

ROWAN COLLEGE AT BURLINGTON COUNTY

**BOARD OF TRUSTEES
REGULAR PUBLIC MEETING**

Tuesday, May 16, 2023

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

MINUTES

CALL TO ORDER

Board of Trustees Chair Dr. Anthony C. Wright welcomed everyone in attendance and called the meeting to order at 5:31PM.

FLAG SALUTE

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

ROLL CALL

Board Present: Mr. Kevin Brown, Ms. Lorraine Hatcher, Dr. James Kerfoot, Mr. Raymond Marini, Mr. Dorion Morgan, Mr. Gino Pasqualone, Ms. Regina Reed (Virtual) and Dr. Anthony Wright

Board Absent:

RCBC Present: Dr. Michael A. Cioce (President and Board Secretary), Dr. Karen Archambault, Dr. Catherine Briggs, Mr. Matthew Farr, Ms. Kelly Grant (Board Solicitor) Dr. Martin Hoffman, Mr. James Lawless, Mr. Kevin Kerfoot, Dr. Karen Montalto, Ms. Jeanne Paulsen, Ms. Ashley Pezzolla, Ms. Donna Podolski, Mr. David Quinnan, Dr. Anita Rudman, Ms. Michelle Russell, Ms. Colleen Snyder, Dr. David Spang, Ms. Nicole Tavares, Dr. Shawn Thomas, Dr. Andre Turner, Dr. Donna Vandergrift, Mr. Greg Volpe, Mr. Jonathan Weisbrod, and Mr. William Whitfield.

Special Guest: *Emily Schadt*



Rowan College
at
BURLINGTON COUNTY

BOARD OF TRUSTEES MEETING

ATTENDANCE SIGN-IN SHEET

DATE/TIME OF MEETING: Tuesday, May 16, 2023

ERIKA BALDT

Jonathan Weisbrod

Rich Murray

Margie Bonner

Robert Cheasley

Michael [unclear]

Justin [unclear]

Joe [unclear]

Mike Henry

[unclear]

Francis [unclear]

[unclear]

Samantha Russell

MIRIAN LEON

CARLOS A. LEON

Donna M. Podalski

Rob [unclear]

Ken [unclear]

Nathaniel Weisbrod

Dr. Spang

[unclear]

Paul [unclear]

Gulf [unclear]

Thomas Kluhan

Prake Chou

Danielle Leed

Sharon Day

Eliza Maloy

Margie Klein

[unclear]

Destiny Forti

KIM GASIOROWSKI

Shantavault Cherry

Linda Calandra

Amber C. Coons

[unclear]

Rita Vera

Emily Scholt

[unclear]

MARTIN ROSEMAN

PUBLIC ANNOUNCEMENT

Ms. Jeanne Paulsen 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

Chair Wright asked for a motion to approve of the public minutes of the Regular Board Meeting April 18, 2023, as submitted. With a motion by Trustee Dr. James Kerfoot and a second by Trustee Mr. Raymond Marini, The Board approved the Regular Board Meeting minutes for February 21, 2023 with all in favor.

CORRESPONDANCE

Dr. Cioco 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 April 18, 2023 to May 16, 2023

Student Spotlight

- Emily Schadt, Student Government Association president since spring 2022.
- Emily will earn her associate degree in Health Sciences this week and will transfer to Stockton University this fall.

Graduation

- You can see the stage across the quad and we’re all set for three outstanding ceremonies.
 - o Liberal Arts - Wednesday, May 17 at 10 a.m.
Valedictorian Madeleine Armstrong
Keynote Speaker Saxbys CEO Nick Bayer
 - o STEM - Thursday, May 18 at 10 a.m.
President’s Award Winner Sarah Heil
Keynote Speaker RCBC Faculty Member Crystal Bourne

o Health Sciences - Thursday, May 18 at 1 p.m.

President's Award Winner Taylor Fritz

Keynote Speaker Virtua Emergency Services Medical Director Dr. Ronald Klebacher

Year-end Celebrations

- The college celebrated outstanding academic achievement at the Academic Awards Ceremony.
- Taste of the Nation featured dishes from different regions of America prepared by culinary students in Mount Holly.
- The Education Opportunity Fund program celebrated its graduating scholars with a ceremony and dinner held for the first time in Mount Holly. • The Mount Holly Student Art Gallery held its annual student design exposition featuring the best pieces of art students' work.
- The annual fashion show was held off campus at the Cherry Hill Mall in partnership with the mall to broaden the exposure of the students' work and the RCBC Fashion program.
- The college held its first Lavender Graduation Celebration designed to celebrate the LGBTIQ+ community that

Diversity Equity and Inclusion

- The President's Council on Diversity, Equity and Inclusion convened a meeting to discuss the collegewide feedback collected as part of the spring collegewide gathering and the fall DEI Climate Survey, which is now online at rcbc.edu/diversity
- The council will use this data to develop a plan to ensure the institution keeps its commitment to a diverse, equitable and inclusive college community.

Of note:

- Jean Yan received her Baron's Best certificate in front of her peers in Enrollment Management and Student Success. Baron's Best honors one outstanding employee per semester.
- The N.J. Council of County Colleges honored RCBC students Michelle Sprenger and Emily Weiman for their selection to the N.J. 2023 All-State Academic Team by Phi Theta Kappa for their outstanding achievements and community service.
- Assemblywoman Murphy met with a small group of RCBC leaders to help her formulate legislative priorities of students as the Legislature deliberates the FY 24 state budget.
- The RCBC Foundation raised nearly \$20,000 with a new fundraising format that featured a breakfast among donors and impressive RCBC students.

