreement, with **ProEducation Solutions, LLC**, for Proverify, a remote federal student aid verification application, for fiscal year 2024, in an amount not-to-exceed \$37,000.00. (Multiple bids were reviewed and per N.J.S.A. 18A:64A-25.19 the lowest responsible quotation received which is most advantageous to the college was selected. See narrative on following pages)
10. To approve a software license renewal agreement with **Codework** for a support plan and Net-Op Vision district kit for 6,500 students, in the amount of \$3,575.00, for fiscal year 2024. (Per N.J.S.A. 18A:64A-25.19 the contract is below 20% of the bid threshold of \$37,500 (\$7,500). Due diligence has been performed which justifies the award. See narrative on following pages.)
11. To approve a renewal subscription agreement with **AirSlate, Inc.**, for basic subscription services, in the amount of \$6,480.00, for fiscal year 2024. (Per N.J.S.A. 18A:64A-25.19 the contract is below 20% of the bid threshold of \$37,500 (\$7,500). Due diligence has been performed which justifies the award. See narrative on following pages.)
12. To approve a software license renewal agreement with **Brightly Software Inc.**, for Facilities' maintenance and project scheduling software license for fiscal year 2024 in the amount of \$28,034.05. (Per N.J.S.A. 18A:64A-25.5(19) this is a software program exception. Due diligence has been performed which justifies the award. See narrative on following pages.)
13. To approve a subscription with **SimTutor, Inc.** for SIMTICS software for the radiography simulator programs, for a one-year term, in the amount of \$5,022.00. (N.J.S.A. 18A:64-25.5(3) Proprietary goods made or marketed by a person or persons having the exclusive right to make or sell)
14. To approve professional speaker services with **Dr. Traci B Fox**, engaged to speak August 8, 2023 in an amount of \$1,325.00. (Per N.J.S.A. 18A:64A-25.19 the contract is below 20% of the bid threshold of \$37,500 (\$7,500). Due diligence has been performed which justifies the award. See narrative on following pages.)
15. To approve an annual subscription with **12twenty, Inc.** for a bundle of three (3) software, Outcome Data and Analytics; Employer Relations Management; & Experiential Learning, for WDI, in the amount of \$15,600.00, for Fiscal Year 2024. (Per N.J.S.A. 18A:64A-25.5(19) this is a software program exception. Due diligence has been performed which justifies the award. See narrative on following pages.)
16. To approve a consulting services contract with **Carebridge Corporation** for Work-Life Assistance Services Program for RCBC employees, in the not to exceed amount of \$7,4000.00, for Fiscal Years 2024 and 2025. (Per N.J.S.A. 18A:64A-25.19 the contract is below 20% of the bid threshold of \$37,500 (\$7,500). Due diligence has been performed which justifies the award. See narrative on following pages.)
17. To approve an annual subscription **Mailchimp/Rocket Science Group, LLC**, providing mass emailing service licenses, for the Marketing Department, for fiscal year 2024, in an amount not-to-exceed \$1,380.00. (Per N.J.S.A. 18A:64A-25.19 the contract is below 20% of the bid threshold of \$37,500 (\$7,500). Due diligence has been performed which justifies the award. See narrative on following pages.)





18. To approve an annual subscription with **Governmentjobs.com, Inc., dba/ NEOGOV**, for onboard, new hire integration software for the Human Resource Department, for the period July 14, 2023 to July 13, 2024, in an amount of \$12,567.47. (Per N.J.S.A. 18A:64A-25.5(19) this is a software program exception. Due diligence has been performed which justifies the award. See narrative on following pages.)
19. To approve an annual subscription with **Governmentjobs.com, Inc., dba/ NEOGOV**, for enterprise subscription software for the Human Resource Department, for the period November 26, 2023 to November 25, 2024, in an amount of \$9,571.01. (Per N.J.S.A. 18A:64A-25.5(19) this is a software program exception. Due diligence has been performed which justifies the award. See narrative on following pages.)
20. To approve an annual subscription to **Entrinsik, Inc.**, provider of Informer reporting support and components, in the amount of \$9,646.00, for fiscal year 2024. (Per N.J.S.A. 18A:64A-25.5(19) this is a software program exception. See narrative on following pages.)
21. To approve an annual subscription to **Respondus**, a browser lockdown software for the testing center, in the amount of \$11,495.00, for Fiscal Year 2024. (Per N.J.S.A. 18A:64A-25.5(19) this is a software program exception. Due diligence has been performed which justifies the award. See narrative on following pages.)
22. To approve an annual subscription for **Online Computer Library Center, Inc.** covering services, support, and software for Cataloging/Metadata/and Online Computer Library Center, in the amount of \$3,594.84, for fiscal year 2024. (Per N.J.S.A. 18A:64A-25.19 the contract is below 20% of the bid threshold of \$37,500 (\$7,500). Due diligence has been performed which justifies the award. See narrative on following pages.)
23. To approve an annual subscription to **NWN Carousel**, provider of Cisco WebEx services, for the A/V Department in the amount of \$12,870.00 for fiscal year 2024. (Multiple bids were reviewed and per N.J.S.A. 18A:64A-25.19 the lowest responsible quotation received which is most advantageous to the college was selected)
24. To approve annual Analyst agreement with **Economic Modeling/Lightcast** for Business Engagement Services, for WDI, in an amount not to exceed \$9,000.00, for fiscal year 2024. (Multiple bids were reviewed and per N.J.S.A. 18A:64A-25.19 the lowest responsible quotation received which is most advantageous to the college was selected.)
25. To approve a service contract with **Toshiba Enterprises** to provide employee badge equipment, software, upgrades, and technical support to the Security Department, in the amount of \$3,128.10, for Fiscal Year 2024. (N.J.S.A. 18A:64-25.5(3) Proprietary goods made or marketed by a person or persons having the exclusive right to make or sell).
26. To approve a contract with **Almy Educational Consulting, LLC** for consulting services related to improving student outcomes in mathematics, for a period of approximately two (2) months, in the amount of \$10,000.00. (Per N.J.S.A. 18A:64A-25.5(1) this is a professional services exception. Due diligence has been performed which justifies the award. See narrative on following pages.)
27. To approve service agreement with **Thinglink**, for classroom purposes in the amount of \$1,500.00, for fiscal year 2024. (Per N.J.S.A. 18A:64A-25.19 the contract is below 20% of the bid threshold of \$37,500 (\$7,500). Due diligence has been performed which justifies the award. See narrative on following pages.)



