

ROWAN COLLEGE AT BURLINGTON COUNTY

**BOARD OF TRUSTEES
REGULAR PUBLIC MEETING**

Tuesday, September 19, 2023

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

MINUTES

CALL TO ORDER

Chair Dr. Anthony C. Wright welcomed everyone in attendance and called the meeting to order at 5:33PM.

FLAG SALUTE

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

SWEARING IN NEW RCBC ALUMNI TRUSTEE

Chair Wright introduced and welcomed, Ms. Emily Schadt as the new Alumni Trustee to the Rowan College at Burlington County Board of Trustees.

Solicitor Grant administered the Oath of Allegiance and Oath of Office. The Board of Trustees, President Michael Cioce and all meeting attendees welcomed Alumni Trustee Schadt to the Board. The Oath has been officially signed.

ROLL CALL

Board Present: Mr. Justin Braz, Mr. Kevin Brown, , Dr. James Kerfoot,
Mr. Dorion Morgan (Virtual), Mr. Gino Pasqualone, Mr. Mickey Quinn (Virtual)
Ms. Regina Reed, Ms. Emily Schadt (Alumni Trustee Virtual), Dr. Anthony C. Wright

Board Absent: Ms. Lorraine Hatcher and Mr. Raymond Marini

RCBC Present: Dr. Michael A. Cioce (President and Board Secretary), Dr. Karen Archambault, Mr. Andrew Eaton, Mr. Matthew Farr, Dr. Martin Hoffmana, Mr. Kevin Kerfoot, Ms. Jeanne Paulsen, Ms. Ashley Pezzolla, Ms. Donna Podolski, Dr. Anita Rudman, Ms. Samantha Russell, Ms. Michelle Russell, Ms. Colleen Snyder, Dr. David Spang, Ms. Nicole Tavares, Dr. Shawn Thomas, Mr. Greg Volpe, Mr. William Whitfiedl, Dr. Jonathan Weisbord, Ms. Kelly Grant (Board Solicitor), Ms. Leidalis Cardona (Board Recorder) and various members of Rowan College at Burlington County Support Staff and Faculty.

Special Guests: Merit Nwaigwe

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 on August 15, 2023, as submitted. With a motion by Trustee Regina Reed and a second by Trustee Justin Braz, the minutes were approved as written with all in favor, with the exception of Trustee Dorion Morgan who was not present at the time the minutes were proposed. There were no questions.

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 August 15, 2023 to September 19, 2023

Student Spotlight

- Merit Nwaigwe, SGA President.
- Nwaigwe is attending remotely because she’s in between classes on the Mount Holly Campus this evening.
- She is a Health Sciences major working to apply to the Nursing Program. Merit is also working on a Fashion Design certificate. Her goal is to be a nurse and operate a sustainable fashion design business.
- Last week, she was among five students selected to participate in the Unite program at the United Nations, which assembled college students from throughout the world to collaborate on global issues.

Committee Updates

- Academic
- Finance and Facilities
- Personnel

Semester start

- It’s been a great start to the semester with renewed energy and vibrancy.

- Statistically, there are more students and, anecdotally, the campus looks and feels more filled than it has in recent years.
- EMSS set the tone with a Welcome Back BBQ for more than 450 students and their families. The event also marked the first event for the new campus catering service operated by the Culinary Department, thanks to the board's support last month.
- Now that the enrollment rush has subsided, please join us on Friday, Sept. 22 for a collegewide gathering to go over our priorities for the year. Breakfast at 8 a.m. I will begin formal remarks at 8:55.

Annual report

- The marketing team continues to reinvent the concept of an annual report to create memorable pieces that tell the college's story and contain highlights of how we're achieving our mission.
- We've done calendars, tarot cards, audio tapes and now a jigsaw puzzle, which was a marketing campaign developed by students last year to reinforce that everyone can find their fit at RCBC.
- Departments on campus have received a copy and we have encouraged them to share pictures of their teams assembling the puzzle for marketing to share in newsletters and social media.

RCBC Earns Four Regional Marketing Awards

- The college earned four Medallion Awards from the National Council of Marketing and Public Relations – District 1.
- Graphics Design Student Samuel Adenkule was recognized for a seasonal design of pumpkins around an actual image of Barry.
- For the second consecutive year, the RCBC Program Pod, part of the [RCBC Podcast Network](#) led by Jay Varga, earned distinction. This year was for a special summer series recapping the college's graduation ceremonies.
- Jay was also instrumental in helping the college earn a win in the wild card category for last year's [annual report](#) – an old-school audio cassette.
- The February edition of the college's [Diversity, Equity and Inclusion Insights](#) took a prize for the newsletter category.