Upcoming events

rcbc.edu/events

- Graduation
- Memorial Day, May 29
- Juneteenth, June 16
- Board of Trustees meeting, June 20 • No meeting in July. Next meeting: August 15

- 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 Tues., May 9, 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 # 2023-163-01, A Resolution to approve and ratify requested business-related travel.
- Tab #2:** Resolution # 2023-163-02, A Resolution to approve and ratify certain agreements and contracts.
- Tab #3:** Resolution # 2023-163-03, A Resolution to approve a contract to **Mason Interactive Inc.** to provide digital marketing services in an amount not to exceed **\$250,000.00** for fiscal year 2024
- Tab #4** Resolution # 2023-163-04 A Resolution to award a contract to **ARI** for fleet management services in an amount not to exceed **\$150,000.00** for fiscal year 2024.
- Tab #5** Resolution # 2023-163-05, A Resolution to approve a contract to **Kimmel Bogrette Architecture + Site** to provide professional services related to the completion of a Facilities five (5) year Master Plan for the amount of **\$199,500.00**
- Tab #6** Resolution # 2023-163-06, A Resolution to award a contract to **M & M Construction Company, Inc.** for demolition and related service of the Academic Building on the Pemberton campus in the amount of **\$587,000.00**.

- Tab #7** Resolution # 2023-163-07, A Resolution to award a contract to **Siemens Building Technologies** for continued maintenance and ATC control services for the College's building automation systems including fire safety systems, in an amount not to exceed **\$75,000.00** for fiscal year 2024
- Tab #8** Resolution # 2023-163-08, A Resolution to approve a one-year contract extension with **Softdocs**, for a digital forms solution document management system, in the amount of **\$54,075.00**
- Tab #9** A Resolution to award a contract to **NJEdge.Net** for renewal of annual membership and associated network services in the amount of **\$126,984.00** for fiscal year 2024
- Tab #10** Resolution # 2023-163-10, A Resolution to award a contract to **W.B. Mason** for office supplies in an amount not to exceed **\$55,000.00** for fiscal year 2024
- Tab #11** Resolution # 2023-163-11, A Resolution to award a contract to **Pitney Bowes, Inc.** for the purchase of postage through a postage meter in an amount not to exceed **\$60,000.00** for fiscal year 2024
- Tab #12** Resolution # 2023-163-12, A Resolution to award a contract to **College Aid Services** to provide financial aid professional consulting assistance in an amount not to exceed **\$200,000.00** for calendar year 2023
- Tab #13** Resolution # 2023-163-13, A Resolution to award a contract to **Madden & Madden** as special counsel to the College for specific legal matters in an amount not to exceed **\$75,000.00** for calendar year 2023

Chair Dr. Wright invited questions on the resolutions and there were none. The Chair requested a motion to move Tabs 1 through 13, as recommended by the Finance/Facilities Committee. With a motion by Trustee Mickey Quinn and a second by Trustee Ms. Lorraine Hatcher, the Board approved Resolutions 1 through 13 with all in favor and none opposed. This concluded the Finance/Facilities Committee Report.



**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
May 16, 2023**

RESOLUTION #2023-136-01

TO APPROVE AND RATIFY REQUESTED BUSINESS-RELATED TRAVEL

APPROVE

1) Grant-Funded Travel

Malik Howard, Assistant Director of EOF, NASPA Conference on Student Success in Higher Education, Kansas City, MO, June 25 - June 27, 2023, \$1,961.70

Dr. Andre Turner, Director of EOF, NASPA Conference on Student Success in Higher Education, Kansas City, MO, June 25 - June 27, 2023, \$1,961.70

Dr. Edem Tetteh, Dean of STEM, HHMI Inclusive Excellence In-Person Gathering Workshop, Ashburn, VA, June 23 - June 26, 2023, \$0.00

2) Operational

Dr. Karen Archambault, Vice President of Enrollment Management and Student Success, Aspen Fellowship Residency #3, Albuquerque, NM, June 25 - June 29, 2023, \$1,268.95

RATIFICATION

1) Grant-Funded Travel

2) Operational

REIMBURSEMENT

Dr. Michael A. Cioce, President, AACC, Denver, CO, March 31 - April 4, 2023, \$1,125.44

Shannon Williams, Director of Nursing, ACEN Conference, Atlanta, GA, April 11 - April 14, 2023, \$171.90


Dr. Shawn Thomas, Executive Director of Adult & Continuing Education and Business Engagement, EPIIC Conference, Atlanta, GA, April 10 - April 13, 2023, \$457.00

*******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, May 16, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt
Voice Vote			7	0	0		
Roll Call							
1 Vacant							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
May 16, 2023**

RESOLUTION #2023-136-02

TO APPROVE AND RATIFY CERTAIN AGREEMENTS AND CONTRACTS

FOR APPROVAL:

1. To award a contract to **Cordance/Permanent Software Group** for Labstats Statistical Software licenses for fiscal year 2024 in the amount of \$1,575.00. (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 page 3.)
2. To approve an annual contract renewal with **SAS Institute, Inc.**, for JMP Academic Suite, a statistical software for the OIT/STEM Department, for fiscal year 2024, in the amount of \$3,500.00. (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 page 3.)
3. To approve a renewal of software license with **ROC Software** for the operating maintenance system **LINUX (EasySpooler)**, for fiscal year 2024, in an amount of \$2,121.00. (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 page 3.)
4. To approve a license subscription renewal with **CDW, LLC**, for Adobe Stock-Creative Cloud publishing software, for fiscal year 2024, for the Marketing Department, in the amount of \$4,039.48. (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 page 3.)
5. To approve a hosting agreement with **Comevo, Inc.**, to manage the training/orientation module(s) for the Student Success Department, for continued service, for a 13 month term June 1, 2023 through June 30, 2024, in the amount of \$10,075.00. (Grant funded) (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.)
6. To approve a one-year contract with **PrepBlast, LLC**, for RegisterBlast software, for the period June 1, 2023 through May 31, 2024, in the amount of \$2,400.00. (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 page 3.)
7. To approve a one-year subscription with **Online Computer Library Center, Inc.**, for OCLC EZproxy hosted subscription services for the Library, for fiscal year 2024, in the amount of \$3,799.91. (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 page 4.)