28. To approve a consultant contract with **Puleo Pharmacy Services, LLC** for the pharmacy technician apprenticeship program with various dates to be determined, for the professional development department, in the amount not to exceed \$14,256.00, for fiscal year 2024. (Multiple bids were reviewed and per N.J.S.A. 18A:64A-25.19 the lowest responsible quotation received which is most advantageous to the college was selected)
29. To approve a contract with **CDW, LLC**, for the data backup and recovery software Commvault, for the fiscal year 2024, in the amount of \$16,398.25. (Per N.J.S.A. 18A:64A-25.5(19) this is a software program exception. Due diligence has been performed which justifies the award. See narrative on following pages.)
30. To approve a contract with **NJEdge Net, Inc.** for VMWare software, for the fiscal year 2024, in the amount not to exceed 15,000.00. (Per N.J.S.A. 18A:64A-25.5(19) this is a software program exception. Due diligence has been performed which justifies the award. See narrative on following pages.)
31. To approve a contract with **Park Place Technologies, LLC** for annual maintenance of the server software and hardware, for the fiscal year 2024, in an amount not to exceed \$6,997.99. (Multiple bids were reviewed and per N.J.S.A. 18A:64A-25.19 the lowest responsible quotation received which is most advantageous to the college was selected)
32. To approve a consultant contract with **Dr. Reginald L. Wright, Jr.** for keynote presentation and Q&A for the EOF program, on July 31, 2023, in the amount of \$2,500.00. (Per N.J.S.A. 18A:64A-25.19 the contract is below 20% of the bid threshold of \$37,500 (\$7,500). Due diligence has been performed which justifies the award. See narrative on following pages.)
33. To approve a consultant contract with **Katherine Villacis** for one-hour mental health discussion and yoga session, for the EOF program, on August 1, 2023, in the amount of \$2,000.00. (Per N.J.S.A. 18A:64A-25.19 the contract is below 20% of the bid threshold of \$37,500 (\$7,500). Due diligence has been performed which justifies the award. See narrative on following pages.)
34. To approve a revenue share agreement with **Cengage** for fiscal year 2024 for personal enrichment and industry certification classes.
35. To approve a revenue share agreement with **ProTrain** for fiscal year 2024 for personal enrichment and industry certification classes.
36. To approve a consultant services contract with **Rutgers Small Business Development Center**, to provide instruction and related materials for “Starting a small business from A-Z” courses for fiscal year 2024, in an amount not to exceed \$5,550.00. (Per N.J.S.A. 18A:64A-25.19 the contract is below 20% of the bid threshold of \$37,500 (\$7,500). Due diligence has been performed which justifies the award. See narrative on following pages.)
37. To approve a contract with **Blue Light Digital Sound**, for use of a recording studio for courses that will run during fiscal year 2024, in the amount of \$8,400.00. (Multiple bids were reviewed and per N.J.S.A. 18A:64A-25.19 the lowest responsible quotation received which is most advantageous to the college was selected.)



38. To approve a memorandum of understanding with **Burlington County Institute of Technology and Burlington County Alternative School** to provide a location where school occupants may relocate in the event of an emergency and requires the school to be evacuated, for fiscal year 2024 school year.
39. To approve a contract with **Jordan M. Barnett, MD, MBA, FACHE, FACEP, FAAEM** for consulting services as the Medical Direction/Advisement for the Emergency Medical Technician Program in the amount of \$17,000.00 for fiscal year 2024. (Per N.J.S.A. 18A:64A-25.5(1) this is a professional services exception. Due diligence has been performed which justifies the award. See narrative on following pages.)
40. To approve a contract with the **Academy of Healthcare Excellence** for services related to HealthWorks Apprenticeship grant in an amount not to exceed \$35,000.00 for fiscal year 2024. (Multiple bids were reviewed and per N.J.S.A. 18A:64A-25.19 the lowest responsible quotation received which is most advantageous to the college was selected.)

**FOR RATIFICATION:**

41. To approve an amendment to the existing agreement with **Ellucian Company, L.P.**, for fiscal years 2024 annual financial aid setup and configuration for managed consulting services for the existing student planning module, for the term May 15, 2023 through July 31, 2023, in the amount of \$17,000.00. (Per N.J.S.A. 18A:64A-25.5(1) this is a professional services exception. Due diligence has been performed which justifies the award. See narrative on following pages.)