Statewide Mental Health Resources for Students

- New Jersey is providing 24/7 mental health support for college resources through its partnership with Uwill.

- This new program provides free and immediate services with equitable access to 100% licensed, student-faced counselors.
- These services will be available to RCBC students at the beginning of the fall semester.

Student Spotlight

- Mustafa Daniels is a music major who wants to use his talents to help people through music therapy. (Instagram story @rowanburlington)
- [Jonathan D'Arpino](#) is a criminal justice student who was inspired by his mother's work with the N.J. Department of Children and Families.
- [Lauwinda Cherilus](#), a recent graduate, won last year's Startup Stars Business Plan competition that supports aspiring entrepreneurs.

Upcoming events

- Click on <https://rcbc.edu/events>
- Collegewide gathering. September 22. Breakfast at 8 am. Program starts at 8:55 am. Votta Hall.
- Citizenship Ceremony. September 29. Celebrate with 100 new Americans who take their oath of allegiance in Votta Hall – 10 am. This is part of the college's Constitution Week observance.
- Bolt for Becky 5K. October 1 – 7:30 am registration. Race starts at 9 am. Benefits paramedic students.
- Board of Trustees meeting – October
- Vaulted Cuisine. – student-run restaurant serving a Mediterranean Menu Wednesday evenings in October. Reservations available at rcbc.edu/culinary. \$25 per person. Special \$40 Eatertainment seats available in the kitchen.
- Silent Witness. RCBC joins with law enforcement and social support providers to remember and honor lives lost to domestic violence. 2 pm Friday, Oct. 6.
- Italian-American Musical Extravaganza. Amici Della Lingua presents a musical extravaganza featuring Italian talents such as Nick Desierio, Holly Gash, Lou Dottoli, Teo and "Uncle" Floyd Vivino. 1 pm Saturday, Oct. 7 in Votta Hall. Tickets must be purchased ahead of time through Amica Della Lingua. Visit <https://amiciclubofburlco.com/> for more information.
- Board of Trustees Meeting. October 17, 2023 at 5:30 p.m.

President Cioce invited questions.

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

2. Board Reports

A. **Finance/Facilities Committee:** Chair Dorion Morgan reported that the Finance/Facilities Committee met on Tuesday, September 12, 2023 at 4:00PM, and the Committee discussed various finance and facilities matters.

Trustee Morgan proceeded with a review of Tabs 1 through 4 for the Board's consideration:

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

- Tab #1:** Resolution # 2023-262-01, A Resolution to approve and ratify requested business-related travel.
- Tab #2:** Resolution # 2023-262-02, A Resolution to approve and ratify certain agreements and contracts.
- Tab #3:** Resolution # 2023-262-03, A Resolution to approve a two-year contract extension to **Watermark Insights, LLC** (formerly Aviso Coaching, LLC) for the student retention software and related services in the amount of **\$46,385.35**.
- Tab #4** Resolution # 2023-262-04A Resolution to award a contract to **Plymouth Environmental Co., Inc.** for the environmental remediation of the buildings on the Pemberton Campus in the amount of **\$284,000.00**

Chair Wright invited questions on the resolutions and there were none. Chair Wright requested a motion to move Tabs 1 through 4, as recommended by the Finance/Facilities Committee. With a motion by Trustee Dr. James Kerfoot and a second by Trustee Regina Reed, the Board approved Resolutions 1 through 4 with all in favor, none opposed. This concluded the Finance/Facilities Committee Report.

B. **Personnel Committee:** Chair Kevin Brown announced that the Personnel Committee met in person on Wednesday, September 13, 2023, 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 5 and 6 for the Board's consideration:



**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
SEPTEMBER 19, 2023**

RESOLUTION #2023-262-01

TO APPROVE AND RATIFY REQUESTED BUSINESS-RELATED TRAVEL

FOR APPROVAL

1) Grant-Funded Travel

Shannon Williams, Nursing Program Director, Nursing, NLN Education Summit Conference (NLN), Washington, DC, September 28, 2023 to September 30, 2023, with approximated travel expenses of **\$2,050**.

Laura Skrable, Simulation Lab Coordinator, Nursing, Laerdal Simulation Users Network Conference, Orlando, FL, October 31, 2023 to November 4, 2023, with approximated travel expenses of **\$2,800**.

Alexys Anderson, Student Retention Coordinator, EMSS, National Symposium on Student Retention, New Orleans, LA, October 23, 2023 to October 26, 2023, with approximated travel expenses of **\$2,500**.

2) Operational

Greg Volpe, Executive Director, Strategic Marketing & Communications, NCMPR District 1 Conference, Boston, MA, November 2, 2023 to November 4, 2023, with approximated travel expenses of **\$1,700**.

