



**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
MAY 21, 2024**

RESOLUTION #2024-142-06

**TO AWARD A CONTRACT TO TOUCHNET INFORMATION SYSTEMS, INC. TO
PROVIDE CONTINUED ELECTRONIC REFUNDING SERVICES, PAYMENT PLANS
AND ONLINE PAYMENT PROCESSING FOR THE COLLEGE
DURING FISCAL YEAR 2025 IN AN AMOUNT NOT TO EXCEED \$50,000.00.**

WHEREAS, the College has a need to provide an electronic method for students to pay tuition and receive financial aid; and

WHEREAS, this method needs to be a secure online system for both the student and the College; and

WHEREAS, NJSA 18A:64A-28.2a authorizes the New Jersey Council of County Colleges to act as lead agency for County Colleges and allows County Colleges to enter into contracts jointly on a voluntary basis without establishing an inter-local agreement for the purchase of professional services, work, materials or supplies for their respective; and

WHEREAS, the New Jersey Council of County Colleges (NJCCC) forms the Joint Purchasing Consortium (JPC); JPC is composed of the membership of the county colleges in New Jersey; and;

WHEREAS, the Joint Purchasing Consortium (JPC) was formed to provide an instrument for the county colleges to combine purchasing power and realize savings to benefit the participating institutions; and

WHEREAS, Ocean County College has acted, on behalf of the New Jersey Council of County Colleges (NJCCC), as the lead agency to administer the evaluation and contract award process for the provision of integrated E-commerce Student Financial Services including, but not limited to: financial aid distribution, payment plans, and billing solution(s) in accordance with a Joint Purchasing Consortium Request for Proposals.

WHEREAS, Committee members, acting on behalf of the Joint Purchasing Consortium have reviewed the proposals received in response to RFP #22/23 R-1349, publicly advertised on March 25, 2022, and proposals received on April 13, 2022 where two vendors, **TouchNet Information Systems, Inc.** and **Nelnet Business Solutions, Inc.** were determined to be the most advantageous and best met the needs of JPC member Colleges in price and other factors considered; and

WHEREAS, it appears that **TouchNet Information System, Inc.**, has the experience and expertise to provide these services; and

WHEREAS, our current contract expires on June 30, 2024; and



WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64A-28.2a and P.L. 2011, c139, it appears in the best interest of the College to award an extension to **TouchNet Information Systems, Inc., 9801 Renner Blvd., Suite 150, Lenexa, KS 66219**; and

WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64A-28.2a and P.L. 2011, c139, the President recommends a contract be awarded to the following vendor **TouchNet Information Systems, Inc., 9801 Renner Blvd., Suite 150, Lenexa, KS 66219**; and

NOW, THEREFORE, BE IT RESOLVED, by the Trustees of the College now assembled in public session this 21ST day of May 2024, that a contract extension be awarded to **TouchNet Information Systems, Inc., 9801 Renner Blvd., Suite 150, Lenexa, KS 66219**, for fiscal year 2025 in an amount not to exceed \$50,000.00.



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

I, Kevin Kerfoot, Chief Financial Officer, do hereby certify that adequate funds are available in the Fiscal Year 2025 Operating Budget to pay for the contract between Rowan College at Burlington County and **Touchnet Information Systems, Inc.**

The money necessary to fund said payment is **\$50,000.00**. The payment is subject to the availability of funds and upon approval of the payment the funds will be charged to the following budget line item appropriation:

1-42230-9701 (Student Accounts & Contracted Services)

A handwritten signature in black ink, appearing to be "K. Kerfoot", written over a horizontal line.

Kevin Kerfoot
Chief Financial Officer



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


IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, May 21, 2024**, and on the Mount Laurel Campus, Student Success Center, Room 138, 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. James Kerfoot
 Vice Chair



 Dr. Michael A. Cioce
 Board Secretary



**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
MAY 21, 2024**

RESOLUTION #2024-142-07

TO AWARD A ONE-YEAR CONTRACT TO SIEMENS BUILDING TECHNOLOGIES FOR CONTINUED MAINTENANCE AND ATC CONTROL SERVICES FOR THE COLLEGE'S BUILDING AUTOMATION SYSTEMS, INCLUDING FIRE SAFETY SYSTEMS, IN AN AMOUNT NOT TO EXCEED \$75,000.00 DURING FISCAL YEAR 2025

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

WHEREAS, there is also a need to maintain and monitor fire safety systems; and

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

WHEREAS, the College's buildings are networked using the College LAN with the server located in the Central Heating and Cooling Plant on the Mt. Laurel campus; and

WHEREAS, these intricate systems require regular factory maintenance; including but not limited, to software upgrades, software support, online troubleshooting and diagnostics, 24 X 7 operator support, system backup, preventive maintenance to pneumatic and digital systems; and

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

WHEREAS, pursuant to N.J.S.A. 64A-25.5(a)(3) the College has the authority to award this contract without public advertisement for bids; and

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

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



WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64A-25.5(3), the President recommends the award of this contract to the following vendors: **Siemens Building Technologies**, 1450 Union Meeting Rd., Blue Bell, PA, 19422; and

NOW, THEREFORE, BE IT RESOLVED by the Trustees of the College now assembled in public session this 21ST day of May 2024, that a contract be awarded to **Siemens Building Technologies** in an amount not to exceed **\$75,000.00** for fiscal year 2025;

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



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

I, Kevin Kerfoot, Chief Financial Officer, do hereby certify that adequate funds are available in the fiscal year 2025 Operating Budget to pay for the contract between Rowan College at Burlington County and **Siemens Building Technologies**.

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

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



Kevin Kerfoot
Chief Financial Officer



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


IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, May 21, 2024**, and on the Mount Laurel Campus, Student Success Center, Room 138, 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. James Kerfoot
 Vice Chair



 Dr. Michael A. Cioce
 Board Secretary



**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
MAY 21, 2024**

RESOLUTION #2024-142-08

**TO APPROVE A CONTRACT WITH AUTOMOTIVE RENTALS, INC (ARI) FOR FLEET
MANAGEMENT SERVICES IN AN AMOUNT NOT TO EXCEED \$62,500.00**

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

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

WHEREAS, the College's Board of Trustees entered into a Shared Services Agreement with the County of Burlington at their December 2, 2014 meeting and it remains in effect; and

WHEREAS, the Board of Commissioners for the County of Burlington negotiated and approved a contract extension to their agreement with **Automotive Rentals, Inc. (ARI)**, which includes the College, at their meeting on August 16, 2023; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51, N.J.S.A. 19:44A-20.4 et seq., N.J.S.A. 18A:64A-25.10 and N.J.S.A. 18A:64A-25.5(1)) it appears in the best interest of the College to award a contract (5/21/24 – 11/30/24) to **Automotive Rentals, Inc (ARI)**, dba Automotive Resources International, 4001 Leadenhall Road, Mt. Laurel, NJ 08054;

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51, N.J.S.A. 19:44A-20.4 et seq., N.J.S.A. 18A:64A-25.10 and N.J.S.A. 18A:64A-25.5(1)), the President recommends the award of this contract (5/21/24 – 11/30/24) to the following vendor: **Automotive Rentals, Inc (ARI)**, dba Automotive Resources International, 4001 Leadenhall Road, Mt. Laurel, NJ 08054;

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 21st day of May 2024, that a contract be awarded to **ARI** in an amount not to exceed **\$62,500.00** during fiscal year 2025.




