

ROWAN COLLEGE AT BURLINGTON COUNTY

**BOARD OF TRUSTEES
REGULAR PUBLIC MEETING**

Tues., March 16, 2021

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 5:31PM.

FLAG SALUTE

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

ROLL CALL

Board Present: Mr. James Anderson, Mr. Kevin Brown, Dr. James Kerfoot, Mr. Raymond Marini, Ms. Jamie Martin, Mr. Dorion Morgan, Mr. George Nyikita, Mr. Gino Pasqualone, Mr. Mickey Quinn, Ms. Robin Walton, Ms. Stephanie Berdugo-Hernandez (Alumni Trustee)

Board Absent: Dr. Anthony Wright

RCBC Present: Dr. Michael A. Cioce (President and Board Secretary), Dr. Karen Archambault, Ms. Emmy Casa, Ms. Lindsey Daniello, Mr. Matthew Farr, Dr. Martin Hoffman, Mr. Jarrett Kealey, Ms. Rosemary Kelleher, Mr. Myles Lawhorn, Ms. Linda Lewis, Mr. Mark Meara, Mr. Harry Metzinger, Ms. Anna Payanzo Cotton, Ms. Julie Ritter, Dr. Anita Rudman, Ms. Michelle Russell, Dr. David Spang, Dr. Edem Tetteh, Mr. Michael Turnbull, Mr. Greg Volpe, Mr. William Whitfield, Ms. Kelly Grant (Board Solicitor) and Ms. Lynne Marie Devericks (Board Recorder)

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 17, 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 Website, 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 February 16, 2021, as submitted. The motion was made by Trustee Kevin Brown, with a second by Trustee Raymond Marini, 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 February 16, 2021 to March 16, 2021.
- The On-Campus Crime and Fire Incident Report prepared by Captain Edmund Johnson was presented in written form to the Board for the period February 9, 2021 to March 8, 2021.
- President Cioce welcomed everyone and remarked that there are positive signs that we may be closer to meeting in person again soon.
- Presentation to the 2020 RCBC Employee of the Year, Mr. Myles Lawhorn: President Cioce explained that RCBC celebrates the importance of its workforce and the employees within it. One way is through Barons Best. Nearly every employee is eligible. Dr. Cioce explained the process, requirements and the committee tasked with making selections, which comprises multiple departments within the College. Any employee can nominate another employee for this recognition. Barons Best is a monthly process and at the end of the year, all of the annual awardees are evaluated and scored based on what embodies the qualities most important to the College. Dr. Cioce announced that this year’s Employee of the Year is the Manager of Student Accounts, Mr. Myles Lawhorn, in the Enrollment Management and Student Success Division. Dr. Cioce congratulated Myles, who participated in the meeting this evening. He referenced a meeting with Myles a few months ago in recognition of his monthly Barons Best award and one of the items that came up in conversation from Vice President Dr. Karen Archambault and Mr. Jarrett Kealey, Interim Dean, was the service approach that Mr. Lawhorn takes to interacting with students. Typically, asking folks for payment or having to explain the process, whether it's to students or to their parents or their employers, is never a fun topic. The

work that Mr. Lawhorn is doing and the compassion he shows for the student body is evident and should be recognized. The nominations that came from Mr. Lawhorn's peers were amazing. Dr. Cioce virtually presented the award to Mr. Lawhorn, which was later mailed to him. Mr. Lawhorn thanked President Cioce, Senior Leadership, Dr. Karen Archambault and Mr. Jarrett Kealey for the space, opportunity and trust. He is thankful for the resources, environment and the team he works with in the EMSS Division. Dr. Cioce indicated if you read the Strategic Plan, you know how important culture is to RCBC.

