

ROWAN COLLEGE AT BURLINGTON COUNTY
BOARD OF TRUSTEES
REORGANIZATION AND REGULAR PUBLIC MEETINGS

Tuesday, November 12, 2019

Mount Laurel Campus, Student Success Center
Executive Conference Room 138
1500 College Circle
Mount Laurel, New Jersey

MINUTES

CALL TO ORDER

Dr. Michael A. Cioce, College President and Board of Trustees Secretary, called the meeting to order at 5:34PM.

FLAG SALUTE

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

ROLL CALL

Board Present: Mr. James Anderson, Mr. Kevin Brown, Dr. James Kerfoot, Ms. Renee Liciaga, Mr. Daryl Minus-Vincent (by phone), Mr. Dorion Morgan, Mr. George Nyikita, Mr. Gino Pasqualone

Board Absent: Mr. Christopher Brown, Ms. Jamie Martin, Mr. Mickey Quinn, Ms. Jillian Volpe (Alumni Trustee)

RCBC Present: Dr. Michael A. Cioce (President and Board Secretary), Dr. Karen Archambault, Dr. Cathy Briggs, Mr. Ron Cahall, Mr. Thomas Czerniecki, Mr. Matthew Farr, Ms. Rosemary Kelleher, Mr. James Lawless, Mr. Mark Meara, Mr. Harry Metzinger, Dr. Martin Hoffman, Dr. Karen Montalto, Ms. Anna Payanzo Cotton, Ms. Donna Podolski, Dr. Elizabeth Price, Mr. David Quinnan, Dr. Anita Rudman, Ms. Michelle Russell, Dr. David Spang, Dr. Donna Vandergrift, Mr. Jonathan Weisbrod, Mr. William Whitfield, Ms. Kelly Grant (for Board Solicitor William Burns) and Ms. Lynne Marie Devericks (Board Recorder)

Guests: Mr. David Levinsky, Reporter, Burlington County Times

PUBLIC ANNOUNCEMENT

Ms. Lynne Marie Devericks read the following statement: "In compliance with the Open Public Meetings Act, the Board passed a resolution on November 2, 2018, which was amended by a

public notice released on October 7, 2019, setting forth the date, time, and location of reorganization and regular meetings of the Board of Trustees, which resolution was, within seven days of passage, posted on the College Web site, sent to *The Burlington County Times*, *The Courier-Post*, *The Trenton Times*, and the Burlington County Clerk.”

REORGANIZATION

Election of Officers:

Chairperson:

President Cioce called for nominations for the election of the Office of Chairperson of the Rowan College at Burlington County Board of Trustees. Trustee James Anderson nominated Mr. George Nyikita, current Chair, to serve for the coming year. Trustee Dorion Morgan seconded the nomination of Mr. Nyikita. There were no other nominations, and the motion was carried unanimously with all voting members in favor.

Chairman George Nyikita accepted the nomination and began presiding over the meeting.

Vice-Chairperson:

Chair Nyikita called for nominations for the Office of Vice Chairperson of the Rowan College at Burlington County Board of Trustees. Trustee James Anderson nominated Dr. James Kerfoot to serve as Vice Chair for the coming year. The nomination was seconded by Trustees Renee Liciaga and Gino Pasqualone. There were no other nominations, and the motion was carried unanimously with all voting members in favor.

Chair Nyikita congratulated Trustee James Kerfoot as the elected Vice Chairman of the Rowan College at Burlington County Board of Trustees.

Treasurer:

Chair Nyikita indicated the Board would forego nominations for the Office of Treasurer at this time.

Secretary

Chair George Nyikita called for nominations for the Office of Secretary, which is traditionally the College President. There were no other nominations. Trustee James Anderson made the motion, with a second by Trustee James Kerfoot, and with a unanimous vote in favor Dr. Michael A. Cioce, President, will continue serving as Board Secretary.

Appointment of Board of School Estimate

Chair George Nyikita appointed members of the Board of Trustees to the Rowan College at Burlington County Board of School Estimate. Trustees appointed are: Mr. George Nyikita and Dr. James Kerfoot; Mr. Mickey Quinn will serve as an alternate.

Liaison to the Rowan College at Burlington County Foundation

Chair Nyikita made appointments as the Board liaisons to the Rowan College at Burlington County Foundation. Trustees appointed are: Mr. Kevin Brown and Ms. Renee Liciaga.

Reorganization Resolutions

Tab #1: Resolution #2019-316-01, A Resolution to appoint Investors Bank as the Depository of College Accounts

With a motion by Trustee James Anderson, a second by Trustee Dorion Morgan, and a unanimous vote in favor, the Board approved Tab 1 as submitted.

Tab #2: Resolution #2019-316-02, A Resolution to award a contract to Bowman & Company, LLC to act as the College's Auditor of Record and provide related financial services for calendar year 2020 in the amount of \$68,000.00

With a motion by Trustee James Anderson, a second by Trustee Dorion Morgan, and a unanimous vote in favor, the Board approved Tab 2 as submitted.

Tab #3: Resolution #2019-316-03, A Resolution to appoint Malamut & Associates, LLC as the College's Solicitor of Record for calendar year 2020

With a motion by Trustee James Anderson, a second by Trustee Dorion Morgan, one abstention by Trustee James Kerfoot, and seven votes in favor, the Board approved Tab 3 as submitted.

Tab #4: Resolution #2019-316-04, A Resolution to appoint Conner Strong & Buckelew Companies, LLC as the College's Human Resources Broker of Record for calendar year 2020

With a motion by Trustee James Anderson, a second by Trustee Dorion Morgan, one abstention by Trustee James Kerfoot, and seven votes in favor, the Board approved Tab 4 as submitted.

Tab #5: Resolution #2019-316-05, To approve a Resolution Designating the Meeting Dates of the Board of Trustees, the Official Newspapers for Publishing Legal Notices, and the Schedule of Mailing Fees

With a motion by Trustee James Anderson, a second by Trustee Dorion Morgan, and a unanimous vote in favor, the Board approved Tab 5 as submitted.

The Board Chair concluded the Reorganization Meeting of the Rowan College at Burlington County Board of Trustees.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES
REORGANIZATION MEETING
November 12, 2019**

RE-ORG RESOLUTION #2019-316-01

**TO APPOINT INVESTORS BANK AS THE DEPOSITORY
OF COLLEGE ACCOUNTS**

WHEREAS, the College has a need for banking and financial services; and

WHEREAS, a Request for Qualification/Proposals was posted on the College Web Site and advertised in the Trenton Times, the Courier Post and the Burlington County Times on Friday, September 20, 2019 and opened on Tuesday, November 22, 2019 at 2:00 P.M.; and

WHEREAS, four (4) financial institutions submitted proposals; and

WHEREAS, it appears that **Investors Bank** has the experience and expertise to provide these services; and

WHEREAS, it is recommended that **Investors Bank, 130 N. County Line Road, Jackson, New Jersey 08527**, be awarded a two-year contract, January 1, 2020 through December 31, 2021; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq. Chapter 271 P.L. 2005 (Adopted January 5, 2006) and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(1), it appears in the best interest of the College to appoint **Investors Bank, 130 N. County Line Road, Jackson, NJ 08527**; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq. Chapter 271 P.L. 2005 (Adopted January 5, 2006) and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(1), the President recommends a contract be awarded to the following vendor: **Investors Bank, 130 N. County Line Road, Jackson, NJ 08527**;

NOW THEREFORE, be it resolved by the Board of Trustees of Rowan College at Burlington, now assembled in public session this 12th day of November 2019, that **Investors Bank** be appointed as the Depository of College Accounts for the Banking and Financial Services during calendar year 2020 and 2021.

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by Rowan College at Burlington County, by the vote below indicated, at the **Reorganization Meeting held on Tuesday, November 12, 2019** on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
2 Christopher J. Brown, Vice Chair								2
3 Kevin Brown								3
4 James Kerfoot								4
5 Renee Liciaga								5
6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES
REORGANIZATION MEETING
November 12, 2019**

RE-ORG RESOLUTION #2019-316-02

TO AWARD A CONTRACT TO BOWMAN & COMPANY, LLC TO ACT AS THE COLLEGE'S AUDITOR OF RECORDS AND PROVIDE RELATED FINANCIAL SERVICES FOR CALENDAR YEAR 2020 IN THE AMOUNT OF \$68,000.00

WHEREAS, the College has a need to provide an annual comprehensive financial audit; and

WHEREAS, a Request for Qualification/Proposals was advertised and released on Friday, September 20, 2019 and were opened Tuesday, October 22, 2019, at 2:00 PM, two (2) vendors responded; and

WHEREAS, it appears that **Bowman & Company, LLC** has the experience and expertise to continue to provide these services; and

WHEREAS, this contract is for a period of one (1) year and includes language that would allow it to be extended for one additional year by mutual agreement; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq. Chapter 271 P.L. 2005 (Adopted January 5, 2006) and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(1), it appears in the best interest of the College to appoint and engage **Bowman & Company, LLC**, 601 White Horse Road, Voorhees, New Jersey 08043; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq. Chapter 271 P.L. 2005 (Adopted January 5, 2006) and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(1), the President recommends a contract be awarded to the following vendor: **Bowman & Company LLP**, 601 White Horse Road, Voorhees, New Jersey 08043;

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 12th day of November 2019, that a contract be awarded to **Bowman & Company LLP** in an amount of \$68,000.00, for a one-year contract term.