Nabeel Baig, Faculty, STEM, ATMAE-Annual Conference Perkins FY24, Atlanta, GA, October 24, 2023 to October 27, 2023, with approximated travel expenses of **\$2,300**.

Kelly Otis, Director of Outreach & Admission, EMSS, NACEP National Conference & Pre-Conference Workshops. St. Louis, MO, October 21, 2023 to October 24, 2023, with approximated travel expenses of **\$2,950**.

So Ae Heintzelman, Coordinator of International Students, EMSS, NAFSA Conference, Roanoke, VA, November 6, 2023 to November 10, 2023, with approximated travel expenses of **\$2,100**.



Rowan College
at
BURLINGTON COUNTY

FOR RATIFICATION

1) Grant-Funded Travel

None.

2) Operational

None.

FOR REIMBURSEMENT

None.

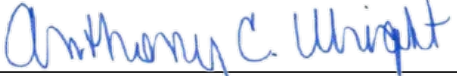


*******CERTIFICATION OF THE SECRETARY*******

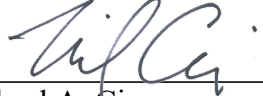
IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, September 19, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

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

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



Dr. Anthony C. Wright
Chairperson



Dr. Michael A. Cioce
Board Secretary



Rowan College at BURLINGTON COUNTY

BOARD OF TRUSTEES MEETING
SEPTEMBER 19, 2023

RESOLUTION #2023-262-02

TO APPROVE AND RATIFY CERTAIN AGREEMENTS AND CONTRACTS

FOR APPROVAL:

1. To approve an affiliation agreement with **South Jersey Radiology Associates, P.A.**, for clinical training and instructional purposes in connection with the Radiography, CT and MRI Program provided by the College.
2. To approve an annual software license agreement with **Kaltura, Inc.** for educational software license and services for cloud-based video platform, integrated with Blackboard, for a one-year term, starting October 1, 2023, in the amount of **\$13,125.00**. (Multiple bids were reviewed and per N.J.S.A. 18A:64A-25.19 the lowest responsible quotation received which is most advantageous to the college was selected. See narrative on following pages.)
3. To approve an annual software license agreement with **Software Techniques, Inc.** for Breeze 360 Lite software for a one-year term, starting October 22, 2023, in the amount of **\$6,300.00**. (Multiple bids were reviewed and per N.J.S.A. 18A:64A-25.19 the lowest responsible quotation received which is most advantageous to the college was selected. See narrative on following pages.)
4. To approve a master services and software license agreement with **CLO Virtual Fashion, LLC**, providing technical support, training and software licensure, for a one-year term, starting October 1, 2023, in the amount of **\$7,200.00**. (Alternative bid was reviewed and per N.J.S.A. 18A:64A-25.19 the lowest responsible quotation received which is most advantageous to the college was selected. See narrative on following pages.) (Grant funded)
5. To approve the renewal of the professional services contract with **NW Financial Group, LLP**, to provide financial advisory & consulting services in amounts consistent with the original proposal (see attached) for one year. (Per N.J.S.A. 18A:64A-25.5(1) this is an advertising exception, professional services. See narrative on following pages.)
6. To approve the purchase of **The New York Times** for a one-year academic site license subscription and support in the amount of **\$3,161.58** for a one-year term, starting January 1, 2024. (Per N.J.S.A. 18A:64A-25.19 the contract is below 20% of the bid threshold of \$41,600 (\$8,320). Due diligence has been performed which justifies the award. See narrative on following pages.)

7. To approve a professional services contract with **Joseph F. McKernan Jr. Architects and Associates, LLC** to provide architectural drawings and related services for interior space renovations in the amount of **\$36,650.00**. (Per N.J.S.A. 18A:64A-25.5(1) this is an advertising exception, professional services. See narrative on following pages.)
8. To approve a professional services contract with **NJ Edge.Net, Inc.** for a Virtual Chief Information Security Officer for a one-year term, commencing October 1, 2023, in the amount of **\$0.00**. (Per N.J.S.A. 18A:64A-25.5(1) this is an advertising exception, professional services. See narrative on following pages.)
9. To approve a software license agreement with **Software House International, Inc.** for PRTG Network Monitor for a three-year term, starting October 1, 2023, in the amount of **\$19,889.96**. (Per N.J.S.A. 18A:64A-25.5(19) this is an advertising exception, software program exception. See narrative on following pages.)