- The President proceeded with the following announcements in addition to the written report provided in the Board packet:

- 1) Within the Finance Facilities Committee agenda, there was the Fiscal 2020 Audit, for the period ending June 30, 2020. RCBC received a clean bill of health from the auditing team. The importance of having last year closed is because the introduction and ultimate adoption of the budget for July 2021 is tethered back to where things ended a year ago. Dr. Cioce was happy to see this get to the finish line. This agenda included approval of the Fiscal 2022 budget. Through the support of our Governor, Phil Murphy, and that of the Burlington County Commissioners, as well as the support of our RCBC team, we are able to introduce a budget that calls for no tuition increase this year. Many of our peer institutions have had to raise tuition. Dr. Cioce acknowledged this was one of the most important items that we factored in when we looked at our prospective enrollment growth and additional expenses.

Chair Nyikita, Vice Chair James Kerfoot, President Cioce, and the Executive Director of Finance and Human Resources, Mr. Harry Metzinger, will meet with the Burlington County Administrator and Commissioners on March 18, 2021 at the Board of School Estimates to formally accept the County appropriations. By being able to introduce the budget and pending full Board approval this evening, the College can then proceed with the full finalization of our fall schedule.

- 2) Dr. Cioce announced that summer enrollment is open. RCBC has two new boot camps that the Deans of Liberal Arts and S.T.E.M. are working across many facets of the College. We have identified that remedial and developmental course work is going to be even more important. This year, there is an entire cohort of high school students who have been behind a screen for 16 months before they graduate. It is not limited to high school students; there are a number of folks who need the assistance. The boot camps condense the developmental coursework to five weeks. They will meet later in the summer and the academic support that will be provided has a goal of increasing the likelihood of student success when they enter the college-level courses.

The Fall schedule calls for a minimum of 50% of courses to be back on campus. The academic and enrollment management leadership; facilities staff, who ensure the buildings and rooms will be ready; our Public Safety Director, and Dean of Health Sciences have co-chaired and participated in COVID Taskforce Meetings. The group

has been meeting and the recommendations for transitioning back to campus are due to me in the next few weeks.

- 3) President Cioce announced that there are tentative plans to hold outdoor commencement ceremonies in May 2021. Knowing that social distancing is not going away anytime soon, instead of having one or two large ceremonies, the College's tentative plan is to hold six smaller ceremonies. We also invited all of last year's graduates back and surveyed them to see who is interested in celebrating. There are protocols that will have to be in place and ceremonies are going to look very different. The Academic Awards ceremonies will take place on the same days in order to limit visits to the College.
- 4) Dr. Cioce thanked Trustee Dorion Morgan and Dr. Karen Montalto, RCBC Dean of Health Sciences, for their participation in two of our recent Town Halls. Trustee Morgan assisted with one of the most powerful discussions we have had, Healing our Communities, which focused on mental health in the black community. Dr. Cioce plans to embed some of the comments that came up in the program in the College's student support services. Also, Dr. Joshua Coren, Rowan University School of Osteopathic Medicine, which was one of the first COVID vaccination sites in Stratford, New Jersey, and opened in late November/early December, reached out to Dr. Cioce for possible volunteers. Dr. Montalto, RCBC Health Sciences faculty and students, volunteered and have been vaccinating community members for 12 weeks. Both Town Halls are on the College's Facebook page. This Thursday is one year since we started the Town Halls as a way to connect with the community and provide updates 52 weeks ago.
- 5) Throughout the month of April, faculty and advising are going to provide workshops to help all RCBC students to be successful. For more information, visit www.rcbc.edu/workshops.
- 6) Dr. Cioce reminded the Board that as part of our fundraising for the College Foundation, the Battle of the Barons (BoB) will be offered as a friendly competition to raise funds that will support RCBC students. The full announcement will be unveiled later this month and run through the month of April.

President Cioce invited questions and there were none. Chair Nyikita added that it has been a remarkable year in many ways. From the beginning, when the College became involved with helping out with testing for the County up until now to include the outstanding response to help with the vaccination process. The Chair also addressed Mr. Myles Lawhorn that it says a lot about him that he received Employee of the Year when we have so many great employees at the College. Chair Nyikita thanked everyone for all of their hard work.