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

I, Kevin Kerfoot, Chief Financial Officer, do hereby certify that adequate funds are available in the Fiscal Year 2025 Operating Budget to pay for the contract between Rowan College at Burlington County and **Automotive Rentals, Inc. (ARI)**.

The money necessary to fund said contract is not to exceed **\$62,500.00**. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line item appropriations:

- 1-78110-9340 (Facilities, Operation of Vehicles)**
- 1-78110-9701 (Facilities, Contracted Services)**



Kevin Kerfoot
Chief Financial Officer




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


IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, May 21, 2024**, and on the Mount Laurel Campus, Student Success Center, Room 138, 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. James Kerfoot
 Vice Chair



 Dr. Michael A. Cioce
 Board Secretary



**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
MAY 21, 2024**

RESOLUTION #2024-142-09

**TO AWARD A PROFESSIONAL SERVICES AGREEMENT WITH CME
ASSOCIATES TO PROVIDE ENGINEERING SERVICES FOR THE EVANS
HALL ROOF REPLACEMENT PROJECT IN AN AMOUNT NOT TO EXCEED
\$64,500.00**

WHEREAS, the College has a need for professional engineering services related field evaluation, contract document preparation, bid phase services and construction administration services, for the Evans Hall roof replacement project, on the Mt. Laurel campus; and

WHEREAS, the College's Board of Trustees entered into a Shared Services Agreement with the County of Burlington at their December 2, 2014 meeting and it remains in effect; and

WHEREAS, the Board of Commissioners for the County of Burlington, previously approved and certified a list of qualified professionals at their December 13, 2023 meeting; and

WHEREAS, as a part of the above-referenced Shared Services Agreement, the College has the ability to utilize the County's list of prequalified vendors; and

WHEREAS, the College has determined that **CME Associates** has the experience and expertise to provide the requisite engineering services for this project; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51, N.J.S.A. 19:44A-20.4 et seq., N.J.S.A. 18A:64A-25.10 and N.J.S.A. 18A:25.5(a)(1)) the College can award this contract without public advertisement and it appears in the best interest of the College to award a contract to **CME Associates**, 418 Stokes Road, Medford, NJ 08055; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51, N.J.S.A. 19:44A-20.4 et seq., N.J.S.A. 18A:64A-25.10 and N.J.S.A. 18A:25.5(a)(1)), the President recommends the award of this contract to the following vendor: **CME Associates**, 418 Stokes Road, Medford, NJ 08055; and

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 21st day of May 2024, that a contract for professional services be awarded to **CME Associates** in an amount not to exceed **\$64,500.00**.



Rowan College
at
BURLINGTON COUNTY

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

I, Kevin Kerfoot, Chief Financial Officer, do hereby certify that adequate funds are available in the fiscal year 2025 Capital Budget funds to pay for the contract between Rowan College at Burlington County and **CME Associates**.

The money necessary to fund said contract is **\$64,500.00**. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line item appropriations:

6-10001-9895 (Evans Hall, Architect/Engineer)

A handwritten signature in black ink, appearing to read 'K. Kerfoot', positioned above a horizontal line.


Kevin Kerfoot
Chief Financial Officer




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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, May 21, 2024**, and on the Mount Laurel Campus, Student Success Center, Room 138, 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. James Kerfoot
 Vice Chair



 Dr. Michael A. Cioce
 Board Secretary



**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
MAY 21, 2024**

RESOLUTION #2024-142-10

**TO AMEND RESOLUTION 2023-080-07 AND AWARD A THREE-YEAR CONTRACT
TO BLACKBOARD, INC. FOR SOFTWARE AND SERVICES RELATED TO A
HOSTED COURSE MANAGEMENT SYSTEM IN AN AMOUNT NOT TO EXCEED
\$534,694.62 (\$178,231.54 EACH YEAR) FOR FISCAL YEAR 2024 THROUGH
FISCAL YEAR 2026**

WHEREAS, Rowan College at Burlington County has been using the Blackboard course management system for over a decade and Blackboard is the primary on-line learning platform for the College; and

WHEREAS, **Blackboard, Inc.** is a market leader in the field of on-line course management systems, with the ability to provide extensive training and 24/7 support for their system; and

WHEREAS, the current contract expired on June 30, 2023; and

WHEREAS, this new contract shall be for a three-year period and the college has negotiated a substantial reduction in cost upon contract renewal with pricing to remain flat throughout the entire term of the contract; and

WHEREAS, the College is permitted to enter into multi-year agreements for software and services related to a hosted course management system pursuant to N.J.S.A. 18a:64a-25.28(d); and

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5(a)(19) the College is exempt from publicly advertising prior to the award of this contract; and

WHEREAS, the College has determined that **Blackboard, Inc.** has the experience and expertise to continue to provide the on-line learning platform and services; and

WHEREAS, **Blackboard, Inc.** has completed and submitted a Business Entity Disclosure Certification which certifies that **Blackboard, 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 **Blackboard, Inc.** from making any reportable contributions through the term of the contract; and

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 21st day of May 2024, that a three-year contract be awarded to **Blackboard, Inc.** in an amount of \$178,231.54 for Fiscal Year 2024, \$178,231.54 for Fiscal Year 2025 and \$178,231.54 for Fiscal Year 2026 for a total amount not to exceed \$534,649.62.

A copy of this contract is attached as Exhibit A.



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 2025 Operating Budget to pay for the contract between Rowan College at Burlington County and **Blackboard, Inc.**

The money necessary to fund said payment is **\$178,231.54**. The payment is subject to the availability of funds and upon approval of the payment the funds will be charged to the following budget line item appropriation:

1-60315-9701 (Distance Education, Contracted Services)



Kevin Kerfoot
Chief Financial Officer




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


IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, May 21, 2024**, and on the Mount Laurel Campus, Student Success Center, Room 138, 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. James Kerfoot
 Vice Chair



 Dr. Michael A. Ciode
 Board Secretary

Blackboard

**AMENDMENT
 TO THE BLACKBOARD ORDER FORM 894581623-295565 DATED July 1, 2019 BETWEEN BLACKBOARD INC AND ROWAN COLLEGE
 AT BURLINGTON COUNTY**

This Amendment to the Blackboard Order Form 894581623-295565 ("Order Form"), dated July 1, 2019 between Blackboard Inc ("Blackboard") and Rowan college at Burlington County ("Customer") is effective of July 1, 2023.