8. To approve a one-year agreement with **Scenario Learning, LLC., dba/ Vector Solutions**, for VectorMS software that is required for training of RCBC employees, for Human Services Department, term July 1, 2023 through July 30, 2024, in the amount of \$5,169.00. (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 page 4.)
9. To approve a bi-annual awareness subscription **Naviance/Intersect**, for the Marketing Department, for fiscal years 2024 and 2025, in an amount of \$29,240.00. (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.)
10. To approve a one-year managed service agreement with **Softdocs** for document building from June 1, 2023 to May 31, 2024, for an amount of \$21,900.00. (Sole source, propriety software)
11. To approve an agreement with St. Mary Medical Center for the clinical placement of Diagnostic Medical Sonography (DMS) students for a five (5) year term from June 1, 2023 to May 31, 2028 at no cost to the college.
12. To approve an agreement with Kalavruzos, Mumola, Hartman, Lento & Duff, LLC for legal services for the remainder of calendar year 2023 for an amount not to exceed \$37,000.00. Per N.J.S.A. 18A:64A-25.5(1) this is an advertising exception, professional services. See narrative on page 3.)
13. To approve entering into a Shared Services Agreement with the **Burlington County Bridge Commission** for contract procurement services for the planned RCBC solar facility project.
(Shared Services Agreement required by the State of New Jersey Comptroller to allow for Competitive Contracting procurement process for solar project at Mount Laurel campus).

FOR RATIFICATION:

14. To ratify professional speaker services with **Paul Wesselman**, engaged to speak April 19, 2023, in an amount of \$6,000.00. (Grant Funded) (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 page 4.)
15. To approve a one-year agreement with **OCA Benefit Services**, for the administration of Cobra services, early retirement billing and part-time employee billings on behalf of RCBC, for the term May 1, 2023 through May 31, 2024, in the amount not to exceed \$3,000.00. (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 page 4.)

1. Labstats Statistical Software is used for tracking the utilization of classroom technology (e.g. desktop video conferencing) across campus. It can track which applications are being used on the instructor's station and provide metrics for how often and how long they are used on average. OIT is not aware of any competitors that provide the same service and we have been unable to find any comparable services in our research.
2. JMP/SAS is a user-friendly data visualization and statistical analysis tool that enables students to explore and analyze data interactively. JMP offers a wide range of statistical analyses, including descriptive statistics, hypothesis testing, regression analysis, and design of experiments (DOE). It also provides powerful data visualization tools, such as interactive graphs and charts, which allow students to easily spot trends, patterns, and outliers in their data. JMP is widely used in industry, academia, and research organizations for data analysis and visualization. JMP/SAS used in BIO 218: Biometry at RCBC, which is part of the third-year requirements for the 3+1 Biology program. The application is used for the lab component of the class that emphasizes experimentation and application of statistical methods to the biological sciences. The application gives students opportunities to learn experimental design, hypothesis testing and independent research. The software is the same as what is currently used for the same class at Rowan University.
3. EasySpooler software is used to manage the check printing process by the AP department. The software is the link between our ERP system Colleague and the printer. EasySpooler has operated effectively, without breakdown, for years and is critical for payment of all of the college's invoices.
4. Adobe Creative Cloud provides apps, web services, and resources for many courses and departments at the college — photography, graphic design, video editing, UX design, drawing and painting, social media, and more. OIT licenses this on behalf of faculty, staff and students who need access. This is proprietary, sole source software provided to the college through a Value-Added Reseller (VAR).
5. Comevo serves as an online orientation platform that allows incoming students to have access to videos and content created by RCBC. The content published on Comevo is designed to inform new students of college resources, policies, processes and expectations. The Comevo platform has increased the number of incoming students participating in orientation. Four quotes were received and Comevo was chosen because it best fit our needs within the price range we could afford.
6. The Test Center has identified a need to secure software to allow for more efficient test submission from faculty, appointment scheduling for students, and more useful tools for tracking and reporting on test center utilization. Four different software were reviewed and PrepBlast was selected because PrepBlast was most likely to increase efficient and scheduling options, reduce errors and scheduling conflicts and improve service and data collection.

7. OCLC EZproxy is a hosted software therefore there is very little maintenance for RCBC OIT and Library staff. Additionally, other services are included with OCLC that the library staff find valuable for students. Library staff conducted a pole, through a listserv, and every library from a higher education institution in New Jersey that provided a response currently subscribes to OCLC EZproxy. Additional quotes were requested and no responses were received.
8. The college has utilized Vector Solutions for training services for several years and has invested significant time customizing. The ability to easily upload customized courses (adjunct institute, human resources welcome, etc), is an asset the college utilizes greatly. Additionally, our employees have access to a large library and can take any courses they are interested in, free of charge/included with our pricing model.

HR was given a demonstration of Knowbe4, who OIT currently utilizes for specific cyber security training. Knowbe4 quoted \$11,404, more than double the Vector quote. It also doesn't give employees direct access to the library to take whichever trainings they wish, which is a great incentive and added bonus for our employees currently allowed through VectorLMS. Knowbe4 also doesn't permit us to customize the Bloodborne Pathogen training which is an important OSHA requirement.