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 virtually on Tues., March 9, 2021, at 3:00PM, and the Committee discussed various finance and facilities items. The major topic was the Audit Report. Chair Nyikita gave kudos to Mr. Harry Metzinger, Ms. Julie Ritter and the entire finance team for the auditors giving us a clean bill of health and an outstanding report for this year. He also praised the timely filing given the circumstances of the Pandemic. The other major topic was the ability to, even with down trending enrollment, maintain our tuition rate so that we make sure we are prepared to help our students come into the post-Pandemic period.

Mr. Nyikita 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 #2021-075-01, A Resolution to approve and ratify requested business-related travel
- Tab #2:** Resolution #2021-075-02, A Resolution to approve and ratify contracts
- Tab #3:** Resolution #2021-075-03, A Resolution to approve the Adoption/Affirmation of Certain Board Policies.
- Tab #4:** Resolution #2021-075-04, A Resolution to approve the Retirement of certain Board Policies.
- Tab #5:** Resolution #2021-075-05, A Resolution to acknowledge receipt and authorize the filing with the State of the annual financial audit of the College for fiscal year 2020.
- Tab #6:** Resolution #2021-075-06, A Resolution to approve the adoption of the operating budget for fiscal year 2022.
- Tab #7:** Resolution #2021-075-07, A Resolution for the approval of the capital construction project list for Chapter 12 funding for fiscal year 2022 in the amount of \$5,384,000.00 (Ch. 12 funding is being used to reduce debt-service from Transition project).

Chair Nyikita invited questions on the resolutions and there were none. The Chair requested a motion to move Tabs 1 through 7, as recommended by the Finance/Facilities Committee. With a motion by Trustee Dorion Morgan and a second by Trustee Raymond Marini, 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
March 16, 2021**

RESOLUTION #2021-075-01

TO APPROVE AND RATIFY REQUESTED BUSINESS RELATED TRAVEL

APPROVE

1) Grant-Funded Travel

None

2) Operational

Dr. Michael A. Cioce, AACC Convention (Virtual), April 11 – 14, 2021, \$750.00 – This is revised from the February 16, 2021 Board resolution.

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 virtually on Tuesday, March 16, 2021**, and 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 Raymond Marini								4
5 Jamie Martin								5
6 Dorion Morgan								6
7 George Nyikita, Chair								7
8 Gino Pasqualone								8
9 Mickey Quinn								9
10 Robin A. Walton								10
11 Anthony Wright								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
March 16, 2021**

RESOLUTION #2021-075-02

TO APPROVE AND RATIFY AGREEMENTS AND CONTRACTS

FOR APPROVAL:

To approve a professional consultant contract with Rowan College at Burlington County and **Fresh Variety**, for a Student Success event, for Virtual Readings by Raven on May 4, 2021, (4-hour session), for an amount of \$1,700.00.

To approve an agreement with **Gradimages** to offer professional photographs to Rowan College at Burlington County 2021 Graduates, at an approved location on the Campus, at no cost to the College.

To approve a purchase from **DigiCert, Inc.** for Rowan College at Burlington County OIT Department, for Multi-Domain Certificates, Internet Security, for a three-year term, March 1, 2021 through February 28, 2024, for an amount of \$4,891.00.

To approve an upgrade to the existing agreement with **DualEnroll**, for Rowan College at Burlington County Enrollment Management & Student Success, for updates to registration workflows to accommodate a broader set of students and program types, expanded programs workflow capabilities to support students taking on-campus courses, for an amount of \$9,500.00.

To approve an Educational Services Agreement between Rowan College at Burlington County and **Condensed Curriculum International Inc.**, to provide the Institution with third-party course content required materials and assist with identifying third party adjunct qualified instructors, for Clinical Medical Assistant with 160-hour clinical externship, Medical Billing & Coding and Patient Care Technician/Assistant for six (6) months, for an amount of \$6,797.00.

To approve an RCBC Subcontract Award between Rowan College at Burlington County and Rowan University Global Security and International Studies: Integrating Health, Environment, and Emergency Response, for Global Studies grant activities in the amount of \$21,121.00.

FOR RATIFICATION:

To ratify a Memorandum of Understanding between **The Opportunity League Partners** and Rowan College at Burlington County to assume and perform the roles and responsibilities in collaboration for the betterment of Burlington County and its residents, in providing assistance and continued referrals for clients participating in agency programs.