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

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

The money necessary to funds said contract is \$68,000.00. 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:

1-10410-9707 (General Institutional, Audit)

Thomas Czerniecki
Sr. Vice President of Administration & Operations

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

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Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
2 Christopher J. Brown, Vice Chair								2
3 Kevin Brown								3
4 James Kerfoot								4
5 Renee Liciaga								5
6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES
REORGANIZATION MEETING
November 12, 2019**

RE-ORG RESOLUTION #2019-316-03

**TO APPOINT MALAMUT & ASSOCIATES, LLC AS THE COLLEGE'S
SOLICITOR OF RECORD FOR CALENDAR YEAR 2020**

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

WHEREAS, our current contract expires on December 31, 2019; and

WHEREAS, a Request for Qualifications/Proposals was advertised and released on Thursday, October 1, 2019 and opened on Wednesday, October 30, 2019, at 2:00 PM, four (4) firms responded; and

WHEREAS, it appears that **Malamut & Associates, LLC** has the experience and expertise to provide these services; and

WHEREAS, these contracts are for a period of one (1) year and include language that would allow them to be extended for one additional year by mutual agreement; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq. Chapter 271 P.L. 2005 (Adopted January 5, 2006) and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(1), it appears in the best interest of the College to appoint **Malamut & Associates, LLC**, 457 Haddonfield Rd #500, Cherry Hill, NJ 08002; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq. Chapter 271 P.L. 2005 (Adopted January 5, 2006) and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(1), the President recommends a contract be awarded to the following firm: **Malamut & Associates, LLC**, 457 Haddonfield Rd #500, Cherry Hill, NJ 08002; and represent the College as needed during the upcoming year under the rates set forth in the law firms' proposals;

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 12th day of November 2019, that **Malamut & Associates, LLC** be appointed as the College's Solicitor of Records for calendar year 2020; and

BE IT FURTHER RESOLVED that authorization to commence work on behalf of the College must first be approved by the full Board of Trustees with an established "not to exceed amount" to be paid for said services. No expenses shall be paid for work that predates Board of Trustees approval.

*******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 **Reorganization Meeting held on Tuesday, November 12, 2019** on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
2 Christopher J. Brown, Vice Chair								2
3 Kevin Brown								3
4 James Kerfoot								4
5 Renee Liciaga								5
6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								11
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 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES
REORGANIZATION MEETING
November 12, 2019**

RE-ORG RESOLUTION #2019-316-04

**TO APPOINT CONNER STRONG & BUCKELEW COMPANIES, LLC AS THE
COLLEGE'S HUMAN RESOURCES BROKER OF RECORD
FOR A ONE YEAR TERM**

WHEREAS, the College has a need for services from a qualified human resource related broker; and

WHEREAS, this broker will be working with the College's Office of Human Resources to obtain dental insurance coverage, a section 125 administrator, and other coverages to be determined; and

WHEREAS, a Request for Qualifications/Proposals was advertised and released on Friday, September 20, 2019 and opened on Wednesday, November 17, 2019, at 2:00 PM, two (2) firms responded; and

WHEREAS, our current contract expires on December 31, 2019; and

WHEREAS, it appears that **Conner Strong & Buckelew Companies, LLC** has the experience and expertise to provide these services to the College; and

WHEREAS, this contract is for a period of one (1) year and includes language that would allow it to be extended for one additional year by mutual agreement; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq. and P.L. 1982, c.189 N.J.S.A. 18A:64A-25.5(1), it appears in the best interest of the College to appoint **Conner Strong & Buckelew Companies, LLC**, TRIAD1828 CENTRE, 2 Cooper Street, Camden, NJ 08102; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq. Chapter 271 P.L. 2005 (Adopted January 5, 2006) and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(1), the President recommends a contract be awarded to the following vendor: **Conner Strong & Buckelew Companies, LLC**, TRIAD1828 CENTRE, 2 Cooper Street, Camden, NJ 08102; and

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 12th day of November 2019, that a contract be awarded to **Conner Strong & Buckelew Companies, LLC** for one year, January 1, 2020 through December 31, 2020.

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by Rowan College at Burlington County, by the vote below indicated, at the **Reorganization Meeting held on Tuesday, November 12, 2019** on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
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3 Kevin Brown								3
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6 Jamie Martin								6
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8 Dorion Morgan								8
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Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES
REORGANIZATION MEETING
November 12, 2019**

RE-ORG RESOLUTION #2019-316-05

A RESOLUTION DESIGNATING THE MEETING DATES OF THE BOARD OF TRUSTEES, THE OFFICIAL NEWSPAPERS FOR PUBLISHING LEGAL NOTICES, AND THE SCHEDULE OF MAILING FEES

WHEREAS, the Board of Trustees hereby designates the third Tuesday of each month as the date of its regular meetings, and, unless modified by Resolution of this Board, such meetings shall commence at 5:30 p.m. Meetings shall be held as follows:

January 21, 2020
February 18, 2020
March 17, 2020
April 21, 2020
May 19, 2020
June 16, 2020
July 2020 (No Meeting Scheduled)
August 18, 2020
September 15, 2020
October 20, 2020
November 17, 2020 (Regular and Reorganization Meetings)

Unless otherwise publicly noted, all meetings will be held on the Mount Laurel Campus in the Student Success Center, Executive Conference Room 138, on the first floor. The Mount Laurel Campus is located at 3331 State Route 38, between Hartford and Briggs Roads, in Mount Laurel, New Jersey.

WHEREAS, the College's Board of Trustees Annual Reorganization meeting will be held on the third Tuesday in November, 2020, unless modified by Resolution of this Board, as required by statute; and

WHEREAS, except as hereinafter provided, notice of special meetings of the Board of Trustees shall be posted 48 hours in advance in the following locations: ***Mount Laurel Campus, Student Success Center, on the door at the entrance; and on the College Website.***

WHEREAS, the following newspapers circulating in Burlington County are hereby designated official newspapers for publishing all legal notices of the Board of Trustees:

- a. ***The Burlington County Times***
- b. ***The Courier-Post***

c. The Trenton Times

A copy of this Resolution shall, within seven days, be mailed to the above-named newspapers, the Clerk of Burlington County, and posted as required for special meetings.

WHEREAS, a copy of all advance notices of special meetings of the Board of Trustees shall be mailed to the above newspapers and filed with the Clerk of Burlington County within 48 hours of said meeting; and

WHEREAS, any person may request in writing that the Board of Trustees mail to him/her a copy of the schedule of regular meetings of the Board of Trustees and/or advance written notice of regular, special, or scheduled meetings, of the Board of Trustees. All requests made pursuant to this paragraph shall terminate at midnight December 31 of the current year, subject to renewal thereafter upon the filing of a new written request to the Board of Trustees. Notices requested by news media shall be mailed to one representative of such media free of charge.

WHEREAS, all advance notices referred to in this resolution of special scheduled meetings of the Board of Trustees shall, to the extent known, include:

- a. the agenda, and*
- b. those matters upon which formal action may be taken.*

WHEREAS, upon the affirmative vote of $\frac{3}{4}$ of the Trustees present, the Board of Trustees may hold a meeting without compliance with the notice requirements of this Resolution, if such meeting is required to deal with matters of such urgency and importance that delay, for the purpose of providing adequate notice, would likely result in substantial harm to public interest.

NOW, THEREFORE, be it resolved by the Trustees of Rowan College at Burlington County now assembled in public session this 12th day of November 2019, to approve the list of 2020 Meeting Dates, list of designated official newspapers for publishing all legal notices, and mailing requests.

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by Rowan College at Burlington County, by the vote below indicated, at the **Reorganization Meeting held on Tuesday, November 12, 2019** on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
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3 Kevin Brown								3
4 James Kerfoot								4
5 Renee Liciaga								5
6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								11

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

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

REGULAR MEETING (General Session)

Chair George Nyikita immediately called to order the general meeting of the Rowan College at Burlington County Board of Trustees.

MINUTES

Chair George Nyikita requested a motion to approve the minutes for the Regular Board of Trustees Meeting on September 24, 2019. With a motion by Trustee Dorion Morgan, a second by Trustees Gino Pasqualone and James Anderson, and a unanimous vote in favor, the Board approved the minutes as written. There were no questions or comments.