The parties hereby agree to the following terms and conditions:

- Section A, entitled Product and Pricing Summary, is modified to include the following:

A. Software & Services Product and Pricing Summary

Period Number	Total
Period 1	\$178,231.54
Period 2	\$178,231.54
Period 3	\$178,231.54
Contract Total	\$534,694.62

Period 1				
Qty	Product Code	Product Name	Dates	Net Total (USD)
2	AS-HST-STO1TB-SAAS	SAAS ADDITIONAL STORAGE 1TB Entitlements for Period 1 Purchased Storage: 1024 GB	01-Jul-2023 to 30-Jun-2024	\$12,000.00
1	AS-ALY-BBL-P	PKG- Bb ALLY - LRN Entitlements for Period 1 Band: 4,001 - 8,000 FTE		\$18,700.00
1	AS-ALY-BBL	BB ALLY FOR LEARN Entitlements for Period 1 Band: 4,001 - 8,000 FTE		Included - AS-ALY-BBL-P
1	SAAS2-LC-HE-P	PKG- LRNG CORE SAAS PLUS Entitlements for Period 1 Band: 4,001 - 8,000 FTE Purchased Storage: 1024 GB		\$107,198.44
1	SS-APM-ACCT	ACCOUNT MGMT		\$7,725.00
1	AS-LRN-SAAS2	BLACKBOARD LEARN SAAS PLUS Entitlements for Period 1 Band: 4,001 - 8,000 FTE Purchased Storage: 1024 GB		Included - SAAS2-LC-HE-P
1	SS-SDO-LMS-INC	ELS SUPPORT-INCIDENT		\$10,300.00
1	SS-SDI-PARA-DPT	BB CRM DEPARTMENT		\$7,725.00
1	AS-TPD-S	TRAINING PROGRAM DEVELOPMENT		\$2,583.10
1	AS-EAC-INSTRUCTOR	EAC INSTRUCTOR ONLY Entitlements for Period 1 Band: 4,001 - 8,000 Users		\$12,000.00
1	AS-HST-OPDB-SAAS	SAAS OPEN DATABASE REPTG ADDON	\$0.00	
Period 1 Total				\$178,231.54

Period 2				
Qty	Product Code	Product Name	Dates	Net Total (USD)
2	AS-HST-STO1TB-SAAS	SAAS ADDITIONAL STORAGE 1TB Entitlements for Period 2 Purchased Storage: 1024 GB	01-Jul-2024 to 30-Jun-2025	\$12,000.00
1	AS-ALY-BBL-P	PKG- Bb ALLY - LRN Entitlements for Period 2 Band: 4,001 - 8,000 FTE		\$18,700.00
1	AS-ALY-BBL	BB ALLY FOR LEARN Entitlements for Period 2 Band: 4,001 - 8,000 FTE		Included - AS-ALY-BBL-P
1	SAAS2-LC-HE-P	PKG- LRNG CORE SAAS PLUS Entitlements for Period 2 Band: 4,001 - 8,000 FTE Purchased Storage: 1024 GB		\$107,198.44
1	SS-APM-ACCT	ACCOUNT MGMT		\$7,725.00
1	AS-LRN-SAAS2	BLACKBOARD LEARN SAAS PLUS Entitlements for Period 2 Band: 4,001 - 8,000 FTE Purchased Storage: 1024 GB		Included - SAAS2-LC-HE-P
1	SS-SDO-LMS-INC	ELS SUPPORT-INCIDENT		\$10,300.00

1	SS-SDI-PARA-DPT	BB CRM DEPARTMENT		\$7,725.00
1	AS-TPD-S	TRAINING PROGRAM DEVELOPMENT		\$2,583.10
1	AS-EAC-INSTRUCTOR	EAC INSTRUCTOR ONLY Entitlements for Period 2 Band: 4,001 - 8,000 Users		\$12,000.00
1	AS-HST-OPDB-SAAS	SAAS OPEN DATABASE REPTG ADDON		\$0.00
			Period 2 Total	\$178,231.54

Period 3				
Qty	Product Code	Product Name	Dates	Net Total (USD)
2	AS-HST-STO1TB-SAAS	SAAS ADDITIONAL STORAGE 1TB Entitlements for Period 3 Purchased Storage: 1024 GB	01-Jul-2025 to 30-Jun-2026	\$12,000.00
1	AS-ALY-BBL-P	PKG- Bb ALLY - LRN Entitlements for Period 3 Band: 4,001 - 8,000 FTE		\$18,700.00
1	AS-ALY-BBL	BB ALLY FOR LEARN Entitlements for Period 3 Band: 4,001 - 8,000 FTE		Included - AS-ALY-BBL-P
1	SAAS2-LC-HE-P	PKG- LRNG CORE SAAS PLUS Entitlements for Period 3 Band: 4,001 - 8,000 FTE Purchased Storage: 1024 GB		\$107,198.44
1	SS-APM-ACCT	ACCOUNT MGMT		\$7,725.00
1	AS-LRN-SAAS2	BLACKBOARD LEARN SAAS PLUS Entitlements for Period 3 Band: 4,001 - 8,000 FTE Purchased Storage: 1024 GB		Included - SAAS2-LC-HE-P
1	SS-SDO-LMS-INC	ELS SUPPORT-INCIDENT		\$10,300.00
1	SS-SDI-PARA-DPT	BB CRM DEPARTMENT		\$7,725.00
1	AS-TPD-S	TRAINING PROGRAM DEVELOPMENT		\$2,583.10
1	AS-EAC-INSTRUCTOR	EAC INSTRUCTOR ONLY Entitlements for Period 3 Band: 4,001 - 8,000 Users		\$12,000.00
1	AS-HST-OPDB-SAAS	SAAS OPEN DATABASE REPTG ADDON	\$0.00	
			Period 3 Total	\$178,231.54

2. The attached Statement of Work is incorporated herein.

CONDITIONS SHALL REMAIN IN FULL FORCE AND EFFECT.