To ratify an Agreement between Rowan College at Burlington County and **Access Security Corporation** for the Blue Diamond Protection Plan - S2 access control security upgrades at the Mount Laurel and Mount Holly Campuses for the College Public Safety and the Facilities Departments, through June 30, 2021, for an amount of \$2,975.00.

To ratify a Professional Consultant Contract between Rowan College at Burlington County and **Any Excuse for a Party** for a Student Success Event, Virtual Karaoke Sing Along Bingo on March 2, 2021, for an amount of \$1,166.00.

To ratify a Professional Consultant Contract between Rowan College at Burlington County and **Any Excuse for a Party** for the Student Success Event, Virtual Music Video Bingo on February 2, 2021, for an amount of \$1,166.00.

To ratify a Professional Consultant Contract between Rowan College at Burlington County and **Any Excuse for a Party** for a Student Success Event, Virtual Q &A Trivia Game Show, on January 27, 2021, for an amount of \$1,195.00.

To ratify a Professional Consultant Contract between Rowan College at Burlington County and **Any Excuse for a Party** for a Student Success Event, Virtual Handwriting, on March 16, 2021, for an amount of \$1,345.00.

To ratify a Professional Consultant Contract between Rowan College at Burlington County and **Any Excuse for a Party** for a Student Success Event, Virtual Lipsology Reading, on January 14, 2021, for an amount of \$895.00.

To ratify a Professional Consultant Contract between Rowan College at Burlington County and **Mel Bee Productions, Inc./Rebelle Events**, for a Student Success Event, Two (2) Virtual Esports Tournaments, on March 23, 2021 and April 20, 2021, for an amount of \$2,000.00.

To ratify a Professional Consultant Contract between Rowan College at Burlington County and **Matrix Edutainment, Inc.**, for a Student Success Event, 60 in 60 Virtual Game Shop on February 18, 2021, for an amount of \$1,875.00.

To ratify an amendment to Service Agreement between Rowan College at Burlington County and **PSI Services, LLC**, for additional proctoring instances, needed due to the pandemic response, for the Distance Education Department, in an amount of \$8,000.00 (GEER Funding).

To ratify a Purchase from **Avkin, Inc.** for Rowan College at Burlington County, for three (3) various wearable anterior for the nursing student training in Nursing/Allied Department, for an amount of \$2,888.00. (Perkins Grant)

To ratify an agreement with **NODA** (National Orientation Directors Association) for consulting services that would meet the year one objectives for Activity Three (Orientation and First Year Experience), for developing the College's orientation programming. This national organization provides a consulting resource that fits in the grant budget, provides a community college consultant, and is available for virtual consulting services. The consultant services in the amount of \$7,000.00 are budgeted in year one. (Title III Grant)

*******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 virtually on Tuesday, March 16, 2021**, and 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 Raymond Marini								4
5 Jamie Martin								5
6 Dorion Morgan								6
7 George Nyikita, Chair								7
8 Gino Pasqualone								8
9 Mickey Quinn								9
10 Robin A. Walton								10
11 Anthony Wright								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
March 16, 2021**

RESOLUTION #2021-075-03

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; 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 March 2021, that:

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

**ROWAN COLLEGE AT BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
March 16, 2021**

BOARD POLICIES UPDATES

	Policy No.	Title
1	152	Relocation and Moving Expenses
2	160	Background and Reference Checks
3	203	Awarding of Transfer Credit (formerly Advanced Standing)
4	313	Confidentiality of Student Records
5	501	Sale of Educational Materials
6	809	Procedural Rules for Hearings Before the Board of Trustees
7	901	Insurance
8	918	Campus Sexual Assault Victim's Bill of Rights
9	918-A	Sexual Violence Elimination on Campus
10	919	Use of College Communication & Information Technology

*******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 virtually on Tuesday, March 16, 2021**, and 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 Raymond Marini								4
5 Jamie Martin								5
6 Dorion Morgan								6
7 George Nyikita, Chair								7
8 Gino Pasqualone								8
9 Mickey Quinn								9
10 Robin A. Walton								10
11 Anthony Wright								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
March 16, 2021**

RESOLUTION #2021-075-04

RETIREMENT 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, the various Committees of the Board have undertaken a review of the proposed policies and have recommended that the proposed policies be retired for the reasons listed in the Board Policies to be Retired Table; 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 March 2021, that the following policies be retired effective immediately.