FOR RATIFICATION:

10. To approve a consultant contract with **Reggie Walker**, for a keynote presentation and Q&A for the 2023 BRAVE Summer Institute, EOF program, on August 18, 2023, in the amount of **\$2,500.00**. (Per N.J.S.A. 18A:64A-25.19 the contract is below 20% of the bid threshold of \$41,600 (\$8,320). Due diligence has been performed which justifies the award. See narrative on following pages.)
11. To approve the renewal of an annual subscription contract with **Laerdal Medical Corporation** for equipment and software used in the Paramedic Science and Health Sciences Programs, second year of a five-year subscription, period beginning June 16, 2023 to June 15, 2024, in the amount of **\$9,000.00**. We awarded a contract to **Laerdal Medical Corporation** in 2022 and have been satisfied with their services. We are choosing to exercise a 1-year extension with them pursuant to the initial procurement. (Per N.J.S.A. 18A:64A-25.5(3) this is an advertising exception, proprietary equipment. See the narrative on the following pages.)
12. To approve an agreement with **ChoiceMedWaste LLC** (formerly known as Sioux Environmental Services, LLC), for environmental waste services for a one year-term beginning August 7, 2023, in the amount of **\$14,985.99**. (Multiple bids were reviewed and per N.J.S.A. 18A:64A-25.19 the lowest responsible quotation received which is most advantageous to the college was selected. See narrative on following pages.)
13. To approve the purchase an extended support service warranty contract with **Roland DGA Corp.** for the wide format printer maintenance which is located in the Print Shop, for a one-year term beginning September 2, 2023, in the amount of **\$5,499.00**. (Per N.J.S.A. 18A:64A-25.19 the contract is below 20% of the bid threshold of \$41,600 (\$8,320). Due diligence has been performed which justifies the award. See narrative on following pages.)

- 1. South Jersey Radiology Associates, P.A.:** To approve an affiliation agreement for clinical training and instructional purposes in connection with the Radiography, CT and MRI Program provided by the college.
- 2. Kaltura, Inc.:** In 2022, a committee of representatives from Distance Learning, Audio/Visual, CALL Lab, and the library evaluated many video creations and storage platforms to find the best solution for our faculty, students, and the library. The committee narrowed the search down to YouTube, Panapto, and Kaltura. The features and benefits of each tool were analyzed to determine the best fit. Due to the scope of limitations and features, YouTube was eliminated from the list. The committee found that Panapto, as well as Kaltura, offer seamless integration with our learning management system (LMS), Blackboard. The cloud-based video storage feature in each tool eliminates the need to store videos in Blackboard which means the college will see significant cost savings as extra course storage space will no longer be an issue. Each tool offers easy access for students and faculty to create, upload, and store videos in the LMS. The library was impressed with the ability to store and share open educational resource (OER) videos with specific courses. The committee also found that both tools offer features that address the three main principles of Universal Design for Learning (UDL): Engagement, Representation, and Action & Expression which is essential to remove any barriers to learning and to give all students equal opportunities to succeed. In 2022, the committee participated in a demo offered by Panapto as well as Kaltura. The quotes from the two companies varied significantly as Panapto bundles their tools whereas Kaltura offers customized packages with optional add-on features. The base price for Panapto was \$33,750 per year compared to Kaltura at \$12,500 per year. In Spring 2023, the Distance Education department integrated Kaltura into the Blackboard Learning Management System. Faculty continue to transition their existing videos into Kaltura to make the videos easily accessible to students. Many faculty are also using Kaltura to engage students by having them create and post videos as part of their assignments.
- 3. Software Techniques, Inc.:** The Human Resources (HR) department utilizes the Breeze 360 platform to calculate and track time-off for all employees of the college. A demonstration of another software was viewed; however, it does not provide the reporting and functionality that the HR department requires. Therefore Breeze 360 is the lowest responsible quote received that is most advantageous to the college, cost and other factors considered.
- 4. CLO Virtual Fashion, LLC (CLO):** CLO will provide software & training for the Fashion Designing program that will enhance the student's experience in the future of the fashion industry by understanding and recognizing the foundations of fashion in a virtual realm. From a technical perspective, CLO is considered a better fit due to the software program being compatible with the existing lab computer systems. and the software system. An alternative software platform quote was considered, however, with this platform, the cost to outfit the labs and purchase the software license would be substantially higher than CLO.