9. Naviance & Intersect are the dominant force in college search software with a reported 40% of all high schools, and almost all Burlington County high schools, using the software for college bound students. They are sole source software that work in tandem, one utilized high school students and the other by colleges.
10. Softdocs managed services was selected to supplement the college's IT resources in order to support the increased rollout of documents using the Softdocs software.
11. To create a new affiliation agreement where our students can gain required clinical hours at no cost to the college.
12. Legal services required by the college.
13. Shared Services Agreement necessary to comply with the New Jersey Comptroller procurement requirements for planned solar project at Mount Laurel campus.
14. Paul Wesselmann's speaking was funded by a grant from Lockheed Martin. Paul spoke three times in one day. The first speech was on the "Importance of Wellness" to our STEM and Health Sciences students. The second speech was to the whole campus at the opening of our Rec/Wellness Center. The third speech was to the EMSS staff for professional development.
15. RCBC contracted with OCA Benefit Services using a discounted rate contracted by Brown & Brown, the college's benefits administrator. The rates are discounted for all of Brown & Brown's customers utilizing economies of scale.

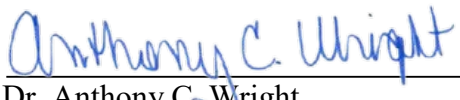



*******CERTIFICATION OF THE SECRETARY*******

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Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt
Voice Vote			7	0	0		
Roll Call							
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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
May 16, 2023**

RESOLUTION #2023-136-03

**TO AWARD A CONTRACT WITH MASON INTERACTIVE INC. TO CONTRACT
DIGITAL MARKETING SERVICES IN AN AMOUNT NOT TO EXCEED \$250,000.00
FOR FISCAL YEAR 2024**

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

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

WHEREAS, pursuant to, RFP-23-08, the College solicited proposals for Digital Marketing Services, which were advertised on Tuesday, April 4, 2023 and were opened on Thursday, April 27, 2023, at 2:00 P.M.; and

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

WHEREAS, the proposed Digital Marketing Services are for a term of one (1) year with the option for the College to extend the services for an additional one (1) year based on mutual agreement and Board approval; and

WHEREAS, in accordance with P.L. 1982, c.189 (C.18A:64A-25.4), the College has determined, based on price and other factors considered, that it is in the best interest of the College to award a one (1) year contract to **Mason Interactive Inc.**, 20 Jay Street, Suite 115, Brooklyn, NY 111201; and

NOW, THEREFORE, BE IT RESOLVED by the Trustees of the College now assembled in public session this 16th of May 2023, that a contract will be awarded to **Mason Interactive Inc.**, in the amount not to exceed **\$250,000.00**, for a twelve (12) month term, July 1, 2023 through June 30, 2024.



*******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 and Grants budgets to pay for the contract between Rowan College at Burlington County and to **Mason Interactive Inc.**

The money necessary to fund said contract is **\$250,000.00**. The contract is subject to the availability of funds and upon approval of the contract the funds will be charged to the following budget line item appropriations:

- 1-00900-9470 (Strategic Marketing & Communications, Advertising)
- 3-24194-9470 (CCOG FY24, Advertising)

Kevin Kerfoot

Kevin Kerfoot
Chief Financial Officer

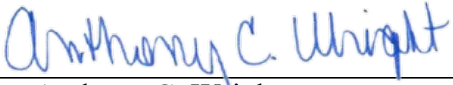



*******CERTIFICATION OF THE SECRETARY*******

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Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt
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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
May 16, 2026**

RESOLUTION #2023-136-04

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

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

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

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

WHEREAS, the Board of Commissioners for the County of Burlington negotiated and approved an initial contract with **Automotive Rentals, Inc. (ARI)** from April 1, 2022 until September 30, 2022 with the option to extend the contract for four 1 year consecutive terms and;

WHEREAS, the Board of Commissioners for the County of Burlington was satisfied with the initial service with **Automotive Rentals, Inc. (ARI)** and elected to exercise the first extension with this vendor for a one (1) year term spanning from October 1, 2022 until September 30, 2023; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51, N.J.S.A. 19:44A-20.4 et seq., N.J.S.A. 18A:64A-25.10 and N.J.S.A. 18A:64A-25.5(1)), it is in the best interest of the College and the President recommends the award of this contract to the following vendor: **Automotive Rentals, Inc (ARI)**, dba Automotive Resources International, 4001 Leadenhall Road, Mt. Laurel, NJ 08054;

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 16th day of May 2023, that a contract be awarded to **ARI** in an amount not to exceed \$150,000.00 until September 30, 2023.



Rowan College
at
BURLINGTON COUNTY

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

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

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

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

Kevin Kerfoot

Kevin Kerfoot
Chief Financial Officer

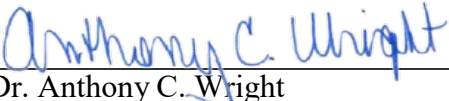



*******CERTIFICATION OF THE SECRETARY*******

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, May 16, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt
Voice Vote			7	0	0		
Roll Call							
1 Vacant							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
May 16, 2023**

RESOLUTION #2023-136-05

TO AWARD A CONTRACT TO KIMMEL BOGRETTE ARCHITECTURE + SITE TO PROVIDE PROFESSIONAL SERVICES RELATED TO THE COMPLETION OF A FACILITIES FIVE (5) YEAR MASTER PLAN IN AN AMOUNT OF \$199,500.00

WHEREAS, the College has a need to obtain professional consulting services for the completion of a facilities five (5) year master plan; and

WHEREAS, request for qualifications and proposals for professional consulting services was posted on the College web site and advertised in the Trenton Times, the Courier Post and the Burlington County Times on Friday, February 24, 2023 and opened Wednesday, March 15, 2023 at 2:00 p.m.; and

WHEREAS, nine (9) firms responded to this request for proposals and one (1) was found non-compliant; and

WHEREAS, **Kimmel Bogrette Architecture + Site** submitted the lowest responsible proposal for the professional services outlined in the scope and specifications for this project; and

WHEREAS, the College has determined that **Kimmel Bogrette Architecture + Site** has the experience and expertise to provide all said services; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51, N.J.S.A. 19:44A-20.4 et seq. and N.J.S.A. 18A:64A-25.5(1) it appears in the best interest of the College to award a contract to **Kimmel Bogrette Architecture + Site**, 482 Norristown Road, Suite 200, Blue Bell, PA 19422; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51, N.J.S.A. 19:44A-20.4 et seq. and N.J.S.A. 18A:64A-25.5(1) the President recommends the award of this contract to the following vendor(s): **Kimmel Bogrette Architecture + Site**, 482 Norristown Road, Suite 200, Blue Bell, PA 19422; and

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 16th day of May 2023, that the Board award a contract to **Kimmel Bogrette Architecture + Site** for the Facilities five (5) year Master Plan Project in the amount of **\$199,500.00**.