Sales Approved: Scott Caplan

 Initial:

Sales Approved:

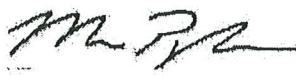
 Initial:

Customer: Rowan College at Burlington County
 Signature:



 Name: Kevin Kerfoot
 Title: CFO
 Date: 4/21/23

Blackboard Inc.
 Signature:



 Name: Michael Pohorylo
 Title: Associate General Counsel
 Date: 22-Dec-2022

Blackboard does not require a PO for the purchase or payment of the products on this Order Form. If your organization requires a PO in addition to this signed contract, please provide all known information here. If a PO will be issued after signature, indicate 'Pending' in the PO Number field.
PO Number: PO Amount:
Attach PO or send PO to Operations@blackboard.com (Optional):
Attach Tax Exemption (Optional):

Invoicing
Send Invoices via email to:
1. Name: Email:
2. Name: Email:
3. Name: Email:

STATEMENT OF WORK SUMMARY

The objective of this Statement of Work (SOW) is to ensure that the implementation of support services for Rowan College Burlington County (RCBC) students, staff, and faculty exceeds the expectations of your organization. In addition to providing contact center support, Blackboard will become a strategic participant in developing or recommending improvements for efficiency, quality of service, and support experience.

PROJECT SCOPE

1. SOLUTION TYPE (SELECT ONE)

Standard IT Help Desk: Nights & Weekends or 24/7/365, blended agent support, and Tier 1 scope of support inclusive of a variety of support areas such as those listed in the Standard offering and Software, Hardware, Printing, SIS/ERP/SSB, Network (Wired, VPNs, Network Drives), Telecom, and Web Applications. Requires integration or generic accounts of technologies related to SIS, Active Directories, or ticketing systems.

2. SUPPORT HOURS (SELECT ONE)

24 x 7

3. LANGUAGE(S) SUPPORTED (CHECK ALL THAT APPLY)

English

4. SELF-SERVICE CHANNELS (CHECK ALL THAT APPLY)

Self-Help Portal

5. TICKETING SYSTEM INTEGRATION (SELECT ONE)

SmartView Licenses: 2

PROJECTED INCIDENT VOLUME, AVERAGE HANDLE TIME, AND PRICE PER INCIDENT

Blackboard will be staffed to serve up to the Projected Total Incident Volume with a 8 minute Average Handle for Live Incidents. Accurate projections are important. Blackboard does not provide a credit in the event that actual incident volume is lower than the projected incident volume. At the end of the 12 months of service, if Actual Incidents exceeds Projected Incidents RCBC will be assessed an overage fee at price per live support + 20% premium for each Live Incident that is over the projection. If AHT trends above 8 minutes Blackboard will work collectively to reduce AHT and/or update the agreement for increased AHT.

Total Incidents	1000
-----------------	------

6. SERVICE LEVEL AGREEMENTS

Metric	Definition	Measurement Method	Service Level	Credit
Live Phone Average Speed to Answer	Average Speed to Answer ("ASA") means the time required to answer a call from any Authorized End User, calculated as the time elapsed from when the Authorized End User selects an option from the telephone menu leading to a Blackboard advisor until the point at which a Blackboard agent answers the call.	This Service Level shall be measured monthly as the ASA for all calls from Authorized End Users that are answered by Blackboard agents during the previous month.	<120 seconds	2%
Resolution Rate (only applies for handled inbound interaction)	Resolution Rate means the percentage of interactions resolved by Blackboard	This Service Level shall be measured on a quarterly or monthly basis as the total number of interactions resolved by Blackboard divided by total interactions	>85% Resolution Rate	2%
Customer Satisfaction	Measures performance of service provided to end user or Customer. Used to identify end user's opinion of service performance.	This Service Level shall be measured on monthly basis on a scale of 1-5 with 1 being the lowest satisfaction level and 5 being the highest level of satisfaction, average Customer satisfaction level shall be 3.5 or higher during the previous month.	≥3.5	2%

Any service credits will be applied to the first invoice for the next Renewal Term. CLIENT's sole remedy for Blackboard's failure to achieve the Service Levels for a Support Service as specified in this Order Form shall be the service credits described herein.

Notwithstanding anything to the contrary in the Agreement, the parties acknowledge and agree that Blackboard's obligation to meet the above Service Level Agreements is contingent upon several factors, and that the Service Level Agreements shall not apply for any period of time where the following criteria is met:

1. If the actual monthly Inbound Interactions exceeds Projected Monthly Incident Volume by more than 5%; or
2. To the extent caused by CLIENT-owned server/network slowdowns, outages, or similar technical issues within such period that are reasonably documented by Blackboard (other than a Service Outage); or
3. If the Knowledge Base has not been reviewed, and updated as necessary, within the past twelve (12) months.
4. In addition to the criteria listed above, the Service Level Agreement for Average Speed to Answer shall not apply for any period of time where the Average Handle Time for such period exceeds the estimated Average Handle Time set forth on this Order Form by more than 5%.



**ROWAN COLLEGE AT BURLINGTON COUNTY
BOARD OF TRUSTEES REGULAR MEETING
MAY 21, 2024**

RESOLUTION #2024-142-11

**AUTHORIZING APPOINTMENT OF WEINER LAW GROUP, HARTMAN DUFF AND
MADDEN & MADDEN AS SPECIAL COUNSEL TO THE COLLEGE FOR SPECIFIC
LEGAL MATTERS IN AN AMOUNT NOT TO EXCEED \$70,000.00.**

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

WHEREAS, the College issued a Request for Qualifications/Proposals, RFP# 24-13 which was advertised and released on Tuesday, March 19, 2024, and opened on Thursday April 4, 2024, at 2:00 PM, with eight (8) firms responding; and

WHEREAS, it appears that **Weiner Law Group, Hartman Duff and Madden & Madden, P.A.** have the experience and expertise to provide these services; and

WHEREAS, these contracts will be for a period of July 1, 2024, to December 31, 2024, and includes language that would allow them to be extended for one additional twelve-month term 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 **Weiner Law Group, Hartman Duff and Madden & Madden, P.A.**; 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 the appointment of the following firms: **Weiner Law Group, Hartman Duff and Madden & Madden, P.A.**; and

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 21st day of May 2024, that **Weiner Law Group, Hartman Duff and Madden & Madden, P.A.**, be appointed as the College's Special Counsel for the period of July 1, 2024, to December 31, 2024.