5. **NW Financial Group LLP:** NW will provide financial advisory & consulting services per the RFP process that was completed last fiscal year.
6. **New York Times (NYT):** The College Library needs access to the full New York Times content because it has been requested by both faculty and staff for course use and also other projects concerning the College. The library has had a request for an article through the NYT as part of a training course for the Title III grant. Departments that currently use the NYT in their course assignments include: Sociology, Communications, and English. Multiple quotes were received and the most affordable means to obtain access to the information the students and faculty require was to utilize a discount achieved through a consortium.
7. **Joseph F. McKernan Jr. Architects and Associates, LLC:** Will provide architectural drawings and related services for interior space renovations and is a shared service with the county
8. **NJEdge.NET, Inc.:** NJEdge will provide a Virtual Chief Information Security Officer (vCISO) utilizing funds that were previously targeted for services that we have deemed duplicative. In an effort to better utilize these funds the college will repurpose them towards a vCISO services contract.
9. **Software House International, Inc. (SHI):** SHI will provide a license to PRTG Network Monitor to monitor all system, devices and traffic to ensure the health and performance of our physical and virtual IT infrastructure. PRTG will allow the college to monitor, for example, network devices (servers, switches, routers, firewalls), virtual environments, applications, services, websites, operating systems, network traffic, environmental parameters, entire data centers, resource consumption, and receive alerts when any part of our network is functioning outside of parameters. In addition to monitoring infrastructure, PRTG will give the college better and more automatic insight into network logs, potentially allowing for the spotting of anomalous trends in regard to network access or attempted access and improving our cybersecurity posture. SHI was the lowest bid received.
10. **Dr. Reggie Walker:** Dr. Walker was a keynote speaker at the 2023 BRAVE Summer Institute, Educational Opportunity Fund (EOF) program, held on August 18, 2023. Dr. Walker was recommended by the current College's Minority Male & Low-Income Student Coordinator, Marcus White. Dr. Walker is an experienced student affairs professional with a passion for mentoring students. He is currently the director of Rider University's Educational Opportunity Program where he leads a male retention program similar to BRAVE. Dr. Walker was chosen as a keynote speaker as Mr. White has personally worked with Dr. Walker, who is a New Jersey native with a similar background as the students, trusting the effectiveness of his method to connect and reach the College's students,

equipping them with the necessary tools and mindset to be successful, and his rate aligned with BRAVE event's budget, amongst other speaker recommendations.


- 11. Laerdal Medical Corporation:** The college's Paramedic Science program has a need for warranty and preventive maintenance care for Laerdal mannequins and related equipment that is used in the program. Laerdal software is proprietary for their equipment.
- 12. Choice MedWaste LLC:** ChoiceMed Waste LLC is a privately-owned woman and disadvantaged based enterprise specializing in environmental waste services. Its focus includes hazardous and nonhazardous waste management, sampling and analysis, pharmaceutical waste services, lab packing, universal waste services, and lab packing. The industries it serves include private, governmental, construction and demolition, chemical, industrial, manufacturing, healthcare, pharmaceutical, and educational institutions. The college reviewed several quotes and Choice MedWaste LLC was the lowest bidder.
- 13. Roland DGA Corp (Roland):** The preferred service provider and most suitable choice for maintaining and servicing the Print & Mail Services Shop's wide format printer. Roland has demonstrated extensive expertise in working with proprietary systems, making them uniquely qualified to service the College's wide format printer as well as their familiarity with the intricacies of proprietary parts and software minimizing the risk of errors during maintenance and/or repairs. Opting for a service provider with proven competence in handling proprietary systems reduces the risk of errors, malfunctions and mechanical failures.

*****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, September 19, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote			6	0	0			
Roll Call								
1 Justin Braz								1
2 Kevin Brown								2
3 Lorraine Hatcher						×		3
4 James Kerfoot, Vice Chair	√							4
5 Raymond Marini						×		5
6 Dorion Morgan								6
7 Gino Pasqualone								7
8 Mickey Quinn								8
9 Regina Reed		√						9
10 Vacant								10
11 Anthony C. Wright, Chair								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
SEPTEMBER 19, 2023**

RESOLUTION #2023-262-03

**TO APPROVE A TWO-YEAR CONTRACT TO WATERMARK INSIGHTS, LLC
(FORMERLY AVISO COACHING, LLC) FOR THE STUDENT RETENTION
SOFTWARE AND RELATED SERVICES IN THE AMOUNT OF
\$46,385.35**

WHEREAS, **Watermark Insights, LLC** retention software is software that provides the data and tracking needed for student success and academics to work together to provide holistic support to RCBC students. Through Watermark, faculty submit alerts to the student success staff allowing for direct and specific follow up with the student, in a timely manner; and

WHEREAS, **Watermark Insights, LLC** is also the platform where academic advising and student success document interaction and communication with students in order to provide more comprehensive and consistent support to students; and

WHEREAS, **Watermark Insights, LLC** currently provides the retention software that was implemented last year after researching and comparing several options; and

WHEREAS, the College solicited proposals from vendors to provide retention software to the College; and

WHEREAS, three (3) prospective vendors responded to the College's solicitation for proposals and one (1) prospective vendor did not respond; and

WHEREAS, the College has determined, based on price and other factors considered, that it is in the best interests of the College to award a two-year contract to **Watermark Insights, LLC**; and