BOARD POLICIES TO BE RETIRED TABLE

	Policy No.	Title	Reason for Retirement
1	150	Sick-Pool Policy for Administrators	Conflicts with newer policies
2	155	Establishment of Acting Status of Administrative Positions	Superseded by the Transparency Policy

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held virtually on Tuesday, March 16, 2021**, and 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 Raymond Marini								4
5 Jamie Martin								5
6 Dorion Morgan								6
7 George Nyikita, Chair								7
8 Gino Pasqualone								8
9 Mickey Quinn								9
10 Robin A. Walton								10
11 Anthony Wright								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
March 16, 2021**

RESOLUTION #2021-075-05

**THE BOARD OF TRUSTEES ACKNOWLEDGES RECEIPT AND AUTHORIZES THE
FILING WITH THE STATE OF THE ANNUAL FINANCIAL AUDIT OF THE
COLLEGE FOR FISCAL YEAR 2020**

WHEREAS, the College's Auditor of Record, Bowman & Company LLP, has prepared an audit for the Board of Trustees from July 1, 2019 to June 30, 2020; and

WHEREAS, the audit received an unmodified opinion; and

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

WHEREAS, Mr. Robert Nehila of the firm of Bowman & Company LLP was present at the Board's Finance Committee meeting on March 9, 2021 to provide a brief presentation and answer questions of the Board members concerning the audit and recommendations; and

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 16th day of March 2021, approve and accept the fiscal year 2020 audit.

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held virtually on Tuesday, March 16, 2021**, and 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 Raymond Marini								4
5 Jamie Martin								5
6 Dorion Morgan								6
7 George Nyikita, Chair								7
8 Gino Pasqualone								8
9 Mickey Quinn								9
10 Robin A. Walton								10
11 Anthony Wright								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
March 16, 2021**

RESOLUTION #2021-075-06

**TO APPROVE THE ADOPTION OF THE OPERATING BUDGET
FOR FISCAL YEAR 2022**

WHEREAS, the Board of Trustees of Rowan College at Burlington County (hereinafter referred to as Board of Trustees) has determined it is necessary to adopt the operating budget for fiscal year 2022; and

WHEREAS, the College must maintain a balanced budget; and

WHEREAS, the Board of Trustees has the power to fix and determine tuition rates and fees to be paid by students in accordance with P.L. 1982 c.189 (C.18A:64A-12.h.); and

WHEREAS, the Board of Trustees has determined that the amount necessary for the Operating Budget is \$43,940,550; and

WHEREAS, the Board of Trustees is required to submit an operating budget to the Burlington County Board of School Estimate;

NOW, THEREFORE, be it resolved that the Board of Trustees, now assembled in public session this 16th day of March 2021, hereby approves the submission to the Burlington County Board of School Estimate of an Operating Budget in the amount of \$43,940,550.

*******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 virtually on Tuesday, March 16, 2021**, and 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 Raymond Marini								4
5 Jamie Martin								5
6 Dorion Morgan								6
7 George Nyikita, Chair								7
8 Gino Pasqualone								8
9 Mickey Quinn								9
10 Robin A. Walton								10
11 Anthony Wright								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
March 16, 2021**

RESOLUTION #2021-075-07

**APPROVAL OF THE CAPITAL CONSTRUCTION PROJECT LIST FOR CHAPTER 12
FUNDING FOR FISCAL YEAR 2022 IN AN AMOUNT NOT TO EXCEED \$5,384,000.00**

WHEREAS, the Board of Trustees has determined it is necessary to adopt a Capital Construction project plan, for Chapter 12 funding for fiscal year 2022, for use in fiscal year 2022 and beyond; and