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

I, Kevin Kerfoot, Chief Financial Officer, do hereby certify that adequate funds are available in the Fiscal Year 2025 Operating Budget to pay for the contract between Rowan College at Burlington County and **Weiner Law Group, Hartman Duff and Madden & Madden, P.A**

The money necessary to fund said payment is **\$70,000.00**. The payment is subject to the availability of funds and upon approval of the payment the funds will be charged to the following budget line item appropriation:

1-10410-9706 (General Institution, Legal Fees)



Kevin Kerfoot
Chief Financial Officer



Rowan College at BURLINGTON COUNTY

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


IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, May 21, 2024**, and on the Mount Laurel Campus, Student Success Center, Room 138, 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. James Kerfoot
 Vice Chair



 Dr. Michael A. Cioce
 Board Secretary



**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
MAY 21, 2024**

RESOLUTION #2024-142-12

ADOPTION/AFFIRMATION OF CERTAIN BOARD POLICIES

WHEREAS, the Board requested that College administrative staff, along with counsel, review existing Board Policies and provide advice and recommendations regarding said policies; and

WHEREAS, at its request, the College has provided the Board with certain draft and amended policies; and

WHEREAS, the various Committees of the Board have undertaken a review of the proposed policies and have recommended that the proposed policies be affirmed, which may require the modification of certain existing policies; and

WHEREAS, the Board concurs with the recommendations of the various Committees and has determined to take formal action with respect thereto;

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 21st day of May 2024, that:

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



**ROWAN COLLEGE AT BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
MAY 21, 2024**

BOARD POLICIES UPDATES

	Policy No.	Title
1	402	Post-Issuance Compliance Policies & Procedures of Rowan College at Burlington County Related to Certain Bonds Issued by the New Jersey Educational Facilities Authority Pursuant to Financing Programs for Institutions of Higher Education Sponsored by the State of New Jersey



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


IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, May 21, 2024**, and on the Mount Laurel Campus, Student Success Center, Room 138, 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. James Kerfoot
 Vice Chair



 Dr. Michael A. Cioce
 Board Secretary



BOARD POLICY

No. 402

TITLE: Post-Issuance Compliance Policy for State-Backed Grants

DATE ADOPTED: May 22, 2024

EFFECTIVE DATE: May 22, 2024

SUPERSEDES: N/A

POLICY SECTIONS

- I. Organizational Responsibility
- II. Tracking Expenditures of Grant Proceeds and Use of Grant-Financed Facilities
- III. Private Business Use and Private Payments
- IV. Record Retention
- V. Arbitrage and Rebate
- VI. Continuity and Training
- VII. Remedial Action

PURPOSE:

The Secretary of Higher Education of the State of New Jersey (the “Secretary”) has awarded Rowan College at Burlington County (the “Institution”) funds for capital projects or equipment leases pursuant to one or more of the following programs: Higher Education Capital Improvement Fund Act, N.J.S.A. 18A:72A-72 *et seq.* (“CIF”); the Higher Education Equipment Leasing Fund Act, N.J.S.A. 18A:72A-40 *et seq.* (“ELF”); the Higher Education Technology Infrastructure Act, N.J.S.A. 18A:72A-59 *et seq.* (“HETI”); and the Higher Education Facilities Trust Fund Act, N.J.S.A. 18A:72A-49 *et seq.* (“HEFT” and together with CIF, ELF and HETI, the “State-Backed Programs”). The funds for capital projects or equipment leases awarded pursuant to these State-Backed Programs are referred to herein collectively as “Grants”. The Grants are disbursed to the institutions of higher education (“Grantees”) from proceeds of tax-exempt bonds (the “State-Backed Bonds”) issued by the New Jersey Educational Facilities Authority (the “Authority” or “NJEFA”) pursuant to the applicable State-Backed Programs. The debt service on these State-Backed Bonds is payable by the State of New Jersey (the “State”) subject to appropriation by the New Jersey Legislature. A Grantee that receives funds pursuant to the CIF or ELF Programs is



required to reimburse the State for a portion of the debt service paid by the State on the CIF Bonds or ELF Bonds. Grantees that receive funds pursuant to the HETI or HEFT Programs have no obligation to reimburse the State for any debt service on HETI Bonds or HEFT Bonds.

Because the State-Backed Bonds are issued as tax-exempt bonds, the provisions of the Internal Revenue Code of 1986, as amended (the “Code”) and regulations adopted thereunder (collectively, “Federal Tax Law Requirements”) must be satisfied during the term of the State-Backed Bonds in order for the tax-exempt status of such State-Backed Bonds to be maintained. As a Grantee that has received proceeds of State-Backed Bonds, the Institution understands that it has an obligation to comply with such Federal Tax Law Requirements, with respect to each of the Institution’s Grant-funded project(s), throughout the full term of any State-Backed Bonds that financed the Institution’s Grant(s). That means that the Institution must continue to comply with such requirements with respect to each Grant-funded project beyond the date of the final disbursement of the Grant to the Institution. Pursuant to a Grant or Lease Agreement with the Authority, the Institution has agreed to adopt these Post-Issuance Compliance Policies and Procedures (the “Policy”) in order to assist it in fulfilling its obligations to comply with Federal Tax Law Requirements applicable to the State-Backed Bonds. The Institution recognizes that this compliance is an ongoing process, and that analysis of information and implementation of this Policy will require annual or more frequent monitoring and likely ongoing consultation with NJEFA and its bond counsel. Further policies and procedures may be identified from time to time by NJEFA with respect to outstanding or future State-Backed Bonds from which this Institution receives a Grant and the Institution will take all necessary steps to ensure compliance with such policies and procedures.

POLICY SECTIONS

I. ORGANIZATIONAL RESPONSIBILITY

The Chief Financial Officer (the “Compliance Officer”) has primary responsibility for post-issuance compliance pursuant to the Policy to ensure and monitor post-issuance matters with respect to State-Backed Bonds.

The Compliance Officer has overall responsibility for carrying out all aspects of this Policy including providing information and training on implementing post-issuance compliance policies, tracking expenditures, allocating sources of funding for a particular project between Grants funded from State-Backed Bond proceeds and other sources of money, identifying any potential impermissible private use of Grant-funded projects and reviewing rebate reports, if requested by the Authority, and keeping adequate records to support all of the foregoing. The Compliance Officer may delegate specific responsibilities to other officers, employees and agents of this Institution as designated in this Policy and as may be modified or supplemented in the future.

The Finance Department shall: separately track utilization of Grant proceeds and other sources of funding (i.e., other bonds, equity, other grants, contributions, etc.) for each project financed by each issue of State-Backed Bonds; prepare and review requisitions to ensure that Grant



proceeds are expended on projects as approved by the Secretary and as authorized in the applicable bond documents and requisitions; confirm that reimbursement of pre-issuance costs are permissible; and submit reviewed requisitions to the NJEFA. The Finance Department in consultation with the Office of Information Technology, Facilities Department and Division of Humanities, Business, and Social Sciences shall also determine when projects financed by Grants are completed and/or placed in service and advise the Authority that such events have occurred. The Finance Department, Office of Information Technology, Facilities Department and Division of Humanities, Business, and Social Sciences will consult with the Compliance Officer if questions arise relating to foregoing matters.