WHEREAS, our current contract expires on September 30, 2023; and

WHEREAS, the College has determined and certified in writing that the value will be in the amount of \$46,385.35 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, **Watermark Insights, LLC** has completed and submitted a Business Entity Disclosure Certification which certifies that **Watermark Insights, LLC** 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 **Watermark Insights, LLC** 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 **Watermark Insights, LLC**, 10900 Stonelake Boulevard, Quarry Oaks II, Suite B350, Austin, TX, 78759; 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: **Watermark Insights, LLC**, 10900 Stonelake Boulevard, Quarry Oaks II, Suite B350, Austin, TX, 78759;

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 19th day of September 2023, that a contract be awarded to **Watermark Insights, LLC** in an amount of **\$46,385.35** for a two-year term; and

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




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

I, Kevin Kerfoot, Chief Financial Officer, do hereby certify that adequate funds are available in the Title III Grant to pay for the contract between Rowan College at Burlington County and **Watermark Insights, LLC**.

The money necessary to fund said contract is **\$46,385.35**. 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:

3-24179-9463 (Title III Grant, Licenses)



Kevin Kerfoot
Chief Financial Officer

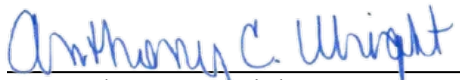



*****CERTIFICATION OF THE SECRETARY*****

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, September 19, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

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

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


 Dr. Anthony C. Wright
 Chairperson


 Dr. Michael A. Cioce
 Board Secretary



**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
SEPTEMBER 19, 2023**

RESOLUTION #2023-262-04

**TO AWARD A CONTRACT TO PLYMOUTH ENVIRONMENTAL CO., INC. FOR THE
ENVIRONMENTAL REMEDIATION OF THE BUILDINGS ON THE PEMBERTON
CAMPUS IN THE AMOUNT OF \$284,000.00**

WHEREAS, the College has a need to complete an environmental remediation project of the buildings on Pemberton Campus in order to prepare them for demolition; and

WHEREAS, a notice for bids for the RCBC Pemberton Campus Buildings Environmental Remediation Project was duly advertised on July 14, 2023 and bids opened on Thursday, August 17, 2023 at 2:00 PM; and

WHEREAS, one (1) bidder responded to this request for bids; and

WHEREAS, **Plymouth Environmental Co., Inc.** submitted the lowest responsible bid, a base bid in the amount of \$284,000.00, which is within the Architect's cost estimate for this work; and

WHEREAS, this award of contract shall be in accordance with plans and specifications dated June 2022, as prepared by T&M Associates with an office at 200 Century Parkway, Suite B, Mount Laurel, NJ 08054, utilized in bidding; and

WHEREAS, T&M Associates, has reviewed the bids and recommends award; and

WHEREAS, in accordance with P.L. 1982, c.189 (C.18A:64A-25.4) it appears in the best interest of the College to award a contract to **Plymouth Environmental Co., Inc.**, 923 Haws Avenue, Norristown, PA 19401-3737; and

WHEREAS, in accordance with P.L. 1982, c.189 (C.18A:64A-25.4) the President recommends the award of this contract to the following vendor(s): **Plymouth Environmental Co., Inc.**, 923 Haws Avenue, Norristown, PA 19401-3737;

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 19th day of September 2023, that the Board award a contract to **Plymouth Environmental Co., Inc.** for the RCBC Pemberton Campus Buildings Environmental Remediation Project in the amount of **\$284,000.00**.



*****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 **Plymouth Environmental Co., Inc.**

The money necessary to fund said contract is **\$284,000.00**. 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:

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, September 19, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

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

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



 Dr. Anthony C. Wright
 Chairperson



 Dr. Michael A. Cioce
 Board Secretary

BID ANALYSIS SHEET

BID NAME: *Environmental Remediation of the Pemberton Campus Project*
 BID NUMBER: *Bid# RFB 24-07-B*
 ADVERTISED: *Monday, July 14, 2023 (BCT, Courier Post, Trenton Times, & RCBC Website)*
 BID OPENING: *Thursday, August 17, 2023 @ 2:00 PM*

Bidder	Base Bid	Compliance
Plymouth Environmental Co., Inc.	\$284,000.00	Compliant

Personnel Committee Action (Resolution(s) for Approval)

Tab #5 Resolution # 2023-262-05, A Resolution to approve personnel actions for Rowan College at Burlington County.

Chair Wright invited questions on the resolutions and there were none. Chair Wright requested a motion to move Tab 5, as recommended by the Personnel Committee. With a motion by Trustee Dr. James Kerfoot and a second by Trustee Dorion Morgan, the Board approved Resolution 5 with all in favor and none opposed. This concluded the Personnel Committee Report.