Rowan College
at
BURLINGTON COUNTY

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

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

The money necessary to funds said contract is **\$199,500.00**. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line item appropriations:

6-05079-9701 (Master Planning)

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, May 16, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt
Voice Vote			7	0	0		
Roll Call							
1 Vacant							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
May 16, 2023**

RESOLUTION #2023-136-06

**TO APPROVE A CONTRACT WITH M & M CONSTRUCTION COMPANY, INC. FOR
EMERGENCY DEMOLITION AND RELATED SERVICES OF THE ACADEMIC
BUILDING ON THE PEMBERTON CAMPUS, IN AN AMOUNT
NOT TO EXCEED \$587,000.00**

WHEREAS, on April 12, the College was notified that several fires had been intentionally set in the interior of the Academic building. These fires were extinguished; however, the building sustained significant damage and had to be completely exposed to put out the fires; and

WHEREAS, the College was notified by the County Engineer of the need to engage a qualified contractor to address the emergent need to demolish the Academic building on the Pemberton campus; and

WHEREAS, pursuant to P.L. 1982, c189 N.J.S.A. 18A:64A-25.6, the College may award a contract without public advertising when an emergency affecting the health, safety or welfare of occupants of College property requires the immediate delivery of services; and

WHEREAS, the County Engineer and the College have determined that the building in this condition poses issues related to health, safety and welfare for the College and surrounding community; and

WHEREAS, it appears in the best interest of the College to award a contract to **M & M Construction Company, Inc.**, 643 Raritan Rd Cranford, NJ, 07016 for the demolition of the Academic building on the Pemberton campus of the College; and

NOW, THEREFORE, BE IT RESOLVED, by the Trustees of the College, now assembled in public session this 16th day of May 2023, to award contract by and between the College and **M & M Construction Company, Inc.** for the demolition and related services of the Academic building on the Pemberton campus, in an amount not to exceed **\$587,000.00**.



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

I, Kevin Kerfoot, Chief Financial Officer, do hereby certify that adequate funds are available in the fiscal year 2023 Capital budgets to pay for the contract between Rowan College at Burlington County and to **M & M Construction Company, Inc.**

The money necessary to fund said contract is **\$587,000.00**. The contract is subject to the availability of funds and upon approval of the contract the funds will be charged to the following budget line item appropriations:

6-05092-9701 (Transition, Contracted Services)

Kevin Kerfoot

Kevin Kerfoot
Chief Financial Officer



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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, May 16, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt
Voice Vote			7	0	0		
Roll Call							
1 Vacant							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
May 16, 2023**

RESOLUTION #2023-136-07

**TO AWARD A CONTRACT TO SIEMENS BUILDING TECHNOLOGIES FOR
CONTINUED MAINTENANCE AND ATC CONTROL SERVICES FOR THE
COLLEGE'S BUILDING AUTOMATION SYSTEMS, INCLUDING FIRE SAFETY
SYSTEMS, IN AN AMOUNT NOT TO EXCEED \$75,000.00
DURING FISCAL YEAR 2024**

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

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

WHEREAS, due to the proprietary nature of the operating software and critical components, this service must be provided by the manufacturer; and

WHEREAS, the College has determined and certified in writing that the value of the acquisition will be in an amount not to exceed \$75,000 and a Determination of Value Form has been filed with the Board Secretary and the Chief Financial Officer hereby certifies sufficient funds are available for this purpose; and

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

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

NOW, THEREFORE, BE IT RESOLVED by the Trustees of the College now assembled in public session this 16th day of May 2023, that a contract be awarded to **Siemens Building Technologies** in an amount not to exceed **\$75,000.00** for fiscal year 2024;



BE IT FURTHER RESOLVED, that the Business Entity Disclosure Certification, Chapter 271 Political Contribution Disclosure Form, 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 Operating Budget to pay for the contract between Rowan College at Burlington County and **Siemens Building Technologies**.

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

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



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, May 16, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt
Voice Vote			7	0	0		
Roll Call							
1 Vacant							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

Anthony C. Wright

Dr. Anthony C. Wright
Chairperson

Michael A. Cioce

Dr. Michael A. Cioce
Board Secretary



**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
May 16, 2023**

RESOLUTION #2023-136-08

**TO AWARD A CONTRACT TO SOFTDOCS, FOR A DIGITAL FORMS SOLUTION
DOCUMENT MANAGEMENT SYSTEM AND PLATFORM SOFTWARE
SUBSCRIPTION THAT NEEDS TO BE MAINTAINED,
IN THE AMOUNT OF \$54,075.00**

WHEREAS, in an effort to maintain the College's document management flow of electronic forms to allow the automation of business processes minimizing paper records; and

WHEREAS, on June 21 ,2022, the College's Board of Trustees awarded a contract to **Softdocs** to provide the initial setup services and a platform software subscription for a period of one (1) year, with an option to extend for an additional four (4) years based on mutual agreement and Board approval by mutual agreement; and

WHEREAS, **Softdocs**, has the experience and expertise to continue to provide these services; 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(19), it appears in the best interest of the College, based on price and other factors considered, to award **Softdocs, 807 Bluff Road, Columbia, SC 29201**; and

NOW THEREFORE, BE IT RESOLVED by the Trustees of the College now assembled in public session this 16th day of May 2023, to award year two (2) of the contract, from July 1, 2023 until June 30, 2024, to **Softdocs** in the amount of **\$54,075.00**.