II. TRACKING EXPENDITURES OF GRANT PROCEEDS AND USE OF GRANT-FINANCED FACILITIES

The Institution's Finance Department shall maintain records regarding the use and allocation of Grants funded from State-Backed Bonds and other sources for Grant-financed facilities. Such records shall be maintained with respect to each series of State-Backed Bonds. The Authority's Finance Division shall maintain copies of approved requisitions and copies of invoices. Requisitions submitted to the Authority must be accompanied by copies of invoices for Contractor/Architect/Engineering bills and any other required items before being approved.

The Finance Department will monitor the application and use of Grants on an ongoing basis and inform the Authority of events relating to the use of Grant proceeds and financed facilities which may result in private business use or other tax compliance issues that must be analyzed for compliance with Federal Tax Law Requirements. As soon as the Institution becomes aware of a possible instance of private business use with respect to a Grant-financed facility, the Finance Department and the Facilities Department will work together to identify the nature and extent of such potential private business use, including, for example, the square footage or other measurements of private business use of the affected financed facilities. The Institution will comply with the covenants and representations relating to the Grants and the State-Backed Bonds in the applicable bond documents (including the Institution's Grant or Lease Agreements and Tax Certificates delivered in connection with the Grants) and will cooperate with the Authority in obtaining necessary information, keeping records, seeking advice from bond counsel and undertaking any remediation, if necessary.

At least once every twelve months, the Authority is expected to send a certification form to the Institution regarding the application and use of Grants and other matters. The Compliance Officer will coordinate with assigned individuals at the Institution to provide updated information about the use of the Grant-financed facilities and other matters and will promptly complete and return the certification form and any supporting documentation (the "Annual Review Process"). The Institution will provide an annual certification to the Authority regardless of receipt of a form therefore from the Authority. The Compliance Officer will work with the Authority and/or bond counsel, if necessary, to assist in making a final allocation of expenditures for a Grant-finance project when required under the Code and applicable regulations.



III. PRIVATE BUSINESS USE AND PRIVATE PAYMENTS

The Institution's Finance Department in conjunction with the Facilities Department (which will maintain records of all permitted private business use contracts (if any)) will monitor the use of Grant-financed property to identify any potential impermissible private business use of Grant-financed property and any payments being made or anticipated to be made by private parties for the purpose of using such property for private business use.

State-Backed Bonds may lose their tax-exempt status if there is "private business use" of Grant-funded projects and "private business payments" with respect to such use, in excess of certain permitted amounts, as described in the Tax Certificate(s) signed by the Institution in connection with the issuance of the State-Backed Bonds. **Unless approved in advance by the Authority, no private business use of any Grant-funded projects or property is permitted.** Therefore, the Institution (and each other Grantee) must obtain permission from the Authority before allowing any private business use of its Grant-financed facilities. The **only** exception to this is if, prior to the issuance of the State-Backed Bonds, the Institution had disclosed to the Authority and was approved to have an amount of private business use of its Grant-financed facility. Any potential increase in any previously disclosed and approved private business use of Grant-financed facilities, and any potential new private business use of a Grant-financed facility, must be approved in advance by the Authority. The purpose of these rules is to ensure that the tax-exempt status of each issue of State-Backed Bonds is preserved. Accordingly, the Institution will monitor and report the use of Grant-financed facilities as part of the Annual Review Process. The Institution understands that failure to obtain such advance permission may result in loss of tax-exempt status of the State-Backed Bonds and that the Institution may incur liability to the Authority if the Institution's actions cause or threaten to cause the loss of tax-exempt status of the affected State-Backed Bonds.

The Institution should refer to the Tax Certificate(s) that it delivered in connection with executing its Grant or Lease Agreements. The Tax Certificates contain detailed information regarding the types of activities and use of Grant-financed facilities that would be treated as impermissible private business use. For example, "special legal entitlements" to use property financed with State-Backed Bonds can give rise to private business use. Special legal entitlements include leases of Grant-financed property, management contracts with respect to Grant-financed property, sponsored research agreements, naming rights, licenses of Grant-financed property and the like. Typical examples of private business use in a college setting often include food service contracts, bookstore contracts, privately sponsored research agreements, and private camp programs, if they do not meet certain safe-harbors set out in IRS Revenue Procedures 2017-13 and 2007-47, or exceptions in IRS regulations for short term and incidental use arrangements.

As required in the Authority's bond documents and policies, the Institution will report and certify to the Authority at least annually with respect to the use of Grant-financed facilities and any additions or changes that may have occurred, and shall cooperate with the Authority both in determining whether an event has occurred that might adversely affect the tax-exempt status of the



State-Backed Bonds and in taking appropriate remedial action if necessary.

IV. RECORD RETENTION

The Institution shall maintain all relevant records relating to the expenditure of Grant proceeds (including but not limited to invoices and requisitions, with all necessary backup documentation) and relating to the use of Grant-financed facilities. The Authority will retain documents it receives directly from the Institution or third parties. Both the Institution and the Authority shall maintain records for the length of time required to comply with IRS regulations. Currently, records relating to the issuance of bonds and related post-issuance compliance documentation must be maintained for the life of the bond issue, including any refunding issue, plus three years.

The Authority will rely on the Institution for specific records and documentation relating to application of Grant funds and use of the projects and/or equipment financed by Grants received by the Institution.

V. ARBITRAGE AND REBATE

State-Backed Bonds will lose their tax-exempt status if they are classified as “arbitrage bonds.” In general, arbitrage is earned when the gross proceeds of a bond issue are used to acquire investments that earn a yield that is “materially higher” than the yield on the bonds. Arbitrage may also arise if Grant funds received and held by the Institution for the project are invested prior to being expended, or if the Institution invests other funds that are earmarked to pay a portion of the debt service on State-Backed Bonds (in the case of CIF or ELF bonds and grants). The Code contains two separate sets of requirements that must be complied with to ensure that State-Backed Bonds are not arbitrage bonds. They are:

- Yield Restriction requirements, which generally provide that in the absence of an applicable exception, bond proceeds (and amounts being held to pay debt service) may not be invested at a yield in excess of the bond yield; and
- Rebate requirements, which generally provide that when arbitrage is earned on an issue in excess of permitted amounts, unless an exception is met, the excess earnings must be paid to the U.S. Department of Treasury, even if an exception to the yield restriction requirements applies.

The NJEFA will engage the services of an Arbitrage Compliance Servicer, as necessary, to provide written reports to assist the Authority and the State Treasurer in monitoring yield on investments and calculating any rebate that may be due. The Institution will cooperate with the NJEFA and the Arbitrage Compliance Servicer to the extent necessary in order for the Arbitrage Compliance Servicer’s calculations to be correct. If the Arbitrage Compliance Servicer provides a written report, it will be provided to the Authority and the State Treasurer and to the Institution, to the extent necessary, to permit the Institution to comply with tax or other reporting requirements.