1. Appspace, Inc. software is utilized to digitally advertise messages on the 25 television screens around campus, including the 20-screen video wall in the SSC. Appspace is a new vendor this year and will replace last year's vendor, Industry Weapon. The change achieved a cost savings.
2. Galdan Enterprises, LLC was selected as the partner to teach pre-licensing real estate classes. The college will enter into a revenue sharing arrangement whereby the college agrees to pay Galdan 60% of the proceeds of the classes in exchange for providing the curriculum and instructor. The college is responsible for advertising and registering the students. Galdan was the lowest of the three quotes received.
3. SHI International provides Microsoft 365 products through EA customer agreement and NJ EDGE Cooperative. Edge holds designation as a Cooperative Pricing System (DCA #269EMCP) as approved by the New Jersey Department of Community Affairs (DCA) in 2018.
4. CollegeNet provides a software package supporting the logistics and scheduling needs of the Facilities, Academic & Public Safety Departments. **25Live Streamlines** all scheduling, from simple room requests to the detailed planning needed by academic schedulers and conferences and event services. 25Live also provides the ability to create a variety of event workflows, automated communication, and generation of institution-wide reports. **LYNX Interface** - Interface that syncs all your courses with 25Live and automatically sends room assignments back to Colleague. The Interface can upload an entire term of classes in minutes, easily add make-up dates to class meeting times, assign resources directly to courses, and schedule final exams. CollegeNet also is the preferred vendor for Colleague, the College's ERP system, which allows the two software to work together more seamlessly.
5. To continue our mutually beneficial relationship with BCIT for the machinist program. This program allows our students access to the facilities and equipment at BCIT.
6. The BCIT partnership for Certified Nursing Assistant (CNA) training continues to ensure the program alignment across county education institutions. BCIT is the primary training provider for the Certified Nursing Assistant course in the NJ HealthWorks Scaling Apprenticeship Grant in Burlington County.
7. Alma Labs Inc, will provide ongoing media monitoring service to the Strategic Marketing Department. Department obtained four quotes and Alama was the lowest.
8. Onsolve, LLC provides a messaging system for the Strategic Marketing and Communications Department to quickly send text messages and emails to all students and employees should an emergency arise. This type of communication system is required under Federal Law. A second quote was reviewed; however, it was nearly twice the amount quoted by Onsolve.



9. ProEducation Solutions provides cloud-based software that assist students who file a FAFSA for financial aid and automated data verification through the IRS tax database. Of the three quotes requested ProEducation was the lowest responsible bidder.
10. Codework provides NetOp Vision District is a software package that provides classroom computer management software which allows faculty in computer labs to control sources of distraction and monitor student computers as well as providing computer support technicians with certain administrative efficiencies. Specifically, it permits instructors to supervise student's work by viewing a thumbnail image of each students' screen; give students a high-speed, full-screen view of the instructor's display; lock student computer keyboards and mice; and display what one student is doing on other students' computers. It permits technicians to open a file, application or website remotely, in one move, for the whole classroom at once and permits them to shut down all computers simultaneously when done updating or upgrading software. Codework was the lowest responsible bidder of the three quotes received.
11. Airslate is the college's legacy electronic forms processing software. Many of the forms in daily use for RCBC operations exist only on the Airslate platform. Although the College is migrating these forms to a new platform, it is necessary to keep the legacy platform operational and available in the meantime in order to maintain continuity of critical operations and for record keeping.
12. Brightly Software provides a ticketing and tracking system for our facilities and maintenance department. The software has been utilized for over a decade and the main barrier for replacement would be implementation costs.
13. SimTutor provides simulation-based training and scenario-based learning allowing students to learn by doing. Simulation based training also is considered advantageous to medical equipment manufacturing for innovation. The software subscription is required to be updated annually and can only be purchased through the vendor for their simulation equipment.
14. Dr. Traci Fox, EdD, RT(R), RDMS, RVT, who is renowned for her Sonographic Principles and Instrumentation (SPI) Ultrasound Review courses, where she is often referred to as "The Physics Whisperer". Dr. Fox conducts SPI lectures, reviews, registry preparation courses, etc. for many sonographic organizations and is a leader in the field of sonography. Dr. Fox has worked at Thomas Jefferson Hospital and University within the field of sonography, research, and education.
15. 12twenty provides a software bundle that will allow the Business Engagement and Career Preparation and Experiential Learning Departments to analyze how employers work with our students and when they are hired post-graduation. This will facilitate our First Destination Survey, where we are attempting to determine where our students go after leaving RCBC. Three quotes were received and 12twenty provided the most robust product for the price. One quote was lower but only provided one of three software that 12 twenty is offering.

16. Carebridge EAP provides preventative and proactive mental health care and work-life benefits to employees and their loved ones. RCBC contracted with Carebridge using a discounted rate contracted by Conner, Strong & Buckelew, the college's benefits administrator. The rates are discounted utilizing economies of scale.
17. Rocket Science/Mailchimp provides email and marketing automation platforms for schools. By importing contacts into the program, tools are provided on how to build and manage the audience, including grouping in more effective ways.
18. Governmentjobs.com, Inc. software is utilized to input applications and transfer data from our application system directly to Colleague, the ERP system, which saves the HR department time and reduces the risk of errors due to manual input. One quote was received from a competing vendor with interchangeable software that was more than double the annual costs and did not include the year one implementation fees.
19. Governmentjobs.com, Inc. software is utilized to input applications and transfer data from our application system directly to Colleague, the ERP system, which saves the HR department time and reduces the risk of errors due to manual input. One quote was received from a competing vendor with interchangeable software that was more than double the annual costs and did not include the year one implementation fees.
20. Entrinsik, Inc. is the sole distributor of Informer, and all the add-on components to the Ellucian market. Entrinsik Inc. does not allow third party vendors to sell to Ellucian clients. Most of the college relies on Informer reports for their data needs when accessing information from the college's ERP, Colleague, which runs on a Unidata database. Informer is also used to create datasets for other software integrations (examples include but are not limited to: Softdocs, BadgePass, TutorTrack and ADVISO), as well as to create our college dashboards. OIT has done due diligence in the past and there is a limited supply of reporting tools that provide Unidata support.
21. Respondus is a lockdown browser and AI based remote proctoring solution that the Office of Distance Education licenses on behalf of the RCBC academic divisions (primarily STEM) and at their request. There are many remote proctoring vendors. Respondus was selected as providing the best combination of features, compatibility and cost effectiveness for RCBC and the institution has invested time and effort into supporting our employees and students in using the product. Respondus is the sole source for their product which offers a unique combination of features needed by the college.
22. Online Computer Library Center (OCLC) is a recognized resource in the global library community that provides shared technology services, original research, and community programs for its membership and the library community at large, with members in more than 100 countries. Through membership with OCLC the College is able to obtain better pricing due to OCLC leveraging its economies of scale.