REPORTS

1. President's Report:

- The President's Report was presented in written form to the Board, which included news and events from September 25, 2019 to November 12, 2019.
- The On-Campus Crime and Fire Incident Report, prepared by Captain Edmund Johnson, RCBC Public Safety, was presented in written form to the Board for the period September 16, 2019 to November 7, 2019.
- The President made the following announcements in addition to the written reports provided in the Board packet:
 - 1) Earlier this Fall, in partnership with the College Bookstore, RCBC unveiled the first t-shirt designed by one of our students, Cristina Madrigal. Ms. Madrigal created the t-shirt of Barry the Baron, who will be celebrating his one-year anniversary tomorrow. The t-shirt is available for sale in the College Bookstore. Follett has also shared 30% off coupons with us. They have sold 50 t-shirts this month. The Trustees received the fifth edition Barry card.
 - 2) In enrollment activity, the first Major Event was held on October 15, 2019, at RCBC. The goal was to encourage students to register early and it was a collaborative event across the College. The event included Enrollment Management and Student Success, but also the Workforce Development and Academic Leadership groups to get the word out. It was well attended.
 - 3) Last week, we celebrated First Gen Week, which was a celebration for students who are and will be first generation college students. Staff and faculty wore stickers identifying them as first generation college students or showing their support for first generation students. On Friday, the New Jersey Council of County Colleges will hold a professional development opportunity to understand how to best serve this extremely important segment of the college community.
 - 4) When the Board met in September, we had an unveiling of the Baron Anthology. On October 23, 2019, we had the public unveiling for the campus community with

readings done by the authors. On the same day we unveiled a tool called, “What’s Up Doc”, which is on Facebook Live, where students can ask Dr. Cioce questions in real time. One of the students who attended the September Board Meeting, Matthew Scalia, was the first guest.

- 5) Yesterday, in honor of Veterans Day, the College held a special screening of a multi-award-winning film, “Surviving with Grief”. It is a documentary about the life of U.S. Marine Sergeant, Alfred Brenner, and his military dog called Grief. It was very well attended. Sergeant Brenner was here to answer questions, and RCBC Entertainment Technology students put the documentary together. The film won an award in Australia.
- 6) Members of the spring 2019 Cyber Ops student research project team will travel to California on November 15 – 17, 2019, to present at the HACKADAY Superconference, which is an event that brings together engineers, hardware hackers and other enthusiasts from around the world.

- On events:

- 1) On Thursday, President Cioce will visit the Haddonfield Outdoor Sculpture Trust. They were the group that helped with the installation of Pemberton artifacts that have been relocated to the walkway in Mt. Laurel. One of the pieces they have on loan will be unveiled.
- 2) On Thursday, December 5, 2019, the opening of the Portraits and Fashion exhibit will take place at Smithville Park through January 26, 2020.
- 3) The Mount Holly Tree Lighting event is scheduled for Friday December 6th at the Mount Holly Campus from 6:00 to 9:00PM with plenty of family activities.
- 4) President Cioce reflected on where we were one year ago: Barry the Baron is a year old now, Dr. Kerfoot has been with the board for one year, and we are 66 days away from the spring semester. Save the Dates have been sent and Dr. Cioce reminded everyone that The Celebration of Philanthropy is on March 26, 2020.

President Cioce wished the Board a happy holiday season. He also announced that Trustee Dorion Morgan was honored as a Burlington County attorney for his pro bono service by the New Jersey Judiciary on October 31, 2019, for “Unwavering commitment to provide unpaid legal representation to residents in need of assistance.” He thanked Trustee Morgan and all of the Board for everything they do.

There were no questions and this concluded the President’s Report.

2. Board Reports

A. Finance/Facilities Committee: Chair George Nyikita reported:

Chair Nyikita announced that the Finance/Facilities Committee met on Wednesday, November 6, 2019, and the Committee discussed various budget, finance, facilities, and other matters.

Chair Nyikita proceeded with a review of Tabs 1 through 8 for the Board's consideration:

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

- Tab #1:** Resolution #2019-316-01, A Resolution to approve and ratify requested business-related travel.
- Tab #2:** Resolution #2019-316-02, A Resolution to approve and ratify contracts.
- Tab #3:** Resolution #2019-316-03, A Resolution to award a contract to Sunrise Software Arts, Inc. for the Articulation System (ARTSYS) on the web, statewide license software enhancements, including Electronic Transcripts (ET) for NJ Transfer for the period of February 1, 2020 through January 31, 2021 in the amount of \$72,000.00.
- Tab #4:** Resolution #2019-316-04, A Resolution authorizing continued participation in the Educational Services Commission of New Jersey Cooperative for various purchasing needs of the College.
- Tab #5:** Resolution #2019-316-05, A Resolution to amend the contract with Looney Advertising and Branding to provide an additional \$20,000.00 of digital marketing services for a new amount not to exceed \$120,000.00 during fiscal year 2020.
- Tab #6:** Resolution #2019-316-06, A Resolution to designate 22nd Century Technologies, Inc., Career Usa, Inc., Congent Infotech Corp., Diskriter, Inc., Global Solutions Group, Inc., Honorvet Technologies, Horizon Staffing Resources, Infojini, Inc., Noor Associates, Protocall NJ, Inc., and Rotator Staffing Services, as the College's list of qualified vendors for temporary employee services, for the period of January 1, 2020 to December 31, 2020.
- Tab #7:** Resolution #2019-316-07, A Resolution to approve a contract with Horizon Blue Cross Blue Shield NJ to provide dental coverage for college employees' premiums in an amount not to exceed \$155,000.00 for the period of January 1, 2020 through December 31, 2020.
- Tab #8:** Resolution #2019-316-08, A Resolution to renew contracts with Nelnet Business Solution and TD Bank to provide merchant services for the office of student accounts, for the period of January 1, 2020 through December 31, 2020.

Chair Nyikita requested a motion to move Tabs 1 through 8, as recommended by the Finance Facilities Committee. With a motion by Trustee Dorion Morgan and a second by Trustee Gino Pasqualone, the Board approved Resolutions 1 through 8 with all in favor and none opposed. There were no questions.

This concluded the Finance/Facilities Committee Report.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
NOVEMBER 12, 2019**

RESOLUTION #2019-316-01

TO APPROVE AND RATIFY REQUESTED BUSINESS RELATED TRAVEL

APPROVE

1) Grant-Funded Travel

Buffy Stolte, Clinical Coordinator, Radiography – 2/4/20 – 2/8/20
ACERT Conference
Las Vegas, NV - \$1,164.00

Pamela Evans, Director of Radiography – 2/4/20 – 2/8/20
ACERT Conference
Las Vegas, NV - \$1,450.80

Joseph Rizzo, Criminal Justice Instructor – 01/10/20 – 01/14/20
American Correctional Association Winter Conference
San Diego, CA - \$1,816.00

V. Goyins, RSVP Program Coordinator Volunteer – 12/02/19 – 12/07/19
Self-Management Resource Center to attend Master Training in Chronic Pain Self-Management
Palo Alto, CA - \$2,832.00

D. Reardon, RSVP Program Coordinator Volunteer – 12/02/19 – 12/07/19
Self-Management Resource Center to attend Master Training in Chronic Pain Self-Management
Palo Alto, CA - \$2,589.00

L. Haye, RSVP Program Coordinator Volunteer – 12/02/19 – 12/07/19
Self-Management Resource Center to attend Master Training in Chronic Pain Self-Management
Palo Alto, CA - \$2,589.00

2) Operational

Michael Cioce, President – 1/16/20 – 1/18/20
Penn GSE 2020 Higher Education Education Leadership Conference
Philadelphia, PA - \$850.00

Michael Cioce, President – 12/10/19 – 12/11/19
2019 MSCHE Annual Conference
Philadelphia, PA - \$745.00

Michael Cioce, President – 12/08/19 – 12/09/19
Middle States Orientation for New Peer Evaluators
Philadelphia, PA - \$331.00 (Travel expenses and hotel will be reimbursed by MSCHE)

Dr. David Spang, Senior Vice President and Provost – 12/10/19 – 12/11/19
2019 MSCHE Annual Conference
Philadelphia, PA - \$745.00

Harry Metzinger, Executive Director of Finance and HR – 12/10/19 – 12/11/19
2019 MSCHE Annual Conference
Philadelphia, PA - \$745.00

Dr. Erica Osmond, Associate Professor – 12/10/19 – 12/11/19
2019 MSCHE Annual Conference
Philadelphia, PA - \$745.00

Kathryn Strang, Director of Compliance, Assessment and Research – 12/10/19 – 12/11/19
2019 MSCHE Annual Conference
Philadelphia, PA - \$745.00

Dr. Anita Rudman, Associate Provost/Academic Liaison Officer – 12/9/19 – 12/11/19
2019 MSCHE Annual Conference
Philadelphia, PA - \$880.00