Personnel Committee: Committee Report Presented by Board Secretary: Dr. Michael Cioce. Dr. Michael Cioce reported that the Personnel Committee met on Tuesday, May 14, 2024 at 4:30PM, and the Committee discussed various personnel matters.

Action Resolution(s) for Approval

TAB 13: A Resolution to approve personnel actions for Rowan College at Burlington County.

TAB 14: A Resolution to approve adoption / affirmation of certain Board Policies
a. Board Policy No. 100: Executive and Administrative Salary - Ranges &

Vice Chair Kerfoot invited questions on the resolutions and there were none. Vice Chair requested a motion to move Tabs 13 and 14, as recommended by the Personnel Committee. With a motion by Trustee Lorraine Hatcher and a second by Trustee Dorion Morgan, the Board approved Resolutions 13 and 14 with all in favor and none opposed. This concluded the Personnel Committee Report.

Academic Committee

Committee Report Presented by Chair Dr James Kerfoot. Committee Chair Dr. Kerfoot reported that the Academic Committee met on Tuesday, May 14, 2024 at 4:30PM, and the Committee discussed various academic matters.

There were no resolutions.



**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
MAY 21, 2024**

RESOLUTION #2024-142-13

**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;

- Lamont Booth as PT Public Safety Officer at \$15.13/hour;
- Jay Phillips as PT Public Safety Officer at \$15.13/hour;
- Malachi Pass as PT Public Safety Officer at \$15.13/hour;
- Tiffany Johnson as PT Admissions Navigator at \$16.50/hour;
- Andrew Horner as PT Groundskeeper at \$15.13/hour;
- Kyle McHenry as PT Tutor at \$15.13/hour;
- Lana Valente as Digital Communications Specialist at \$43,500
- Jordanna Conn as PT Tutor II at \$18/hour;
- Jensen Graham as PT Information Specialist at \$20/hour;
- Julianna Mackafee as PT Student Life Assistant at \$17/hour;
- Peytann Tamasi as Admissions Counselor at \$36,000;
- Nolan Buser as Honors Coordinator; or Kimberly Vogt at 43,000; and

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

Salary Adjustments

None; and

Title Changes

None; and

WHEREAS, the following were determined to meet the qualifications that best meet the needs of the college in the designated academic areas for the following adjunct and part-time trainer listings, namely;

Adjuncts, STEM;

None; and



Adjuncts, Liberal Arts;

Miller, Walter; and

Adjuncts, Nursing and Health Sciences;

Gupta, Shuchi; Carr, Alexandria; Stecher, Amber; Grayo, Ashley; Gruetter, Katherine;
Rosario, Carole; Tompkins, Jenifer; and

Part-Time Trainers;

None; and

EMT Trainers/EMT Aides;

None; and

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

Shaun Patterson as Director of Advising & Retention, EMSS;
Jamie Cattell as Assistant Director, Title III Grant, EMSS;
Pamela Mack-Brooks as Instructor, Health Sciences;
Connie Shifton as PT Academic Advisor, EMSS;
Brina Sedar as Assistant Professor, Liberal Arts;
Dennis Nolan as 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;

Erica Franklin, WD Paid Unpaid Leave;
Rachel Pieters, Library, Paid 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 21st day of May 2024, hereby approves the above stated personnel actions for Rowan College at Burlington County.




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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, May 21, 2024**, and on the Mount Laurel Campus, Student Success Center, Room 138, 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. James Kerfoot
 Vice Chair



 Dr. Michael A. Ciocce
 Board Secretary



**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
MAY 21, 2024**

RESOLUTION #2024-142-14

ADOPTION/AFFIRMATION OF CERTAIN BOARD POLICIES

WHEREAS, the Board requested that College administrative staff, along with counsel, review existing Board Policies and provide advice and recommendations regarding said policies; and

WHEREAS, at its request, the College has provided the Board with certain draft and amended policies; and

WHEREAS, the various Committees of the Board have undertaken a review of the proposed policies and have recommended that the proposed policies be affirmed, which may require the modification of certain existing policies; and

WHEREAS, the Board concurs with the recommendations of the various Committees and has determined to take formal action with respect thereto;

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 21st day of May 2024, that:

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



**ROWAN COLLEGE AT BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
MAY 21, 2024**

BOARD POLICIES UPDATES

	Policy No.	Title
1	100	Executive and Administrative Salary - Ranges & Benefits




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


IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, May 21, 2024**, and on the Mount Laurel Campus, Student Success Center, Room 138, 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. James Kerfoot
 Vice Chair



 Dr. Michael A. Ciode
 Board Secretary



BOARD POLICY

No. 100

TITLE: Executive and Administrative Salary - Ranges and Benefits

DATE ADOPTED: May 21, 2024

EFFECTIVE DATE: May 21, 2024

SUPERSEDES: September 11, 1980 and November 2, 2018

PURPOSE and APPLICATION:

This policy establishes the benefits applicable to employees appointed to permanent, full-time employment with the College. Nothing herein shall be deemed to create any contractual rights not conferred by any collective bargaining or other applicable agreement or law. Employees not covered by a collective bargaining or other agreement are employed at will. Their employment may be terminated by the College for any reason not unlawful or contrary to the provisions of an applicable agreement.

Positions Eligible for Benefits under this Policy

The benefits described herein are applicable to those positions identified with the management of a sub-division, department, or staff function of the College and those positions not covered by a collective bargaining agreement.

Salary Ranges and Increases

Salaries for executive and administrative employees covered by this policy are established upon the recommendation of the President. Salary increases may be granted only upon recommendation of the President, normally on July 1, based on an evaluation of executive, management, administrative, and/or other necessary and/or applicable skills.

Health Coverage

The College currently offers medical plan options administered directly by Horizon Blue Cross Blue Shield of New Jersey. Employees hired after July 1, 2020 have the option to enroll in the Educators Health Plan (national access), the Garden State Plan (no national access) or waive coverage. In addition to the above plans, employees hired prior to 7/1/2020 also have the option to enroll in NJ Direct 10 and NJ Direct 15 plans.

Employees are required to contribute a percentage of the monthly premium towards the cost of their medical coverage. The payroll deduction is taken pre-tax. Under the provisions of Chapter 78, the contribution is determined as a specified percentage of the health benefits/prescription drug premiums for a salary range, but not less than 1.5% of salary. Chapter 78 applies to any employee enrolled in the Direct 10 or Direct 15 programs. Under Chapter 44, the contribution is



determined as a specified percentage of the employee's salary for a salary range, but not less than 1.5% of salary. Chapter 44 applies to employees enrolled in the Educator Health Plan or Garden State Plan.