23. NWN Carousel Annual renewal of Cisco WebEx for FY'24. WebEx has been the College's preferred video conference platform for the last 3 years and provides WebEx accounts to all staff, faculty, adjuncts, and students. WebEx was chosen due to a number of factors with security being at the top of the list. WebEx also allows users to record all meetings, message, schedule, call, listen to voicemail, and start and join video meetings. WebEx is integrated into our Google Calendar. WebEx is also integrated into the College's LMS, Blackboard, and with the phase out of Blackboard's internal video meeting platform, WebEx will become the standard video meeting platform for our faculty and students in our Distance Learning, VLC, Hybrid Flex and in person classes.
24. Economic Modeling/Lightcast provides Business Engagement services. Additional quotes were reviewed and the low bid is recommended for award.
25. Toshiba is the proprietary vendor that supplies printers, software and card stock for generation of college ID badges. The BadgePass Identity Manager program provides fast turnaround of the badge product, and ability to manage access throughout the College.
26. ALMY Education is a professional service committed to improving student outcomes in mathematics. A survey identified many students are still taking developmental math courses. Also, pass rates in those courses are low. The result has been students delaying enrolling in the math courses and too many students not completing a math requirement. Almy Education's Math Success at Scale Intensive provides a process to assess, strategize, plan, and gain buy-in for the process that will lead to improvements starting in fall 2023 and expand to scaled improvement in fall 2024.
27. Thinglink provides a platform to create interactive content for classrooms by teachers and students that allows production of 3D images with interactive tags. Teachers are able to monitor and manage student accounts. Thinglink is sole source and cannot be sold or distributed by other companies.
28. Puleo Pharmacy will provide instruction for the Pharmacy Technician classes run by the Continuing Education department and HealthWorks Apprenticeship grant. Puleo was the lowest of the quotes obtained and RCBC has worked successfully with this pharmacy in the past.
29. RCBC contracts with CDW, LLC for the software Commvault, which provides data backup and recovery services. Two other quotes were requested; however, one response was returned incomplete and another was not returned.



30. VMware produces virtualization, networking, and security management tools. VMware software allows RCBC to run virtual computers on our physical computer hardware. Basically, a virtual machine (VM) is a semi-autonomous software container. Each VM can run an operating system and one or more applications. VMware allows us to run more applications with fewer physical computers because we put multiple VMs on the same hardware and if one VM crashes or is infected with malware it is less likely to affect the other VMs operating on that machine. Therefore, virtualization increases the efficiency, security and stability of our computer systems. Virtualization is an effective way to reduce costs and increase our IT efficiency and scalability. It enables faster disaster recovery and reduces downtime while also reducing our capital and operating costs.
31. PPT Holdings provides critical IT services for our servers. They were selected because they were the lowest bidder with a full quote.
32. Dr. Reggie Wright, a former professional basketball player, has been featured on CNN for his work educating and empowering students. He is a high-energy motivational speaker who is passionate about encouraging the youth to pursue their dreams and goals. Dr. Wright is a native of Trenton, NJ. He is a graduate of New Jersey City University, where he played basketball for four years and earned a B.S. in Computer Science. Upon graduating, he played professional basketball in Europe. He later went on to earn a master's degree from Cairn University. Dr. Wright recently completed his doctoral studies at Liberty University, where the focus of his dissertation was on how parental involvement can help narrow the academic achievement gap for Black males. Additionally, he teaches a character development/social-emotional learning curriculum to 5th-grade students. Dr. Wright is guided by his ethics and passion to serve students and help them achieve success.
33. Katherine Villacis is a certified yoga instructor who will provide a yoga session and discuss the mental clarity necessary to succeed in college. Not only will she be hosting a workshop but also each student will walk away with their own Yoga mat to utilize what they have learned and continue their practices on their own. The College has worked with Katherine in the past and found her sessions to be very beneficial to supporting our students with tangible resources to carry with them even when they leave RCBC.
34. RCBC's Continuing Education department utilizes a number of 3rd party vendors to offer an array of personal enrichment and industry certification courses. These relationships are generally revenue sharing where the vendor maintains a larger percentage of the revenue and RCBC maintains the balance (60/40). These agreements allow us to cut costs related to hiring instructors, supplying books and materials, and marketing. Cengage (Ed2Go) is an industry standard platform utilized by multiple two and four-year institutions to increase offerings to students. 17 of the 18 NJ community colleges Cengage/Ed2Go. Ed2Go also maintains all account receivable responsibilities and offers competitive payment plans to RCBC students. Through this organization we are able to offer more than 100 industry-recognized certifications in areas of high-demand in our state and in our county.





35. RCBC's Continuing Education department utilizes a number of 3rd party vendors to offer an array of personal enrichment and industry certification courses. These relationships are generally revenue sharing where the vendor maintains a larger percentage of the revenue and RCBC maintains the balance (60/40). These agreements allow us to cut costs related to hiring instructors, supplying books and materials, and marketing. ProTrainEdu has been chosen because they offer industry-recognized certifications in high need areas in which Cengage (Ed2Go) does not. ProTrainEdu also offers live synchronous training which is helpful to our students. The revenue share agreement with ProTrainEdu is 60/40. ProTrainEdu maintains all accounts receivable responsibilities and offers competitive payment plans to RCBC students.
36. Rutgers Small Business Development Center has prepared courses and RCBC will advertise and administer the courses for 50% profit share. No other quotes were obtained because it was deemed most advantageous to work with another government agency.
37. Blue Light Digital Sound studio was selected based on the criteria established by the college when soliciting quotes. Blue Light was the only studio within a 5-mile radius of the Mount Holly campus that provided a quote. Other studios never responded to multiple requests. The College is confident that Blue Light will provide the services and apparatus necessary to educate our students.
38. An agreement for an emergency evacuation meeting place for BCIT and RCBC students, if needed.
39. Jordan M. Barnett, MD. fills a role required by accreditation as the Medical Director/ Advisement of for the EMT program.
40. Academy of Healthcare Excellence was chosen out of 15 vendors who were solicited to work with our Certified Nursing Assistant certification training. Academy of Healthcare Excellence was the overall lowest cost vendor that is most advantageous to RCBC.
41. Ellucian is providing consulting services for the Financial Aid Department to help implement the new year due to substantial staff turnover. Financial Aid has strict reporting requirements with potential penalties if not set up correctly. It is imperative that the department has the new year set up correctly in the ERP system.