*******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 & Grants budget to pay for the contract between Rowan College at Burlington County and **Softdocs**.

The money necessary to fund said contract is **\$54,075.00**. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line item appropriation:

1-00800-9601 (Information 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, May 16, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt
Voice Vote			7	0	0		
Roll Call							
1 Vacant							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
May 16, 2023**

RESOLUTION #2023-136-09

**TO AWARD A CONTRACT TO NJEDGE.NET FOR THE RENEWAL OF ANNUAL
MEMBERSHIP AND ASSOCIATED NETWORK SERVICES IN THE AMOUNT OF
\$126,984.00 FOR FISCAL YEAR 2024**

WHEREAS, **NJEDge.net**, a non-profit corporation of the New Jersey Presidents' Council, is a broadband statewide network designed to enhance the teaching, research and public service missions of New Jersey's colleges and universities; and

WHEREAS, the College has a need for **NJEDge.net** connection to their private state-wide network in order to provide higher bandwidth applications such as video conferences, video classes, Internet and Internet II; and

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.11a, the College is authorized to make purchases and contract for services through a cooperative purchasing agreement; and

WHEREAS, **NJEDge.net** holds designation as a Cooperative Pricing System (DCA #269EMCP) as approved by the New Jersey Department of Community Affairs (DCA) in 2018; and

WHEREAS, the College has determined and certified in writing that the value of the acquisition will be in the amount of \$126,984.00 and a Determination of Value Form has been filed with the Board Secretary and the Chief Financial Officer hereby certifies sufficient funds are available for this purpose; and

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

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq., Chapter 271 P.L. 2005 (Adopted January 5, 2006) N.J.S.A. 19:44A-20.26 and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.11a, it appears in the best interest of the College and the President recommends the award of this contract to **NJEDge.net**, P.O. Box 18110, Newark, NJ 07191-8110; and

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 16th day of May 2023, that a contract be awarded to **NJEDge.net** in the amount of **\$126,984.00** for fiscal year 2024.



BE IT FURTHER RESOLVED, that the Business Entity Disclosure Certification, Chapter 271 Political Contribution Disclosure Form, 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**.

The money necessary to fund said contract is **\$126,984.00**. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line item appropriation:

1-00800-9701 (Information Technology, Service 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, May 16, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt
Voice Vote			7	0	0		
Roll Call							
1 Vacant							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
May 16, 2023**

RESOLUTION #2023-136-10

**TO AWARD A CONTRACT TO W.B. MASON FOR OFFICE SUPPLIES IN AN
AMOUNT NOT TO EXCEED \$55,000.00 FOR FISCAL YEAR 2024**

WHEREAS, the College requires a variety of office supplies in order for its departments to function on a day-to-day basis; and

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

WHEREAS, consistent with the requirements of N.J.S.A. 18A:64A-25.9(c), the College Administration has reviewed the approved state contract vendor list providing office supplies and concluded that **W.B. Mason**, 151 Heller Place, Bellmawr, NJ 08031 (NJ State Contract #A88839) is the vendor offering the lowest price, including delivery charges, that best meets the requirements of the College;

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

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 16th day of May 2023, that a contract be awarded to **W.B. Mason** for an amount not to exceed **\$55,000.00** during fiscal year 2024.



Rowan College
at
BURLINGTON COUNTY

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

I, Kevin Kerfoot, Chief Financial Officer, do hereby certify that adequate funds are available in the fiscal year 2023 Operating budget to pay for the contract between Rowan College at Burlington County and **W.B. Mason**.

The money necessary to fund said contract is **\$55,000.00**. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line item appropriation:

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

Kevin Kerfoot

Kevin Kerfoot
Chief Financial Officer




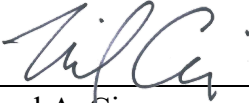
*******CERTIFICATION OF THE SECRETARY*******

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, May 16, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt
Voice Vote			7	0	0		
Roll Call							
1 Vacant							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
May 16, 2023**

RESOLUTION #2023-136-11

**TO AWARD A CONTRACT TO PITNEY BOWES, INC. FOR THE PURCHASE OF
POSTAGE THROUGH A POSTAGE METER IN AN AMOUNT NOT TO EXCEED
\$60,000.00 DURING FISCAL YEAR 2024**

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

WHEREAS, the College is leasing a postage meter and related equipment from **Pitney Bowes, Inc.**; 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, consistent with the requirements of N.J.S.A. 18A:64A-25.9(c), the College Administration has reviewed the approved state contract vendor list providing postage permits and related equipment and concluded that **Pitney Bowes, Inc.**, P.O. Box 5151, Shelton, CT 06484 (New Jersey State Contract #75237) is the vendor offering the lowest price, including delivery charges, that best meets the requirements of the College;

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

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 16th day of May 2023, that a contract be awarded to **Pitney Bowes, Inc.** in an amount not to exceed **\$60,000.00** during fiscal year 2024.