Nicole Salamatin, Institutional Research Manager – 12/9/19 – 12/11/19
2019 MSCHE Annual Conference
Philadelphia, PA - \$895.60

Alaina Walton, Compliance and Research Specialist – 12/9/19 – 12/11/19
2019 MSCHE Annual Conference
Philadelphia, PA - \$1,005.60

Michael Cioce, President – 03/28/20 – 03/30/20
AACC 100th Annual Convention
National Harbor, MD - \$2,400.00

Danielle Epps, Director of Outreach and Admissions – 11/6/19 – 11/9/19
College Board National Forum
Washington, DC - \$All expenses paid by College Board

Heather Conger, Director of Athletics – 2/18/20 – 2/20/20
Region XIX Winter Meeting
Bethlehem, PA - \$580.69

Heather Conger, Director of Athletics – 5/11/20 – 5/13/20
Region XIX Spring Meetings
Atlantic City, NJ - \$539.50

Dr. Martin A. Hoffman, Sr., Dean of Learning Resources – 02/09/20 – 02/12/20
Instructional Technology Council Annual Board of Directors Business Meeting and Conference
Charleston, SC - \$1,844.37

Zahirah Sabir, Manager WDB Administration and Outreach - 03/21/20 – 03/24/20
National Association of Workforce Boards 2020 Conference
Washington, DC - \$2,307.00

Alison DeJoseph, Program Development Specialist - 03/21/20 – 03/24/20
National Association of Workforce Boards 2020 Conference
Washington, DC - \$2,079.59

Jarrett Kealey, Director of Advising & Retention – 04/26/20 – 04/29/20
Present at NACADA: The Global Community for Academic Advising Region 2 Conference
Norfolk, VA - \$586.72

Dr. Karen Archambault, VP Enrollment Management and Student Success – 04/26/20 – 04/29/20
Region 2 NACADA Annual Conference
Norfolk, VA - \$1,455.00

RATIFICATION

1) Grant-Funded Travel

David Wilson, Program Coordinator, STEM – 10/23/19 – 10/25/19
26th ATE Principal Investigators' Conference
Washington, DC - \$1,372.86 (Grant-funded)

Lisa Colclough, Program Development Specialist, WDI – 10/23/19 – 10/25/19
26th ATE Principal Investigators' Conference
Washington, DC - \$1,481.92 (Grant-funded)

Elaine Young, NSF Grant Program Coordinator, STEM – 10/23/19 – 10/25/19
26th ATE Principal Investigators' Conference
Washington, DC - \$1,417.86 (Grant-funded)

Kathryn Strang, Director of Compliance, Assessment & Research - 10/23/19 – 10/25/19
26th ATE Principal Investigators' Conference
Washington, DC - \$1,082.84 (Grant-funded)

Dr. Edem Tetteh, Dean of STEM – 11/5/19 – 11/8/19
ATMAE 2019 Annual Conference Fueling the Fourth Industrial Revolution: Industry
Charlotte, NC - \$2,255.63 (Grant-funded)

Paul Warner, Instructor Cybersecurity, STEM – 11/5/19 – 11/8/19
ATMAE 2019 Annual Conference Fueling the Fourth Industrial Revolution: Industry
Charlotte, NC - \$2,225.00 (Grant-funded)

2) Operational

Michael Cioce, President – 10/7/19 – 10/8/19
Follett 2019 Higher Education Customer Advisory Board (air and hotel paid by Follett)
Chicago, IL - \$250.00

Anthony Phillips, Manager, WDI – 10/2/19 – 10/3/19
Garden State Employment and Training Association's Workforce Development Conference
Atlantic City, NJ - \$77.45

Ruth Hawkins, Case Manager, Adult Basic Ed (WDI) – 10/2/19 – 10/3/19
Garden State Employment and Training Association's Workforce Development Conference
Atlantic City, NJ - \$337.02

REIMBURSEMENT

William Whitfield, Assistant Professor – 3/15/2019 – 3/17/2019
Phi Theta Kappa Annual Regional Conference
Harrisburg, PA - \$84.00 (TBC)

Michael Cioce, President – 10/03/2019 – 10/04/2019
AACC Unfinished Business (train and hotel paid by AACC)
Washington, DC - \$95.54

Michael Cioce, President – 10/7/19 – 10/8/19
Follett 2019 Higher Education Customer Advisory Board (air and hotel paid by Follett)
Chicago, IL - \$229.04 (due employee)

Shannon Williams, Nursing Instructor – 8/7/19 – 8/10/19
Nuts & Bolts for Nurse Educators Conference
Minneapolis, MN - \$1,005.07

Dr. Colleen Spiehs, Nursing Professor – 8/7/19 – 8/11/19
Nuts & Bolts for Nurse Educators Conference
Minneapolis, MN - \$122.11

Elizabeth Brendle, Assistant Professor Nursing – 8/8/19 – 8/11/19
Nuts & Bolts for Nurse Educators Conference
Minneapolis, MN - \$396.07

Laura Skrable, Nursing Simulation Lab Coordinator – 8/7/19 – 8/11/19
Nuts & Bolts for Nurse Educators Conference
Minneapolis, MN - \$451.50

Dr. Martin Manno, Director of Nursing – 8/7/19 – 8/11/19
Nuts & Bolts for Nurse Educators Conference
Minneapolis, MN - \$201.94

Audrey Brooks, Nursing Instructor – 8/7/19 – 8/11/19
Nuts & Bolts for Nurse Educators Conference
Minneapolis, MN - \$206.91

Laura Skrable, Nursing Simulation Lab Coordinator – 9/25/19 – 9/29/19
NLN 2019 Education Summit
Washington, DC - \$605.77

Susan Scully, Director Health Information Management – 9/14/19 – 9/18/19
American Health Information Management Assoc. (AHIMA) National Convention
Chicago, IL - \$1,526.19

Jarrett Kealey, Director of Advising and Retention – 9/19/19 – 9/20/19
Presentation at NACADA DMV Drive-in Conference
Fairfax, VA - \$150.78

Dr. Karen Archambault, VP EMSS – 7/31/19 – 8/2/19
IHEP Summit/Association for Institutional Research for 2019 Interactive Policy Summit
Minneapolis, MN - \$122.65

Nicole Salamatin, Institutional Research Manager – 7/31/19 – 8/2/19
IHEP Summit/Association for Institutional Research for 2019 Interactive Policy Summit
Minneapolis, MN - \$73.42 due employee (TBC)

Dr. Nicole Scott, Manager Program Development, WDI – 10/2/19 – 10/3/19
GSETA Conference
Atlantic City, NJ - \$60.28

Dr. Nicole Scott, Manager Program Development, WDI – 10/23/19 – 10/25/19
ATE Conference
Washington, DC - \$337.57

Anthony Phillips, Manager, WDI – 10/2/19 – 10/3/19
GSETA Conference
Atlantic City, NJ - \$67.45 (TBC)

Zahirah Sabir, WDB Administration Manager, WDI – 10/1/19 – 10/4/19
GSETA Conference
Atlantic City, NJ - \$83.33

Kaila Gerber, Employment Services Secretary, WDI – 10/2/19 – 10/3/19
GSETA Conference
Atlantic City, NJ - \$97.84

Zahirah Sabir, WDB Administration Manager, WDI – 10/11/19 – 10/14/19
NCPN Conference
Orlando, FL - \$145.52

Anna Payanzo Cotton, VP Workforce Dev and Lifelong Learning – 10/11/19 – 10/14/19
NCPN Conference Presenter
Orlando, FL - \$292.21

Steve Hyzer, RSVP Volunteer – 9/12/19 – 9/14/19
Travel to University of Illinois at Chicago to become Master Trainer in Fit & Strong under the
RSVP augmentation grant
Chicago, IL - \$280.28

Donna Dart, RSVP Volunteer – 9/12/19 – 9/14/19

Travel to University of Illinois at Chicago to become Master Trainer in Fit & Strong under the RSVP augmentation grant

Chicago, IL - \$119.56

Heather Conger, Director of Athletics – 9/11/19

Region Meeting

Bethlehem, PA - \$85.60

Heather Conger, Director of Athletics – 10/1/19 – 10/2/19

Region XIX Fall Meetings

Mt. Pocono, PA - \$186.15

Kelly Stuetz, Athletics Generalist – 10/2/19 – 10/4/19

National Asoc. Of Academic and Student-Athlete Dev Professionals Reg Conference

Baltimore, MD - \$338.02

Dr. Edem Tetteh, Dean of S.T.E.M. – 10/9/19 – 10/12/19

ASEE 2019 Engineering Technology Leader Institute Panelist

Alexandria, VA - \$455.64

Kathryn Strang, Director of Compliance, Assessment & Research - 10/23/19 – 10/25/19