\*\*\*\*\*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 20, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

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

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

  
 Dr. Anthony C. Wright  
 Chairperson

  
 Dr. Michael A. Cioce  
 Board Secretary



**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
June 20, 2023**

**RESOLUTION #2023-171-03**

**TO AWARD AN ANNUAL CONTRACT TO NWN CORPORATION FOR THE HP  
SERVERS TO PROVIDE THE COLLEGE'S COLLEAGUE ERP SYSTEM  
MAINTENANCE AND SUPPORT SERVICES IN THE AMOUNT OF \$38,961.12**

*WHEREAS*, the College has a need for vendor supplied maintenance and support/maintenance services for the College's Colleague ERP HP hardware system that has expired from the original five-year agreement (July 1, 2022 – June 30, 2023); and

*WHEREAS*, it appears that **NWN Corporation** has the experience and expertise to provide these services for the College; 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: **NWN Corporation, 6 Executive Drive, Suite 118, Farmington, CT 08032**; 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 **NWN Corporation, 6 Executive Drive, Suite 118, Farmington, CT 08032**;

*NOW THEREFORE*, be it resolved by the Trustees of the College now assembled in public session this 20th day of June 2023, to award a contract to **NWN Corporation** in the amount of **\$38,961.12**.



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

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

The money necessary to fund said contract is **\$38,961.12**. 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)

*Kevin Kerfoot*  
\_\_\_\_\_  
Kevin Kerfoot  
Chief Financial Officer





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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, June 20, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

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

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

  
 \_\_\_\_\_  
 Dr. Anthony C. Wright  
 Chairperson

  
 \_\_\_\_\_  
 Dr. Michael A. Cioce  
 Board Secretary



**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
June 20, 2023**

**RESOLUTION #2023-171-04**

**TO APPROVE A QUALIFIED LIST OF COLLECTION AGENCIES TO BE USED BY  
THE COLLEGE OFFICE OF STUDENT ACCOUNTS FOR FISCAL YEAR 2024**

***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 (RFQ/P) was advertised and released on Tuesday, May 10, 2022 and opened on Wednesday, June 1, 2022, at 2:00 PM;

***WHEREAS***, four (4) prospective vendors responded to the Request for Qualifications/Proposals to provide debt collection services to the College and one (1) prospective vendor was deemed non-responsive for failure to submit the required information; and

***WHEREAS***, the College's current contracts with pre-qualified debt collection agencies expire June 30, 2023 and may be extended for one additional year by mutual agreement; and

***WHEREAS***, it appears that the attached list of debt collection agencies has the experience and expertise to continue to provide debt collections services for the College; 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 20<sup>th</sup> day of June 2023, 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 fiscal year 2024.



**COLLECTION AGENCIES – FY24 (PRE-QUALIFIED)**  
**July 2023 – June 2024**

**AR Resources, Inc.**

2 Valley Square, 512 Township Line Rd.  
2<sup>nd</sup> floor  
Blue Bell, PA 19422  
(866) 804-5501

**Eastern Revenue, Inc.**

601 Dresher Rd #301,  
Horsham, PA 19044  
(866)337-8875

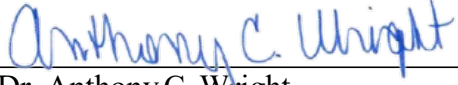



\*\*\*\*\*CERTIFICATION OF THE SECRETARY\*\*\*\*\*

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 20, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

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

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

  
 Dr. Anthony C. Wright  
 Chairperson

  
 Dr. Michael A. Cioce  
 Board Secretary





**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
June 20, 2023**

**RESOLUTION #2023-171-05**

**TO AWARD A CONTRACT TO NJEDGE.NET FOR ACCESS TO SELECT  
DATABASES, JOURNALS, STREAMING VIDEOS, LIBRARY SERVICES AND E-  
BOOKS THROUGH THE VIRTUAL ACADEMIC LIBRARY ENVIRONMENT OF  
NEW JERSEY (VALE-NJ) IN AN AMOUNT NOT TO  
EXCEED \$98,000.00 FOR FISCAL YEAR 2024**

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

*WHEREAS*, the VALE-NJ consortium provides many of these which both 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 the VALE-NJ consortium 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*, the College and Board of Trustees desire to approve a contract with **NJEdge.net (VALE-NJ)** to provide access to databases, journals, streaming videos and library services, without public bidding, pursuant to N.J.S.A. 18A:64A-25.5; and

*WHEREAS*, **NJEdge.net (VALE-NJ)** has executed and submitted a Business Entity Disclosure Certification, which certifies that the contractor has not made any reportable contributions to a political candidate or committee of Burlington County in the previous one year, and that the contract will prohibit the contractor from making any reportable contributions through the term of the contract; and

*WHEREAS*, an executed Political Contribution Disclosure Form was filed with the Board Secretary; 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**  
900 College Circle, Mount Laurel, New Jersey 08054-9416 | 856-222-9311 | rcbc.edu



**(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 20<sup>th</sup> day of June 2023, that a contract be awarded to **NJEdge.net (VALE-NJ)** in an amount not to exceed **\$98,000.00** for fiscal year 2024.