Tab #6 Resolution # 2023-262-06, A Resolution to approve a contract **with Horizon Blue Cross Blue Shield of NJ** to provide dental coverage for college employees, in an amount not to exceed **\$160,000.00** for the period January 1, 2024 through December 31, 2024.

Chair Wright invited questions on the resolutions and there were none. Chair Wright requested a motion to move Tabs 5 and 6, as recommended by the Personnel Committee. With a motion by Trustee Justin Braz and a second by Trustee Gino Pasqualone, the Board approved Resolutions 5 and 6 with all in favor and none opposed. This concluded the Personnel Committee Report.

C. Academic Committee: Chair Dr. James Kerfoot, reported that the Academic Committee met in person on Tuesday, September 12, 2023, at 3pm and the Committee discussed various Academic matters. This concluded the Academic Committee Report and Committee Chair Dr. James Kerfoot proceeded with a review of Tabs 7for the Board's consideration:

Academic Committee Action (Resolution(s) for Approval)

Tab #7 Resolution # 2023-262-07 A Resolution for approval of payment of Virtua invoices in accordance with Terms of Agreement between Virtua Health, Inc. and Rowan College at Burlington County for clinical placement services in an amount not to exceed **\$250,000.00** for fiscal year 2024.

Chair Wright invited questions on the resolutions and there were none. Chair Wright requested a motion to move Tab 7, as recommended by the Academic Committee. With a motion by Trustee Regina Reed and a second by Trustee Justin Braz, the Board approved Resolution 7 with all in favor and none opposed. This concluded the Academic Committee Report



**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
SEPTEMBER 19, 2023**

RESOLUTION #2023-262-05

**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;

Rebekah Sabo as Instructional Technology Generalist at \$42,000;
Chad Bullock as Instructional Designer at \$65,000;
Miosotys Motley as Accounts Payable I at \$45,000;
Amy Kornspan as Accounting Coordinator at \$45,000;
Nolan Buser as Admissions Counselor at \$36,000;
Kathleen Dunne as Admissions Counselor at \$36,000;
Adrian Palmer as Director of Student Accounts at \$76,000;
Stephanie Benito Vasquez as Financial Aid Coordinator at \$53,000;
Katherine Simmons as Academic Records & Scheduling Assistant at \$35,903;
Stephanie Baehr as Purchasing Agent at \$50,000;
Megan McLaughlin as Laboratory Technician at \$41,926;
Philip McElroy as Custodian at \$31,192.08; 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;

Lara Glazer as Assistant Dean at \$75,000;
Amy Shah as Director of Dental Hygiene at \$72,000;
Adam Ertler as Public Safety Officer I at \$30,890;
Brendan McDonald as Technical Support Specialist I at \$37,000; 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;

Colna-Eppig, Kate; Akpako, Etse; Kvedaras, Joseph; Martinez, Rafael; Jimenez, Alex; Rahner, Tosanna; Delany, Megan; and

Adjuncts, Liberal Arts;

Hambrose, Nancy; Wood, Michelle; and

Adjuncts, Nursing and Health Sciences;

Scheuren, Pam; Speaker, Anna; and

Part-Time Trainers;

None; and

EMT Trainers/EMT Aides;

Nowetner, Arthur; and

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

Andrew Bamford, Coordinator, President's Advisory Council on Diversity, Equity, and Inclusion (PACDEI), College Relations & Publications;

Caitlin Michaelchuck, Student Support Case Coordinator, EMSS;

Russell Gartner, Assistant Professor and Program Chair of Music, Liberal Arts;

Christina Radbill, ABE & Job Foundation Instructor, WDI;

Nicole Lewis, Instructor, Health Sciences;

Matt Sichel, PT Tutor I, EMSS;

Hannah Wolfram, PT Student Success Coach Assistant, EMSS;

Marke Bednarek, Lead Maintenance Mechanic, Facilities;

George Custer, Public Safety Officer, Public Safety; 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;

Ashleigh Miller, WDI, Unpaid Leave;

Christopher Niedermayer, Paid Intermittent Leave;

Melanie Braida, Health Sciences, Paid Intermittent Leave; 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;

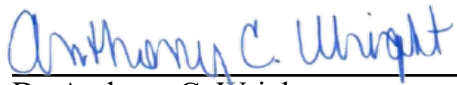
NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 19th day of September 2023, hereby approves the above stated personnel actions for Rowan College at Burlington County.