26th ATE Principal Investigators' Conference

Washington, DC - \$24.70

Elaine Young, NSF Grant Program Coordinator, STEM – 10/23/19 – 10/25/19

26th ATE Principal Investigators' Conference

Washington, DC - \$262.34

David Sullivan, NSF Grant Program Manager, STEM – 10/23/19 – 10/25/19

26th ATE Principal Investigators' Conference

Washington, DC - \$818.60 (TBC)

David Wilson, NSF Grant Program Coordinator, STEM – 10/23/19 – 10/25/19

26th ATE Principal Investigators' Conference

Washington, DC - \$372.28 (TBC)

Eileen Swiatkowski, Grants Specialist – 10/23/19 – 10/25/19

26th ATE Principal Investigators' Conference

Washington, DC - \$287.46

Lisa Colclough, Program Development Specialist, WDI – 10/23/19 – 10/25/19
26th ATE Principal Investigators' Conference
Washington, DC - \$365.76

Dr. David Spang, Senior Vice President and Provost – 10/23/19 – 10/25/19
26th ATE Principal Investigators' Conference
Washington, DC - \$500.07

Dr. Karen Archambault, VP Enrollment Management and Student Success – 10/18/19 – 10/23/19
NACADA Annual Conference
Louisville, KY - \$312.84

Dr. Cathy Briggs, Dean of Student Success – 10/21/19 – 10/24/19
Title IX Coordinator/Investigator Training at Immaculata University
Immaculata, PA - \$383.66

Diane Schellack, Academic Literacy Coordinator, Liberal Arts – 10/17/19 – 10/19/19
Mid-Atlantic College Reading-Writing Association Conference
Ocean City, MD - \$631.30

Mark Meara, CIO – 10/1/19
Ellucian Seminar
New York, NY - \$32.50

Rashawn Martin, EOF – 9/20/19
NACADA Drive in
Wilmington, DE - \$59.52

*******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, November 12, 2019** on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
2 Christopher J. Brown, Vice Chair								2
3 Kevin Brown								3
4 James Kerfoot								4
5 Renee Liciaga								5
6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
November 12, 2019**

RESOLUTION #2019-316-02

TO APPROVE AND RATIFY AGREEMENTS AND CONTRACTS

FOR APPROVAL:

To approve a Master Affiliation Agreement with Deborah Heart and Lung Center, Inc., for clinical training and instructional purposes for the Pharmacy Technician program, for the period of November 1, 2019 through November 1, 2023.

To approve a Master Affiliation Agreement with Deborah Heart and Lung Center, Inc., for clinical training and instructional purposes for the Central Service Technician program, for the period of November 1, 2019 through November 1, 2023.

To approve a Master Affiliation Agreement with Virtua Health, Inc., for clinical training and instructional purposes for the Central Service Technician program, for the period of November 1, 2019 through November 1, 2023.

To approve a Training Provider Service Agreement with Influential Drones, 68 Stacy Haines Road, Lumberton, NJ, 08048, for the period January 1, 2020, to January 31, 2023, to provide Drone and Aviation courses.

FOR RATIFICATION:

To ratify a Master Affiliation Agreement between Rowan College at Burlington County and Virtua Health, Inc. to use their facilities for clinical training and instructional purposes for the Phlebotomy program to commence on October 8, 2019 through October 7, 2021.

To ratify an agreement between Rowan College at Burlington County and Dr. Kail E. Meeks, 3313 Shelmire Avenue, Philadelphia, PA 19136, as an external consultant to provide a report for the Graphic Design Program, for an amount of \$2,000.00.

To ratify an agreement between Rowan College at Burlington County and Nathen Levinson, 119 N. Church Street, Apt. A, Moorestown, NJ 08057, as an external consultant to provide a report for the Accounting Program, in the amount of \$2,000.00.

To ratify an agreement between Rowan College at Burlington County and Party Pros E Coast, Inc., PO Box 60309, King of Prussia, PA, 19406, for the equipment rental for the Student Success Resource Fair event, in an amount of \$2,100.00.

To approve a consultant contract for professional services between Rowan College at Burlington County and Dr. Ratneshwar Jha, to furnish consultant services for the NSF 2016 grant as the Co-Principal Investigator, for a ten (10) month period, October 1, 2019 - August 31, 2020, for an amount of \$4,500.00.

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, November 12, 2019** on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
2 Christopher J. Brown, Vice Chair								2
3 Kevin Brown								3
4 James Kerfoot								4
5 Renee Liciaga								5
6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
November 12, 2019**

RESOLUTION #2019-316-03

**TO AWARD A CONTRACT TO SUNRISE SOFTWARE ARTS, INC. FOR THE
ARTICULATION SYSTEM (ARTSYS) ON THE WEB, STATEWIDE LICENSE
SOFTWARE ENHANCEMENTS, INCLUDING ELECTRONIC TRANSCRIPTS (ET)
FOR NJ TRANSFER FOR THE PERIOD OF FEBRUARY 1, 2020 THROUGH
JANUARY 31, 2021 IN THE AMOUNT OF \$72,000.00**

WHEREAS, the NJ Stateside Transfer Initiative partners with two- and four- year higher education communities in the State to offer a Web-based data information and Electronic Transcript System; and

WHEREAS, the site serves as a comprehensive career and college planning tool providing students, parents and counselors with current course equivalencies and recommended transfer programs on the internet; and

WHEREAS, NJ Transfer is funded by the New Jersey Presidents' Council, which has contracted with Rowan College at Burlington County to manage the development and maintenance of the system; and

WHEREAS, **Sunrise Software Arts, Inc.** currently provides the articulation database, Web Admin, and electronic transcripts components of the system for NJ Transfer; and

WHEREAS, this will be a Business Entity Disclosure contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 and the Purchasing Agent has determined and certified in writing that the value of this contract will exceed \$17,500.00; and

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

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq., Chapter 271 P.L. 2005 (Adopted January 5, 2006) N.J.S.A. 19:44A-20.26 and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(19), it appears in the best interest of the College to award a contract to **Sunrise Software Arts, Inc.**, 4180 North Highway A1A #1201, Hutchinson Island, Florida, 34949; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq., Chapter 271 P.L. 2005 (Adopted January 5, 2006) N.J.S.A. 19:44A-20.26

and P.L. 1982, c189 N.J.S.A. 18A:64A-25.5(19), the President recommends a contract be awarded to the following vendor: **Sunrise Software Arts, Inc.**, 4180 North Highway A1A #1201, Hutchinson Island, Florida, 34949;

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 12th day of November 2019, that a contract be awarded to **Sunrise Software Arts, Inc.** in an amount of \$72,000.00 for the period of February 1, 2020 through January 31, 2021; and

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

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

I, Thomas Czerniecki, Sr., Vice President Operations and Administration, do hereby certify that adequate funds are available in the FY20 Auxiliary Budget to pay for the contract between Rowan College at Burlington County and **Sunrise Software Arts, Inc.**

The money necessary to funds said contract is \$72,000.00. 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:

2-82302-9463 (NJ Transfer, Licenses)

Thomas Czerniecki, Sr.
Vice President of Administration & Operations

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the Monthly Meeting held on Tuesday, November 12, 2019 on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
2 Christopher J. Brown, Vice Chair								2
3 Kevin Brown								3
4 James Kerfoot								4
5 Renee Liciaga								5
6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
November 12, 2019**

RESOLUTION #2018-316-04

**AUTHORIZING CONTINUED PARTICIPATION IN THE EDUCATIONAL SERVICES
COMMISSION OF NEW JERSEY COOPERATIVE TO UTILIZE FOR VARIOUS
PURCHASING NEEDS OF THE COLLEGE**

WHEREAS, the College wishes to join the Educational Services Commission of New Jersey Cooperative for the purpose of utilizing the purchasing power of the cooperatives various contracts; and

WHEREAS, the cooperative will be facilitated by the Educational Services Commission of New Jersey Cooperative which was formed to provide an instrument for the public school districts, counties, municipalities, state universities, college and county colleges to combine purchasing power and realize savings to benefit the participating institutions; and

WHEREAS, N.J.S.A. 18A:64-25.10 allows two or more colleges to enter into a joint purchasing agreement; and

WHEREAS, the College intends to participate in the Cooperative with the goal of improving efficiency through the use of a shared system; and

WHEREAS, the College anticipates realizing material savings as compared to the cost of the individual based bids;

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 12th day of November 2019, that the College hereby authorizes and directs the appropriate officials of the College to continue to participate in the Educational Services Commission of New Jersey Cooperative

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the Monthly Meeting held on Tuesday, November 12, 2019 on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
2 Christopher J. Brown, Vice Chair								2
3 Kevin Brown								3
4 James Kerfoot								4
5 Renee Liciaga								5
6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
November 12, 2019**

RESOLUTION #2019-316-05

**TO AMEND THE CONTRACT WITH LOONEY ADVERTISING AND BRANDING TO
PROVIDE AN ADDITIONAL \$20,000.00 OF DIGITAL MARKETING SERVICES FOR
A NEW AMOUNT NOT TO EXCEED \$120,000.00
DURING FISCAL YEAR 2020**

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 also received the Community College Opportunity Grant and identified an additional \$20,000.00 from that grant would allow the College to conduct coordinated yet distinct campaigns using our existing digital marketing services; and

WHEREAS, the College's Board of Trustees approved a resolution at the May 21, 2019 meeting to extend the contract with **Looney Advertising and Branding** to provide these services for an additional period of one (1) year; and

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

WHEREAS, it appears that **Looney Advertising and Branding** has the experience and expertise to provide these additional digital marketing services; and

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

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

NOW, THEREFORE, be it resolved, by the Trustees of the College now assembled in public session this 12th of November 2019 that our contract will be amended by \$20,000.00 to **Looney Advertising and Branding** for a new amount not to exceed \$120,000.00.