***BE IT FURTHER RESOLVED,*** that a contractual agreement summarizing the services to be performed and fees charged in amount not to exceed \$98,000 is hereby approved and execution of the contract is authorized; 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, Kevin Kerfoot, Chief Financial Officer, do hereby certify that adequate funds are available in the fiscal year 2024 Operating Budget to pay for the contract between Rowan College at Burlington County and **NJEdge.net (VALE-NJ)**.

The money necessary to fund said contract is **\$98,000.00**. 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:

1-60310-9553 (Library, Books Circulating)

*Kevin Kerfoot*  
\_\_\_\_\_  
Kevin Kerfoot  
Chief Financial Officer

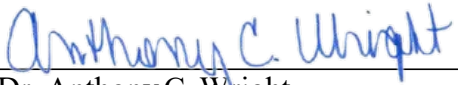



\*\*\*\*\*CERTIFICATION OF THE SECRETARY\*\*\*\*\*

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, June 20, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

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

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

  
 Dr. Anthony C. Wright  
 Chairperson

  
 Dr. Michael A. Cioce  
 Board Secretary



**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
June 20, 2023**

**RESOLUTION #2023-171-06**

**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 \$53,884.74**

*WHEREAS*, the College has a need for vendor supplied maintenance and support services for various Cisco network and video conferencing equipment (July 1, 2023 – June 30, 2024); and

*WHEREAS*, New Jersey County College Contracts Law (N.J.S.A. 18A:64A-25.9) permits purchases for supplies, materials, and services through State agencies; and

*WHEREAS*, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64-25.9 and P.L. 2011, c139, the College has reviewed the approved state contract vendor list providing vendor supplied maintenance and support services for various Cisco network and video conferencing equipment and concluded that **ePLUS TECHNOLOGY, INC., 13595 Dulles Technology Drive, Herndon, VA 20171** (New Jersey State Contract #87720) has the experience and expertise to provide these services that it is in the best interest of the College to award a contract to: **ePLUS TECHNOLOGY, INC.**(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 20th day of June 2023, to award a contract to **ePLUS TECHNOLOGY, INC.** in the amount of **\$53,884.74**.



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

I, Kevin Kerfoot, Chief Financial Officer, do hereby certify that adequate funds are available in the fiscal year 2024 Operating budget to pay for the contract between Rowan College at Burlington County and **ePLUS TECHNOLOGY, INC.**

The money necessary to fund said contract is **\$53,884.74**. 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)

*Kevin Kerfoot*  
\_\_\_\_\_  
Kevin Kerfoot  
Chief Financial Officer

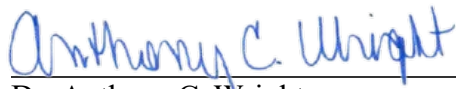


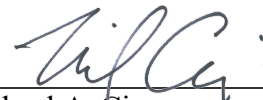
\*\*\*\*\*CERTIFICATION OF THE SECRETARY\*\*\*\*\*

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, June 20, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

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

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

  
 Dr. Anthony C. Wright  
 Chairperson

  
 Dr. Michael A. Cioce  
 Board Secretary



**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
June 20, 2023**

**RESOLUTION #2023-171-07**

**TO AWARD A FIVE-YEAR CONTRACT TO RDS VENDING, LLC TO PROVIDE  
VENDING OPERATIONS AT THE COLLEGE FROM  
JULY 1, 2023 THROUGH JUNE 30, 2028**

*WHEREAS*, the College has a need to provide consistent vending operations to the college community; and

*WHEREAS*, bids were advertised on Tuesday, May 9, 2023 and opened on Thursday, June 8, 2023 at 2:00 PM; and

*WHEREAS*, two (2) prospective vendors responded to the Request for Proposal to provide vending services to the College and one (1) prospective vendor was deemed non-responsive for failure to submit the required information;

*WHEREAS*, the one (1) responsive vendor is our incumbent provider for vending services; and

*WHEREAS*, it has been determined by College staff that **RDS VENDING, LLC** has the experience and expertise to continue to provide these services; and

*WHEREAS*, our current contract expires on June 30, 2023; and

*WHEREAS*, in accordance with P.L. 1982 c.189 (C.18A:64A-25.4 & C.18A:64A-25.28.h), the College has determined, based on price and other factors considered, that it is in the best interests of the College to award a five (5) year contract to **RDS VENDING, LLC, 220 E. Washington Street, Building A, Norristown, PA 19401**; and

*WHEREAS*, in accordance with P.L. 1982 c.189 (C.18A:64A-25.4 & C.18A:64A-25.28.h), the President recommends the award of this five (5) year contract to the following vendor(s): **RDS VENDING, LLC, 220 E. Washington Street, Building A, Norristown, PA 19401**; and;

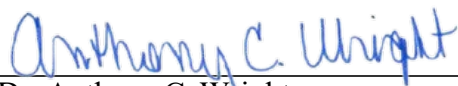
*NOW, THEREFORE, BE IT RESOLVED*, by the Trustees of the College now assembled in public session this 20<sup>th</sup> day of June 2023, that a five (5) year contract be awarded to **RDS VENDING, LLC** for the period of July 1, 2023 through June 30, 2028.