*******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, September 19, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

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

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


 Dr. Anthony C. Wright
 Chairperson


 Dr. Michael A. Cioce
 Board Secretary



**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
SEPTEMBER 19, 2023**

RESOLUTION #2023-262-06

TO APPROVE A CONTRACT WITH HORIZON BLUE CROSS BLUE SHIELD OF NJ TO PROVIDE DENTAL COVERAGE FOR COLLEGE EMPLOYEES IN AN AMOUNT NOT TO EXCEED \$160,000.00 FOR THE PERIOD OF JANUARY 1, 2024 THROUGH DECEMBER 31, 2024

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

WHEREAS, our current contract expires December 31, 2023; and

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

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

WHEREAS, **Horizon Blue Cross Blue Shield of NJ** is advantageous with respect to both provider disruption and DHMO copays, crucially; and

WHEREAS, Broker of Record, Conner Strong, has determined that **Horizon Blue Cross Blue Shield of NJ** offers the best current dental plan for the 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 of 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 of NJ**, 3 Penn Plaza, Newark, NJ 07105;

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 19th day of September 2023, that a contract be awarded to **Horizon Blue Cross Blue Shield of NJ** for the period of January 1, 2024 thru December 31, 2024 in an amount not to exceed **\$160,000.00**.



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

I, Kevin Kerfoot, Chief Financial Officer, do hereby certify that adequate funds are available in the 2024 Operating Budget to pay for the contract between Rowan College at Burlington County and **Horizon Blue Cross Blue Shield of NJ**.

The money necessary to fund said contract is **\$160,000.00**. 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)

Kevin Kerfoot

Kevin Kerfoot
Chief Financial Officer




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

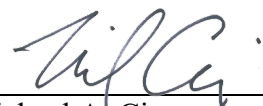
IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, September 19, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

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

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



 Dr. Anthony C. Wright
 Chairperson



 Dr. Michael A. Cioce
 Board Secretary



**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
SEPTEMBER 19, 2023**

RESOLUTION 2023-262-07

**APPROVAL OF PAYMENT OF VIRTUA INVOICES IN ACCORDANCE WITH TERMS
OF AGREEMENT BETWEEN VIRTUA HEALTH, INC. AND ROWAN COLLEGE AT
BURLINGTON COUNTY FOR CLINICAL PLACEMENT SERVICES IN AN AMOUNT
NOT TO EXCEED \$250,000.00 FOR FISCAL YEAR 2024**

WHEREAS, Rowan College at Burlington County (the “College”) entered into an agreement (the “Agreement”) with Virtua Health, Inc. (“Virtua”) dated July 1, 2023 for a two-year term, ending on June 30, 2025, for clinical placement services; and

WHEREAS, these clinical placement services include clinical rotations, clinical placements and internships where students gain practical, supervised, hands-on clinical training during a fixed duration of no more than 15 weeks; and

WHEREAS, in addition to Virtua, the College desires to continue and develop collaborative relationships with regional health care providers for purposes of maintaining Clinical Placements at the providers’ clinical facilities (“Clinical Sites”); and

WHEREAS, the Agreement, Section 4.1 indicates the College shall pay Virtua the following fees:

- 4.1.1 Annual Management Fee of \$50,000 per annum, payable semi-annually;
- 4.1.2 \$200 per student Clinical Fee for clinical rotations per semester;
- 4.1.3 Annual Clinical Site Fee (10 sites) of \$1,500 per Clinical Site per semester (not charged for Virtua facilities);

NOW, THEREFORE, be it resolved, by the Trustees of the College, now assembled in public session this 19th day of September 2023, to approve payment of the above fees in conjunction with clinical payment services and sites in an amount not to exceed \$250,000.00 for 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 **Virtua Health, Inc.**

The money necessary to fund said contract is not to exceed **\$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 appropriation:

1-24410-9701 (Nursing and Allied Health, 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, September 19, 2023**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

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

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



Dr. Anthony C. Wright
Chairperson



Dr. Michael A. Cioce
Board Secretary

COMMENTS FROM THE PUBLIC

Chair Wright invited comments from the public. Support Staff and Faculty members Ms. Samantha Russell and Ms. Corvena Francis-Denton respectively, made comments in regard to contract settlements.

COMMENTS FROM THE BOARD

Chair Wright invited comments from the Board. Rowan College at Burlington County Board Secretary Dr. Cioce stated that impasse was filed for both units and mediation sessions did commence last night, September 18, 2023 with Faculty and Support Staff mediation is scheduled for October.

OTHER BUSINESS

No other business.

ADJOURNMENT OF PUBLIC SESSION

There is no need for an Executive Session. With no further business, Dr. Wright requested a motion to adjourn the Board of Trustees' Meeting. With a motion by Trustee Dr. James Kerfoot and a second by Trustee Kevin Brown, the Board of Trustees' Meeting adjourned at 5:56 PM.

Respectfully submitted,

Dr. Michael A. Cioce
Board Secretary

MAC:lc