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

I, Thomas Czerniecki, Sr. Vice President of Administration & Operations, do hereby certify that adequate funds are available in the Fiscal Year 2020 Operating budget to pay for the contract between Rowan College at Burlington County and to **Looney Advertising and Branding**, 7 North Mountain Avenue Montclair, NJ 07042; and

The money necessary to fund said contract is **\$120,000.00**. 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)
3-24161-9470 (CCOG FY20, Advertising)

Thomas Czerniecki
Sr. Vice President of Administration & Operations

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the Monthly **Meeting held on Tuesday, November 12, 2019** on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
2 Christopher J. Brown, Vice Chair								2
3 Kevin Brown								3
4 James Kerfoot								4
5 Renee Liciaga								5
6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
November 12, 2019**

RESOLUTION #2019-316-06

TO DESIGNATE 22nd CENTURY TECHNOLOGIES, INC., CAREER USA, INC., CONGENT INFOTECH CORP., DISKRITER, INC., GLOBAL SOLUTIONS GROUP, INC.; HONORVET TECHNOLOGIES, HORIZON STAFFING RESOURCES, INOJINI, INC., NOOR ASSOCIATES, PROTOCOLL NJ, INC., and ROTATOR STAFFING SERVICES, AS THE COLLEGE'S LIST OF QUALIFIED VENDORS FOR TEMPORARY EMPLOYEE SERVICES, FOR THE PERIOD OF JANUARY 1, 2020 TO DECEMBER 31, 2020.

WHEREAS, the College may have a need to use various temporary employment agencies; and

WHEREAS, a Request for Qualifications/Proposals, Temporary Staffing Services, RFP-20-02, was advertised on Friday, September 20, 2019 and opened on Thursday, October 17, 2019 and there were eleven (11) compliant responses; and

WHEREAS, these qualified vendors can provide the various temporary services that the College may require; and

WHEREAS, it has been determined that these qualified vendors have been able to provide the various temporary services that the College has required; and

WHEREAS, this list of qualified vendors is for a period of one (1) year, January 1, 2020 through December 31, 2020, and may be extended for one additional year by mutual agreement; and

WHEREAS, in accordance with P.L. 1982, c.189 (C.18A:64A-25.4), it appears in the best interest of the College to designate the following vendors: **22nd Century Technologies, Inc.**, 1, Executive Drive, Suite #285, Somerset, NJ 08873; **Career USA, Inc.**, 6501 Congress Avenue, Suite 200, Boca Raton, FL 33487; **Congent Infotech Corp.**, 1035 Boyce Road, Suite 108, Pittsburgh, PA 15241; **Diskriter Inc.**, 2840 Library Road, Suite 300, Pittsburgh, PA 15234; **Global Solutions Group, Inc.**, 25900 Greenfield Road, Suite 220, Oak Park, MI 48237; **Honorvet Technologies**, 271 Route 46 West, Suite C-202, Fairfield, NJ 07704; **Horizon Staffing Resources**, 198 US 9 North, Suite 107, Manalapan, NJ 0772; **InfoJini, Inc.**, 10015 Old Columbia Road, Suite B 215, Columbia, MD 21046; **NOOR Associates**, 622 third Avenue, 7th Floor, New York, NY 10017; **Protocol NJ, Inc.**, One Mall Drive, Suite 105, Cherry Hill, NJ 08002; **Rotator Staffing Services, Inc.**, 25 Kennedy Blvd. East Brunswick, NJ 08816; as the College's list of qualified vendors for temporary services; and

WHEREAS in accordance with P.L. 1982, c.189 (C.18A:64A-25.4), the President recommends to designate the following vendors: **22ND Century Technologies**, 220 Davidson Avenue, Suite 118, Somerset, NJ 08873, **Career USA, Inc.** 6501 Congress Avenue, Suite 200, Boca

Raton, FL 33487, **Congent Infotech Corp.**, 1035 Boyce Road, Suite 108, Pittsburgh, PA 15241; **Diskriter, Inc.**, 2840 Library Road, Suite 300, Pittsburgh, PA 15234; **Global Solutions Group, Inc.**, 25900 Greenfield Road, Suite 220, Oak Park, MI 48237; **Honorvet Technologies**, 271 Route 46 West, Suite C-202, Fairfield, NJ 07704; **Horizon Staffing Resources**, 198 US 9 North, Suite 107, Manalapan, NJ 0772; **InfoJini, Inc.**, 10015 Old Columbia Road, Suite B 215, Columbia, MD 21046; **NOOR Associates**, 622 Third Avenue, 7th Floor, New York, NY 10017; **Protocall NJ**, One Mall Drive, Suite 105, Cherry Hill, NJ 08002; **Rotator Staffing Services, Inc.**, 25 Kennedy Blvd. East Brunswick, NJ 08816, are designated as the College's list of qualified vendors for temporary staffing services; and

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 12nd day of November 2019, that **22nd Century Technologies, Inc., Career USA Inc., Congent Infotech Corp., Diskriter, Inc., Global Solutions Group, Inc., Honorvet Technologies, Horizon Staffing Resources, InfoJini, Inc. NOOR Associates, Protocall NJ, Rotator Staffing Services, Inc.**, are designated as the College's list of qualified vendors for temporary staffing services.

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the Monthly Meeting held on **Tuesday, November 12, 2019** on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
2 Christopher J. Brown, Vice Chair								2
3 Kevin Brown								3
4 James Kerfoot								4
5 Renee Liciaga								5
6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

BID SUMMARY SHEET

BID NAME: *Temporary Staffing Services*
BID NUMBER: *RFP-20-02*
ADVERTISED: *September 20, 2019 (BCT, Courier Post, Trenton Times, & RCBC Website)*
BID OPENING: *October 17, 2019 at 2:00PM*

Bidders	Compliance
22 nd Century Technologies, Inc..	Compliant
Career USA, Inc.	Compliant
Congent Infotech, Corp.	Compliant
Diskriter, Inc.	Compliant
Global Solutions Group, Inc.	Compliant
Honorvet Technologies	Compliant
Horizon Staffing Resources	Compliant
INOJINI Inc.	Compliant
NOOR Associates	Compliant
Protocall NJ, Inc	Compliant
Rotator Staffing Services, Inc	Compliant

The Human Resources Department has been provided with a rate listing breakdown by vendor. This breakdown will be used when there is a request submitted to that department for temporary staffing support. They will use this listing to determine which of the firms (listed above) has quoted the lowest hourly rate for the specific job classification.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
November 12, 2019**

RESOLUTION #2019-316-07

TO APPROVE A CONTRACT WITH HORIZON BLUE CROSS BLUE SHIELD NJ TO PROVIDE DENTAL COVERAGE FOR COLLEGE EMPLOYEES' PREMIUMS IN AN AMOUNT NOT TO EXCEED \$155,000.00 FOR THE PERIOD OF JANUARY 1, 2020 THROUGH DECEMBER 31, 2020

WHEREAS, the College has a need to provide a dental plan for employees; and

WHEREAS, our current contract expires December 31, 2019; and

WHEREAS, **Horizon Blue Cross Blue Shield NJ** has provided exemplary service and comprehensive coverage through the DOP, PPO and DMO plans; and

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

WHEREAS, Broker of Record, Conner Strong, has determined that **Horizon Blue Cross Blue Shield NJ** offers the best current dental 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 12th day of November 2019, that a contract be awarded to **Horizon Blue Cross Blue Shield NJ** for the period of January 1, 2020 thru December 31, 2020 in an amount not to exceed \$155,000.00.

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

I, Thomas Czerniecki, Sr. Vice President of Administration & Operations, do hereby certify that adequate funds are available in the FY2020 Operating Budget to pay for the contract between Rowan College at Burlington County and **Horizon Blue Cross Blue Shield NJ**.