*******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 **Pitney Bowes, Inc.**

The money necessary to fund said contract is not to exceed **\$60,000.00**. The contract is subject to the availability of funds and upon approval of the contract the funds will be charged to the following budget line item appropriation:

1-10410-9401 (General Institution, Postage)



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, May 16, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt
Voice Vote			7	0	0		
Roll Call							
1 Vacant							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
May 16, 2023**

RESOLUTION #2023-136-12

**TO AWARD A CONTRACT TO COLLEGE AID SERVICES, LLC
TO PROVIDE EXPERIENCED FINANCIAL AID PROFESSIONAL
CONSULTANTS IN AN AMOUNT
NOT TO EXCEED \$200,000.00**

WHEREAS, the College has a need to obtain professional consulting services in the financial aid area; and

WHEREAS, experienced financial aid professionals with Colleague experience are needed to perform professional consulting services to enhance the Financial Aid Office to better meet the needs of the College; and

WHEREAS, proposals for Financial Aid Office, RFP-23-07, were advertised on Thursday March 30, 2023 and were opened on Wednesday, April 19, 2023, at 2:00 P.M.; and

WHEREAS, the College has determined that **College Aid Services, LLC** has the experience and expertise to provide all said services; and

WHEREAS, the proposed financial aid consulting services will be for a term of one (1) year, with the option for the College to extend the term for an additional one (1) year term based on mutual agreement and Board approval; and

WHEREAS, in accordance with P.L. 1982, c.189 (C.18A:64A-25.4), the College has determined that it is in the best interest of the College, based on price and other factors considered, to award a one (1) year contract to **College Aid Services, LLC**, 478 E. Altamonte Drive, Suite 108-304, Altamonte Springs, FL 32714; and

NOW, THEREFORE, BE IT RESOLVED by the Trustees of the College now assembled in public session this 16th of May 2023, that a contract will be awarded to **College Aid Services, LLC**, in the amount not to exceed **\$200,000.00**, for a twelve (12) month term, May 17, 2023 through December 31, 2023.



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

I, Kevin Kerfoot, Chief Financial Officer, do hereby certify that adequate funds are available in the Fiscal Years 2023 & 2024 Operating Budget to pay for the contract between Rowan College at Burlington and **Financial Aid Office**.

The money necessary to fund said contract is **\$200,000.00**. The contract is subject to the availability of funds and upon approval of the contract, the funds will be charged to the following budget line item appropriation:

1-42310-9701 (Student Support, Contracted Service)




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, May 16, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt
Voice Vote			7	0	0		
Roll Call							
1 Vacant							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
May 16, 2023**

RESOLUTION #2023-136-13

**AUTHORIZING APPOINTMENT OF MADDEN & MADDEN AS SPECIAL COUNSEL
TO THE COLLEGE FOR SPECIFIC LEGAL MATTERS FOR CALENDAR YEAR 2023**

WHEREAS, the College and the Board of Trustees has a need for special legal services throughout the calendar year;

WHEREAS, the College and Board of Trustees desires to authorize the appointment of Madden & Madden, P.A. as special counsel to the College for specific legal matters as assigned, without public bidding, pursuant to N.J.S.A. 18A:64A-25.5; and

WHEREAS, the College has determined and certified in writing that the value of the acquisition will be in an amount not to exceed \$75,000 and a Determination of Value Form has been filed with the Board Secretary and the Chief Financial Officer hereby certifies sufficient funds are available for this purpose; and

WHEREAS, an executed 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, has been received by the College; and

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

WHEREAS, the award of such contract shall be made in compliance with New Jersey's Pay-to-Play Law as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

NOW, THEREFORE, BE IS RESOLVED by the Trustees of the College now assembled in public session this 16th day of May 2023, that:

- 1) Madden & Madden, P.A. is hereby appointed as Special Counsel to the College, without public bidding, pursuant to N.J.S.A. 18A:64A-25.5 and the provisions of N.J.S.A. 19:44A-20.4 for the remainder of calendar year 2023.
- 2) A contractual agreement summarizing the services to be performed and fees charged in an amount not to exceed \$75,000 are hereby approved and execution of the contract is authorized.
- 3) The President of the College is hereby authorized to sign an agreement for legal services by and between the College and Madden & Madden, P.A.



- 4) The Business Entity Disclosure Certification, Political Contribution Disclosure and Determination of Value Form are on file at the College with this resolution.

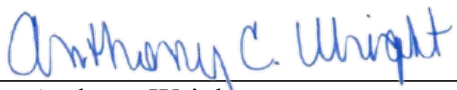


*******CERTIFICATION OF THE SECRETARY*******


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, May 16, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote			7	0	0			
Roll Call								
1 Vacant								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

B. Personnel Committee: Chair Kevin Brown announced that the Personnel Committee met in person on Wednesday, May 10, 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 14 through 16 for the Board's consideration:

Personnel Committee Action (Resolution(s) for Approval)

Tab #14 Resolution # 2023-163-14, A Resolution to approve personnel actions for Rowan College at Burlington County

Tab #15 Resolution # 2023-163-15, A Resolution to approve a contract **with Horizon Blue Cross Blue Shield of NJ** to provide Medical/Rx coverage for College employees' premiums in a revised amount not to exceed **\$7,000,000.00** for the period of May 1, 2023 through June 30, 2024

Tab #16 Resolution # 2023-163-16, A Resolution to affirm Leidalis Cardona as Custodian of Records and Michael A. Cioce as Deputy Custodian of Records

Chair Dr. Wright invited questions on the resolutions and there were none. The Chair requested a motion to move Tabs 14 through 16, as recommended by the Personnel Committee. With a motion by Trustee Dorion Morgan and a second by Trustee Ms. Lorraine Hatcher, the Board approved Resolutions 14 through 16 with all in favor and none opposed. This concluded the Finance/Facilities Committee Report.