WHEREAS, the Board of Trustees has determined that the amount necessary for the Capital Construction needs (list provided below) is not to exceed **\$5,384,000.00**; and

WHEREAS, the Board of Trustees has determined, as a component of the Capital Construction request, that the amount necessary for Chapter 12 funding for fiscal year 2022 is not to exceed **\$5,384,000.00** with the State Chapter 12 funds providing **\$2,692,000.00** and Burlington County providing a matching amount; and

WHEREAS, the Board of Trustees also understands that the College will be required to pay debt services to the County for the matching portion of the bond based on an amortization schedule that is established by the County and provide to the College;

NOW, THEREFORE, be it resolved by the Board of Trustees, now assembled in public session this 16th day of March 2021, hereby approves the submission to the Burlington County Board of Chosen Freeholders, a Capital Construction, including Chapter 12, request in an amount not to exceed **\$5,384,000.00** to be bonded by the County prior to June 30, 2022.

CAPITAL CONSTRUCTION INCLUDING CHAPTER 12 FOR FISCAL YEAR 2022

	Project	Amount of Bonds
1.	Campus Improvements (including, but not limited to construction, renovations, deferred maintenance issues, etc.)	\$5,384,000.00
TOTALS:		\$5,384,000.00

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held virtually on Tuesday, March 16, 2021**, and 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 Raymond Marini								4
5 Jamie Martin								5
6 Dorion Morgan								6
7 George Nyikita, Chair								7
8 Gino Pasqualone								8
9 Mickey Quinn								9
10 Robin A. Walton								10
11 Anthony Wright								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

George Nyikita
Chairperson

Dr. Michael A. Cioce
Board Secretary

B. Personnel Committee: Committee Chair Kevin Brown reported:

Committee Chair Kevin Brown announced that the Personnel Committee met virtually on Wed., March 10, 2021, at 4:00PM, and the Committee discussed various personnel matters.

This concluded the Personnel Committee Report and Committee Chair Brown proceeded with a review of Tabs 8 through 10 for the Board's consideration:

Personnel Committee Action (Resolution(s) for Approval)

Tab #8: Resolution #2021-075-08, A Resolution approving personnel actions for Rowan College at Burlington County

Tab #9: Resolution #2021-075-09, A Resolution for the approval of president's recommendation to reappoint non-tenured instructors

Tab #10: Resolution #2021-075-10, A Resolution for the approval of president's recommendation to reaffirm tenure and continue the appointments of certain tenured faculty holding academic rank

Chair Nyikita requested a motion to move Tabs 8 through 10, as recommended by the Personnel Committee. With a motion by Trustee James Kerfoot, and a second by Trustee Mickey Quinn, the Board approved Resolutions 8 through 10 with all in favor and none opposed.

There were no questions.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
March 16, 2021**

RESOLUTION #2021-075-08

**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;

John Raia as PT Public Safety Officer at \$14/hour;
Raymond Fisher as PT Public Safety Officer at \$14/hour;
Jeanette Marren as PT Public Safety Officer at \$14/hour;
Jeffrey Nelson as Radiography Clinical Coordinator at \$60,000;
Alexis Jenkins as EOF Counselor/Advisor at \$43,000; 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;

Hunter Schaefer as Public Safety Officer I at \$32,213.12 effective 2/16/21; and

Salary Adjustments

Heather Conger as PT Athletics Consultant; \$12,000 stipend; and

Title Changes

Renita Brady as Instructor;
Nicole Scott as Interim Director of Grants until 9/30/21; 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;

Papi, Thomas; and

Adjuncts, Nursing and Health Sciences;

Dovberg, Margaret; Iglesias, Tracy; DeFino-Coscia, Laura; Hargrove, Janice; and

Part-Time Trainers;

None; and

EMT Trainers/EMT Aides;