The money necessary to fund said contract is \$155,000.00. 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:

1-10420-9242 (Staff Benefits, Dental Insurance)

Thomas Czerniecki
Sr. Vice President of Administration & Operations

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the Monthly Meeting held on Tuesday, November 12, 2018 on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
2 Christopher J. Brown, Vice Chair								2
3 Kevin Brown								3
4 James Kerfoot								4
5 Renee Liciaga								5
6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
November 12, 2019**

RESOLUTION #2019-316-08

**TO RENEW CONTRACTS WITH NELNET BUSINESS SOLUTION AND TD BANK TO
PROVIDE MERCHANT SERVICES FOR THE OFFICE OF STUDENT ACCOUNTS,
FOR THE PERIOD OF JANUARY 1, 2020 THROUGH DECEMBER 31, 2020**

WHEREAS, the College has a need to collect tuition payments from students each semester; and

WHEREAS, the College makes available to the students a process to make payments via credit and debit cards during each semester; and

WHEREAS, our current contracts expire on December 31, 2019; and

WHEREAS, at the November 2, 2018 Board of Trustees meeting a contract was awarded for a period of one (1) year and included language that would allow it to be extended for one additional year by mutual agreement; and

WHEREAS, it has been determined that **Nelnet Business Solutions dba/ Nelnet Campus Commerce**, 121 South 13th Street, Lincoln, NE 68508, and **TD Bank**, 1000 MacArthur Blvd., Mahwah, New Jersey 07430, has been able to provide the various services to the College as required; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq. Chapter 271 P.L. 2005 (Adopted January 5, 2006) and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(14), it appears in the best interest of the College to award contracts to **Nelnet Business Solutions dba/ Nelnet Campus Commerce**, 121 South 13th Street, Lincoln, NE 68508 and **TD Bank**, 1000 MacArthur Blvd., Mahwah, New Jersey 07430; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq. Chapter 271 P.L. 2005 (Adopted January 5, 2006) and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(14), the President recommends the extension of contracts to **Nelnet Business Solutions dba/ Nelnet Campus Commerce**, 121 South 13th Street, Lincoln, NE 68508 and **TD Bank**, 1000 MacArthur Blvd., Mahwah, New Jersey 07430; and

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 12th day of November 2019, that contracts awarded for Merchant Card Services to **Nelnet Business Solutions and TD Bank**, to work with the College's Office of Student Accounts to process credit and debit card transactions, be extended for a one (1) year term, January 1, 2020 through December 31, 2020, subject to contract review and approval as to final form by the Solicitor for Rowan College at Burlington County.

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the Monthly Meeting held on Tuesday, November 12, 2019 on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
2 Christopher J. Brown, Vice Chair								2
3 Kevin Brown								3
4 James Kerfoot								4
5 Renee Liciaga								5
6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

B. Personnel Committee: Committee Chair Kevin Brown reported:

The Personnel Committee met on Wed., November 6, 2019, to discuss various personnel items.

Trustee Kevin Brown proceeded with a review of Tab 9 for the Board's consideration:

Personnel Committee Action (Resolution(s) for Approval)

Tab #9: Resolution #2019-316-09, A Resolution approving personnel actions for Rowan College at Burlington County.

Chair Nyikita requested a motion to move Tab 9, as recommended by the Personnel Committee. With a motion by Trustee Renee Liciaga, a second by Trustee Gino Pasqualone, and one abstention by Trustee James Kerfoot, the Board approved Resolution 9 with seven votes in favor and none opposed. There were no questions.

This concluded the Personnel Committee Report.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
November 12, 2019**

RESOLUTION #2019-316-09

**RESOLUTION FOR PERSONNEL ACTIONS FOR
ROWAN COLLEGE at BURLINGTON COUNTY**

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

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

Shameka Brown as PT Custodian at \$11/hour;
Jonathan Ammaturo as PT Custodian at \$11/hour;
Emily Green as PT Public Safety Officer at \$11/hour;
Carleos Leon as PT Custodian at \$11/hour;
Colleen Hillard as PT Intake Specialist at \$18/hour;
Pete Clifford as PT Fire Science Program Coordinator at \$15/hour;
Terri Zobel as Adjunct & Academic Coordinator at \$54,000;
Nicole Kuski as Scheduling & Events Coordinator at \$35,000;
Yadid Chaniz-Rico as PT Retention Specialist at \$21/hour;
Nathaniel Woolbright as Custodian at \$26,707;
Mikey May as PT Custodian at \$11/hour;
Hannah Kasbohm as PT Academic Advisor at \$18/hour;
Dragana Stankovic as PT Custodian at \$11/hour;
Alexis Jimenez-White as PT Public Safety Officer at \$11/hour;
Julian Medina as PT Public Safety Officer at \$11/hour;
Steven Cowell as PT Custodian at \$11/hour;
Chante Tanner as PT Academic Advisor at \$18/hour;
Stephen Huff as Community Outreach Coordinator at \$43,000;
Joe Sirolli as Accountant at \$50,000;
Olivia Diehl-Reed as PT RSVP Coordinator at \$15/hour;
Megan Singleton as PT College Readiness Liaison at \$15/hour;
Meredith Fazzone as PT CCOG Admissions Navigator at \$16.50/hour;
John Kendall as PT CCOG Research Assistant at \$18/hour
Andrea Quinn as Acting Paramedic Science Director at \$80,000 effective 11/7/19; 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;

Robert Mueller as PT Institutional Research Analyst at \$25/hour;
Courtney Dyott as Director of Diagnostic Medical Sonography at \$75,000;

Hunter Schaefer as PT Public Safety Officer at \$11/hour;
Melanie Braida as Acting Clinical Coordinator/Assistant Director at \$60,000 effective 10/29/19;
Abi Abreu as Public Safety Officer I at \$29,749;
Nicolas Cacia as Public Safety Officer I at \$29,749;
Michael Cockrell as Public Safety Officer I at \$29,749;
Thomas Sharp as Public Safety Officer I at \$29,749;
Nicole Garlic as PT Paralegal Career Specialist at \$20/hour;
Renita Brady as Temporary Sociology Instructor at \$23,817.50;
Judi DiVentura as PT RSVP Coordinator (no salary change);
Lisa Schlosser as PT RSVP Coordinator (no salary change);
Elissa Bogdan as RSVP Coordinator (no salary change);
Janise Rose as PT RSVP Coordinator (no salary change);
Fran DiLorenzo as Assistant Director of Health Information Management (no salary change); and

Salary Adjustments

Lisa Steinberg as Program Coordinator at \$25/hour; 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;

Mance, Christopher; Zobel, Terri; Tanflotien, Syliva; and

Adjuncts, Liberal Arts;

LaSpada, Benjamin; Fine, John; Wright, Bernadette; Caputo, Anne; Dorrell, Mandi; Tesler, Calvin; Simkins, Jessica; Cohen, Joan; and

Adjuncts, Nursing and Health Sciences;

Burke, Virginia; McClintock, Debbie; Kirk, Anna; Baitinger-Schofield, Sharon; and

Part-Time Trainers;

Heimgartner, Francis; Zotter, Rudy; Smith, Sharon; Daddazio, Thomas; Hawkin, Claudia; Fistick, Kirk; Thomas, Stanley; and

EMT Trainers/EMT Aides;

Huebner, David; Sypsomos, Constantine; Jacob, Eric; Dillard, Susan; and

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

Linda Tromp, Associate Director, NJ Statewide Transfer Initiative, NJ Transfer;
Sepideh Abdollahzadeh, DMS Program Director, Health Sciences;

Eric Pressley, PT Custodian, Facilities;
Willie Boatwright, PT Public Safety Officer, Public Safety;
Tyler Morrison, PT Public Safety Officer, Public Safety;
Michael McMullen, PT Public Safety Officer, Public Safety;
Diane Lessa, PT OIR Assistant, CAR;
Madeline Milligan, PT Research Assistant, CAR;
Adrienne Atterberry, PT Research Assistant, CAR;
Jazzmin Redd, PT Custodian, Facilities;
Katiria Gonzalez, Assistant Registrar, Registrar;
Virginia Burke, Adjunct, Health Sciences;
Teri Censoplano, Paramedic Trainer, Health Sciences;
Janus McManus, Paramedic Trainer, Health Sciences;
Anna Shotzberger, PT Shelver/Circulation Desk, Library;
Cassadie Hynd, PT Shelver/Circulation Desk, Library;
Rashawn Martin, PT EOF Program Counselor/Advisor, EOF;
Jason Woodruff, Public Safety Officer, Public Safety;
William Richmann, PT Custodian, Facilities;
Robert Braunskill, Public Safety Officer, Public Safety;
Ryan Cerrino, Assistant Baseball Coach, Athletics;
Hubert Twyman, Lead Custodian, Facilities;
Chris Sharpe, Paramedic Instructor, Health Sciences;
Chris Corson, Paramedic Director, Health Sciences;
Michael Budden, Maintenance Mechanic/Electrician, Facilities; 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;

Ana Estevez, EMSS, Intermittent Paid & Unpaid LOA;
Carriss Reiser, WDI, Intermittent Paid & Unpaid LOA;
Tyler Conlin, Public Safety, Paid LOA;
Mary Comegys, Health Sciences, Intermittent Paid LOA;
Anne Edwards, Liberal Arts, Intermittent Paid LOA;
Angel Rios, Facilities, Paid & Unpaid LOA;
Lisa Parker, Health Sciences, Paid LOA;
Najah Jones, EMSS, Paid and Unpaid LOA; and

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

NOW THEREFORE, be it resolved that the Board of Trustees, now assembled in public session this 12th day of November 2019, hereby approves the above stated personnel actions for Rowan College at Burlington County.