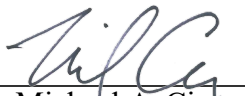


\*\*\*\*\***CERTIFICATION OF THE SECRETARY**\*\*\*\*\*

**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 20, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
<b>Voice Vote</b>			5	0	0			
<b>Roll Call</b>								
1 Justin Braz								1
2 Kevin Brown								2
3 Lorraine Hatcher	√							3
4 James Kerfoot, Vice Chair						×		4
5 Raymond Marini						×		5
6 Dorion Morgan								6
7 Gino Pasqualone								7
8 Mickey Quinn								8
9 Regina Reed		√						9
10 Vacant								10
11 Anthony C. Wright, Chairperson						×		11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

  
\_\_\_\_\_  
Dr. Anthony C. Wright  
Chairperson

  
\_\_\_\_\_  
Dr. Michael A. Cioce  
Board Secretary

**B. Personnel Committee:** Chair Kevin Brown announced that the Personnel Committee met in person on Wednesday, June 14, 2023 at 4pm, and the Committee discussed various personnel matters.

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

*Personnel Committee Action (Resolution(s) for Approval)*

**Tab #8** Resolution # 2023-171-08, A Resolution to approve personnel actions for Rowan College Burlington County.

Acting Chair Morgan invited questions on the resolutions and there were none. The Acting Chair requested a motion to move Tab 8, as recommended by the Personnel Committee. With a motion by Trustee Regina Reed and a second by Trustee Lorraine Hatcher, the Board approved Resolution 8 with all in favor and none opposed. This concluded the Personnel Committee Report.

**C. Academic Committee:** In absence of Committee Chair Dr. James Kerfoot, Acting Chair Dorion Morgan reported that the Academic Committee met in person on Tuesday, June 13, 2023, at 3pm and the Committee discussed various Academic matters.

This concluded the Academic Committee Report and Acting Chair Morgan proceeded with a review of Tabs 9 and 10 for the Board's consideration:

*Academic Committee Action (Resolution(s) for Approval)*

**Tab #9** Resolution # 2023-171-09, A Resolution for approval to apply for and accept the Fiscal Year 2024 Strengthening Career and Technical education (CTE) for the 21<sup>st</sup> century act (Perkins V) from the New Jersey Department of Education, in the amount of **\$495,716.00**

**Tab #10** Resolution # 2023-171-10, A Resolution to approve a contract with Broward College to provide credentialing examination services for the supply chain management professional program in an amount not to exceed **\$84,000.00 for Fiscal Year 2024**



**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
JUNE 20, 2023**

**RESOLUTION #2023-171-08**

**TO APPROVE PERSONNEL ACTIONS FOR  
ROWAN COLLEGE AT BURLINGTON COUNTY**

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

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

Lillian Rivera as PT Test Proctor at \$18/hour;  
Gabiella Walker as PT Test Proctor at \$18/hour;  
Kennech Amilcar as PT Test Proctor at \$18/hour;  
Matthew Sichel as PT Tutor II at \$18/hour;  
Tori Thompson as PT Student Success Coach at \$18/hour;  
Alyssa Joyce as PT EOF Counselor/Advisor at \$20/hour;  
Isabella DeGaetano as PT Tutor at \$14.13/hour;  
Laura McDonald as Student Support Intake Specialist at \$45,000;  
Domenica Rosati as PT Student life Assistant at \$17/hour;  
Margaret Warburton as PT Orientation & First Year Experience Coordinator at \$20/hour;  
Michele Hogan as Continuing Education Specialist at \$38,000;  
James Sowell as Business Engagement Specialist at \$50,000;  
Parker Leiby as PT Public Safety Officer at \$14.13/hour;  
Becky Gordon as Program Coordinator, Culinary at \$40,000;  
Abdussamad G. Gregory as Coordinator, Tech Support Services at \$45,000; and

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

Francis DiLorenzo as Director of Instructional Technology & Design at \$70,000;  
Sheri Hunter as Nursing Program Success Manager at \$80,000;  
Jennifer Brook as Dental Hygiene Facilitator at \$46.20/hour;  
Denny Kim as Public Safety Officer II at \$32,841.28;  
Linda Murphy as Public Safety Officer II at \$32,841.28;  
Nancy Carpenter as PT Career Technical Education Student Success Coordinator/Recruiter at \$18/hour;  
Katherine Vickers as Student Services Generalist at \$43,000;



Faith Zimnes as Interim Director of Dental Hygiene, stipend \$2,916.66/per pay period;  
Jacinda Chaney as Assistant Director Student Accounts at \$55,000; and

**Salary Adjustments**

Christopher Simpson as Stationary Engineer at \$37,984; and

**Title Changes**

Carmella Williams as Accounts Payable I at \$45,321.34; 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;**

None; and

**Adjuncts, Liberal Arts;**

None; and

**Adjuncts, Nursing and Health Sciences;**

None; and

**Part-Time Trainers;**

None; and

**EMT Trainers/EMT Aides;**

None; and

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

Gerson Silva, Student Life Assistant, EMSS;  
Kathryn Gangel, Adjunct, STEM;  
Myles Lawhorn, Director of Student Accounts, EMSS;  
Anthony Goncalves, PT Custodian, Facilities;  
Andrew Horner, PT Groundskeeper, Facilities;  
Christopher Crean, Student Services Generalist I, EMSS;  
Christopher Robold, Adjunct, STEM;  
Cara Lawton, Director of Academic Advising & Retention, EMSS;  
Mark Yuschak, Adjunct, STEM;  
Alexi Seri, PT Public Safety Officer, Public Safety;



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

None; and

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

None; and

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

Stephen Armitrano, Paid Leave, Print Shop;  
Frances DiLorenzo, Paid Leave, Distance Learning; and

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

Part-Time Test Center Coordinator, WDI; and


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


**NOW, THEREFORE**, be it resolved by the Trustees of the College now assembled in public session this 20<sup>th</sup> day of June 2023, 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 20, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
<b>Voice Vote</b>			5	0	0			
<b>Roll Call</b>								
1 Justin Braz								1
2 Kevin Brown								2
3 Lorraine Hatcher		√						3
4 James Kerfoot, Vice Chair						×		4
5 Raymond Marini						×		5
6 Dorion Morgan								6
7 Gino Pasqualone								7
8 Mickey Quinn								8
9 Regina Reed	√							9
10 Vacant								10
11 Anthony C. Wright, Chairperson						×		11
<p>Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting</p>								

  
Dr. Anthony C. Wright  
Chairperson

  
Dr. Michael A. Cioce  
Board Secretary



**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
June 20, 2023**

**RESOLUTION # 2023-171-09**

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

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

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

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

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

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

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

***NOW, THEREFORE, BE IT RESOLVED***, that the Board of Trustees, assembled in public session this 20th day of June 2023, hereby authorizes the College to apply for and to accept the Perkins V Fiscal Year 2024 funding amount of **\$495,716.00**.