Traistere, Brandon; and

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

Chloe DeVries, PT Public Safety Officer, Public Safety;
Danielle Epps, Director of Outreach & Admissions, EMSS;
Alaina Walton, Compliance & Research Specialist, OIR;
Edith Vallejo, PT Client Coordinator, WDI;
Gina McNellis, Adjunct, Health Sciences;
Kathleen Boyd, Adjunct, Health Sciences;
Thomas Arey, Adjunct, Liberal Arts;
Kacie Vazquez, Adjunct, Health Sciences;
Mahirym Holguin Arroyo, Health Sciences Division Coordinator, Health Sciences;
Diane Schellack, Instructor, Liberal Arts;
Sheryl Churchill, PT RSVP Coordinator, WDI;
Maria Lauer, Instructor, Health Sciences; 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;

Richard Jones, Print Shop, Paid LOA;
Joshua Torrito, Facilities, Paid LOA & Sick Pool; and

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

NOW, THEREFORE, be it resolved, by the Trustees of the College now assembled in public session this 16th day of March 2021, 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 virtually on Tuesday, March 16, 2021**, and 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 Raymond Marini								4
5 Jamie Martin								5
6 Dorion Morgan								6
7 George Nyikita, Chair								7
8 Gino Pasqualone								8
9 Mickey Quinn								9
10 Robin A. Walton								10
11 Anthony Wright								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
March 16, 2021**

RESOLUTION #2021-075-09

**APPROVAL OF PRESIDENT'S RECOMMENDATION TO REAPPOINT
NON-TENURED INSTRUCTORS**

WHEREAS, the Provost reviewed the performance evaluation of certain non-tenured Instructors who are eligible for reappointment to the next Academic Year, 2021-2022 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 March 2021, 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**

Abdul-Jabbaar, Malik	Instructor
Barto, Donna	Temporary Full Time Nursing Instructor
Brady, Renita	Instructor
Caranci, Frank	Instructor
Chapman, Brandon	Instructor
Ciccanti, Amber	Instructor
Cooper, Christopher	Instructor
Jayatileke, Mala	Instructor
Karanjia, Tonya	Instructor
Koszyk, Linda	Instructor
Kotowich, Steven	Instructor
Mack-Brooks, Pamela	Instructor
Meadows, Laurie	Instructor
Millward, Allison	Instructor
Nagbe, Aloysius	Instructor
Ridgway, Vanessa	Temporary Full Time Nursing Instructor
Stubee, Myriah	Instructor
Ward, Alexander	Instructor
Warner, Paul	Instructor
Williams, Shannon	Instructor
Wilson, Dave	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 virtually on Tuesday, March 16, 2021**, and 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 Raymond Marini								4
5 Jamie Martin								5
6 Dorion Morgan								6
7 George Nyikita, Chair								7
8 Gino Pasqualone								8
9 Mickey Quinn								9
10 Robin A. Walton								10
11 Anthony Wright								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
March 16, 2021**

RESOLUTION #2021-075-10

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

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, 2021-2022, 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 March 2021, 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**

Alexander, Jonathan	Professor
Bailey, Jeffrey	Assistant Professor
Baldt, Erika	Associate Professor
Bourne, Crystal	Assistant Professor
Brendle, Elizabeth	Assistant Professor
Burrell, Tina	Instructor
Cohill, Patricia	Assistant Professor
Francis-Denton, Corvena	Instructor
Gartner, Russell	Instructor
Gazzara, Christopher	Assistant Professor
Gicking-Aspden, Jessica	Assistant Professor
Harkins, Michelle	Assistant Professor
Harmon, Louvenia	Academic Advisor
Huttner, Walter	Assistant Professor
Judge, James	Assistant Professor
Kerwick, John	Assistant Professor
Lavertu, Elizabeth	Associate Professor
Mailhiot, Brooke	Instructor
Mariano, Kenneth	Assistant Professor
Meola, Jianene	Assistant Professor
Mihalik, Priti	Instructor
Muyesser, Meral	Assistant Professor
Osmond, Erica	Associate Professor
Papazis, Elias	Instructor
Parker, Lisa	Assistant Professor
Rienzi, Jennifer	Assistant Professor
Rittenhouse, Joyce	Assistant Professor
Ruocco, Tiffany	Assistant Professor
Schellack, Diane	Instructor
Sedar, Brina	Assistant Professor
Sherlock, Terrence	Assistant Professor
Simber, Christopher	Assistant Professor
Spiehs, Colleen Glavin	Professor
Stewart, Laura	Assistant Professor
Tokazewski, Anne	Assistant Professor