The effective date of coverage is 60 days after the date of employment as a full-time employee of the College.

Employees may voluntarily waive medical coverage through the College. Employees must provide proof of medical coverage each calendar year in order to be eligible for the waiver stipend. Employees receive a pro-rated (bi-monthly) payment from the College based on the eligibility date of coverage, not to exceed \$1,000 annually.

Dental Insurance

The College offers dental insurance through Horizon Blue Cross Blue Shield Dental Plan. The College pays the premiums for all plans and coverage types (single, family, etc.) selected by the employee. Horizon offers several options for dental coverage.

Coverage is effective the first day of the month following 60 days of employment as a regular employee of the College

Employees may voluntarily waive dental coverage through the College. Employees are required to provide proof of dental coverage each calendar year in order to be eligible for the waiver stipend. Employees receive a pro-rated (bi-monthly) payment from the College based on effective date of coverage, not to exceed \$150 annually.

Flexible Spending Accounts

The College offers flexible spending accounts which allow employees to set aside pretax dollars through payroll deduction.

- **Healthcare** - used to pay for eligible medical, prescription, and dental expenses not covered by your insurance plan.
- **Dependent Care** - used to pay for childcare (for children under 13) or adult dependent care expenses that are necessary to allow you and your spouse, if married, to work, look for work, or attend school full-time.
- **Transit Care** - Used to pay for public transportation expenses related to commutes to and from work.

RETIREMENT PROGRAMS

Alternate Benefit Program (ABP)

The ABP is a tax-sheltered, defined contribution retirement program for faculty, instructors and certain professional administrative staff required to possess a college degree. Eligibility is based on the employee's position in the College and subject to approval by the Division of Pensions. The ABP provides retirement benefits, life insurance and disability coverage, which, when combined with Social Security and other tax-deferred plans, can provide security in retirement.



Members contribute 5% of base or contractual salary matched by an 8% employer contribution (the maximum annual salary is established by the law) to a tax-deferred investment account. This account may be established with any of the State authorized investment carriers.

Life insurance in the amount of 3.5 times the base salary earned by an employee in the twelve months preceding death is available at no cost to the employee. The employer pays the full premium. Upon retirement, the life insurance benefit is reduced to one-half the value of the last twelve months of base salary on which pension contributions were made.

A member is enrolled in an employer-paid long-term disability insurance coverage after one year of participation in the ABP. Benefits approximate 60% of salary and both employee and employer contributions to the retirement program are continued without cost to the employee until the age of seventy (70).

Public Employees' Retirement System (PERS)

An Executive or Administrative Staff member may be eligible for enrollment in the Public Employees' Retirement System (PERS) instead of the Alternate Benefit Program (ABP) **if currently enrolled in PERS.**

PERS is a defined benefit program with retirement benefits based upon years of service in the program and the average salary of the highest three to five years of the base salary depending on membership tier. Effective 07/01/2018 the mandatory contribution rate in PERS is 7.5% of base salary.

Life insurance in the amount of three times the base salary earned by an employee in the twelve months preceding death is provided. For the first year of enrollment in PERS, the employee is required to participate in both the contributory and non-contributory portions of the life insurance program. After one year, the employee has the option of waiving the contributory portion and decreasing the benefit to 1.5 times the base salary. If exercised, this option is irrevocable. The carrier is The Prudential Insurance Company.

PERS provides for disability retirement for members who meet stipulated requirements. Effective May 2010, accidental and ordinary disability retirement through PERS was eliminated for Tier 4 and 5 members.

Tax Savings Programs

Employees may choose to enroll in one or all of the following voluntary plans: Voluntary 403(b) or 457 tax-deferred savings program and/or SACT (Supplemental Annuity Collective Trust). Maximum tax-deferred amounts are determined in accordance with Internal Revenue Service Code regulations.

Disability Insurance

The College offers a short term disability insurance plan with The Standard. The weekly benefit amount is based upon weekly pre disability earnings as of the date of disability. Short term disability insurance is College paid. Employees may purchase voluntary supplemental long-term disability insurance through payroll deduction.



Employee Assistance Program

The Employee Assistance Program (EAP) is available to all full-time employees and their eligible dependents. The EAP is provided through the Carebridge organization which offers, at no cost to the employee, comprehensive assessment, counseling and referral services for a wide range of personal, family and work-related issues.

Tuition Waiver

Employees and their spouses and dependents may attend the College without tuition, general, or laboratory fee charges. Such waiver applies to both credit and credit-free courses, although special program costs may be assessed to the employee for certain courses. Employees must provide a copy of their most recent Federal 1040 for dependent waivers.

Tuition Reimbursement

Employees may receive a refund of tuition up to a specified maximum for courses approved in advance by the College. Courses must be part of an approved degree program or determined by the College to be relevant to the employee's job.

Sick Leave

8.75 hours per month of completed employment service is accrued. Can be banked with no limit.

Personal Leave

Three days per year. Personal leave does not carry over, must be used by anniversary.

Vacation Leave

Year of Service	Accrual Rate Per Month of Completed Service
First Year	7 hours
Second Year	10.50 hours
Third Year	12.25 hours
Subsequent Years	12.85 hours

Employees commencing employment on or after May 22, 2010 may only carry forward unused vacation leave for one successive year.

Other Leaves

Very specialized leaves including bereavement leave, jury duty leave, leaves without pay, etc. are also available.

COMMENTS FROM THE PUBLIC

Vice Chair Kerfoot invited comments from the public.

Mr. Lionel Lee, a Pemberton Township resident, expressed frustration with the lack of development of the old Pemberton campus. Dr. Cioce explained that RCBC has courted multiple developers, but it has been challenging to find a new owner. The intention is for the demolition to proceed this summer in the hopes of making it more attractive to prospective buyers.

Dr. Jonathan Weisbrod, a full time faculty member, highlighted the various ways ways RCBC's full time faculty members advance the missions of the college by provided innovative high quality and affordable educational experiences in an accessible and diverse environment.

COMMENTS FROM THE BOARD

Vice Chair Kerfoot invited comments from the Board. There were no comments from the Board.

OTHER BUSINESS

No other business.

ADJOURNMENT OF PUBLIC SESSION

Vice Chair Kerfoot called for a motion to adjourn the Public Session. There is no need for an Executive Session. With no further business, Trustee Dorion Morgan made the motion, second by Trustee Justin Braz, and by a unanimous vote in favor the Board of Trustees' Meeting adjourned at 6:19 P.M.

Respectfully submitted,

Dr. Michael A. Cioce
Board Secretary

MAC:lc