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the Monthly **Meeting held on Tuesday, November 12, 2019** on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
2 Christopher J. Brown, Vice Chair								2
3 Kevin Brown								3
4 James Kerfoot								4
5 Renee Liciaga								5
6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

- C. **Academic Committee:** Committee Chair Jamie Martin was absent and Dr. David Spang, Senior Vice President and Provost, reported on Trustee Martin's behalf:

The Academic Committee met on Tuesday, November 5, 2019, and discussed the following items:

- The RCBC/Rowan University 3 + 1 partnership: There are over 1,500 students taking advantage of the accessibility and affordability of the 3 + 1 program in the ten discipline/degree programs we have at the College. We continue to look for expansion of 3 + 1 programs. Dr. Donna Vandergrift, Dean of Liberal Arts, Dr. Edem Tetteh, Dean of S.T.E.M., and Dr. Karen Montalto, Dean of Health Sciences, are in conversations to expand 3 + 1 programs for each division. Rowan University is working with us to communicate to students the additional pathways onto graduate schools; for instance, in the Health Sciences programs. We are looking forward to welcoming juniors in the Exclusive Education and Electrical Engineering Technology programs in Fall 2020. In a few short months, we will provide third year education for students in those programs. After discussions with the State, from multiple personnel at the College, a lot of good work has been done in terms of getting financial aid for EOF and NJ Stars students, so we may provide affordability, opportunity, and accessibility. This comes from Dr. Karen Archambault, Vice President of Enrollment Management and Student Success, and our EMSS group.
- Middle States update: We had a recent visit on September 19, 2019 and we are putting together a monitoring report that demonstrates compliance with the necessary criteria that meets Middle States standards. We are making great progress under the direction of Associate Provost Dr. Anita Rudman.
- Academic grants: The National Science Foundation Grant enters its final year. We attended the Principle Investigators' Conference in Washington D.C. Many attendees showed interest in our presentation about the 3 + 1 programs. They want to know how we are going this and what the opportunities are for students. We are looking to leverage the successes of the NSF grant to further our revenue generating opportunities for the College.
- The Academic Committee discussed the Technology Advisory Committee outcome in terms of looking for a technology tool, which is under the leadership of Dr. Martin Hoffman, Dean of Learning Resources. They had two functional demonstrations with the teams at the College. They will make a recommendation and strive to get resources to support it as well.
- The Academic Committee discussed the resolution submitted for the Board's consideration this evening. It is for the establishment of a Medical Billing Specialist Certificate.

Dr. Spang invited questions. There were none and he invited Ms. Anna Payanzo Cotton

to report.

- Ms. Anna Payanzo Cotton, Vice President of Workforce Development and Lifelong Learning, provided the Workforce Development update on behalf of the Academic Committee:
- Affiliation agreements are moving forward with two partners, expanding our relationship with Deborah Hospital to provide for externship placements in the coming year and Central Services Technician training for the career training program, as well as Pharmacy Technician training. We are also expanding our relationship with Virtua Hospital to include externship placements for Central Services Technician. These were encompassed on an earlier resolution, but were discussed at the Academic Committee meeting.
- Grants: The WDI provided a grants update summarizing that \$1.988 million is actively being managed by the College. Also, in October, they were awarded a grant for \$53,000 that covers the MIPPA program, which is through the College's Retired Senior Volunteer Program (RSVP). Also, services for medication management, alternative pain management, and funding through Delta Dental that supports our Give Kids a Smile Day, and Lockheed Martin funding that supports our undergraduate research program.
- New Initiatives and Training Areas: Blockchain Technologies is one of our new training agreements and Influential Drone training is on the radar for a new course offering.
- Events: The WDI held four events during Manufacturing Month. They focused on the partnership with BCIT in machinist training. The College was an awardee at the NJ Manufacturing Extension Program Manufacturing Day, an honorable recipient as an education partner. Also, they were able to highlight some career opportunities in partnership from Kristin Vogel of Trident Plastics and women in manufacturing. Ms. Vogel visited and spoke with students, faculty, and staff. Lastly, they hosted a legislative caucus on manufacturing in this room. Ms. Payanzo Cotton highlighted some November events including a Veterans Career Fair last Thursday, November 7, 2019, and a Small Business Resource event at the Willingboro Campus on Friday morning. They are looking for ways to continue to expand on those initiatives.
- Trustee Renee Liciaga asked who is providing the social media for Workforce Development. She does not receive the items she used to. Anna indicated they try to stay on top of it and it falls within the responsibilities of Ms. Zahirah Sabir and the Workforce Development Board administration. Anna assured Trustee Liciaga they will be more proactive in sharing information. The RCBC WDI events are posted with pictures and recaps.

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

Chair Nyikita proceeded with a review of Tab 10 for the Board's consideration:

Academic Committee Action (Resolution(s) for Approval)

Tab #10: Resolution #2019-316-10, A Resolution for establishment of a career certificate program: Medical Billing Specialist Certificate (SPC.MBS)

Chair Nyikita asked for a motion to move Tab 10, as recommended by the Academic Committee. With a motion by Trustee James Kerfoot and a second by Trustee Kevin Brown, the Board approved Resolution 10, with all in favor and none opposed.

This concluded the Academic Committee Report.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
November 12, 2019**

RESOLUTION # 2019-316-10

**ESTABLISHMENT OF A CAREER CERTIFICATE PROGRAM:
MEDICAL BILLING SPECIALIST CERTIFICATE (SPC.MBS)**

WHEREAS, there is a shortage of medical billing professionals; and

WHEREAS, the employment for experienced billing professionals exists at every level of the billing and reimbursement community; and

WHEREAS, Rowan College at Burlington County intends to offer a career certificate in Medical Billing Specialist; and

WHEREAS, this credit-based career certificate is a pathway to the Coding Certificate and/or the Health Information Technology degree; and

WHEREAS, to sit for the credentialing exam Certified Professional Biller (CPBTM), the medical biller must understand how to read the medical record and, like the medical coder, be familiar with CPT®, HCPCS Level II and ICD-10-CM codes; and

WHEREAS, no new facilities and no new equipment are needed to operate the program; and

WHEREAS, Susan P. Scully, MS, RHIA, CCS, CCS-P, Director of the Health Information Management Department, created the career certificate program and recommended that it be approved and implemented by RCBC;

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 12th day of November 2019, that the career certificate in Medical Billing Specialist be established at Rowan College of Burlington County for implementation in Fall 2019.

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the Monthly Meeting held on Tuesday, November 12, 2019 on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
2 Christopher J. Brown, Vice Chair								2
3 Kevin Brown								3
4 James Kerfoot								4
5 Renee Liciaga								5
6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

COMMENTS FROM THE PUBLIC

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

COMMENTS FROM THE BOARD

Chair Nyikita requested comments from the Board. The Chair added as we head for the holidays and remembering Veterans Day yesterday, it's a time to be a grateful. Grateful for the College staff and students, and for making this truly one of the elite county colleges in the Country. He is grateful to the Board for their participation and support. Chair Nyikita asked that we remember veterans, especially this week, for their service. He thanked everyone and wished them happy holidays.

Trustee Renee Liciaga also thanked everyone. She recognized Drs. Tetteh and Vandergrift for their participation in the Celebration of Philanthropy meetings. This year's event will feature S.T.E.A.M. (Science, Technology, Engineering, Arts, and Mathematics). Trustee Liciaga expressed her appreciation for the professors and their amazing ideas to showcase our students. She asked that everyone try to see Harriet, the movie; she found it amazing. Trustee Liciaga contacted Dr. Tetteh about Black History Month, which is right around the corner. She shared some background about her family. Mr. William Still, the Trustee's Great-Great-Great-Great Grandfather, helped Harriet Tubman with the Underground Railroad. Trustee Liciaga expressed an interest in having her family give a presentation during Black History Month. She wants to ensure that we are sharing all that is going on within our community.

There were no other comments.

OTHER BUSINESS

No other business.

ADJOURNMENT OF PUBLIC SESSION

Chair Nyikita called for a motion to adjourn the Public Session. There was no need for an Executive Session. With no further business, Trustee James Kerfoot made the motion, second by Trustee Dorion Morgan, and by unanimous vote in favor the Board of Trustees' Meeting adjourned at 6:00PM.

Respectfully submitted,

Dr. Michael A. Cioce
Board Secretary

MAC:imd