Veneziale, Diane	Assistant Professor
Weisbrod, Jonathan	Assistant Professor
Wend, William	Assistant Professor
Whitfield, William	Assistant Professor
Yanuzzi, Gina	Assistant Professor
Zamkotowicz, Marc	Assistant Professor
Zimnes, Faith	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 virtually on Tuesday, March 16, 2021**, and 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 Raymond Marini								4
5 Jamie Martin								5
6 Dorion Morgan								6
7 George Nyikita, Chair								7
8 Gino Pasqualone								8
9 Mickey Quinn								9
10 Robin A. Walton								10
11 Anthony Wright								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

George Nyikita
Chairperson

Dr. Michael A. Cioce
Board Secretary

- C. **Academic Committee:** Chair George Nyikita asked Dr. David Spang to report in Committee Chair Jamie Martin's absence. (Note: Trustee Martin was present at attendance, but the call later dropped.):

The Academic Committee met virtually on Tues., March 9, 2021, at 2:00PM, and the Committee discussed the upcoming return to campus plans, including modes of delivery for courses, on campus safety, as well as guidelines around the use of Webcams, microphones and recording of classes.

We have two major initiatives, which are moving forward nicely: 1) Advising hours initiative, and 2) Open educational resource initiative. The board already considered and approved policies that have come forward for either updating or retirement.

Additional discussion included the Rowan University – RCBC partnership, and we heard an update from our colleague, Ms. Anna Payanzo Cotton, Vice President of Workforce Development and Lifelong Learning, regarding workforce development in the Workforce Development Institute.

There were no other resolutions specific to the Academic Committee.

Chair Nyikita invited questions for Dr. Spang and there were none. This concluded the Academic Committee Report.

COMMENTS FROM THE PUBLIC

Chair Nyikita invited comments from the public. Mr. Jarrett Kealey, Interim Dean of Enrollment Management, added to the President's comments regarding Mr. Myles Lawhorn. He and the department are thrilled to have Mr. Lawhorn recognized as Employee of the Year. One of the things that may not be evident to the Board is the student accounts office typically does not live in the Enrollment Management and Student Success division. In fact, at RCBC, it has not always lived in EMSS. However, that is a testament to both the College, and how we approach dealing with students. Myles is someone who is student-first focused and very, very deserving of the award. Just today, he showed that. There was a student that contacted the President's office yesterday evening. We directed the student to Myles, and he's a happy student, happy customer, by the end of the day. We are thrilled and very proud that Myles was recognized.

For the record, there were no questions submitted in advance to the President by e-mail or by phone.

COMMENTS FROM THE BOARD

Chair Nyikita invited comments from the Board of Trustees. Trustee Raymond Marini congratulated Mr. Myles Lawhorn publicly. Mr. Marini congratulated Myles privately, but wanted to recognize him publicly as this is a fantastic honor especially with the esteemed staff

we have at Rowan College at Burlington County. Trustee Dorion Morgan also congratulated Myles and thanked everyone who worked on the audit. This is the first one in which Trustee Morgan has been involved and the auditor was quite impressed with how the finances were handled this last year, which impressed Trustee Morgan. The President agreed and echoed the Chair's remarks regarding Ms. Julie Ritter and her team's work, Mr. Harry Metzinger and his team's work, that of the Institutional Research team on the aspect of the enrollment audit, which touches a lot of the financial aid office and EMSS. Having an Audit Report like that in a COVID year when the federal government is giving stimulus dollars that added complexities to the entire equation, Dr. Cioce couldn't be happier with the performance of the entire college community.

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 Dorion Morgan made the motion, second by Trustee Gino Pasqualone, and by a unanimous vote in favor the Board of Trustees' Meeting adjourned at 5:59 P.M.

Respectfully submitted,

Dr. Michael A. Cioce
Board Secretary

MAC:lmd