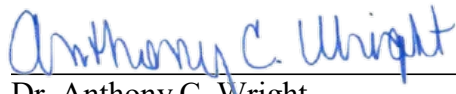



\*\*\*\*\***CERTIFICATION OF THE SECRETARY**\*\*\*\*\*

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday , June 20, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

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

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

  
Dr. Anthony C. Wright  
Chairperson

  
Dr. Michael A. Cloce  
Board Secretary





**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
JUNE 20, 2023**

**RESOLUTION #2023-171-10**

**TO APPROVE A CONTRACT WITH BROWARD COLLEGE TO PROVIDE  
CREDENTIALING EXAMINATION SERVICES FOR THE SUPPLY CHAIN  
MANAGEMENT PROFESSIONAL PROGRAM IN AN AMOUNT NOT TO EXCEED  
\$84,000.00 FOR FISCAL YEAR 2024**

*WHEREAS*, the County established as Workforce Development Institute at Rowan College at Burlington County in July 2015 for the purpose of establishing a coordinated system across institutional partners and preparing the workforce for the business needs of the future; and

*WHEREAS*, the Workforce Development Institute has identified a need to provide examination and/or curriculum services for the Supply Chain Management Professional industry certifications; and

*WHEREAS*, the Workforce Development Institute has identified **Broward College** as provider of the CSCMP SCPro Fundamentals Certifications; and

*WHEREAS*, the College and Board of Trustees desire to approve a contract with **Broward College** to provide credentialing examination services, without public bidding, pursuant to N.J.S.A. 18A:64A-25.5; and

*WHEREAS*, **Broward College** has executed and submitted a Business Entity Disclosure Certification, which certifies that the contractor has not made any reportable contributions to a political candidate or committee of Burlington County in the previous one year, and that the contract will prohibit the contractor from making any reportable contributions through the term of the contract; and

*WHEREAS*, an executed Political Contribution Disclosure Form was filed with the Board Secretary; and

*WHEREAS*, in accordance with P.L. 2004, Chapter 3 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq., Chapter 271 P.L. 2005 (Adopted January 5, 2006) N.J.S.A. 19:44A-20.26 and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(3), it appears in the best interest of the College to award a contract to **Broward College, 1930 SW 145<sup>th</sup> Avenue, Room 224, Miramar, FL 33027**; and



***WHEREAS***, in accordance with P.L. 2004, Chapter 3 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq., Chapter 271 P.L. 2005 (Adopted January 5, 2006) N.J.S.A. 19:44A-20.26 and P.L. 1982, c189 N.J.S.A. 18A:64A-25.5(3), the President recommends a contract be awarded to the following vendor: **Broward College, 1930 SW 145<sup>th</sup> Avenue, Room 224, Miramar, FL 33027**;

***NOW, THEREFORE***, be it resolved, by the Trustees of the College now assembled in public session this 20th of June, 2023, that a contract be awarded to **Broward College** in an amount not to exceed **\$84,000.00** for fiscal year 2024; and

***BE IT FURTHER RESOLVED***, that a contractual agreement summarizing the services to be performed and fees charged in amount not to exceed \$84,000 is hereby approved and execution of the contract is authorized; 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, Kevin Kerfoot, Chief Financial Officer, do hereby certify that adequate funds are available in the Fiscal Year 2024 Auxiliary Budget to pay for the contract between Rowan College at Burlington County and **Broward College**.

The money necessary to fund said contract is **\$84,000.00**. 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:

2-85104-9701 (Professional Development, Contracted Services)

*Kevin Kerfoot*  
\_\_\_\_\_  
Kevin Kerfoot  
Chief Financial Officer

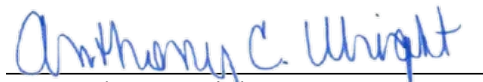


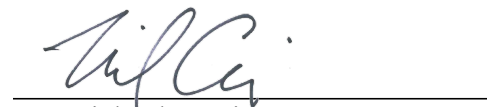
\*\*\*\*\***CERTIFICATION OF THE SECRETARY**\*\*\*\*\*

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

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

  
Dr. Anthony Wright  
Chairperson

  
Dr. Michael A. Cioce  
Board Secretary

Acting Chair Morgan invited questions on the resolutions and there were none. The Acting Chair requested a motion to move Tabs 9 and 10, as recommended by the Academic Committee. With a motion by Trustee Kevin Brown and a second by Trustee Regina Reed, the Board approved Resolutions 9 and 10 with all in favor and none opposed. This concluded the Academic Committee Report.

**COMMENTS FROM THE PUBLIC**

Active Chair Morgan invited comments from the public. Faculty Association President, Mr. William (Bill) Whitfield and Facilities and Maintenance Lead, Marke Bednarek made comments in regard to contract settlements.

**COMMENTS FROM THE BOARD**

Active Chair Morgan invited comments from the Board. There were none.

**OTHER BUSINESS**

No other business.

**ADJOURNMENT OF PUBLIC SESSION**

There is no need for an Executive Session. With no further business, Dr. Wright adjourned the Board of Trustees' Meeting adjourned at 5:54 P.M.

Respectfully submitted,

Dr. Michael A. Cioce  
Board Secretary

MAC:lc