**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
May 16, 2023**

RESOLUTION #2023-136-14

**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;

Patrice Mathes as PT Student Success Coach at \$18/hour;
Toshia Williams as PT Financial Aid Compliance Specialist at \$55/hour;
Zachary Schultice as PT Groundskeeper at \$15/hour;
Marcus White as PT Title III Grant Assistant at \$20/hour;
Katherine Gonzalez as PT Academic Advisor at \$22/hour;
Taziah Kenney as Associate Dean-STEM at \$88,000;
Gabrielle Lewis as Payroll Specialist I at \$48,000;
Andrew Clang as PT Groundskeeper at \$15/hour;
Elizabeth Baskind as Director of Financial Aid at \$80,000;
Amanda Hartman as Graphic Designer & Photographer at \$47,057; 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;

Christine Stringfellow as EMT Coordinator at \$65,000;
Lisa Parker as Instructor, Health Sciences at \$64,000 effective 9/1/23;
Christopher Scully as Learning Management System Specialist at \$56,672.51;
Bruce Bercun as PT Tutor II at \$18/hour effective 5/16/23;
Frank Parise as PT Tutor II at \$18/hour effective 5/16/23;
Donna Throop as PT Tutor II at \$18/hour effective 5/16/23;
Jennifer Smallwood as Accountant at \$52,093.13;
Marcus White as Minority Male and Low Income Student Program Coordinator at \$45,000;
Jason Woodruff as Public Safety Officer III, Training Coordinator at \$41,373.48; and

Salary Adjustments

Alexys (Heppler) Anderson as Student Retention Coordinator at \$45,000;
Thomas Kluxen as Tutoring Specialist at \$41,103;
Denise Schroeder as Graphic Designer & Photographer at \$50,000;



Monica Mushinski as Payroll Specialist II at \$52,000; and

Title Changes

None; 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;

Ferrara, Franklin; Durr, Angel; Isopi, Andrew; and

Adjuncts, Liberal Arts;

Kennette, Tara; Anderson, Rebecca; Strachan, Sophie; Michaelski, David; Patrick, Mark; and

Adjuncts, Nursing and Health Sciences;

Cantwell, Renee; 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;

Michele Martin, Business Engagement Specialist, WDI;
Shannon Violetti, Student Wellness Coordinator, EMSS;
Joshua DiPrima, PT Student Success Coach, EMSS;
Gail Vasilenko, Director of Dental Hygiene, Health Sciences;
Christine Ivaliotis, Adjunct, Liberal Arts;
Patrice Mathes, PT Student Success Coach, EMSS; and

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

None; and

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



None; and

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

None; and

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

None; and

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


NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 16th day of May 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, May 16, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt
Voice Vote			7	0	0		
Roll Call							
1 Vacant							1
2 Kevin Brown							2
3 Lorraine Hatcher		√					3
4 James Kerfoot, Vice Chair							4
5 Raymond Marini							5
6 Dorion Morgan	√						6
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8 Mickey Quinn							8
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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
May 16, 2023**

RESOLUTION #2023-136-15

**TO APPROVE A CONTRACT WITH HORIZON BLUE CROSS BLUE SHIELD OF NJ
TO PROVIDE MEDICAL/RX COVERAGE FOR COLLEGE EMPLOYEES'
PREMIUMS IN A REVISED AMOUNT NOT TO EXCEED \$7,000,000 FOR THE
PERIOD OF MAY 1, 2023 THROUGH JUNE 30, 2024**

WHEREAS, the College has a need to provide a Medical/RX plan for employees; and

WHEREAS, **Horizon Blue Cross Blue Shield NJ** has provided exemplary service and comprehensive coverage through the NJ Direct 10, NJ Direct 15 and NJEHP plans; and

WHEREAS, **Horizon Blue Cross Blue Shield NJ** has a large network of participating providers in New Jersey; and

WHEREAS, **Horizon Blue Cross Blue Shield NJ** is advantageous with respect to both provider disruption and employee contributions, crucially; and

WHEREAS, Broker of Record, Brown and Brown, has determined that **Horizon Blue Cross Blue Shield NJ** offers the best current Medical/RX plan for College employees; and

WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. (C,18A:64A-25.5 (11)), it appears in the best interest of the College to award a contract to **Horizon Blue Cross Blue Shield NJ**, 3 Penn Plaza, Newark, NJ 07105; and

WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64A-25.5(11), the President recommends a contract be awarded to the following vendor: **Horizon Blue Cross Blue Shield NJ**, 3 Penn Plaza, Newark, NJ 07105;

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 16th day of May 2023, that a contract be awarded to **Horizon Blue Cross Blue Shield NJ** for the period of May 1, 2023 thru June 30, 2024 in a revised amount not to exceed **\$7,000,000**.

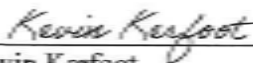


*******CERTIFICATE OF AVAILABILITY OF FUNDS*******

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

The money necessary to funds said contract is not to exceed **\$7,000,000.00**. 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:

1-10420-9240 (Staff Benefits, Health Benefits Insurance)



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, May 16, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt
Voice Vote			7	0	0		
Roll Call							
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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
May 16, 2023**

RESOLUTION #2023-136-16

**TO AFFIRM LEIDALIS CARDONA AS CUSTODIAN OF RECORDS AND
MICHAEL A. CIOCE AS DEPUTY CUSTODIAN OF RECORDS**

WHEREAS, the College has a need for a Custodian of Records and Deputy Custodian of Records; and

WHEREAS, the Custodian of Records and Deputy are responsible for coordinating and responding to any inquiries that are received by the College as they relate to the Open Public Records Act;

NOW THEREFORE, be it resolved by the Trustees of Rowan College at Burlington County, now assembled in public session this 16th day of May 2023, to affirm Leidalis Cardona as the Custodian of Records and Michael A. Cioce as Deputy Custodian of Records.




*******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, May 16, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt
Voice Vote			7	0	0		
Roll Call							
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Dr. Anthony C. Wright
Chairperson



Dr. Michael A. Cioce
Board Secretary

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

Committee Chair Dr. James Kerfoot reported announced that the Academic Committee met in person on Tuesday, May 10, 2023, at 3pm and the Committee discussed various Academic matters.

This concluded the Academic Committee Report and there were no Resolutions.

COMMENTS FROM THE PUBLIC

Chair Wright invited comments from the public.

Members of the college community, Donna Podolski and Samantha Russell, expressed concerns regarding contract negotiations.

COMMENTS FROM THE BOARD

Chair Wright 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